



Town of Hilton Head Island
TOWN COUNCIL WORKSHOP
Wednesday, March 10, 2021, 10:00 a.m.
AGENDA

In accordance the Town of Hilton Head Island Municipal Code § 2-5-15, this meeting is being conducted virtually and can be viewed on the [Town of Hilton Head Island Public Meetings Facebook Page](#).

1. **Call to Order**
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 requirements of the Town of Hilton Head Island.
3. **Approval of the Agenda**
4. **U.S. 278 Gateway Corridor Project Status Update**
5. **Independent Engineering Review Status Update**
6. **U.S. 278 Corridor Project Land Planning Status Update**
7. **Adjournment**



TOWN OF HILTON HEAD ISLAND

Public Projects and Facilities Management Department

TO: Marc Orlando, Town Manager
VIA: Josh Gruber, Deputy Town Manager
Shawn Colin, Interim Deputy Town Manager
FROM: Jeff Buckalew, Town Engineer
COPY: Darrin Shoemaker, Traffic and Transportation Engineer
DATE: March 2, 2021
SUBJECT: US 278 Corridor Project Independent Engineering Review – Status

Information:

The US 278 corridor project independent engineering review is well underway. The citizen's oversight committee has met with the consultant, HDR, four times and will hold one final meeting on March 16, 2021. The main deliverables of HDR shall be presentations of their findings to County Council and Town Council, and a detailed engineering report. HDR has provided a draft outline of their report for review by the oversight committee (see attached). The HDR contract is also attached. The final report is due to be submitted on March 30th and per the contract shall include an executive summary and recommendations, study objectives, review of design data, criteria, assumptions and methodologies, assessments of project needs, operational traffic analyses of alternatives and ancillary intersections and appendices.

HDR will be providing an interim report of their progress to County Council on March 8, 2021. Staff will coordinate with HDR to schedule a presentation of their final report and recommendations at an upcoming Town Council meeting.

Attachments: HDR Contract
Draft Report Outline



COUNTY COUNCIL OF BEAUFORT COUNTY
ENGINEERING DIVISION
2266 Boundary Street, Beaufort, South Carolina 29902
Post Office Drawer 1228, Beaufort, South Carolina 29901-1228
Telephone: 843-255-2940
Website: www.beaufortcountysc.gov

October 28, 2020

Mr. David A. Kinard, PE, VP
Program Manager
HDR
4400 Leeds Avenue, Suite 450
North Charleston, SC 29406

RE: US 278 Independent Engineering Review

Dear Mr. Kinard:

The South Carolina Department of Transportation (SCDOT), in cooperation with Beaufort County and the Town of Hilton Head Island, is developing the US 278 Corridor project to address safety and capacity issues currently being experienced within the corridor. The identified project limits are from the Moss Creek intersection to the Cross Island Parkway on Hilton Head Island. SCDOT owns the roads and bridges in question and will be controlling Federal Highway Administration funds associated with the project and as such is leading the environmental assessment and design process through the help of their previously selected consultant design team led by KCI.

Over the past several weeks, there has been much discussion to pursue an independent engineering review of work completed to date by the SCDOT to ensure that safety and traffic congestion mitigation options are optimized while minimizing detrimental environmental and community impacts in a way that is reflective of local operational and aesthetic expectations. Evaluation of adjacent roadway segments and nearby intersection beyond the project boundary stated above is considered an essential component of the independent review.

The scope of the independent engineering review shall include the following:

Scope of Services

- Receive and review all of the design information and data inputs from SCDOT, and also such additional information and data as may be necessary to perform the tasks set forth in this scope, in that this scope shall not be limited to a technical peer review of SCDOT inputs
- Review and verify that the assumptions and methodologies employed for proposed design elements (i.e.,- future traffic volumes and expected growth rates) are appropriate and meet professional standards for validation of use within the project's design
- Verify findings of alternatives already identified to ensure viable ideas were not prematurely discarded and explore other possible alternatives that have not already been examined. Possible alternatives include, but are not limited to: Cross Island Parkway connection; grade-separated intersections; reversible lanes; High Occupancy Vehicle lane, Express Lanes, turning movement prohibitions, specific local traffic only lanes;

intelligent signal system, other improvements without widening to six lanes; and a base alternative that contemplates replacing the deficient bridge, fixing the safety issues on Jenkins Island, improving pedestrian crossing safety, optimizing intersections, and developing a land use plan.

- Review & verify the cost estimates for all of the alternatives that SCDOT has explored thus far and provide a cost estimate for any alternative developed that has not already been explored by SCDOT, including, without limitation, a cost estimate for each SCDOT alternative that assumes the eastern terminus of the alternative is extended to the Cross Island Parkway. Provide cost estimates for all alternatives in a tabular format.
- Review and confirm the operational analyses of the reasonable alternatives and the other possible alternatives identified (both the intersections and the corridor performance) as a measure of delay throughout the entire corridor limits.
- Provide recommendations of feasible options or improvements identified through the study that merit further consideration by the SCDOT design team. Consider and provide recommendations for any landscaping, land use planning, or aesthetic concepts that are developed by others during the study period, such to include, without limitation, recommendations on how to mitigate the disruptive impact the project will have on the Stoney Community.
- Incorporate public participation through the means of the oversight committee. The oversight committee will include at the minimum a resident from the Stoney Community and Jenkins Island to ensure their input is considered. Conduct up to 4 virtual progress meetings with oversight committee.

In addition to the scope as described, please ensure that the following questions are specifically answered as part of the study

Question #1A – Is the projected growth of 39% peak traffic in 25 years realistic?

Question #1B – Do the viable alternatives accommodate growth beyond the 2045 design year?

Question #2 – Are there SAFER alternative designs besides just adding signals and pavement?

Question #3 – Have all reasonable alternatives been considered and fully evaluated?

Schedule & Deliverables

- Provide a detailed engineering report with analysis and recommendations within sixty (60) days from established Notice To Proceed. The report shall contain the following sections: Executive Summary and Recommendations, Goals and Objectives of the Report, Review of Design Data, Criteria, Assumptions and Methodologies, Assessment of Project Needs, Operational Traffic Analysis of Alternatives and Intersections Ancillary to the Corridor, PowerPoint presentation materials for the Elected Official Meetings, and requisite Appendices.
- Provide an interim update within thirty (30) days of commencing work to oversight committee.
- Present findings at both County Council and Town Council meetings in a manner in which the general public will be able to easily and sufficiently understand the results of this examination. VISSIM models or other suitable methods to clearly convey findings to general public and elected officials shall be employed.
- All work must be certified by a Professional Engineer registered in South Carolina.

The intent of this specific project is to ensure that all alternatives, to include those that have been previously established and those that have been potentially unexamined, are fully explored and any findings or recommendations established are provided to SCDOT as additional public input per the NEPA process. Please contact me with any questions you may have and provide a fee proposal for the scope of services outlined herein by Tuesday, October 6. We look forward to acting on this additional design review and ensuring that the benefits proposed as part of the US 278 Corridor Project are meaningful and long lasting, resulting in an improved corridor and project results that are well-received by the citizens of Beaufort County and Hilton Head Island.

Kindest Regards,



Jared Fralix, PE
Assistant County Administrator – Engineering



October 30, 2020

Jared Fralix, PE
Assistant County Administrator - Engineering
Beaufort County
100 Ribaut Road
Beaufort, SC 29902

Re: **US 278 Independent Review**

Dear Mr. Fralix:

HDR Engineering, Inc. of the Carolinas (HDR) appreciates this opportunity to provide Beaufort County with a proposal to provide engineering and planning services associated with the US 278 Environmental Document. It is our understanding that the County wishes to have an independent review of the ongoing SCDOT study and alternatives. Based on the scope of services, questions, deliverables and schedule provided by the County dated October 28, 2020, HDR will review verify existing documentation, explore additional options, make recommendations for additional study and present our findings in a report and to Beaufort County and Town of Hilton Head Councils.

Scope of Services

The scope of the independent engineering review will include the following:

Task 1 – Project Management and coordination.

Task 2 - Receive and review relevant design information and data from SCDOT.

Task 3 - Review and verify that the assumptions and methodologies employed for proposed design elements (i.e.,- future traffic volumes and expected growth rates) are appropriate and meet professional standards for validation of use within the project's design.

Task 4 - Verify findings of alternative screenings already identified to determine that viable ideas were not prematurely discarded and explore other possible alternatives that may not have already been examined. These possible alternatives to be explored will be coordinated with the Oversight Committee and limited to a maximum of five (5).

Task 5 - Review and verify the high-level cost estimates for the SCDOT alternatives explored. Create high level cost estimates for alternatives identified in Task 4.

Task 6 – Perform cursory review of the operational analyses of the reasonable alternatives and a high level review of the other possible alternatives identified (both the intersections and the corridor performance) in an effort to determine if the alternative are viable and should require additional study by SCDOT.

Task 7 - Provide recommendations of feasible options or improvements identified through the study that merit further consideration by the SCDOT design team. Provide coordination for

recommendations regarding landscaping, land use planning and aesthetic concepts developed by others.

Task 8 - Conduct up to 4 virtual progress meetings with oversight committee.

Deliverables

Deliverable 1 - Provide a report with analysis summary and recommendations. The report will contain the following sections: Executive Summary and Recommendations, Goals and Objectives of the Report, Review of Design Data, Criteria, Assumptions and Methodologies, Assessment of Project Needs, Review of Operational Traffic Analysis of Alternatives and Intersections Ancillary to the Corridor, PowerPoint presentation materials for the Elected Official Meetings, and requisite Appendices.

Deliverable 2 - Provide an interim update within thirty (30) days of commencing work to the Oversight Committee and others as necessary.

Deliverable 3 - Present findings at both Beaufort County Council and Hilton Head Island Town Council meetings in a manner in which the general public will be able to easily and sufficiently understand the results of this examination. Methods to clearly convey findings to general public and elected officials will be employed.

Deliverable 4 - All work will be reviewed by a Professional Engineer registered in South Carolina.

Fee

HDR proposes to perform the tasks described in this proposal as outlined below:

Task 1	\$5,700.00	(32 manhours)
Task 2	\$7,968.00	(42 manhours)
Task 3	\$12,983.00	(80 manhours)
Task 4	\$20,812.00	(120 manhours)
Task 5	\$14,995.00	(76 manhours)
Task 6	\$19,773.00	(120 manhours)
Task 7	\$6,193.00	(32 manhours)
Task 8	\$8,692.00	(48 manhours)
Deliverable 1	\$27,470.00	(152 manhours)
Deliverable 2	\$3,096.00	(16 manhours)
Deliverable 3	\$6,193.00	(32 manhours)
Direct Expenses	\$857.00	
Total	<u>\$134,732.00</u>	(750 manhours)

Schedule

Our current workload will permit us to begin work immediately upon approval of the scope and issuance of notice to proceed. We anticipate an estimated project schedule of 60 Days from Notice to Proceed to provide a report with analysis summary and recommendations.

Once again, HDR appreciates this opportunity to provide assistance to the Beaufort County. We look forward to working with you on this project. Please call 803-509-6626 with any questions or comments you may have.

Sincerely,

HDR ENGINEERING, INC. OF THE CAROLINAS




Phillip Hutcherson, P.E.
Project Manager



Jonathan Henderson, P.E., VP
South Atlantic Area Manager

US 278 Independent Review Report Outline

1. Introduction

- a. Purpose
 - Review and verify existing documentation, explore additional options, make recommendations for additional study and present our findings in a report to Beaufort County and Town of Hilton Head Councils.

2. Coordination Efforts

- a. Continuous coordination with SCDOT and Project Team, Town of Hilton Head, Beaufort County and the Oversight Committee
- b. Request for files and documents
 - Draft EA with Technical Documents
 - Traffic Growth Rates Memo
 - KMZ of reasonable alternatives
 - KMZ of Squire Pope alternatives
 - Historical traffic counts
 - Synchro files of reasonable alternatives, Jenkins Island alternatives and Squire Pope alternatives
 - Reversible Lanes Memo
- c. Web Site [US 278 Corridor Improvements \(scdot278corridor.com\)](http://scdot278corridor.com)
 - Many stakeholder presentations other public involvement materials
- d. Stoney Community Coordination by SCDOT
 - Exhibits
 - Community Mitigation Plan

3. Items of Review

- a. Growth Rate/Future Traffic
 - A growth rate was reviewed from the August 2019 Traffic Growth Memo. Based on review, a 1.19% growth rate was deemed acceptable for this stretch of roadway.
 - Six lanes, with three lanes in each direction in this stretch of US 278, was deemed necessary based on existing and future traffic.
- b. Crash Data/ Safety
 - 800 crashes in a 5-year period. All data is included in the March 2020 Phase I Traffic Report.
 - Angle crashes were substantial at key intersections indicating need to reduce conflict points.
 - Rear end crashes occurred frequently throughout the entire corridor indicating congestion.
- c. Reversible Lanes
 - A Reversible Lane Analysis Memo from July 2020 was reviewed. HDR concurs with the recommendation that reversible lanes are not recommended in areas where control of access cannot be obtained.
- d. Nineteen (19) Preliminary Alternatives and Matrix
 - High level screening criteria included GIS mapping of environmental features, property, and neighborhoods.

- Alternatives included locations adjacent to the existing facility as well as locations that connect to different spots on the Island. These locations included Spanish Wells and the Cross-Island Parkway.
 - e. Reasonable Alternatives and Matrix
 - Six reasonable alternatives were screened from the 19 preliminary alternatives, with three additional alternatives added (4A, 5A, 6A) for total of Nine (9).
 - Alternatives 5, 5A, 6, 6A tended to have 50% more wetland impacts, twice as much R/W acquisition, and twice as many relocations as Alternatives 1-4A. In addition, these alternatives were in the \$300-\$350M range, while Alts 1-4A are estimated in the \$220-\$260M construction cost range.
 - f. Reasonable Funding
 - \$240 million is currently set aside for this project, however, based on the cost estimate of the nine Reasonable Alternatives, it does not appear that overall project cost was a limiting factor in SCDOT studying and evaluating the nine Reasonable Alternatives.
 - g. Squire Pope/Spanish Wells Intersections and Matrix
 - 14 different intersection treatments were evaluated by SCDOT with four options moving into further evaluation
 - SCDOT had limited information on alternatives that allowed for free flow movement of US 278 which includes grade separated interchanges at Spanish Wells and at Squire Pope. A matrix from the Fall 2020 Newsletter/Stakeholder meeting was provided that outlined these alternatives. HDR sketched some of these options and showed the high level of impacts that would be required with control of access interchanges. Further documentation would be helpful in showing why some were removed and some advanced.
 - HDR recommends the use of limiting signal phases to accommodate the most effect percentage of vehicles, while still providing alternatives to turning movement that are not being allowed with the new intersection alignment. A couple of other alternatives were shown for consideration.
 - Pedestrian and bicycle accommodations are still important features as well as continued coordination with the local Stoney Community.
 - h. Jenkins Island Intersections
 - SCDOT alternatives are derived from a frontage road concept, reducing conflict points, superstreet, and limited ability to meet signal warrant criteria.
 - Blue Heron Point Road accessibility as well as bike/pedestrian accommodations, especially crossing US 278 need to be further evaluated.
 - i. Emergency Evacuation Accommodation
 - j. Roadway Safety and Character
- 4. DRAFT Recommendations for SCDOT Design Team**
- a. Primarily two-phase signals along corridor east of the bridges
 - b. Limit conflict points at intersections, with alternative intersection/corridor treatments
 - c. Further explanation on why some intersection types were never evaluated at Squire Pope/Spanish Wells intersections.
 - d. Additional concepts developed for SCDOT consideration
 - e. Potential wetland mitigation strategies
 - f. Opportunities for corridor enhancement to ensure the neighborhood character of the roadway near Stoney Community
 - g. Pedestrian and bicycle safety and connectivity

5. Appendices

- a. Meeting Minutes
- b. Additional Concepts



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Marc Orlando, ICMA~CM, *Town Manager*
FROM: Jennifer Ray, ASLA, *Interim Community Development Director*
CC: Shawn Colin, AICP, *Interim Deputy Town Manager*
DATE: March 2, 2021
SUBJECT: Land Planning associated with the US 278 Corridor Project

On December 15, 2020, Town Council authorized staff to release a RFQ for a land planning firm to prepare land use plans in conjunction with the SCDOT US 278 Corridor Improvement project with emphasis on the Stoney Community. Additionally, Town Council supported the idea for Town staff and local planners to develop initial conceptual land use plans based on local knowledge.

On February 16, 2021, Town staff hosted a Community Engagement Session at the Squire Pope Community Park with local project stakeholders including residents of the Stoney neighborhood. The purpose of the outreach session was to discuss the land planning process and to solicit input on the area outside the roadways and intersections.

On February 18-19, 2021, Town staff facilitated a virtual land planning charrette with six land planners/landscape architects from four local firms. During the charrette planners identified practical and realistic ways to enhance the six reasonable alternatives. Staff will provide an overview of the initial concepts at the upcoming workshop.

The RFQ for professional services for the preparation of land use plans for the corridor approved by Town Council will close on Monday, March 8, 2021 at 10:00 am. The successful proposer will analyze the land in and around the US 278 corridor and prepare land use plans for the reasonable and preferred alternatives that will suggest ways to create and sustain mixed-use and family orientated neighborhoods and opportunities for those impacted by the US 278 Corridor Improvement Project, particularly the Stoney Community. Staff will provide an update on the response to the RFQ at the upcoming workshop.

These efforts will provide meaningful input to help shape favorable outcomes for our community.

Attachments:

- A. Community Engagement Event Notes
- B. Land Planning Charrette Virtual Agenda
- C. RFQ 2021-4 for Land Planning Consultant
- D. Addendum #1 to RFQ 2021-4



TOWN OF HILTON HEAD ISLAND

Community Development Department

SUBJECT: US 278 Corridor Project, Land Planning Community Engagement Event
DATE: February 16, 2021

Comments from Attendees

- Thought Town was already supplied with information about Stoney's mitigation items.
- Confusion about who would own the proposed access road near Mr. Stewart's property.
- Mr. Stewart had questions about the adjacent street buffer for the proposed access road and how that affects what he can build.
- Concern that the proposed Highway 278 widening will only affect the north side of the road.
- Concerns that land planning for Stoney is difficult without knowing the DOT road plans.
- Concerns that the road with an adjacent bike path will take the road widening right up to the front door of some properties.
- Question about if landowners would be satisfied with a property "swap."
- Concerns about impacts of increased traffic on intersections in the area: US 278 and Squire Pope Road; Gum Tree and Wild Horse; Wild Horse and Old Wild Horse; back entrance of HHP.
- Concern about safety of vehicles entering the Boys and Girls Club and Wild Horse Court. Has SCDOT been in touch with them to discuss plans?
- Concerns about EMS response times – not sure if this was just during construction or also after construction.
- Concern that you can't cross US 278 as a pedestrian. The best place to build a US 278 pedestrian crossing is at Cora Lee Lane.
- Curry Printing: owner said needs to work with the Town and SCDOT to get access to his property and expand. He had discussed the expansion with staff.
- Curry Printing: owner suggested a roundabout at Wild Horse Road and Old Wild Horse Road, to encourage people making U-turns in Wild Horse Road to turn around there instead.

**US 278 Corridor Improvements Project
Land Planning Charrette**

AGENDA

Part 1: Thursday, February 18, 2021 1:00pm – 5:00pm

INTRODUCTION

- Welcome and Introductions- *Anne Cyran*
- Charrette Purpose and Expectations- *Jennifer Ray*
- US 278 Corridor Improvements Project Recap and Current Status- *Anne Cyran*
- Big Stoney Community
 - Neighborhood History and Significance- *Sheryse DuBose*
 - Community Engagement Meeting Recap- *Anne Cyran and Sheryse DuBose*

BREAK

EXISTING CONDITIONS

- Overview Existing Conditions for Areas of Interest- *Anne Cyran & Taylor Ladd*
 - Jenkins Island and Hog Island (Anne): zoning; land uses; Windmill Harbour; Access to properties; cemetery;
 - Stoney Historic Neighborhood (Taylor)
 - Q&A and Discussion

BREAK

LAND PLANNING PART 1

- Introduction- *Anne Cyran and Jennifer Ray*
- Land Planning Exercise 1- *Entire Group*
 - RA1: Land use Concept 1A

- Land Planning Exercise 2- *Entire Group*
 - RA2: Land Use Concept 1B
 - RA3: Land Use Concept 1C

CLOSING DISCUSSION

**US 278 Corridor Improvements Project
Land Planning Charrette**

AGENDA

Part 2: Friday, February 19, 2021 8:00am – 12:00pm

INTRODUCTION

- Thursday recap discussion
- Revisit Concepts 1A, 1B and 1C

BREAK

LAND PLANNING PART 2

- Introduction- *Anne Cyran and Jennifer Ray*
- Land Planning Exercise 3- *Entire Group*
 - RA4A: Land Use Concept 2

BREAK

LAND PLANNING PART 3

- Introduction- *Anne Cyran and Jennifer Ray*
- Land Planning Exercise 4- *Groups A and B*
 - Group A: RA5A: Land Use Concept 3A
 - Group B: RA6A: Land Use Concept 3B

- Group concept presentations and discussion

CLOSING DISCUSSION



ADDENDUM #1 to RFQ 2021-4

Town of Hilton Head Island

Land Use Plans for the US 278 Corridor Improvement Project

February 12, 2021

Changes to Section III. Scope of Work/Specifications

Section III.1, is hereby replaced in its entirety to read as follows:

Become familiar with the land in and around the US 278 corridor, including the history of land ownership and use, the characteristics of the Native Island neighborhoods, the cultural identity of the area, the natural environment, and the community's sense of place. Utilize inventory data and mapping provided by Town staff. Conduct a community engagement session with the Stoney community and project stakeholders to gather input to be used in preparation of land use plans.

Section III.3, the following additional bullet is hereby inserted at the beginning of this section:

- *Prepare at least one and no more than two land use plans for SCDOT's Reasonable Alternatives.*

Date Extensions

The Submittal Deadline has been changed to 10:00 am on March 8, 2021.

The Question Deadline has been changed to 4:00 pm on March 1, 2021.

Offeror Questions and Answers

Question: Page 5, item 4. Review of Plans, second bullet point.
Paraphrased..."Conduct a review of land use plans for Proposed Reasonable Alternatives with Staff and Town Council"

Is that a review of "land use conceptual plans" provided by the hired consultant for this project on the 6 alternatives? Or is it a review of the hired consultants' analysis of the initial concepts as proposed from the charrette package provided by staff?

Response: The review of land use plans for the Proposed Reasonable Alternatives with Staff and with Town Council would be the review of the hired consultant's land use plans.

TOWN OF HILTON HEAD ISLAND

Qualifications Transmittal Page

Date Advertised: January 27, 2021

Offerors shall complete all information requested on this page and submit it with their qualifications

 <p style="font-size: 1.2em; font-weight: bold;">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 2021-4</p> <p>Description/Title: Land Use Plans for the US 278 Corridor Improvement Project</p>	<p>*Qualifications Submittal Deadline: 3:00 P.M. Eastern Time on February 23, 2021</p> <p><u>*Submittals will not be accepted after the stated time and date.</u></p> <p>Submittals will be publically opened via virtual conference at 3:15 P.M. Eastern Time on February 23, 2021. 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: 4:00 P.M. Eastern Time on February 15, 2021</p> <p style="color: red;">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>	
<p>Offeror Authorized Signature:</p> <p>_____ Signature</p> <p>_____ Date</p>	<p>Name and Title of Signator:</p> <p>Name: _____</p> <p>Title: _____</p>

TOWN OF HILTON HEAD ISLAND
RFQ 2021-4
Land Use Plans for the US 278 Corridor Improvement Project

I. GENERAL INFORMATION AND SUBMITTAL INSTRUCTIONS

The Town of Hilton Head Island (“Town”) is soliciting sealed submittals from qualified firms (“Offerors” or “Contractors”) to provide land use plans in conjunction with the South Carolina Department of Transportation (SCDOT) US 278 Corridor Improvement Project, in accordance with the specifications provided herein.

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

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 Submittal Opening Link and Information 3:15 P.M. Eastern Time on February 23, 2021</p>

All questions regarding this solicitation must be submitted in writing via the procurement portal using the “Opportunity Q&A” feature in the “Messages” Section of the Portal.

Questions will be answered via the procurement portal as well. Offerors 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 qualifications, Offeror agrees that its submittals 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.

II. BACKGROUND

Beaufort County, in coordination with the South Carolina Department of Transportation (SCDOT), is proposing to make improvements to the US 278 corridor between Bluffton and Hilton Head Island, from Moss Creek Drive to Spanish Wells Road. The purpose of the project is to address structural deficiencies at the existing eastbound MacKay Creek bridge and reduce congestion along US 278 from Moss Creek Drive to Spanish Wells Road. Six of the SCDOT's Proposed Reasonable Alternatives (Exhibit D) are currently under consideration. The SCDOT expects to present a final Preferred Alternative in spring 2021.

The Town of Hilton Head Island and Beaufort County jointly hired HDR Engineering of the Carolinas, Inc. to perform an independent engineering review of the SCDOT's plans. The Town seeks to hire a land planning firm to prepare land use plans for the area.

III. SCOPE OF WORK / SPECIFICATIONS

The Town intends that the successful proposer will analyze the land in and around the US 278 corridor and prepare land use plans for the Preferred Alternative that will suggest ways to create and sustain mixed-use and family oriented neighborhoods and opportunities for those impacted by the US 278 Corridor Improvement Project, particularly the Stoney Community.

Town staff with local land planners and community liaisons will prepare base maps and background data including land ownership and use and will gather input from members of the Stoney community and project stakeholders regarding the project. Staff will host a planning charrette with local land planners to develop high-level concepts for the area based on the Proposed Reasonable Alternatives. This information will be packaged for use by the successful proposer.

The services to be furnished pursuant to this Request for Qualifications may include, but are not limited to the following as needed:

1. Become familiar with the land in and around the US 278 corridor, including the history of land ownership and use, the characteristics of the Native Island neighborhoods, the cultural identity of the area, the natural environment, and the community's sense of place. Utilize inventory data and mapping provided by Town staff.
2. Analyze the initial concepts and land use framework associated with SCDOT's Proposed Reasonable Alternatives prepared by the local planning team and identify achievable solutions.
3. Prepare & Deliver Land Use Plans:
 - Prepare at least one and no more than two land use plans for SCDOT's Preferred Alternative.
 - The plans will suggest ways to create and sustain mixed-use and family oriented neighborhoods and commercial opportunities for those impacted by the US 278 Corridor Improvement Project.
 - Special emphasis and details will be provided in the plans for Stoney community.
 - The plans will include conceptual maps showing infrastructure and property layouts and ownership, land use constraints, and site analysis, along with a narrative and detailed description.
 - The plans will be prepared to the greatest extent possible concurrently and in collaboration with the independent engineering review being conducted by HDR Engineering of the Carolinas, Inc.
 - If HDR's Independent Engineering Review identifies alternatives beyond SCDOT's Proposed Reasonable Alternatives listed above, there may be a need to develop additional plans or adjust plans to accommodate the new alternatives.

4. Review of Plans:

- Conduct a kick-off meeting with Staff to review initial concepts and land use framework (1 virtual meeting).
- Conduct a review of land use plans for Proposed Reasonable Alternatives with Staff (1 virtual meeting). Conduct a review of land use plans for Proposed Reasonable Alternatives with Town Council (1 meeting).
- Conduct a review of land use plans for Preferred Alternative with Staff (1 virtual meeting). Make final revisions as necessary.
- Conduct a review of land use plans for Preferred Alternative with Town Council (1 meeting).
- Conduct a review of land use plans with the Stoney community and project stakeholders (1 meeting).

IV. SUBMITTAL REQUIREMENTS AND FORMATTING

Offerors are REQUIRED to submit all requested information and/or documentation outlined in this section of the solicitation. Any Offeror failing to do so may have their submittal rejected as being non-responsive and making them ineligible for contract award. Offeror must complete and return with their submittal the “Checklist of Submittal Requirements”, a copy of which is included in this solicitation as Exhibit A. Offeror shall submit their qualifications in a format and sequence that follows the section numbering and layout provided in this solicitation to assist the Town in its evaluation of submittals.

Submittals shall be formatted as follows:

- Section 1 General firm background and Work Plan
- Section 2 Experience on similar projects and client references
- Section 3 Organization of Project Team including resumes and team member’s prior experience on similar projects
- Section 4 Description of project resources including summary of current workload
- Section 5 List of any litigation history of the firm for the past 5 years
- Section 6 Required forms (Exhibit A & Exhibit C)
- Section 7 Any additional relevant information

FEE PROPOSAL:

All Offerors must submit a fee proposal as a separate document. The fee proposal will not be used for evaluation purposes but will be used in negotiations with the successful offeror.

Firms shall demonstrate that they meet the minimum qualifications outlined below for this

project. Firms not meeting these requirements shall not be considered for this project. Each person called out to be included on the project team shall supply a resume of their personal qualifications and list their similar prior experience in the submittal. The minimum qualifications are:

- Identification of the person who will serve as the overall project manager and the Town's direct point of contact.
- Provide a list of all relevant/similar experience on projects of similar size and scope completed within the last 10 years by the firm and by the project manager.
- Provide a list of litigation history of the firm for the past 5 years.
- Reference from similar projects including each project's project manager with telephone number and email address. Include a description of the project objectives and size, scope of work, dates, contract amounts, and lessons learned.
- Provide a resume and relevant work experience of the project team who will be assigned to support this project along with an organizational chart including sub-consultants if appropriate. The following must be included for each team member: title, roles and responsibilities on this project, education/degree(s), experience, office location, role in past projects of this type, and hourly billing rate on this project.
- Description of available backup personnel and their office location as well as project specific resources your firm would employ to accomplish the given objectives of the projects.
- Work Plan: Describe in detail the strategy your firm would employ to accomplish the given objectives of the project including the approach for working with clients and Town Council to arrive at complete/comprehensive outcomes within the established Town parameters. Explain the roles of the team members, procedures and methodologies to be used and any other relevant information regarding the actual work. Address any unique challenges or opportunities this project offers to meet the objectives outlined in the Town's scope.
- Present an anticipated workload of project team over the life of the project. Develop a task based schedule for this project.
- Fee Proposal: Include a lump sum fee proposal for overall scope of work. Include separate fees for additional virtual meetings and additional in-person meetings that may become necessary throughout the project. Identify any suggested services not included in this RFQ and include a fee for those services. Include hourly rates for each team member to be used if necessary in additional services.

Please provide a minimum of three (3) client references. Please take note of the following as it

pertains to references:

- References for clients where the work performed was similar in size and scope are preferred, and will be given more weight than those not of similar size and scope. The Town shall be sole determiner on whether a project is of “similar size and scope”.
- The Town will only be evaluating three (3) references, regardless of how many are provided by Contractor. Town is not obligated to make more than a single attempt to contact a listed reference.
- If less than the requested number of references are provided, OR the Town is unable to obtain the desired number of responses, this will be reflected in the scoring of your submittal.
- The Town is not responsible for incorrect reference contact information.
- The Town reserves the right to only check references on those Contractors deemed to be “finalists” after initial scoring of submittals.

V. EVALUATION CRITERIA AND CONTRACT AWARD

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 submittal based on the stated evaluation criteria. 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.

Evaluation Criteria

1. Overall Project Approach and Work Plan (40%)

Strength of proposed approach and work plan for providing the required services, and demonstrated ability, including understanding of unique opportunities and challenges of this project. Clearly defined implementation plan and timeline with milestones identified.

2. Experience of Proposer and Key Personnel (25%)

Demonstrated experience of proposer and key personnel in delivery of the required services.

3. Quality of Previously Completed Projects (20%)

Quality of previously completed projects of similar scope (minimum three projects of similar scope completed within the past ten years).

4. References (15%)

Satisfaction level of references including demonstrated record of completing projects on time and on budget and meeting all defined project requirements/expectations. The Town

reserves the right to only check references for those Contractors deemed to be “finalists” after initial scoring of submittals for criteria 1-3 above.

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. 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 C, 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 (1) years, with the option to renew for up to four (4) additional years.

EXHIBIT A

RFQ 2021-4

Land Use Plans for the US 278 Corridor Improvement Project

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. A submittal that addresses all the required elements and formatting as specified in this RFQ.
2. Signed Offeror Acknowledgement on this Exhibit A below.
3. Completed Affidavit acknowledging the requirements of the South Carolina Illegal Immigration Reform Act, Exhibit C.
4. Certificate of Insurance as evidence that Contractor meets the insurance requirements specified in Exhibit B of this RFQ. Town of Hilton Head Island shall be added as an Additional Insured on Contractor's Insurance upon contract award.
5. Offeror shall 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.

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 Contractor 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 Contractor 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 Contractor may not assign this Agreement without the prior written approval of the Town.
10. The Contractor 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 Contractor 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 Contractor and the methods utilized by the Contractor in fulfilling its obligations hereunder shall lie solely and exclusively with the Contractor and its agents and employees shall not be considered agents or employees of the Town for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the Town.
12. The Contractor, by signing this Agreement, hereby certifies that Contractor 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 Contractor covenants and agrees as follows:
 - 12.1. Contractor 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-

EXHIBIT B

verify) and verifying the work authorization of every new hired employee within three (3) business days after employing employee.

12.2. Contractor 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 Contractor; or
- (b) compliance with the South Carolina Illegal Immigration Reform Act by Contractor.

12.3. Contractor agrees to include in any contracts with its sub-contractors language requiring its sub-contractors 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-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws.

12.4. Contractor 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. Contractor 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:

<< CONTRACTOR’S FULL NAME>>

By: _____
Its: _____

WITNESSES:

TOWN OF HILTON HEAD ISLAND

By: _____
Joshua A. Gruber
Its: Interim Town Manager

EXHIBIT C

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

In accordance with the requirements of the South Carolina Illegal Immigration Reform Act, _____ ("Contractor") 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 Contractor 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 subcontractors, and through the subcontractors, the sub-subcontractors, to register and participate in the federal verification employment authorization of all new employees.

The Contractor 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 contractor, subcontractor or sub-subcontractor. The Contractor further agrees that it will, upon request, provide the Town of Hilton Head Island with any documentation required to establish that the contractor and any subcontractors or sub-subcontractors are in compliance with the requirements of Title 8, Chapter 14 of the S. C. Code Annotated.

Date: _____

By: _____

Name: _____

Title: _____

EXHIBIT C

Construction

By signing its bid or proposal, Contractor 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 Contractor and its subcontractors or sub-subcontractors; or (b) that Contractor and its subcontractors or sub-subcontractors 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." Contractor agrees to include in any contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors 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 subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors 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 subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.