

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA
REQUEST FOR QUALIFICATIONS– ENGINEERING SERVICES
SHELTER COVE US 278 BUS. CORRIDOR TRAFFIC STUDY
RFQ 2018-0008

March 9, 2018

The Town of Hilton Head Island (Town) is soliciting responses from qualified civil engineering firms interested in providing professional services in the form traffic engineering modeling and analysis, and design for the Shelter Cove Area US 278 Business Corridor Traffic Study.

One (1) bound copy of the response AND a digital file of the response (PDF format) must be labeled and submitted via traceable means to the Town no later than **4:00 PM on Monday APRIL 16th, 2018** at the following address:

Town of Hilton Head Island
Engineering Division
One Town Center Court
Hilton Head Island, SC 29928-2701

ATTN: MR. DARRIN A. SHOEMAKER, P.E.

RFQ 2018-0008 - SHELTER COVE - US 278 CORRIDOR TRAFFIC STUDY

All responses will be reviewed and evaluated by a selection committee comprised of selected members of the Town’s staff. If warranted, additional information may be requested by the Town following the receipt of the responses. To submit inquiries concerning this RFQ, contact Mr. Darrin Shoemaker, P.E. during normal business hours at (843) 341-4774 darrins@hiltonheadislandsc.gov or go to the procurement section of the Town’s web site: <http://www.hiltonheadislandsc.gov/government/procurement/>.

Project Descriptions:

The Town desires to study vehicular, pedestrian, and bicycle traffic related to safety, operations, and capacity needs within a segment of the US 278 Business (William Hilton Parkway) corridor. The limits of the corridor study are from US 278 Business’ signalized intersection with S-7-200 (Singleton Beach Road) southwest to the signalized intersection with Queens Folly Road/King Neptune Drive. The signalized intersections forming the termini of the study limits should be included in the study area. The study shall employ collision histories as provided by the Town, field conditions, existing signalized intersection operating plans, existing traffic demands, and 2040 demand projections to analyze transportation system needs. The study shall consider a new signal at the northernmost intersection with Shelter Cove Lane, based on warrants as outlined in the Manual on Uniform Traffic Control Devices (MUTCD). The study shall consider intersection improvements, geometric improvements, signal timing and/or phasing revisions,

auxiliary lane additions or extensions, and streetscaping opportunities. The study shall include pathway network connectivity, crosswalk enhancements, the removal or addition of crosswalks, signalized or unsignalized. The study shall consider access management enhancements and a potential new access point to serve the Palmetto Dunes via an extension of Yard Arm to US 278 Business. There have been multiple fatal or serious injury collisions involving pedestrians or bicyclists in the study area. A section of the study report shall be devoted to analyses of these incidents and associated safety improvement recommendations.

The Town will provide any pertinent previous or recent studies conducted within the study area, including the traffic impact analysis studies prepared from 2012 to 2015 by Pond, Inc. for development within the Shelter Cove area..

Anticipated services may include, but are not limited to, the following:

- Meetings with Town Staff to discuss project objectives and design issues;
- Monthly meetings with Town staff to report project status, review analysis/ideas, make field investigations and critical decisions, and reconcile contract billing and accounting, and the preparation of minutes for these meetings;
- Public meetings and presentations as deemed desirable by the Town;
- Inventory and assessment of public transportation infrastructure within the project limits;
- Collection of traffic counts as necessary to quantify current and projected 2040 traffic demands;
- Traffic engineering operations and capacity modeling analysis within the network;
- Signal Warrant Analysis at the northernmost US 278 Business intersection with Shelter Cove Lane;
- Pedestrian/Bicyclist network analysis within the study area, including new or relocated crosswalks and associated traffic control;
- Concept Plans for Recommended Improvements (over aerial images);
- Itemized quantity and cost estimates for recommended improvements;
- Identification of right-of-way and easements required to construct the recommended projects;
- Identification of all required government permits, including environmental and right-of-way encroachments, required to construct the recommended projects;
- Traffic Study Final Report; and

Potential FUTURE project services that may be negotiated through a contract addendum:

- Field surveying of existing conditions (tree, topographic, property lines, drainage, utilities, etc.);
- Surveying Data and Design delivered in AutoCAD format;
- Evaluation of pavement design alternates and recommendations;

- Preparation of traffic signal plans;
- Preliminary design and plan preparation (30%, 60% and 90% review intervals);
- SCDOT Encroachment Permit Applications;
- Final plans and specifications for bid procurement and construction;
- Right-of-way and easement acquisition plat preparation;
- Construction administration, inspection, and support services as deemed necessary by the Town; and
- Other services deemed necessary to complete the project.

Submission Requirements:

All responses shall be mailed or hand delivered in sealed envelopes, identified as **RFQ 2018-0008 – SHELTER COVE US 278 BUSINESS CORRIDOR TRAFFIC STUDY**, to Darrin Shoemaker, P.E., Traffic and Transportation Engineer on or before the due date indicated above. Responses received after this time or date shall not be considered. The Town of Hilton Head Island, by way of this RFQ, does not commit itself to award a contract or pay any costs incurred in the preparation of your response. The Town further reserves the right to accept or reject any or all responses received, to schedule in-person interviews with firms following their submission of a response, to enter into negotiations with all qualified respondents, and to cancel the entire RFQ solicitation.

The responses and all information submitted shall be treated as privy information. Names of responding firms shall not be released to the public until the Town has executed a contract for the services outlined herein.

Those submitting qualifications shall be licensed to perform the work described herein as required by Section 40-11-10 et seq, South Carolina Code of Laws, 1976 (as amended) and Section 10-1-10 et seq, Code of the Town of Hilton Head Island, South Carolina, 1983 (as amended).

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

Response Format:

Responses are to be self-explanatory and prepared in a manner that provides the Town with a clear and concise presentation of the firm’s capabilities and qualifications to perform the professional services required for this specific project. Elaborate portfolios, brochures, and other promotional type materials are not desirable. The response format should demonstrate that all requirements of the project as indicated herein are addressed in detail. Respondents are encouraged to include and submit any additional information pertinent to the project. The

responses should detail the methodologies and resources that will be employed by the firm. The general format of the responses should be as follows:

- I. Response Cover Letter
- II. General Firm Background & Resources
 - A. Overview
 - B. Specific Technical Capabilities, Methodologies, or Qualifications
 - C. Summary of Current Workload
 - D. 5-Year Litigation History
 - E. Certificates of insurance (workers compensation, general liability, professional liability, automotive liability)
 - F. Hourly Rates
- III. Proposed Work Plan and Project Understanding
 - A. Narrative of Project Understanding
 - B. Work Plan with Specific Tasks
 - C. Critical Path-Method Schedule
 - D. Personnel Assignments Relative to Task
 - E. Availability of Project Team Members
- III. Qualifications and Experience on Similar Projects
 - A. Project Understanding/Scope
 - B. Project Experience
 - C. Project Team
 - a. Primary Team Members
 - b. Reserves (if available)
 - c. Sub-consultants
 - D. Project Workload Projections for Team Members
 - E. Work on Past Town Projects
 - F. Any Unique Knowledge or Abilities Regarding the Project

The responses will be evaluated in accordance with criteria outlined as follow:

General Background and Resources of the Firm:

- Organization and qualifications of personnel and sub-contractors;
- Summary of technical capabilities related to the projects as described;
- Unique qualifications and methodologies that may be employed on these projects;
- Pertinent litigation history of the firm for the past 5 years;
- Additional relevant information.

Experience with Similar Projects: Provide detailed descriptions of the firm’s experience on similar projects (traffic studies, public roadway infrastructure projects targeting capacity, operations, and safety – including intersection improvements, traffic signal and crosswalk design). The quantity of similar projects is important, as is the timeliness of the experience (list

similar projects undertaken within the past eight (8) years), and the personnel that worked on those projects (focus on the project experience of the personnel listed in this RFQ response). The indicated experience should include recent projects for which members of the personnel listed in the RFQ response played key roles. Include previous work within the Town of Hilton Head Island as well as any similar efforts undertaken for SCDOT. The Town desires a firm with a history of exceeding client expectations, providing effective communication between the client and the firm, a record of meeting schedules and deadlines, distinct knowledge of local road construction industry and costs, applicable permitting requirements, prudent contract administration and project accounting, and a quality presentation of project deliverables. On all similar projects listed, please provide the client's project manager or point of contact's name, telephone number(s), and e-mail address. Also list your firm's project manager and any other personnel from this project team in this RFQ response (including sub-consultants) and their role on those past similar projects.

Project Understanding and Proposed Work Plan: Provide a work plan approach to complete the study in a timely manner. The work plan should be broken into specific tasks, culminating in a final report with detailed summary and prioritized, recommended projects. The final report shall include executive summary of deficiencies and recommendations, study objectives, operational assessments of existing and future conditions, design standards, capacity issues, traffic safety, pedestrian and bicyclist safety, recommended projects and their estimated cost, and appendices that include collected data and analysis. The firm shall identify its understanding of the project requirements, constraints, and opportunities. A critical path method schedule of the work plan, containing all major tasks, shall be included showing the number of days per task and the overall estimated schedule from contract to bid advertisement. Specify the personnel that would work on particular tasks, any unique knowledge or abilities they provide which would benefit the project, and the amount of time that may be required to complete each task. Evidence that project team members have the availability and resources required for the project(s) should be provided. Specify software to be employed in the modeling and analysis.

Qualifications and Experience of Project Personnel: Provide an organizational chart identifying those who will be assigned to this project (including sub-consultants) and a professional resume of each individual, including:

- Roles and responsibilities on this project (title)*;
- Education;
- Professional experience – total years and years with the firm
- Experience working with the SCDOT, particularly District Six Engineering personnel]
- Experience working with or within the Town of Hilton Head Island
- Professional registrations and certifications, listing applicable state(s)*;
- Office location(s);
- Role(s) on past projects of this type;

- Hourly billing rate for all personnel to be assigned to this project;

** The project manager must be a professional engineer licensed to practice in South Carolina.*

Reserves: Description of available backup personnel, resources, and their locations.

Sub-consultants: Provide the name of any firm(s) that will be providing sub-consulting services on the project, and include the services they will provide. Provide their office location, resumes of key personnel to be assigned to these projects, a contact name with phone number and e-mail address, and three (3) references.

Evaluation Factors:

All qualified responses shall be reviewed and evaluated by a selection committee of Town Staff. The firm(s) deemed to be the most qualified, based on the selection criteria reflected below, may be required to provide an oral presentation of their qualifications and approach to complete the project to the selection committee.

- 35% General resources of the firm and the quantity, quality, and comparability of previous work on projects of similar scope and nature.
- 35% Proposed timely work plan and understanding of the project requirements, constraints and opportunities.
- 30% Qualifications, experience, and availability of project personnel.

Award of a Contract:

The selection committee will rank the firms after review and presentations if necessary and forward their evaluation results and a recommendation to the Town Manager. The selected firm(s) will be given written notification of being selected by the Town. The Town Manager will authorize staff to enter into negotiations with the most qualified firm(s). The Town will negotiate and execute a contract with the selected firm(s) before work may begin. Should contract negotiations fail, the Town will negotiate with the next highest ranked firm. The contract will comply with applicable laws and standard provisions and in general contain the following terms:

- Detailed scope of services;
- Schedule for providing services;
- Fee schedule itemized by tasks;
- Not-to-exceed contract amount;
- Articles and Provisions of the Contract.

The Town and firm(s) may mutually agree to amend the contract to include additional services, which are required as a result of unforeseen circumstances, and/or in order to complete the project, and/or to amend the contract for design services if projects born out of the study are funded. The selected firm(s) will not have exclusive rights to provide services for these projects.

Governing Law:

The firm must comply with the laws of the State of South Carolina and the ordinances of the Town of Hilton Head Island, a municipal corporation organized and existing under the laws of the state of South Carolina. Consultants selected for a contract award are required to possess or obtain a current Town of Hilton Head Island business license. Each prime contractor shall file with the project manager a list of subcontractors furnishing labor or materials for the project on an “as available” basis.

Affirmative Action:

The firm shall take affirmative action in complying with all state and federal requirements concerning fair employment and treatment of all employees, without regard to, or discrimination by reason of, race, color, religion, sex, national origin, or physical handicap.

Insurance:

The firm shall maintain, throughout the performance of its obligations, a policy of worker’s compensation insurance with such limits as may be required by law, and professional liability coverage as required by the Town. It shall also maintain a policy or policies of general liability insurance insuring against liability for injury and death of persons, and damage and destruction of property. It shall also maintain a policy or policies of automotive liability. All such insurance policies shall have limits satisfying the requirements of the Town, based on Town, county, state and federal standards.

Indemnification:

The Town, its directors, agents, and employees shall be held harmless from liability from any claims, damages, and actions of any nature arising from the completion of the project, provided that such liability is not attributable to negligence on the part of the Town.