



Town of Hilton Head Island
**William Hilton Parkway Gateway Corridor
Independent Review Advisory Committee**
Friday, May 12, 2023, 9:30 a.m.

AGENDA

The William Hilton Parkway Gateway Corridor Independent Review Advisory Committee meeting will be held in person at Town Hall in the Benjamin M. Racusin Council Chambers.

1. Call to Order

2. Approval of Minutes

A. Meeting of April 17th 2023, Regular Meeting

3. FOIA Compliance – Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

4. Appearance by Citizens

Citizens may submit written comments via the [Town's Open Town Hall Portal](#). The portal will close at 4:30 p.m. the day prior to the scheduled meeting. Comments submitted through the portal will be provided to the Committee and made part of the official record.

5. New Business

A. Review of Last Meeting's Actions

B. Review and Finalize Draft Request for Qualification (RFQ) - Scope of Work

6. Adjournment

Please note that a quorum of Town Council may result if four (4) or more of their members attend this meeting.



Town of Hilton Head Island
**William Hilton Parkway Gateway Corridor
Independent Review Advisory Committee**
Monday, April 17, 2023, 1:30 p.m.
MEETING MINUTES

Present from the Committee: Alan Perry, Deiderik Advocaat, Charles Walczak, Edward C. Warner, Jr., Willie Young, Herbert Ford (Alternate)

Present from Town Staff: Jeff Buckalew, *Town Engineer*; Bryan McIlwee, *Assistant Community Development Director*; Carolyn Grant, *Communications Director*; Bob Bromage, *Public Safety Director*; Cindaia Ervin, *Assistant Town Clerk*; Shawn Colin, *Assistant Town Manager - Community Development*;

Present from Town Council: Patsy Brison,

1. Call to Order

Mayor Perry called the meeting to order at 1:30 p.m.

2. FOIA Compliance

Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the Town of Hilton Head Island requirements.

3. Appearance by Citizens

Public comments concerning agenda items were to be submitted electronically via the Open Town Hall portal. The comments that were received on the Open Town Hall Portal were sent to the Commission and made part of the official record.

No Citizens spoke.

4. New Business

a. Project Overview

Mr. Colin provided the overview of the project as included in the packet. Mr. Colin recommended that the Committee focus on fine-tuning the RFQ as their primary goal.

b. Review of Town of Hilton Head Island and Beaufort County Memorandum of Agreement

Mr. Colin provided an overview of the Town of Hilton Head Island and Beaufort County Memorandum of Agreement.

c. Review Draft Request for Qualification (RFQ) Scope of Work

Mr. Colin provided the presentation and answered questions from the Committee.

For Task One:

The Committee had a short discussion on the scope of the project and its organization. They asked several questions about the independent review processes and requirements, contractual agreements with the state, and scope of work provided by the State.

The Committee suggested that the Independent Review Company only be required to have no previous relationship with the state and the town and not to limit their work with those entities for future projects. The Committee also suggested that the County be removed from Section 2 - Task 1 – Bullet 3.

For Task Two:

The Committee expressed concerns about the timelines for data collection and delivery. Mr. Colin will provide an update on the timeline.

For Task Three:

The Committee asked about the proposal for a light at Windmill Harbor and its inclusion in the project. The Committee suggested that alternatives be considered. The Committee also asked about the inclusion of an origin-destination study and behavioral modification incentives.

For Task Four:

The Committee expressed concerns about the wetland impact limitations. Mr. Colin clarified that the area of impact could not be increased without appropriate alternative wetland management.

The Committee suggested that safety regulations be added to the task, and the project considers eliminating left-hand turn lanes.

Task Five:

The Committee suggested that all engineering work be done by an engineer licensed in South Carolina is added as a requirement.

The topic was opened to the public. Several citizens spoke about the safety concerns, business responses, survey data, and no left-hand turn suggestions.

d. Setting Meeting Dates

The Committee set the next meeting for Thursday, May 4th, 2023.

5. Adjournment

Mayor Perry adjourned the meeting at 3:03 p.m.

Submitted by: Brian Glover
Administrative Assistant

Approved:

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TOWN OF HILTON HEAD ISLAND

William Hilton Parkway Gateway Corridor Independent Review Advisory Committee

TO: William Hilton Parkway Gateway Corridor Independent Review Advisory Committee
FROM: Jeff Buckalew, Town Engineer
VIA: Bryan McIlwee, Asst. Director of Community Development
Shawn Colin, Assistant Town Manager – Community Development
Josh Gruber, Deputy Town Manager
CC: Marc Orlando, Town Manager
DATE: May 12, 2023
SUBJECT: William Hilton Parkway Gateway Project - Review and Finalize Draft Request for Qualifications (RFQ) – Scope of Work

Recommendation:

William Hilton Parkway Gateway Corridor Independent Review Advisory Committee to review draft RFQ and Scope of Work to be executed by a qualified consultant to complete the Independent Review and End to End Analysis.

Summary:

Attached for reference are two revised RFQ provided by Committee members reflecting committee input.

William Hilton Parkway Gateway Corridor Independent Review Advisory Committee to recommend final scope of work and RFQ to Town Council for endorsement. Once approved by Town Council, the Town will solicit the RFQ for a period of 30 days.

Responses to the Town RFQ shall be reviewed by the Advisory Committee and selection team to reach recommendation of the most qualified consultant and then negotiate and execute a contract. Timeframe and cost to complete the Town lead Independent Review has not yet been determined.

ATTACHMENTS:

1. Draft RFQ 1 – Reflecting committee input received with the exception of committee member Advocaat
2. Draft RFQ 2 – Reflecting revisions submitted by committee member Advocaat on 5/4/23


Attachment 2: ~~Town of Hilton Head Island~~
 Draft RFQ 1 – Reflecting committee input received with the exception of committee
 member ~~Advocaat~~ and Scope of Work for Independent Review ~~Study~~ and End to End
 Analysis V2

TOWN OF HILTON HEAD ISLAND
RFQ Transmittal Page

Date Advertised: **May ##, 2023**

REVISED 4-19-23
per Committee Input
(blue edits)
and 4-23-23 CPW Edits
(in bold red text)

Offerors Shall Complete All Information Requested On This Page and Submit It With Their Qualifications

 <p>REQUEST FOR QUALIFICATIONS (RFQ)</p>	<p>Qualifications Submission: Qualifications will ONLY be accepted electronically via the Town's Procurement Portal which can be accessed using the link below: hiltonheadislandsc.bonfirehub.com</p>
<p>Solicitation Number: RFQ 2023-##</p> <p>Description/Title: Independent ReviewStudy of the William Hilton Parkway Gateway Corridor</p>	<p>* Qualifications Submittal Deadline: 10:00 am Eastern Time on _____, 2023</p> <p>*Submittals will not be accepted after the stated time and date. Submittals will be publically opened via virtual conference at 10:15 am Eastern Time on _____, 2023. The link to participate in the virtual opening is provided in Section I of this RFQ.</p>
<p>Pre-Submittal Conference Information: Not applicable for this solicitation</p>	
<p>Town Contact: Richard Groth, Procurement Officer richg@hiltonheadislandsc.gov (843) 341-4711</p>	<p>Deadline For Questions: 2:00 pm Eastern Time on _____, 2023</p> <p>Questions must be submitted through the Town's Procurement Portal using the "Opportunity Q&A" feature in the "Messages" Section of the Portal.</p>
<p>Offeror Name:</p>	<p>Offeror Contact Name:</p>
<p>Offeror Mailing Address:</p>	<p>Offeror Contact Phone:</p>
<p>City-State-Zip-Code:</p>	<p>Offeror Contact Email Address:</p>

~~Attachment 2: Town of Hilton Head Island
Draft RFQ 1 – Reflecting committee input received with the exception of committee
member Advocaat and Scope of Work for Independent Review Study and End to End
Analysis V2~~

**TOWN OF HILTON HEAD ISLAND
RFQ Transmittal Page**

By signature below, I certify that this submission is made and submitted without prior understanding, agreement, or connection with any corporation, firm or any corporation, firm, or person submitting qualifications for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. I agree that this submittal shall be good and held open for a period of at least sixty (60) days from the Submittal Deadline. I agree to abide by all conditions of this solicitation and certify that I am authorized to sign this document on behalf of the Offeror.

Offeror Authorized Signature:

Name and Title of Signator:

Signature

Date

Name: _____

Title: _____

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TOWN OF HILTON HEAD ISLAND

RFQ 2023-##

Independent ReviewStudy of the William Hilton Parkway Gateway Corridor

I. GENERAL INFORMATION AND SUBMITTAL INSTRUCTIONS

The Town of Hilton Head Island is soliciting responses from qualified engineering firms (“Offerors” or “Consultants”) with an ability to be licensed in South Carolina to provide Independent ReviewStudy of the William Hilton Parkway Gateway Corridor for the Town in accordance with the scope of work and specifications provided herein. To be eligible for consideration, an offeror cannot have performed prior transportation engineering work for the Town of Hilton Head Island, Beaufort County-SC, or the SCDOT.

Qualifications must be submitted by the Qualifications Submittal Deadline shown on the Transmittal Page. Qualifications will ONLY be accepted electronically via the Town’s Procurement Portal which can be accessed using the following link hiltonheadislandsc.bonfirehub.com/portal. If electronic submittal poses a hardship, please notify the Town Contact person identified on the Transmittal Page.

There will be a MANDATORY meeting will be held virtually on **May ##, 2023/#:00PM (EST)**. Please contact Rich Groth at richg@bcgov.net to request an invitation. Only vendors that attend this meeting shall be qualified to submit a proposal. **The Town will have has an advisory committee and to review the submittals and make recommendation for selection based on the stated criteria.**

Submittals will be publically opened via virtual conference at the date and time indicated on the Transmittal Page. Only the names of Offerors will be provided at the opening. No other information will be shared at that time. To participate, please use the following meeting link and information.

<p>Virtual Opening of Submittals Link and Information 10:15 am Eastern Time on _____, 2023</p> <p>To join the meeting on a computer or mobile phone: https://bluejeans.com/8433843231?src=calendarLink&flow=joinmeeting</p> <p>Phone Dial-in +1.404.458.0105 (United States) +1.312.216.0325 (US (Chicago)) Global Numbers: https://www.bluejeans.com/numbers</p> <p>Meeting ID: 843 384 3231</p> <p>Want to test your video connection?</p>

All questions regarding this solicitation must be submitted in writing via the Town's Procurement Portal using the "Opportunity Q&A" feature in the "Messages" Section. Questions will be answered via the Procurement Portal as well. Offeror's who have downloaded an original solicitation will receive email notification if any addendums have been issued for that solicitation. **However, it is still the Offeror's responsibility to check the procurement portal for any issued addendums prior to submitting their qualifications.**

The Town reserves the right to accept or reject any or all submittals received as a result of this solicitation, to negotiate with all qualified Offerors, to award multiple contracts for all or part of the scope of work, or to cancel in part or in whole this solicitation, if in the best interests of the Town. The Town reserves the right to refuse any and all submittals and to waive any technicalities and formalities. The Town reserves the right to waive any requirement in this solicitation, including material requirements, if such requirement is unmet by all Offerors, and, such a waiver is determined to be in the best interests of the Town.

This solicitation does not commit the Town to award a contract or to procure for any articles of goods or services. The Town shall not incur or pay for any costs associated with the preparation of Offeror submittals.

Submittals must be signed by an official of Offeror authorized to bind Offeror. Electronic signature using secure signature software is acceptable. By submitting, Offeror agrees that its submittal shall be good and held open for a period of at least sixty (60) days from the Due Date.

The Town does not discriminate on the basis of race, color, national origin, sex [including pregnancy and childbirth (or related medical conditions)], religion, age or disability in employment or in the provision of goods and services.

The Town recognizes that small businesses enterprises as well as businesses enterprises owned and operated by women and/or minority persons (collectively "disadvantaged business") have historically faced challenges resulting in less than full participation in the free enterprise system to a degree disproportionate to other businesses. Therefore, the Town is committed to ensuring that such disadvantaged business enterprises are afforded every opportunity to fully and fairly participate in the Town's procurement process for goods and services. In the event of a tie after the scoring of responses involving a certified disadvantaged Offeror and a non-disadvantaged Offeror, the Town will award the contract to the certified disadvantaged Offeror. Tied responses involving two certified disadvantaged Offerors will be settled by selecting the Offeror having the lowest total cost to the Town. It is the obligation of the disadvantaged Offeror to submit proof of current certification from a governmental entity in the United States at the time they submit their response in order for the certification to be considered by the Town in

determining an award as described above. Tied responses involving two non-disadvantaged Offerors will be settled by selecting the Offeror having the lowest total cost to the Town.

II. SCOPE OF WORK

The Town desires to contract with a qualified firm to conduct an Independent Review Study of the William Hilton Parkway Gateway Corridor project. It is the intent of the Town to have the selected firm review study and verify the assumptions, methodologies, and alternatives and preferred design recommendation are technically accurate and serve the best interest of Hilton Head Island for now and into the future. The study is anticipated to take no longer than six months to complete. The specific scope, schedule and fee for the services necessary to develop the plan will be negotiated once the firm is selected. Anticipated services and tasks associated with the development of the plan may include, but are not limited to, the following:

Task 1: Project Initiation and Coordination:

- Initial meeting with Town of Hilton Head Island, Beaufort County, and Independent Consultant.
- Conduct Bi-weekly project status meetings with Town staff and the project advisory committee.
- Review meeting with representatives sons of Beaufort County, Town of Hilton Head Island, SCDOT and the existing design consultants on prior work performed.
- Monthly update meetings with Town Manager.
- Review and define the study area.
- Perform a site visit/field review.
- Understand the Town of Hilton Head Island's concern with the proposed concept and existing model.
- Identify what has already been completed for the project.

Task 2: ~~Review Model~~ Provide Modeling of Data and Recommended Design ~~Concept~~ Concepts

- Review assumptions contained within the model – Daily, Hour, Land Use, & identify other input variables, including adaptive traffic signals and safety provisions.
- Review data collection approach and study area, including an additional bridge crossing to connect with the Marshland Road interchange of the Cross Island Parkway.
- Review model outputs and subsequent recommendations for intersection operations and bridge concepts. Review existing bridge inspection data. Model Review and Concept Review Memo.
- Compile findings into a Summary Review Memo, identifying primary

- findings and recommendations for improvement.
- [Review data collection from Adaptive Traffic Signals.](#)

Task 3: Model and Operational Analysis Updates

- The model updates will be based on the version of the LATS model utilized to develop the project. [Consultant to study and recommend a model alternative if warranted.](#)
- [Provide simulation and modeling of various data.](#)
- Confirm that the base traffic demand model accurately takes into account trips generated by visitor traffic, workforce traffic, mass transit traffic, and traffic demand from redevelopment from existing island parcels.
- Update the model based on findings in Task 2 and coordination with the Town of Hilton Head.
- Expand the SCDOT project model and study area to include the following signalized intersections and merge points east of Spanish Wells Road:
 - William Hilton Parkway (US 278) merge with Cross Island Parkway.
 - William Hilton Parkway (US 278 Bus) at Gum Tree Road.
 - William Hilton Parkway (US 278 Bus) at Jarvis Park Road / Wilborn Road.
 - William Hilton Parkway (US 278 Bus) at Pembroke Drive/Museum Street.
 - William Hilton Parkway (US 278 Bus) at Indigo Run Drive/Whooping Crane Way.
 - Palmetto Bay Road (US 278) at Point Comfort Road/Arrow Road.
 - Palmetto Bay Road at Target Road.
 - Sea Pines Circle - William Hilton Parkway (US 278 Bus) at Palmetto Bay Road.
- Expand the model and study area to include the following signalized intersections and merge points west of Bluffton Parkway Flyover on US 278:
 - US 278 (Fording Island Road) at Buckingham Plantation Drive/Moss Creek Drive (on Mainland).
 - Bluffton Parkway at Buckingham Plantation Drive (on Mainland)
- Existing traffic counts for the study area intersections will be obtained from the Town of Hilton Head Island and SCDOT.
- Any additional counts not available from the Town of Hilton Head or SCDOT shall be collected by the consultant as deemed necessary and agreed to by the Town, including origin/destination surveys.
- The model shall include the most recent available traffic data that reflects the toll removal on the Cross Island Parkway.
- The model shall include the new adaptive traffic signal management system being deployed by the Town (Summer 2023).
- Generate model outputs for study area with agreed upon new assumptions and latest volumes and analyze operations in

Synchro/VISSIM. A key deliverable of this project is a visual simulation of the models which can show the comparison of the options.

- Evaluate how Adaptive Traffic Signals could impact the traffic flow and average travel times along the corridor at peak times as well as other periods. The Town and County are expected to implement Adaptive Signals on the William Hilton Parkway/US 278 Corridor from I-95 to Sea Pines Circle. Answer questions related to potential for downstream impacts.
- Evaluate opportunities to achieve desired operational efficiency by maintaining four lanes (two lanes in each direction) between the Windmill Harbor and Squire Pope Road intersections with William Hilton Parkway. These include system improvements that result from Intelligent Traffic Systems and other operational adjustments that may provide improved efficiency in the system.
- Evaluate impacts of alternatives, including those impacts to the Traditional Cultural Property defined in the Environmental Assessment, and commonly referred to as the Stoney Community. Develop strategic options for consideration to mitigate impacts.
- Coordinate and refine recommendations with the Town of Hilton Head Island and Beaufort County.
- Participate in meetings as directed by the Town of Hilton Head Island.

Task 4: Proposed Intersection Improvements & Potential Future Projects

- Evaluate the safety for bicycle and pedestrians within the original Project Study Area from Moss Creek Drive to Spanish Wells Road and make recommendations on ways to improve the safety of the proposed intersections of the preferred alternative study area, including the new signal proposed at Windmill Harbour.
- Evaluate vehicular safety of the Project and make cost-effective recommendations to reduce accidents and enhance safety for the motoring public. Include emergency response considerations in this evaluation.
- Identify potential modifications to the proposed intersection designs of ~~the preferred alternative within~~ the original Project Study Area from Moss Creek to Spanish Wells Road that deliver the same (or better) expected operational level within the same (or smaller) footprint of the ~~currently planned~~ project. Include estimated increased or decreased costs for the potential modifications to the intersection designs. ~~Potential modifications that increase the project footprint and impacts to the human and natural environment should be excluded.~~
- Based on the findings of Task 3 for intersections outside of the original project study area, develop alternatives to improve operations in the future.
- Evaluation should include traffic conveyance and capacity improvements (LOS, delay, etc.) as well as anticipated project costs and known impacts or concerns with the alternatives.

- Evaluate, quantify, and explain the Project’s impacts on the Stoney Community.
- Assume up to 3 alternatives for each impacted intersection are evaluated.
- Develop a Summary of Findings and Recommendations for review by the Town of Hilton Head ~~and Beaufort County~~ that can be utilized to secure future funding for the improvements beyond the Project Study Area.

Task 5: Final Report

- Compile model updates, operational analysis, and findings into a report for a review and discussion.
- Integrate safety objectives based on the results of data and analysis into findings and recommendations.
- The report shall contain a detailed quantitative, objective comparison of **all** alternatives including pros and cons of each that assesses the conveyance and capacity efficacy, safety improvements, community and social impacts, environmental impacts, appearance/aesthetic impacts, and total costs. This comparison shall be summarized in a simple to understand, tabular format as agreed to by the Town.
- Finalize elements into draft and final reports, including executive summaries and recommendations.
- Presentation of study, with final findings and recommendations, to Town Council for endorsement/adoption.
- Submit final report electronically for endorsement/adoption by Town Council.
- All engineering work must be certified by a Professional Engineer licensed in South Carolina.

The anticipated Table of Contents for the Final Report is provided below.

Hilton Head Island Independent ReviewStudy of the William Hilton Parkway Gateway Corridor

Table of Contents

1. Executive Summary and Recommendations for Town Action
2. Introduction
3. Study Objectives
4. Data Sources and Needs
5. Modeling – Review and Updating
 - a. Data Sources
 - b. Assumptions and Methodologies
6. Regulatory and Legal Impacts
 - a. Town, County and State Regulations
 - b. Legal Implications
7. Alternative Strategies for Traffic Mitigation
 - a. Scope and Extents

- b. Cost Estimates
- c. Schedule
- 8. Recommendations
- 9. Glossary - Acronyms and Terms
- 10. References
- 11. List of Figures and Tables
- 12. Appendices

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III. SUBMITTAL REQUIREMENTS AND FORMATTING

Offerors are REQUIRED to submit all requested information and/or documentation outlined in this RFQ. Any Offeror failing to do so may have their response rejected as being non-responsive and making them ineligible for contract award. Offeror must complete and return with their response the “Checklist of Submittal Requirements”, a copy of which is included in this solicitation as Exhibit A. Offerors shall submit their responses in a format and sequence that follows the section numbering and layout provided in this solicitation to assist the Town in its evaluation of responses. To be eligible for consideration, an offeror cannot have performed prior transportation engineering work for the Town of Hilton Head Island, Beaufort County-SC, or the SCDOT.-

A. QUALIFICATIONS SUBMITTAL:

Section 1 - General firm background and experience to include at a minimum:

- Location of primary operations/office (address) for work on this project and number of years at this location
- Number of years firm has performed similar work on Independent [ReviewStudy](#) of the William Hilton Parkway Gateway Corridor;
- State the total number of similar projects completed in the last 5 years and for each provide whether your firm was the prime or a subconsultant;
- Identify Experience _____ – list all similar projects performed (project name, year, location) in the last 5 years
- Provide the dollar amount of the contract/project;
- Date of the contract completion, the type(s) and quantity of work;
- Provide client reference information to include client name, location of the contract work, and contact person’s name, telephone number and e-mail address.
- Any additional related information deemed pertinent.

Section 2 - Qualifications and Organization of Key Personnel/Project Team. Provide at a minimum:

- Provide an organizational chart of the team that will be assigned for the work on this contract with a name and role for each project team member, including support personnel;
- A resume for each team member to be assigned to this contract;
- The office location for each team member to be assigned to this contract.

Section 3 - Summary of firm’s technical capabilities related to the Scope of Work described in Section II. Identify any unique qualifications, tools, equipment, software, or methodologies to be employed

under this contract.

Section 4 - List of any litigation history of the firm for the past 5 years

Section 5 - Any additional relevant information not provided above.

B. QUESTIONNAIRE

Offerors shall complete the Questionnaire provided in Exhibit D.

C. REQUIRED FORMS

- Exhibit A - Checklist of Submittal Requirements
- Exhibit C - Illegal Immigration Reform Act Affidavit
- Certificate of Insurance as evidence that Consultant meets the insurance requirements specified in Exhibit B of this RFQ.

V. EVALUATION CRITERIA

#When a contract is awarded as result of this solicitation, such award shall be made to the responsive and responsible Offeror with the highest rated response based on the stated evaluation criteria.

Evaluation Criteria

- 1. Nature/Comparability/Quality of previously completed contracts/projects of similar scope (50%):**
- 2. Qualifications/abilities/experience of personnel (50%)**

After initial scoring of the above criteria, the Town reserves the right to select a short list of finalists for a presentation/interview. Results of the interview process shall factor into the final scoring for contract award.

VI. CONTRACT AWARD

#When a contract is awarded as result of this solicitation, such award shall be made to the most qualified respondent(s). In the event that contract negotiations with the most qualified respondent(s) are unsuccessful, the Town reserves the right to begin contract negotiations with next most qualified respondent(s). The Town reserves the right to award multiple contracts and anticipates awarding to two firms.

Contract award, as well as contract continuation of the contract in subsequent fiscal periods, is subject to availability of Town funds. In the event that contract negotiations with the highest rated Offeror are unsuccessful, the Town reserves the right to begin contract negotiations with next highest rated Offeror.

VII. STANDARD CONTRACT TERMS AND CONDITIONS

Offeror acknowledges it has read and understands the terms and conditions provided in the Town's standard contract clauses attached hereto as Exhibit B, and Offeror also agrees that such clauses shall substantially form the basis for a contract between Offeror and Town. Offeror also acknowledges that terms and conditions provided in this RFQ, either in their entirety or relevant portions thereof, may be included and become part of any resulting contract. The anticipated term of the resulting contract shall be one year with the option to amend as mutually agreed.

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EXHIBIT A

RFQ 2023-##

Independent [ReviewStudy](#) of the William Hilton Parkway Gateway Corridor

Checklist of Submittal Requirements

The following checklist is intended to advise the Offeror of all items or information that must be included with their submittal. Offerors shall provide:

1. Completed Submittal Transmittal Page (page 1 of RFQ)
2. A Qualifications Submittal that addresses all the required elements and formatting as specified in this RFQ.
3. Completed Questionnaire (Exhibit D)
4. Copy of SC License (or written commitment to obtain SC license as part of the project)
5. Fee Schedule (must be submitted separate from the main qualifications submittal of qualifications)
6. Signed Offeror Acknowledgement on this Exhibit A below.
7. Completed Affidavit acknowledging the requirements of the South Carolina Illegal Immigration Reform Act, Exhibit C.
8. Certificate of Insurance as evidence that Consultant meets the insurance requirements specified in Exhibit B of this RFQ. Town of Hilton Head Island shall be added as an Additional Insured on Consultant's Insurance upon contract award.
9. Offeror should include current Town business license with their submittal if they have one. If not, Offeror will be required to obtain one prior to commencing any work if awarded the contract.

Offeror Acknowledgements:

In the space provided, Offeror shall acknowledge receipt and review of the following addendums issued for this solicitation.

Addendum #'s: _____

I have read the above checklist of submittal requirements as well as this solicitation in its entirety, and understand that failure to submit any item, document, form or information identified as being required in either document, may result in the rejection of our submittal and eliminate our company from consideration for contract award.

Offeror/Firm: _____

Signature: _____

Name: _____

Title: _____

EXHIBIT B

5.2 The Town may also terminate this Agreement if funds are not appropriated or otherwise made available to support continuation of this Agreement in subsequent fiscal years. In such event, the Town shall deliver a written notice to the Consultant that this Agreement is terminated effective the last day of the then current fiscal year due to the lack of appropriated funds, and the Town will pay the Consultant only through the end of the then current fiscal year at the existing rates in this Agreement.

6. Should any part of this Agreement be rendered void, invalid, or unenforceable by any court of law, such a determination shall not render void, invalid, or unenforceable any other part of this Agreement.
7. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.
8. This Agreement may not be modified unless such modification is in writing and signed by both parties.
9. The Consultant may not assign this Agreement without the prior written approval of the Town.
10. The Consultant shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or on appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
11. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by this Agreement. Nothing contained herein creates any relationship between the Town and the Consultant other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement, and the conduct and control of the agents and employees of the Consultant and the methods utilized by the Consultant in fulfilling its obligations hereunder shall lie solely and exclusively with the Consultant and its agents and employees shall not be considered agents or employees of the Town for any purpose. No person employed by the Consultant shall have any benefits, status, or right of employment with the Town.
12. The Consultant, by signing this Agreement, hereby certifies that Consultant shall comply with all applicable requirements of the South Carolina Illegal Immigration Reform Act, S.C. Code Ann. §41-8-10 (2007) et seq., (the "Act"), and that Consultant covenants and agrees as follows:

12.1. Consultant shall not knowingly or intentionally employ any unauthorized alien and, unless excluded from coverage of the "Act", shall verify the work authorization of newly hired employees performing work under the Agreement by registering and participating in the Federal Work Authorization Program (E-verify) and verifying the work authorization of every new hired employee within three (3) business days after employing employee.

EXHIBIT B

12.2. Consultant agrees to provide to the Town all documentation requested by it to establish either:

- (a) the applicability of the South Carolina Illegal Immigration Reform Act to Consultant; or
- (b) compliance with the South Carolina Illegal Immigration Reform Act by Consultant.

12.3. Consultant agrees to include in any contracts with its sub-consultants language requiring its sub-consultants to:

- (a) comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws; and
- (b) include in their contracts with the sub-subconsultants language requiring the sub-subconsultants to comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws.

12.4. Consultant acknowledges and agrees that it shall comply with requirements of the Immigration Reform and Control Act of 1986 including the non-discrimination provisions thereof, and shall complete all required I-9 documentation for all workers employed by it.

12.5. Consultant certifies it shall comply with all state, federal, and local laws, rules, regulations and orders applicable to it in performance of work under the contract.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures hereto the date first written hereinabove.

WITNESSES:

<< CONSULTANT'S FULL NAME >>

By: _____

Its: _____

WITNESSES:

TOWN OF HILTON HEAD ISLAND

By: _____

Marc Orlando
Its: Town Manager

EXHIBIT C

**CONSULTANT AFFIDAVIT
SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT**

In accordance with the requirements of the South Carolina Illegal Immigration Reform Act, _____ ("Consultant") hereby certifies that it is currently in compliance with the requirements of Title 8, Chapter 14 of the South Carolina Code Annotated and will remain in compliance with such requirements throughout the term of its contract with the Town of Hilton Head Island, South Carolina

The Consultant hereby acknowledges that in order to comply with requirements of S. C. Code Annotated Section 8-14-20(B), it will register and participate in the federal work authorization program (E-verify) to verify the employment authorization of all new employees; and require agreement from its subconsultants, and through the subconsultants, the sub-subconsultants, to register and participate in the federal verification employment authorization of all new employees.

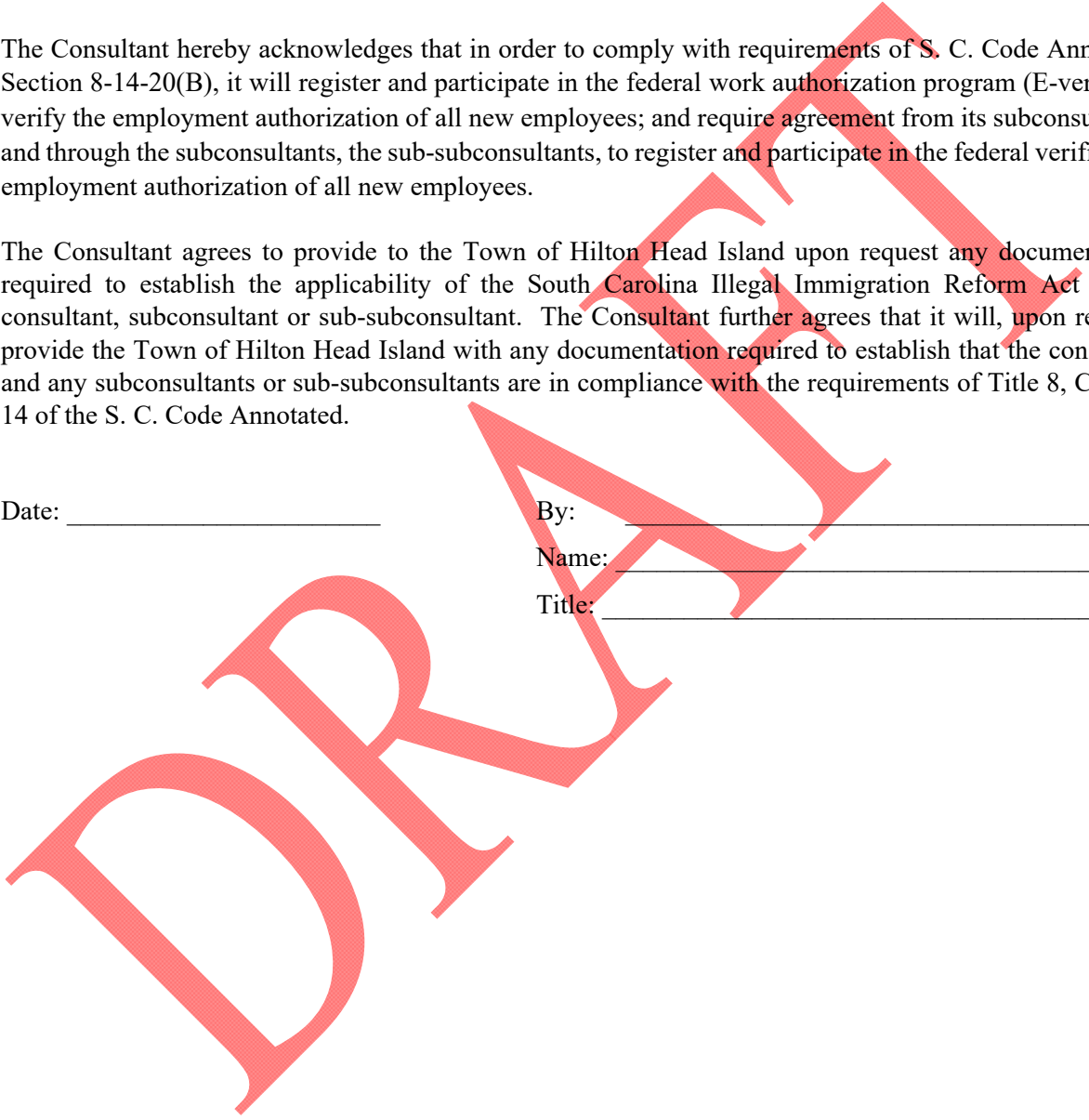
The Consultant agrees to provide to the Town of Hilton Head Island upon request any documentation required to establish the applicability of the South Carolina Illegal Immigration Reform Act to the consultant, subconsultant or sub-subconsultant. The Consultant further agrees that it will, upon request, provide the Town of Hilton Head Island with any documentation required to establish that the consultant and any subconsultants or sub-subconsultants are in compliance with the requirements of Title 8, Chapter 14 of the S. C. Code Annotated.

Date: _____

By: _____

Name: _____

Title: _____



Construction

By signing its bid or proposal, Consultant certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide to the Town of Hilton Head Island upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Consultant and its subconsultants or sub-subconsultants; or (b) that Consultant and its subconsultants or sub-subconsultants are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Consultant agrees to include in any contracts with its subconsultants language requiring its subconsultants to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subconsultants language requiring the sub-subconsultants to comply with the applicable requirements of Title 8, Chapter 14.

Non-Construction

By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the Town of Hilton Head Island upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subconsultants or sub-subconsultants; or (b) that you and your subconsultants or sub-subconsultants are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subconsultants language requiring your subconsultants to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subconsultants language requiring the sub-subconsultants to comply with the applicable requirements of Title 8, Chapter 14.

EXHIBIT D

TOWN OF HILTON HEAD ISLAND
RFQ 2023-##

QUESTIONNAIRE - INDEPENDENT REVIEW/STUDY OF THE WILLIAM HILTON PARKWAY
GATEWAY CORRIDOR

INSTRUCTIONS FOR COMPLETION OF THE QUESTIONNAIRE

Please read the enclosed Questionnaire carefully. "The firm" referred to in this Questionnaire is the business entity offering qualifications for the referenced project for the Town. DO NOT leave any questions unanswered, nor OMIT any required signatures. All questions must be answered. If there is truly a question that does not apply, please enter "Not Applicable" or "N/A".

In the event additional space is required to complete an answer, you may supplement with additional pages that shall be securely attached to this Questionnaire. If information is provided on other typed or preprinted sheets, they must include all the requested information, be properly referenced, and securely attached to this Questionnaire. Said supplements or attachments shall be considered a part of this Affidavit and its oath.

Begin Questionnaire below

NOTE: In order for the response to be considered, it is necessary for an authorized individual of the firm, and on behalf of the firm, to furnish the information requested below.

Date Prepared: _____

Submitted To: Town of Hilton Head Island. ATTN: Engineering Division, One Town Center Court, Hilton Head Island, SC 29928.

Submitted By: _____

(Complete Firm Name: Must be the same as on Submittal Transmittal Page)

(Complete Street Address and Suite Number, if applicable)

(P. O. Box Number, if applicable) (Zip Code for P. O. Box Number)

(City) (County) (State) (Zip Code for Street Address)

Telephone Number: (_____) _____

Fax Number: (_____) _____

Federal Employer Identification Number: _____

1. How is the firm presently organized? (I.e. Corporation, Company, Partnership, Sole Proprietorship, etc.)

2. Date of Organization: _____

3. Organized under the Laws of which State? _____

4. Date Commenced Business: _____

5. If the firm is a corporation, is it registered with the Secretary of State, to do business in South Carolina? _____ If yes, give date of Certificate of Existence or Authority.

6. If the firm is a corporation not organized under the laws of South Carolina, provide the complete name and address of its Registered Agent in South Carolina. If none, then please confirm that the firm will obtain registration for an agent to conduct work in South Carolina.

7. Is the firm licensed with South Carolina State Board of Registration for Professional Engineers? _____ License Number: _____

If not, confirm that the firm or engineer of record will obtain a South Carolina professional engineer license as part of this project.

7.8. How many years has the firm been in business under the present name? _____

8.9. What is the location of the base of operations? _____

9.10. _____ How many years has the firm been at this location? _____

10.11. _____ How many years has the firm had Transportation Engineering related services? _____

11.12. List the present officers of the firm and their titles:

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12.13. Indicate below the experience of key individuals and technical support presently employed by the firm who will work on Town projects. Please attach resumes and an organizational chart.

Individual's Name	License or Cert.	Present Position	Years Employed By The Firm	Years of Experience	In What Capacity

13.14. Provide a summary of technical capabilities and experience related to the anticipated services and tasks bulleted in the RFQ (add space if necessary):

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14.15. List recently completed, similar projects/contracts preferably relating to major roadway/parkway corridor analysis and design (add space if necessary):

Contract Amount	Project Name and Type of Work	Date Completed	Reference Name, Address, & Phone Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

15.16. Identify any unique qualifications, abilities, tools, equipment, software, or methodologies used by the firm.

16.17. The individuals listed below are authorized to approve, sign and/or execute on the firm's behalf, the following documents:

- Document Code Nos.:
- 1 - Organization's Statement of Experience and Equipment.
 - 2 - Proposals and Contracts
 - 3 - Change Order(s)/Supplemental Agreement(s)

NAME	TITLE	DOCUMENT CODE NO.

It is the sole responsibility of the submitting firm to notify the Town of any changes to this list, post preparation date. Notification shall be by certified original documents.

17,18. _____ Has the firm, its parent or subsidiary ever been suspended, disqualified, or debarred by any Municipality, State or the Federal Government? _____ If yes, provide complete details, including when, where and why.

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18.19. Has any owner, stockholder, officer, partner, or employee(s) of the firm been suspended, disqualified, or debarred from doing business by South Carolina, any other State or the Federal Government? _____ If yes, provide complete details, including when, where and why.

19.20. Have you or any of the individuals or entities referred to above, in the past six years, been indicted, pled guilty, pled *nolo contendere*, or been convicted of embezzlement, theft, forgery, bribery, receiving stolen property, or any other offense indicating a lack of business integrity, or business honesty which seriously and directly affects the question of present responsibility as a consultant in any jurisdiction in the United States? _____ If yes, give complete details.

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20.21. Has the firm, its subsidiaries, affiliates or parent companies ever defaulted on a contract with any Local, State or Federal Government?_____ If yes, give complete details.

21.22. List the firm's subsidiaries, affiliates and parent companies.

22.23. Is the firm herein offering the submittal, including owners, corporate officers or stockholders, either collectively or individually, currently suspended, disqualified or debarred from doing business with any Local, State or with the Federal Government? If so, list the agency and circumstance.

AFFIDAVIT

BEING DULY SWORN DEPOSES AND SAYS THAT HE/SHE IS AUTHORIZED TO EXECUTE THIS AFFIDAVIT FOR AND ON BEHALF OF THE APPLICANT FIRM, AND THE ANSWERS TO THE FOREGOING QUESTIONS AND ALL STATEMENTS HEREIN CONTAINED ARE TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE.

Sworn and subscribed to before _____ me on
this _____ day of _____ (Name of Applicant Firm)

(Authorized Signature)

(Notary Public)
(Not an Officer of the firm)

(Print or Type Name)

(Title)

AFFIX
CORPORATE
RATE
SEAL
HERE


NOTICE: THE TOWN MUST BE NOTIFIED OF ANY SIGNIFICANT CHANGE IN THE INFORMATION FURNISHED IN THIS QUESTIONNAIRE WITHIN FIFTEEN (15) DAYS OF THE OCCURRENCE OF SUCH CHANGE.

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TOWN OF HILTON HEAD ISLAND
RFQ Transmittal Page

Date Advertised: **May ##, 2023**

Offerors Shall Complete All Information Requested On This Page and Submit It With Their Qualifications

 <p style="text-align: center;">REQUEST FOR QUALIFICATIONS (RFQ)</p>	<p>Qualifications Submission:</p> <p>Qualifications will ONLY be accepted electronically via the Town's Procurement Portal which can be accessed using the link below: hiltonheadislandsc.bonfirehub.com</p>
<p>Solicitation Number: RFQ 2023-##</p> <p>Description/Title: Independent Study of the William Hilton Parkway Gateway Corridor</p>	<p>* Qualifications Submittal Deadline: 10:00 am Eastern Time on _____, 2023</p> <p>*Submittals will not be accepted after the stated time and date.</p> <p>Submittals will be publically opened via virtual conference at 10:15 am Eastern Time on _____, 2023. The link to participate in the virtual opening is provided in Section I of this RFQ.</p>
<p>Pre-Submittal Conference Information: Not applicable for this solicitation</p>	
<p>Town Contact: Richard Groth, Procurement Officer richg@hiltonheadislandsc.gov (843) 341-4711</p>	<p>Deadline For Questions: 2:00 pm Eastern Time on _____, 2023</p> <p>Questions must be submitted through the Town's Procurement Portal using the "Opportunity Q&A" feature in the "Messages" Section of the Portal.</p>
<p>Offeror Name:</p>	<p>Offeror Contact Name:</p>
<p>Offeror Mailing Address:</p>	<p>Offeror Contact Phone:</p>
<p>City-State-Zip-Code:</p>	<p>Offeror Contact Email Address:</p>
<p>By signature below, I certify that this submission is made and submitted without prior understanding, agreement, or connection with any corporation, firm or any corporation, firm, or person submitting qualifications for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. I agree that this submittal shall be good and held open for a period of at least sixty (60) days from the Submittal Deadline. I agree to abide by all conditions of this solicitation and certify that I am authorized to sign this document on behalf of the Offeror.</p>	

TOWN OF HILTON HEAD ISLAND
RFQ Transmittal Page

Offeror Authorized Signature: <hr/> Signature _____ Date _____	Name and Title of Signator: Name: _____ Title: _____
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TOWN OF HILTON HEAD ISLAND

RFQ 2023-##

Independent Study of the William Hilton Parkway Gateway Corridor

I. GENERAL INFORMATION AND SUBMITTAL INSTRUCTIONS

The Town of Hilton Head Island is soliciting responses from qualified engineering firms (“Offerors” or “Consultants”) with an ability to be licensed in South Carolina to provide Independent Study of the William Hilton Parkway Gateway Corridor for the Town in accordance with the scope of work and specifications provided herein. To be eligible for consideration, an offeror cannot have performed prior or be in the process of bidding on any future transportation engineering work for the Town of Hilton Head Island, Beaufort County-SC, or the SCDOT.

Qualifications must be submitted by the Qualifications Submittal Deadline shown on the Transmittal Page. Qualifications will ONLY be accepted electronically via the Town’s Procurement Portal which can be accessed using the following link <https://hiltonheadislandsc.bonfirehub.com/portal>. If electronic submittal poses a hardship, please notify the Town Contact person identified on the Transmittal Page.

There will be a MANDATORY meeting will be held virtually on **May ##, 2023/#:00PM** (EST). Please contact Rich Groth at richg@bcgov.net to request an invitation. Only vendors that attend this meeting shall be qualified to submit a proposal. **The Town will have an advisory committee and review the submittals and make recommendation for selection based on the stated criteria.**

Submittals will be publically opened via virtual conference at the date and time indicated on the Transmittal Page. Only the names of Offerors will be provided at the opening. No other information will be shared at that time. To participate, please use the following meeting link and information.

Virtual Opening of Submittals Link and Information

10:15 am Eastern Time on _____, 2023

To join the meeting on a computer or mobile phone:

<https://bluejeans.com/8433843231?src=calendarLink&flow=joinmeeting>

Phone Dial-in

+1.404.458.0105 (United States)

+1.312.216.0325 (US (Chicago))

Global Numbers: <https://www.bluejeans.com/numbers>

Meeting ID: 843 384 3231

Want to test your video connection?

<https://bluejeans.com/111>

All questions regarding this solicitation must be submitted in writing via the Town's Procurement Portal using the "Opportunity Q&A" feature in the "Messages" Section. Questions will be answered via the Procurement Portal as well. Offeror's who have downloaded an original solicitation will receive email notification if any addendums have been issued for that solicitation. **However, it is still the Offeror's responsibility to check the procurement portal for any issued addendums prior to submitting their qualifications.**

The Town reserves the right to accept or reject any or all submittals received as a result of this solicitation, to negotiate with all qualified Offerors, to award multiple contracts for all or part of the scope of work, or to cancel in part or in whole this solicitation, if in the best interests of the Town. The Town reserves the right to refuse any and all submittals and to waive any technicalities and formalities. The Town reserves the right to waive any requirement in this solicitation, including material requirements, if such requirement is unmet by all Offerors, and, such a waiver is determined to be in the best interests of the Town.

This solicitation does not commit the Town to award a contract or to procure for any articles of goods or services. The Town shall not incur or pay for any costs associated with the preparation of Offeror submittals.

Submittals must be signed by an official of Offeror authorized to bind Offeror. Electronic signature using secure signature software is acceptable. By submitting, Offeror agrees that its submittal shall be good and held open for a period of at least sixty (60) days from the Due Date.

The Town does not discriminate on the basis of race, color, national origin, sex [including pregnancy and childbirth (or related medical conditions)], religion, age or disability in employment or in the provision of goods and services.

The Town recognizes that small businesses enterprises as well as businesses enterprises owned and operated by women and/or minority persons (collectively "disadvantaged business") have historically faced challenges resulting in less than full participation in the free enterprise system to a degree disproportionate to other businesses. Therefore, the Town is committed to ensuring that such disadvantaged business enterprises are afforded every opportunity to fully and fairly participate in the Town's procurement process for goods and services. In the event of a tie after the scoring of responses involving a certified disadvantaged Offeror and a non-disadvantaged Offeror, the Town will award the contract to the certified disadvantaged Offeror. Tied responses involving two certified disadvantaged Offerors will be settled by selecting the Offeror having the lowest total cost to the Town. It is the obligation of the disadvantaged Offeror to submit proof of current certification from a governmental entity in the United States at the time they submit their response in order for the certification to be considered by the Town in determining an award as described above. Tied responses involving two non-disadvantaged Offerors will be settled by selecting the Offeror having the lowest total cost to the Town.

STATEMENT OF WORK

A – Background, Scope, and Goals

The Town of Hilton Head Island, responding to a significant number of citizen concerns, wishes to contract with a qualified firm to conduct a **NEW INDEPENDENT STUDY** to determine if taking a slightly broader view of the Corridor (**NEW SCOPE**: between Points A – D and A - E on Figure 1A) can provide a better solution. (Point A is at the Moss Creek lights; Point E is at Wilborn Rd; Point D is on the Cross Island Parkway.)

As shown in Figure 1A, our Route 278 Gateway Corridor is experiencing congestion at peaks. In addition, one of our 4 existing bridge spans is nearing its end of rated life.

As shown in Figure 1B, SCDOT and Beaufort County have developed a plan aimed to address this, however, they have defined the Corridor only as traversing between points A – C, thus retaining known congestion points between C – D and C – E.

Key goals of this **NEW INDEPENDENT STUDY** include:

1. Take a fresh look at the problem and test possible new alternate solutions. A range of possible alternatives of interest are listed below. The consultant is strongly encouraged to develop their own ideas and recommend their own alternatives.
2. For each alternative, provide key metrics (e.g., throughput determined by via end-end simulation, human, safety, and cultural impacts, costs, issues, pros/cons) by which the results of alternative options may be quantitatively compared with each other and with the preferred SCDOT (baseline) solution. See Figure 2.

Data from the preferred SCDOT plan will be made available, as well as new data from the upcoming installation of an adaptive traffic management system.

Except for sharing of initial data, the **NEW STUDY** should initially be autonomous and independent of concurrent studies being performed by Beaufort County. Once completed the two studies can be compared and evaluated for improvement of the overall project.

B – Possible Alternatives that should be considered, and compared to the existing (Present Method of Operation - PMO) and the preferred SCDOT (baseline) plan, include:

1. Use of overpasses and/or underpasses to create an express through path connecting efficiently to the Cross Island Parkway (Figure 1 Point D) and Local Route 278 (Figure 1 – Point E) without having to stop at all or most of the 3 traffic lights.
2. Use of a new parallel express bypass route from the Jenkins Island bridge terminus, bypassing the traffic lights to points D and E.

3. Use and expansion of the existing underpass to eliminate the need for the Windmill Harbor traffic light.
4. Replacement or repair of the one defunct McKay Bridge span, and retention of the 4-lane system, using throughput gains from alternatives 1 - 3 above to eliminate the need for a 6-lane bridge.
5. Use of a new bridge from the Bluffton Parkway to the vicinity of the old toll booths on the Cross Island Parkway.
6. Reversible lane plans, HOV lanes, including breakdown lane conversion, behavior modification: e.g., education of stakeholders and tourists on optimum arrival/departure times and dates.

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C – Additional Details

NEPA

Proposed plans (as will SCDOT's preferred plan) will have to pass NEPA review. Thus, the consultant should have a familiarity with that process and its applicability to this project. It should be noted (see 3/31/23 reference in Task 1) that FHWA considers safety as a prime issue in its evaluation. Furthermore, they do not look favorably on segmentation (such as excluding problematic areas C – E and C – D in the plan.) Thus, a more complete alternate plan that deals with these problems might compete well in the NEPA review with SCDOT's plan.

Traffic Forecasts

In performing the independent Study, the Consultant must consider that there are highly peaked asymmetric traffic loads within the scope area. In the morning there is an inward (east-bound) worker peak, followed by an evening outward (west-bound) worker peak. On Saturdays there are inward and outward tourist peaks that have very different envelopes than the worker peaks, and these peaks do not distribute evenly between Local Route 278 and the Cross Island Parkway (CIP). Preliminary data suggests that 60 percent flows to/from the CIP, but the consultant must verify and refine this data.

Existing Geometry

As highlighted in Figure 1, present capacity in the scope area (A -D and A -E) is asymmetric. In the inward (east-bound) direction there are currently two lanes and a split to access the CIP just to the east of Point C in Figure 1. In the outward (west-bound) direction, there is effectively a one-lane overpass and merge connecting the CIP to Route 278. (Thus, in the current situation and SCDOT preferred plan, it is estimated that the delay D - A is higher than the delay A - D.) It is also important for the Consultant to understand at what loads a plan breaks down; therefore, the Consultant should perform sensitivity analyses under varying degrees of load.

Adaptive Traffic Signals

Installation of adaptive traffic signals over the project scope area is expected in 2023. The consultant should consider both the impact of these on the plan, as well as the data that they will be able to collect.

Stoney

As shown in Figure 1B, the proposed SCDOT solution further increases the bisection of the Stoney community from 4 to 6 lanes. It also increases the width of the Squire Pope and Spanish Wells intersections to up to 11 equivalent lanes, and maintains a non-signalized pedestrian crossing. The safety and aesthetic impacts of this should be considered in making comparisons with other solutions that are less intrusive.

Safety

It has been stated (see 3/31/23 report in Task 1) that traffic accidents increase at intersections. Thus, it is expected that plans that reduce the number and complexity of intersections will be superior. The proposed SCDOT plan has 3 signalized intersections, several non-signalized vehicle intersections, and at least one pedestrian intersection that should be considered in alternate plans. (Accident data for all intersections is available from the Sheriff's Department or SCDOT.)

Throughput and Traffic Simulation

This includes factors such as end-end delay, level of service, and average speed. We wish to see these computed via event simulation from end-to-end over paths A - D and A - E in each direction (for each alternative) including modeling the coupling and interactions of all proposed traffic lights, merges, splits, and other possible constrictions, as opposed to summing them as acting individually. For example, in driving this route, many citizens frequently see lights turn green, but unable to pass traffic because backed up traffic from other lights takes so long to start moving again. We believe that, under heavy loads, this startup delay interval is much longer than the averages shown in highway capacity manuals. Verification or disproval of this is one of the goals of the end-end simulation. The simulation must operate on a minute-by-minute scale - not an hourly scale based on SCDOT hourly traffic counts.

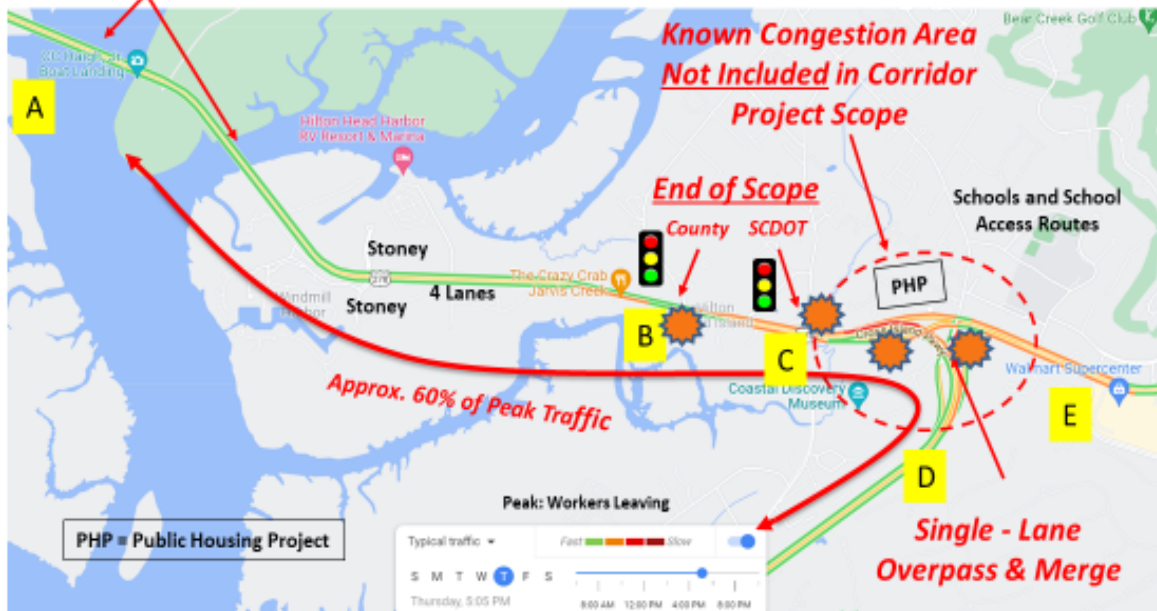
Costs

Cost is an important factor to consider when assessing various options. The Consultant must consider all costs associated with each option, including, but not limited to: connectors, diverters, turn lanes, medians, signs, lights, ROW acquisition, flood, noise and other mitigation, pedestrian and multi-use lanes and overpasses, beautification, landscaping, and community enhancements and offsets. Since detailed engineering for the various Corridor options is not available at this point, the Consultant shall use broad-gauge cost estimates similar to those used by SCDOT. The Consultant shall solicit assistance from SCDOT, the County, and the Town in developing cost estimates for the various options and identifying the split between covered and uncovered costs.

Present Situation

2 Lanes Each Way; 2 Traffic Lights; At Least 4 Congestion Points; Congestion at Peaks

4 Bridges Spans
2 lanes each
1 Span near end of useful life



Traffic travels between A and D or A and E. SCDOT plans consider only to B and C.


 = Known or Probable Congestion Spots

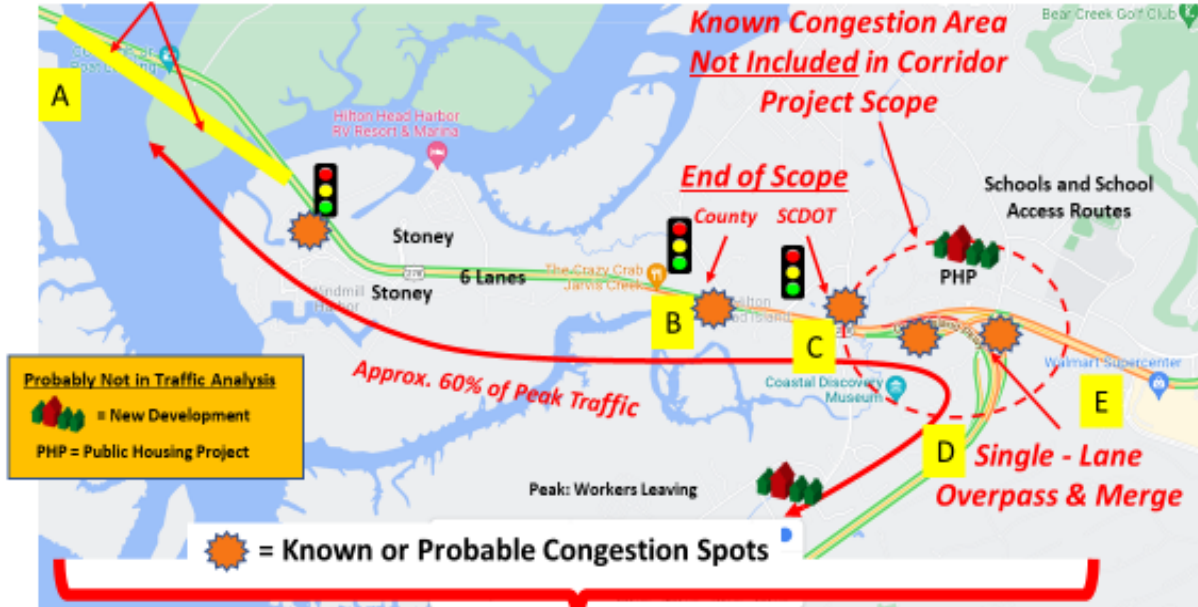
Figure 1A – Present Corridor Situation (PMO)

SCDOT Proposed Plan

3 Lanes Each Way to Point C; 3 Traffic Lights; At Least 5 Congestion Points

1 Bridge

**3 Lanes each way; 11 Equiv. lanes;
Remove old bridges**



Needs Overall Analysis and Plan

Can a better plan improve congestion and safety between A - D and A - E?

Figure 1B – SCDOT Preferred Alternative (Baseline)

Plan Metrics and Comparisons

	Plan 1	Plan 2	Plan 3	Plan 4
Throughput: (e.g. travel time end to end, LOS)				
Safety Impacts				
Community & Social Impacts				
Environmental Impacts				
Appearance Impacts				
Total Cost				
<ul style="list-style-type: none"> • Covered Cost • Uncovered Cost and Source 				
Pros				
Cons				
Important: <ul style="list-style-type: none"> • In order to obtain fair and meaningful comparisons, all calculations must include all needed parts (e.g. connectors, diverters, U turn lanes, beautification, community enhancements, missing links, etc.) to provide a complete solution, whether or not they are in the original scope. • In order to capture compound effects, throughput, delay data should be computed via end –end simulation, not one link at a time. • Covered Cost is in original SCDOT, SIB, or County Referendum Funding; Uncovered Cost is additional new money needed. • This list may not be complete. Order of entries does not indicate priority or weight. 				

Figure 2 – Plan Comparison Table

Notes: Backup data for all table entries should also be provided.

Tasks and Deliverables

Task #	Content	By Day
1	Project Orientation and Data Acquisition <ul style="list-style-type: none"> • Obtain and review all pertinent documents from SCDOT, Town and County, including: SCDOT recommended plan and Draft EA, LATS forecasts, MKSK and HRD Studies, Citizen 3/31/23 report to FHWA, Maps of intended Scope, etc. • Perform a Site Inspection of the Scope area 	10
2	Development and Review of Study Plan <ul style="list-style-type: none"> • Determine missing data and questions • Validate forecasts and define ranges for sensitivity studies • Review existing bridge inspection data 	21

	<ul style="list-style-type: none"> • Develop study plan and methodology • Define tools and methods to be used • Review with Town, County, Citizens at Open Meeting, including Citizen comments 	
3	Initial Draft Results <ul style="list-style-type: none"> • Develop initial plan results (Per the table in Fig. 2) for no build (PMO) and SCDOT preferred (Baseline) options. • Develop and review ideas for other alternatives to study • Review with Town, County, Citizens at Open Town Meeting, including Citizen comments 	60
4	Second Draft Results <ul style="list-style-type: none"> • Develop next 3 -4 results (Per the table in Fig. 2) considering the alternatives ideas presented in Section B, and consultant and team suggestions. • Develop ideas for other alternatives to study • Incorporated comments from Task 3, where pertinent • Review with Town, County, Citizens at Open Town meeting, including Citizen comments 	105
5	Third Draft Results <ul style="list-style-type: none"> • Develop next 3 - 4 results (Per the table in Fig. 2) considering the alternatives ideas presented in Section B, and consultant suggestions. • Incorporate comments from all previous tasks, where pertinent • Review with Town, County, Citizens at Open Town meeting, including Citizen comments 	150
6	Combine all Results, Question, suggestions, final option analysis into Slide show presentation for in-person review meeting	180
7	Final Documentation <ul style="list-style-type: none"> • Deliver final documentation per the Table of Contents below 	210

Notes:

- To save time, all deliverables except the final (# 7) should be via annotated PowerPoint slides, distributed to all in advance of (on-line and in-person) review meetings.
- Zoom review meetings (including real time public access and recorded) should be held every 2 weeks.
- The deliverables and timing shown are initial suggestions. They may be modified via the Study Plan developed in Task 2.

The anticipated Table of Contents for the Final Report is provided below.

Hilton Head Island Independent Study of the William Hilton Parkway Gateway Corridor

Table of Contents

1. Executive Summary and Recommendations for Town Action

2. Introduction
3. Study Objectives
4. Data Used
5. Modeling Methods
6. Results Per Figure 2
7. Regulatory and Legal Impacts, NEPA
8. Recommendations
9. Glossary - Acronyms and Terms
10. References
11. List of Figures and Tables
12. Appendices

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II. SUBMITTAL REQUIREMENTS AND FORMATTING

Offerors are REQUIRED to submit all requested information and/or documentation outlined in this RFQ. Any Offeror failing to do so may have their response rejected as being non-responsive and making them ineligible for contract award. Offeror must complete and return with their response the "Checklist of Submittal Requirements", a copy of which is included in this solicitation as Exhibit A. Offerors shall submit their responses in a format and sequence that follows the section numbering and layout provided in this solicitation to assist the Town in its evaluation of responses. To be eligible for consideration, an offeror cannot have performed prior or be in the process of bidding on any future transportation engineering work for the Town of Hilton Head Island, Beaufort County-SC, or the SCDOT.

A. QUALIFICATIONS SUBMITTAL:

Section 1 - General firm background and experience to include at a minimum:

- Location of primary operations/office (address) for work on this project and number of years at this location
- Number of years firm has performed similar work on Independent Study of the William Hilton Parkway Gateway Corridor;
- State the total number of similar projects completed in the last 5 years and for each provide whether your firm was the prime or a subconsultant;
- Identify Experience _____ – list all similar projects performed (project name, year, location) in the last 5 years
- Provide the dollar amount of the contract/project;
- Date of the contract completion, the type(s) and quantity of work;
- Provide client reference information to include client name, location of the contract work, and contact person's name, telephone number and e-mail address.
- Any additional related information deemed pertinent.

Section 2 - Qualifications and Organization of Key Personnel/Project Team. Provide at a minimum:

- Provide an organizational chart of the team that will be assigned for the work on this contract with a name and role for each project team member, including support personnel;
- A resume for each team member to be assigned to this contract;
- The office location for each team member to be assigned to this contract.

Section 3 - Summary of firm's technical capabilities related to the Scope of Work described in Section II. Identify any unique qualifications, tools, equipment, software, or methodologies to be employed

under this contract.

Section 4 - List of any litigation history of the firm for the past 5 years

Section 5 - Any additional relevant information not provided above.

B. QUESTIONNAIRE

Offerors shall complete the Questionnaire provided in Exhibit D.

C. REQUIRED FORMS

- Exhibit A - Checklist of Submittal Requirements
- Exhibit C - Illegal Immigration Reform Act Affidavit
- Certificate of Insurance as evidence that Consultant meets the insurance requirements specified in Exhibit B of this RFQ.

V. EVALUATION CRITERIA

If a contract is awarded as result of this solicitation, such award shall be made to the responsive and responsible Offeror with the highest rated response based on the stated evaluation criteria.

Evaluation Criteria

1. Nature/Comparability/Quality of previously completed contracts/projects of similar scope (50%):

2. Qualifications/abilities/experience of personnel (50%)

After initial scoring of the above criteria, the Town reserves the right to select a short list of finalists for a presentation/interview. Results of the interview process shall factor into the final scoring for contract award.

VI. CONTRACT AWARD

If a contract is awarded as result of this solicitation, such award shall be made to the most qualified respondent(s). In the event that contract negotiations with the most qualified respondent(s) are unsuccessful, the Town reserves the right to begin contract negotiations with next most qualified respondent(s). The Town reserves the right to award multiple contracts and anticipates awarding to two firms.

Contract award, as well as contract continuation of the contract in subsequent fiscal periods, is subject to availability of Town funds. In the event that contract negotiations with the highest rated Offeror are unsuccessful, the Town reserves the right to begin contract negotiations with next highest rated Offeror.

VII. STANDARD CONTRACT TERMS AND CONDITIONS

Offeror acknowledges it has read and understands the terms and conditions provided in the Town's standard contract clauses attached hereto as Exhibit B, and Offeror also agrees that such clauses shall substantially form the basis for a contract between

Offeror and Town. Offeror also acknowledges that terms and conditions provided in this RFQ, either in their entirety or relevant portions thereof, may be included and become part of any resulting contract. The anticipated term of the resulting contract shall be one year with the option to amend as mutually agreed.

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EXHIBIT A

RFQ 2023-##

Independent Study of the William Hilton Parkway Gateway Corridor

Checklist of Submittal Requirements

The following checklist is intended to advise the Offeror of all items or information that must be included with their submittal. Offerors shall provide:

1. Completed Submittal Transmittal Page (page 1 of RFQ)
2. A Qualifications Submittal that addresses all the required elements and formatting as specified in this RFQ.
3. Completed Questionnaire (Exhibit D)
4. Copy of SC License (or written commitment to obtain SC license as part of the project)
5. Fee Schedule (must be submitted separate from the main qualifications submittal of qualifications)
6. Signed Offeror Acknowledgement on this Exhibit A below.
7. Completed Affidavit acknowledging the requirements of the South Carolina Illegal Immigration Reform Act, Exhibit C.
8. Certificate of Insurance as evidence that Consultant meets the insurance requirements specified in Exhibit B of this RFQ. Town of Hilton Head Island shall be added as an Additional Insured on Consultant's Insurance upon contract award.
9. Offeror should include current Town business license with their submittal if they have one. If not, Offeror will be required to obtain one prior to commencing any work if awarded the contract.

Offeror Acknowledgements:

In the space provided, Offeror shall acknowledge receipt and review of the following addendums issued for this solicitation.

Addendum #'s: _____

I have read the above checklist of submittal requirements as well as this solicitation in its entirety, and understand that failure to submit any item, document, form or information identified as being required in either document, may result in the rejection of our submittal and eliminate our company from consideration for contract award.

Offeror/Firm: _____

Signature: _____

Name: _____

Title: _____

EXHIBIT B

5.2 The Town may also terminate this Agreement if funds are not appropriated or otherwise made available to support continuation of this Agreement in subsequent fiscal years. In such event, the Town shall deliver a written notice to the Consultant that this Agreement is terminated effective the last day of the then current fiscal year due to the lack of appropriated funds, and the Town will pay the Consultant only through the end of the then current fiscal year at the existing rates in this Agreement.

6. Should any part of this Agreement be rendered void, invalid, or unenforceable by any court of law, such a determination shall not render void, invalid, or unenforceable any other part of this Agreement.
7. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.
8. This Agreement may not be modified unless such modification is in writing and signed by both parties.
9. The Consultant may not assign this Agreement without the prior written approval of the Town.
10. The Consultant shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or on appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
11. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by this Agreement. Nothing contained herein creates any relationship between the Town and the Consultant other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement, and the conduct and control of the agents and employees of the Consultant and the methods utilized by the Consultant in fulfilling its obligations hereunder shall lie solely and exclusively with the Consultant and its agents and employees shall not be considered agents or employees of the Town for any purpose. No person employed by the Consultant shall have any benefits, status, or right of employment with the Town.
12. The Consultant, by signing this Agreement, hereby certifies that Consultant shall comply with all applicable requirements of the South Carolina Illegal Immigration Reform Act, S.C. Code Ann. §41-8-10 (2007) et seq., (the "Act"), and that Consultant covenants and agrees as follows:

12.1. Consultant shall not knowingly or intentionally employ any unauthorized alien and, unless excluded from coverage of the "Act", shall verify the work authorization of newly hired employees performing work under the Agreement by registering and participating in the Federal Work Authorization Program (E-verify) and verifying the work authorization of every new hired employee within three (3) business days after employing employee.

EXHIBIT B

12.2. Consultant agrees to provide to the Town all documentation requested by it to establish either:

- (a) the applicability of the South Carolina Illegal Immigration Reform Act to Consultant; or
- (b) compliance with the South Carolina Illegal Immigration Reform Act by Consultant.

12.3. Consultant agrees to include in any contracts with its sub-consultants language requiring its sub-consultants to:

- (a) comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws; and
- (b) include in their contracts with the sub-subconsultants language requiring the sub-subconsultants to comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws.

12.4. Consultant acknowledges and agrees that it shall comply with requirements of the Immigration Reform and Control Act of 1986 including the non-discrimination provisions thereof, and shall complete all required I-9 documentation for all workers employed by it.

12.5. Consultant certifies it shall comply with all state, federal, and local laws, rules, regulations and orders applicable to it in performance of work under the contract.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures hereto the date first written hereinabove.

WITNESSES:

<< CONSULTANT'S FULL NAME >>

By: _____

Its: _____

WITNESSES:

TOWN OF HILTON HEAD ISLAND

By: _____

Marc Orlando
Its: Town Manager

EXHIBIT C

**CONSULTANT AFFIDAVIT
SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT**

In accordance with the requirements of the South Carolina Illegal Immigration Reform Act, _____ ("Consultant") hereby certifies that it is currently in compliance with the requirements of Title 8, Chapter 14 of the South Carolina Code Annotated and will remain in compliance with such requirements throughout the term of its contract with the Town of Hilton Head Island, South Carolina

The Consultant hereby acknowledges that in order to comply with requirements of S. C. Code Annotated Section 8-14-20(B), it will register and participate in the federal work authorization program (E-verify) to verify the employment authorization of all new employees; and require agreement from its subconsultants, and through the subconsultants, the sub-subconsultants, to register and participate in the federal verification employment authorization of all new employees.

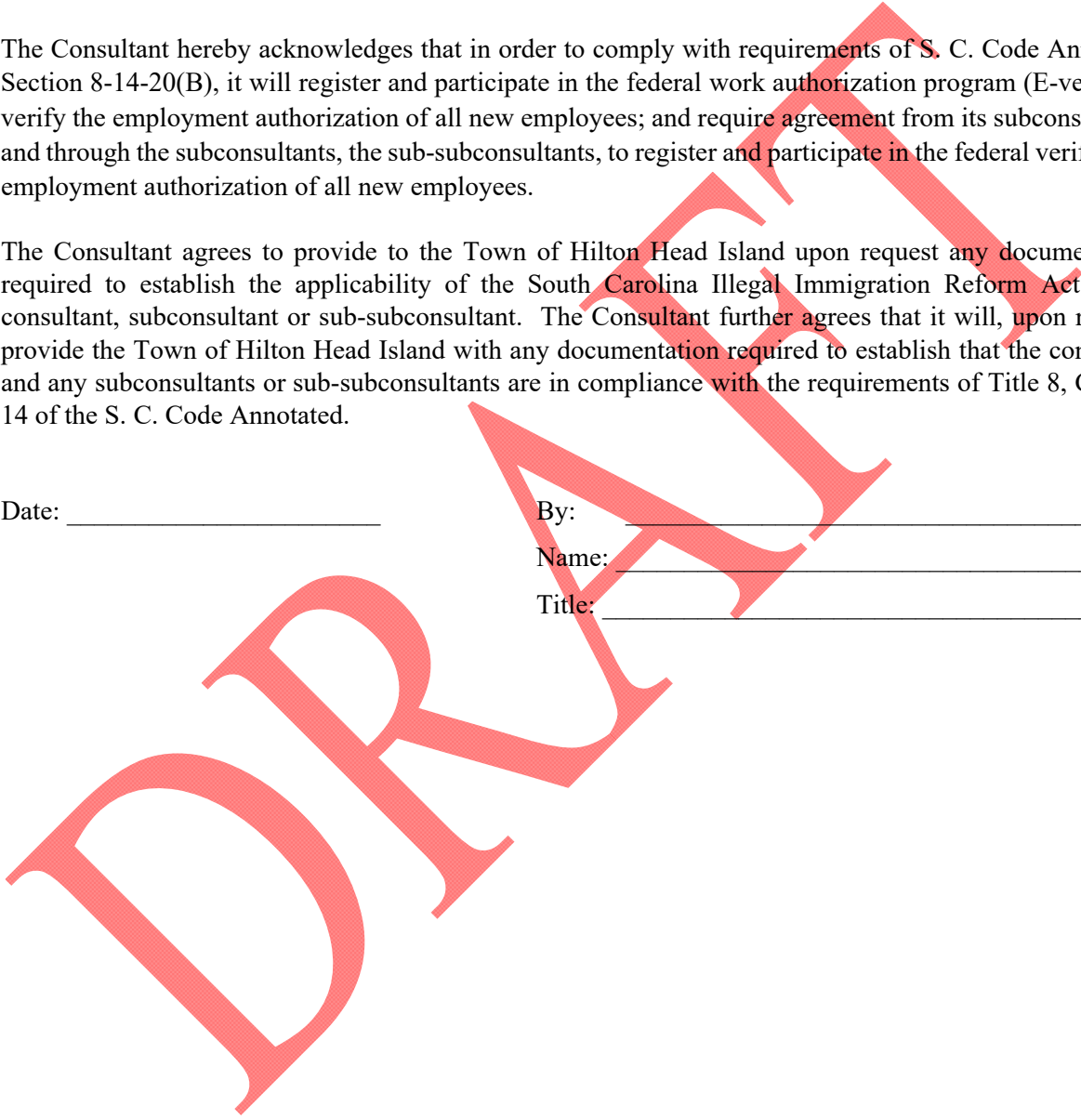
The Consultant agrees to provide to the Town of Hilton Head Island upon request any documentation required to establish the applicability of the South Carolina Illegal Immigration Reform Act to the consultant, subconsultant or sub-subconsultant. The Consultant further agrees that it will, upon request, provide the Town of Hilton Head Island with any documentation required to establish that the consultant and any subconsultants or sub-subconsultants are in compliance with the requirements of Title 8, Chapter 14 of the S. C. Code Annotated.

Date: _____

By: _____

Name: _____

Title: _____



Construction

By signing its bid or proposal, Consultant certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide to the Town of Hilton Head Island upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Consultant and its subconsultants or sub-subconsultants; or (b) that Consultant and its subconsultants or sub-subconsultants are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Consultant agrees to include in any contracts with its subconsultants language requiring its subconsultants to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subconsultants language requiring the sub-subconsultants to comply with the applicable requirements of Title 8, Chapter 14.

Non-Construction

By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the Town of Hilton Head Island upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subconsultants or sub-subconsultants; or (b) that you and your subconsultants or sub-subconsultants are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subconsultants language requiring your subconsultants to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subconsultants language requiring the sub-subconsultants to comply with the applicable requirements of Title 8, Chapter 14.

EXHIBIT D

TOWN OF HILTON HEAD ISLAND
RFQ 2023-##

QUESTIONNAIRE - INDEPENDENT STUDY OF THE WILLIAM HILTON PARKWAY GATEWAY
CORRIDOR

INSTRUCTIONS FOR COMPLETION OF THE QUESTIONNAIRE

Please read the enclosed Questionnaire carefully. "The firm" referred to in this Questionnaire is the business entity offering qualifications for the referenced project for the Town. DO NOT leave any questions unanswered, nor OMIT any required signatures. All questions must be answered. If there is truly a question that does not apply, please enter "Not Applicable" or "N/A".

In the event additional space is required to complete an answer, you may supplement with additional pages that shall be securely attached to this Questionnaire. If information is provided on other typed or preprinted sheets, they must include all the requested information, be properly referenced, and securely attached to this Questionnaire. Said supplements or attachments shall be considered a part of this Affidavit and its oath.

Begin Questionnaire below

NOTE: In order for the response to be considered, it is necessary for an authorized individual of the firm, and on behalf of the firm, to furnish the information requested below.

Date Prepared: _____

Submitted To: Town of Hilton Head Island. ATTN: Engineering Division, One Town Center Court, Hilton Head Island, SC 29928.

Submitted By: _____

(Complete Firm Name: Must be the same as on Submittal Transmittal Page)

(Complete Street Address and Suite Number, if applicable)

(P. O. Box Number, if applicable) (Zip Code for P. O. Box Number)

(City) (County) (State) (Zip Code for Street Address)

Telephone Number: (_____) _____

Fax Number: (_____) _____

Federal Employer Identification Number: _____

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13. Indicate below the experience of key individuals and technical support presently employed by the firm who will work on Town projects. Please attach resumes and an organizational chart.

Individual's Name	License or Cert.	Present Position	Years Employed By The Firm	Years of Experience	In What Capacity

14. Provide a summary of technical capabilities and experience related to the anticipated services and tasks bulleted in the RFQ (add space if necessary):

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15. List recently completed, similar projects/contracts preferably relating to major roadway/parkway corridor analysis and design (add space if necessary):

Contract Amount	Project Name and Type of Work	Date Completed	Reference Name, Address, & Phone Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

16. Identify any unique qualifications, abilities, tools, equipment, software, or methodologies used by the firm.

17. The individuals listed below are authorized to approve, sign and/or execute on the firm's behalf, the following documents:

- Document Code Nos.: 1 - Organization's Statement of Experience and Equipment.
- 2 - Proposals and Contracts
- 3 - Change Order(s)/Supplemental Agreement(s)

NAME	TITLE	DOCUMENT CODE NO.

It is the sole responsibility of the submitting firm to notify the Town of any changes to this list, post preparation date. Notification shall be by certified original documents.

- 18.** Has the firm, its parent or subsidiary ever been suspended, disqualified, or debarred by any Municipality, State or the Federal Government? _____ If yes, provide complete details, including when, where and why.

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19. Has any owner, stockholder, officer, partner, or employee(s) of the firm been suspended, disqualified, or debarred from doing business by South Carolina, any other State or the Federal Government? _____ If yes, provide complete details, including when, where and why.

20. Have you or any of the individuals or entities referred to above, in the past six years, been indicted, pled guilty, pled *nolo contendere*, or been convicted of embezzlement, theft, forgery, bribery, receiving stolen property, or any other offense indicating a lack of business integrity, or business honesty which seriously and directly affects the question of present responsibility as a consultant in any jurisdiction in the United States? _____ If yes, give complete details.

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21. Has the firm, its subsidiaries, affiliates or parent companies ever defaulted on a contract with any Local, State or Federal Government?_____ If yes, give complete details.

22. List the firm's subsidiaries, affiliates and parent companies.

23. Is the firm herein offering the submittal, including owners, corporate officers or stockholders, either collectively or individually, currently suspended, disqualified or debarred from doing business with any Local, State or with the Federal Government? If so, list the agency and circumstance.

AFFIDAVIT

_____ BEING DULY SWORN DEPOSES AND SAYS
THAT HE/SHE IS AUTHORIZED TO EXECUTE THIS AFFIDAVIT FOR AND ON
BEHALF OF THE APPLICANT FIRM, AND THE ANSWERS TO THE FOREGOING
QUESTIONS AND ALL STATEMENTS HEREIN CONTAINED ARE TRUE AND
CORRECT TO THE BEST OF HIS/HER KNOWLEDGE.

Sworn and subscribed to before
this _____ day of _____

_____ me on
(Name of Applicant Firm)

(Authorized Signature)

(Notary Public)
(Not an Officer of the firm)

(Print or Type Name)

(Title)

AFFIX
CORPORATE
RATE
SEAL
HERE

NOTICE: THE TOWN MUST BE NOTIFIED OF ANY SIGNIFICANT CHANGE IN THE INFORMATION FURNISHED IN THIS QUESTIONNAIRE WITHIN FIFTEEN (15) DAYS OF THE OCCURRENCE OF SUCH CHANGE.

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