



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

4. New Business

A. Project Overview

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

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

D. Setting Meeting Dates

5. 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

Town Council

TO: William Hilton Parkway Gateway Corridor Independent Review Advisory Committee
FROM: Shawn Colin, Assistant Town Manager – Community Development
CC: Marc Orlando, Town Manager
CC: Josh Gruber, Deputy Town Manager
DATE: April 17, 2023
SUBJECT: William Hilton Parkway Gateway Project Overview

The purpose of this memorandum is to provide a project overview and summary of key activities and remaining steps for the William Hilton Parkway Gateway Corridor Project.

Sept. 2017 This project began in 2017 when a need was identified by the South Carolina Department of Transportation (SCDOT) to improve the westbound bridge that connects the mainland to the island (there are two bridges in each direction). The Town and County requested a more comprehensive approach instead of piecemealing an improvement over a series of years.

Since that time, the SCDOT has involved time and funding to conduct an evaluation of alternatives and prepared a draft Preferred Recommendation following the NEPA process. There has been ample public involvement, with many workshops, well over 20 public meetings, and opportunities to provide comment.

Apr. 2021 The Town has worked with MKSK, a planning and design consultant, starting in April 2021 to review the project and draft recommendations to improve the corridor alignment and design elements.

Oct. 2021 Town Council approved 26 recommendations on October 12, 2021, to be considered within the project improve the corridor alignment and design elements.

Oct. 2022 In order to make certain that all reasonable alternatives have been evaluated before a final decision is made. Town Council approved a Memorandum of Agreement (MOA) with Beaufort County on October 4, 2022. The MOA outlined a critical path and steps to take to reach a point for municipal consent consideration.

1. The County and the Town agree to advance the Project in a cooperative manner for the entire duration of the Project.

2. The County and the Town mutually agree to work together in good faith to address the feasibility, and merits of recommendations approved by Town Council on October 12, 2021 and further agree that one bridge will be designed and constructed for the Project.
3. The County will procure an Independent Consultant (the “Independent Consultant”), (i.e. –one that does not have a previous or current contractual relationship with SCDOT, the County, or the Town) to perform an additional Independent Review of the project. This Independent Consultant will conduct an end-to-end simulation and study through and beyond the Project limits to include additional intersections materially consistent with the Scope of Work included as an exhibit to the MOA.
4. The County and the Town will establish a committee (the “Committee”) to select the Independent Consultant through a competitive bid process. The following County representatives shall sit on the Committee: (a) the County Administrator or his designee (b) the Assistant County Administrator for Infrastructure: (c) and the County Transportation Program Manager Consultant. The following Town representatives shall sit on the Committee: (d) the Town Manager or his designee; (e) the Assistant Town Manager of Community Development; and (f) the Town Engineer.
5. All recommendations from the Independent Review for areas within the project boundary will be considered for inclusion in the project. The County and Town agree to pursue the “Finding of No Significant Impacts” (FONSI) from the Federal Highway Administration concurrent with the Independent Review. If any findings from the Independent Review affect environmental documents submitted for the FONSI, those recommendations will be considered, and the environmental documents will be updated and resubmitted as agreed upon by the County and the Town.
6. The County and the Town, as required as part of the NEPA process, will coordinate with SCDOT to perform a value engineering of the project to identify and eliminate unwanted costs, and improve function and quality, as well as to optimize initial and long-term investment, ultimately seeking the best value for the lowest cost.
7. The County and the Town mutually agree to work together, along with SCDOT and Lowcountry Area Transportation Study (LATS), to design, implement and maintain a connected and synchronized signal system

along the entire length of the William Hilton Parkway/US 278 Corridor from I-95 to Sea Pines Circle. The synchronized system will include fiber connectivity, Adaptive Signal technologies and other tools to help maximize flow. The County and the Town mutually agree to work together to seek funds necessary to acquire and implement the proposed improvements.

8. Any signal improvements from the synchronization project which are not already installed within the corridor prior to the construction of the Project, will be incorporated as such.
9. This Agreement does not provide the Town's municipal consent. Such consent may be provided by the Town Council after the Independent Review has been evaluated by the Town and County and before the right-of-way acquisition phase of the Project begins. Municipal consent by the Town will not be unreasonably withheld.
10. The County and the Town agree that the Independent Review will be the last and final study needed for the Town to make a final decision related to the Project.

One key step was the procurement of an Independent Consultant by a selection team consisting of Town and County representatives to execute the Scope of Work included in the MOA. Input from SCDOT Secretary Christy Hall and Senator Tom Davis, guided the final language for the Request for Qualifications (RFQ) which did not support the evaluation of additional alternatives for the corridor alignment, as in their opinion, the addition of this element as part of the Scope of Work to be executed by the Independent Consultant, could put the grant funding authorized by the State Infrastructure back in jeopardy.

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|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oct. 2022 | The County issued a Request for Qualifications (RFQ) for an independent consultant (the "Independent Consultant"), (i.e. – one that does not have a previous or current contractual relationship with SCDOT, the County, or the Town) to perform an independent review of the project. Beaufort County solicited the RFQ, with input from the Town's selection team members, for services outlined in the agreed upon scope of work. The RFQ was posted on October 26, 2022. |
| Nov. 2022 | A mandatory RFQ pre-bid meeting for interested firms was held on November 1, 2022. Seven firms were represented at the pre-bid meeting. Responses were due to the Beaufort County procurement office by November 23, 2022. 1 response was received. |
| Dec. 2022 | One submission was received and reviewed by the appointed selection team which deemed it responsive, and the firm qualified to perform the requested work. |

- Jan. 2023 On January 17, 2023, staff provided a project update to Town Council including progress made on all MOA provisions. Town Council provided direction to move forward with the joint effort with Beaufort County to conduct an Independent Review using the one consultant which provided a complete response to the County's RFQ. Town Council also provided direction to conduct an additional Independent Review using a consultant procured by the Town. In addition, Town Council directed that an Advisory Committee be created to assist in selecting the preferred consultant and to guide the work in coordination with staff.
- Feb. 2023 On February 21, 2023, Town Council adopted a Resolution to create the William Hilton Parkway Independent Review Advisory Committee.
- County executed a contract with Traffic and Transportation firm CBB, from Missouri to complete the Independent Review in joint coordination with Town and County. Estimated timeframe to complete the Independent Review is 7 months at a cost of \$197,813.
- March 2023 Town Council appointed members to the William Hilton Parkway Independent Review Advisory Committee.
- Apr. 2023 Initial meeting of the William Hilton Parkway Independent Review Advisory Committee set for Monday, April 2023.

Remaining Steps:

- William Hilton Parkway 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.
- William Hilton Parkway Independent Review Advisory Committee to recommend final scope of work and RFQ to Town Council for endorsement.
- Town will solicit RFQ for a period of 30 days.
- Responses to the Town RFQ reviewed by Advisory Committee and selection team to reach recommendation of the preferred consultant to execute contract. Time frame and cost to complete the Town Lead Independent Review has not yet been determined.
- Town will continue executing the Installation of Adaptive Traffic Signals for all Town signalized intersections through its Capital Improvements Program. Installation is expected to be complete by June 30, 2023. Initial data on performance will not be available until after the complete system is installed. With installation scheduled for completion by June 30, 2023,

initial performance data would likely be available in Fall 2023, with a full evaluation of performance likely to occur in early 2024.

- Town staff is working with consultants MKSK to complete flythrough graphics to depict the existing Gateway Corridor, the Modified Preferred Alternative, and the Modified Preferred Alternative to include Town approved recommendations. Final graphics to be completed following review of findings and recommendations from the Independent Review.
- Beaufort County continues to work with SCDOT and their project team to secure remaining funds necessary to substantially fund the project, which will allow submission of the Environmental Assessment (EA) Documents to the Federal Highway Administration for a Finding of No Significant Impacts (FONSI).
- The Town and County agreed in the MOA to pursue the FONSI from Federal Highway Administration.
- The results of the joint Independent Review, as well as the Town procured Independent Review will be presented to respective Council's for consideration. Anticipating fourth quarter of 2023.
- If any findings from the Independent Review affect environmental documents submitted for the FONSI, those recommendations will be considered, and the environmental documents will be updated and resubmitted to the Federal Highway Authority as agreed upon by the County and the Town.
- If any findings from the Independent Review affect environmental documents submitted for the FONSI, those recommendations will be considered, and the environmental documents will be updated and resubmitted to the Federal Highway Authority as agreed upon by the County and the Town.
- The County and the Town agree that the Independent Review will be the last and final study needed for the Town to make a final decision related to the Project.
- Town approval of the MOA did not provide municipal consent, nor did it preclude the submission of amended documents to the Federal Highway Administration to include recommendations that emerge from the Independent Review. Such consent may be provided by the Town Council after the Independent Review has been evaluated by the Town and County and before the right-of-way acquisition phase of the Project begins. Municipal consent by the Town will not be unreasonably withheld.



TOWN OF HILTON HEAD ISLAND

Town Council

TO: William Hilton Parkway Gateway Corridor Independent Review Advisory Committee
FROM: Shawn Colin, Assistant Town Manager – Community Development
CC: Marc Orlando, Town Manager
CC: Josh Gruber, Deputy Town Manager
DATE: April 17, 2023
SUBJECT: William Hilton Parkway Gateway Project - Review of Town of Hilton Head Island and Beaufort County Memorandum of Agreement

The purpose of this memorandum is to provide a summary of the Town of Hilton Head Island and Beaufort County Memorandum of Agreement for the William Hilton Parkway Gateway Corridor Project.

Town Council approved a Memorandum of Agreement (MOA) with Beaufort County on October 4, 2022 (Attachment 1). The MOA outlined a critical path and steps to take to reach a point for municipal consent consideration.

1. The County and the Town agree to advance the Project in a cooperative manner for the entire duration of the Project.
2. The County and the Town mutually agree to work together in good faith to address the feasibility, and merits of recommendations approved by Town Council on October 12, 2021 (Attachment 2) and further agree that one bridge will be designed and constructed for the Project.
3. The County will procure an Independent Consultant (the “Independent Consultant”), (i.e. –one that does not have a previous or current contractual relationship with SCDOT, the County, or the Town) to perform an additional Independent Review of the project. This Independent Consultant will conduct an end-to-end simulation and study through and beyond the Project limits to include additional intersections materially consistent with the Scope of Work included as an exhibit to the MOA.
4. The County and the Town will establish a committee (the “Committee”) to select the Independent Consultant through a competitive bid process. The following County representatives shall sit on the Committee: (a) the County Administrator or his designee (b) the Assistant County Administrator for Infrastructure; (c) and the County Transportation Program Manager Consultant. The following Town representatives shall sit on the Committee: (d) the Town Manager or his designee; (e) the Assistant Town Manager of Community Development; and (f) the Town Engineer.

5. All recommendations from the Independent Review for areas within the project boundary will be considered for inclusion in the project. The County and Town agree to pursue the "Finding of No Significant Impacts" (FONSI) from the Federal Highway Administration concurrent with the Independent Review. If any findings from the Independent Review affect environmental documents submitted for the FONSI, those recommendations will be considered, and the environmental documents will be updated and resubmitted as agreed upon by the County and the Town.
6. The County and the Town, as required as part of the NEPA process, will coordinate with SCDOT to perform a value engineering of the project to identify and eliminate unwanted costs, and improve function and quality, as well as to optimize initial and long-term investment, ultimately seeking the best value for the lowest cost.
7. The County and the Town mutually agree to work together, along with SCDOT and Lowcountry Area Transportation Study (LATS), to design, implement and maintain a connected and synchronized signal system along the entire length of the William Hilton Parkway/US 278 Corridor from I-95 to Sea Pines Circle. The synchronized system will include fiber connectivity, Adaptive Signal technologies and other tools to help maximize flow. The County and the Town mutually agree to work together to seek funds necessary to acquire and implement the proposed improvements.
8. Any signal improvements from the synchronization project which are not already installed within the corridor prior to the construction of the Project, will be incorporated as such.
9. This Agreement does not provide the Town's municipal consent. Such consent may be provided by the Town Council after the Independent Review has been evaluated by the Town and County and before the right-of-way acquisition phase of the Project begins. Municipal consent by the Town will not be unreasonably withheld.
10. The County and the Town agree that the Independent Review will be the last and final study needed for the Town to make a final decision related to the Project.

One key step was the procurement of an Independent Consultant by a selection team consisting of Town and County representatives to execute the Scope of Work included in the MOA. Input from South Carolina Department of Transportation (SCDOT) Secretary Christy Hall and Senator Tom Davis, guided the final language for the Request for Qualifications (RFQ) which did not support the evaluation of additional alternatives for the corridor alignment, as in their opinion, the addition of this element as part of the Scope of Work to be executed by an Independent Consultant, could put grant funding authorized by the State Infrastructure back in jeopardy.

Attachments:

1. Town of Hilton Head Island and Beaufort County Memorandum of Agreement.
2. Town 26 Recommendations for William Hilton Parkway Gateway Corridor Project with SCDOT and Beaufort County Responses.

RESOLUTION NO. 2022-28

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AUTHORIZING THE TOWN MANAGER TO ENTER INTO A REVISED MEMORANDUM OF AGREEMENT WITH BEAUFORT COUNTY, SOUTH CAROLINA CONCERNING THE WILLIAM HILTON PARKWAY GATEWAY CORRIDOR PROJECT AND ADAPTIVE TRAFFIC SIGNAL IMPROVEMENTS.

WHEREAS, the U.S. Highway 278 corridor runs from I-95 to and throughout the Town of Hilton Head Island, and is both an economic generator and necessity for transportation; and

WHEREAS, the William Hilton Parkway Gateway Corridor Project (the "Project") is a Beaufort County project and is part of the programs funded by the 2018 sales tax that was authorized by the public in a referendum; and

WHEREAS, the synchronization of adaptive traffic signals on U.S. Highway 278 is essential to the public safety and traffic control; and

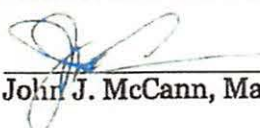
WHEREAS, the Project will have a substantial impact on the citizens and visitors of the Town of Hilton Head Island; and

WHEREAS, the Town of Hilton Head Island and Beaufort County desire to undertake improvements to U.S. Highway 278 and install adaptive traffic signals thereon; and

WHEREAS, the Town Council hereby finds that the execution of the revised Memorandum of Agreement is in the best interest of the Town of Hilton Head Island.

NOW, THEREFORE, BE IT, AND IT HEREBY IS, RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA That the Town Council hereby authorizes the Town Manager to enter into an agreement materially consistent with the revised Memorandum of Understanding from Beaufort County for the purpose of coordinating and implementing the William Hilton Parkway Gateway Corridor Project and installation of adaptive traffic signals on U.S. Highway 278.


PASSED AND APPROVED BY THE TOWN COUNCIL ON THIS 4TH DAY OF OCTOBER, 2022.


John J. McCann, Mayor

ATTEST:


Krista M. Wiedmeyer, Town Clerk

APPROVED AS TO FORM


Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____

STATE OF SOUTH CAROLINA)
) **MEMORANDUM OF AGREEMENT FOR THE**
) **WILLIAM HILTON PARKWAY GATEWAY/US**
COUNTY OF BEAUFORT) **278 CORRIDOR PROJECT AND ADAPTIVE**
) **SIGNAL IMPROVEMENTS**
)
TOWN OF HILTON HEAD ISLAND)

THIS MEMORANDUM OF AGREEMENT is made and entered into this 21 day of October 2022 by and between Beaufort County, South Carolina (the "County"), and The Town of Hilton Head Island, South Carolina (the "Town").

WHEREAS, the William Hilton Parkway Gateway/US 278 Corridor Project, referred to herein as the "Project", is a Beaufort County Project and is part of the programs funded by the 2018 sales tax; and

WHEREAS, a portion of the Project is located within the corporate limits of the Town, which impacts the citizens and visitors of the Town of Hilton Head Island, will provide for safer public transportation; and

WHEREAS, the Project is currently in the preliminary design stage and is working through the Environmental Assessment process; and

WHEREAS, separate from the design consultant for the Project retained by the South Carolina Department of Transportation (the "SCDOT"), and at the request of the Town, the County hired a design engineer, HDR, to perform an Independent Review of the project. In addition to the Independent Review, the Town hired a land planning consultant, MKSK, to assist the Town Council with evaluating the current design and to provide recommendations to enhance the Project; and

WHEREAS, as part of the Environmental Assessment process a preferred alternative for the Project was identified by the SCDOT and presented at a public hearing held on July 22, 2021; and

WHEREAS, based upon comments received from the public and from the Town, the Project plans were updated, and a modified preferred alternative was presented at a public information meeting held on March 3, 2022; and

WHEREAS, there have been several comments made by residents of the Town regarding the impacts to the citizens and visitors of Hilton Head Island and have requested an additional Independent Review be conducted to evaluate community impacts to include areas that lie outside of the Project limits and provide design modification recommendations that will otherwise enhance the Project; and

WHEREAS, the County and the Town have determined that an Independent Review (the "Independent Review") must be performed by a consultant in material conformance with the Scope of Work (the "Scope of Work") set forth on Exhibit A attached hereto; and

WHEREAS, the William Hilton Parkway/US 278 Corridor, extending from Interstate 95 (I-95) to Sea Pines Circle, is of regional importance to the County and the Town to facilitate trade and commerce throughout the region; and

WHEREAS, it is recognized that it is of utmost importance to keep traffic moving as safely and efficiently as possible throughout the corridor; and

WHEREAS, there are many SCDOT-owned signals along the corridor that are managed and maintained by the County and the Town through various signal maintenance agreements with SCDOT; and

WHEREAS, the Town has funds budgeted in its Capital Improvement Plan for Fiscal Year 2023 to make improvements to the traffic signals within the corporate limits of the Town which they maintain under their signal maintenance agreement(s) with SCDOT; and

WHEREAS, the County and Town desire to make traffic signal improvements along the entire William Hilton Parkway/US 278 Corridor to increase safety and capacity through the synchronization of "Adaptive Traffic Signals."; and

WHEREAS, any and all future signal projects, including those signals within the William Hilton Parkway Gateway/US 278 Corridor Improvement Project, are to be fitted with the same technologies to ensure they are synchronized with the other signals.

NOW, THEREFORE, for and in consideration of the mutual covenants exchanged herein, the County and the Town hereby agree as follows:

1. The County and the Town agree to advance the Project in a cooperative manner for the entire duration of the Project.
2. The County and the Town mutually agree to work together in good faith to address the feasibility, and merits of recommendations approved by Town Council on October 12, 2021 (as set forth in Exhibit B) (the "Recommendations") and further agree that one bridge will be designed and constructed for the Project.
3. The County will procure an Independent Consultant (the "Independent Consultant"), (i.e. – one that does not have a previous or current contractual relationship with SCDOT, the County, or the Town) to perform an additional Independent Review of the project. This Independent Consultant will conduct an end-to-end simulation and study through and beyond the Project limits to include additional intersections materially consistent with the Scope of Work set forth in Exhibit A.
4. The County and the Town will establish a committee (the "Committee") to select the Independent Consultant through a competitive bid process. The following County representatives shall sit on the Committee: (a) the County Administrator or his designee (b) the Assistant County Administrator for Infrastructure: (c) and the County Transportation Program Manager Consultant. The following Town representatives shall sit on the Committee: (d) the Town Manager or his designee; (e) the Assistant Town Manager of Community Development; and (f) the Town Engineer.
5. All recommendations from the Independent Review for areas within the project boundary will be considered for inclusion in the project. The County and Town agree to pursue the "Finding of No Significant Impacts" (FONSI) from the Federal Highway Administration concurrent with the Independent Review. If any findings from the Independent Review affect environmental documents submitted for the FONSI, those recommendations will be considered, and the environmental documents will be updated and resubmitted as agreed upon by the County and the Town.
6. The County and the Town, as required as part of the NEPA process, will coordinate with SCDOT to perform a value engineering of the project to identify and eliminate unwanted costs, and improve function and quality, as well as to optimize initial and long-term investment, ultimately seeking the best value for the lowest cost.
7. The County and the Town mutually agree to work together, along with SCDOT and Lowcountry

Area Transportation Study (LATS), to design, implement and maintain a connected and synchronized signal system along the entire length of the William Hilton Parkway/US 278 Corridor from I-95 to Sea Pines Circle. The synchronized system will include fiber connectivity, Adaptive Signal technologies and other tools to help maximize flow. The County and the Town mutually agree to work together to seek funds necessary to acquire and implement the proposed improvements.

8. Any signal improvements from the synchronization project which are not already installed within the corridor prior to the construction of the Project, will be incorporated as such.
9. This Agreement does not provide the Town's municipal consent. Such consent may be provided by the Town Council after the Independent Review has been evaluated by the Town and County and before the right-of-way acquisition phase of the Project begins. Municipal consent by the Town will not be unreasonably withheld.
10. The County and the Town agree that the Independent Review will be the last and final study needed for the Town to make a final decision related to the Project.


IN WITNESS WHEREOF, Beaufort County, South Carolina, and the Town of Hilton Head Island, South Carolina, by their authorized officers, have executed the within memorandum on this ____ day of October 2022.


WITNESSES:






WITNESSES:



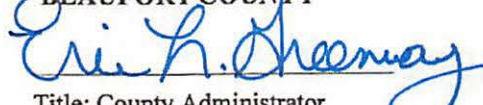


TOWN OF HILTON HEAD ISLAND



Title: Town Manager

BEAUFORT COUNTY



Title: County Administrator

EXHIBIT A

US 278 Corridor Project – Independent Review Scope of Services

Task 1: Project Initiation and Coordination:

- Initial HHI, Beaufort County, and Independent Consultant
- Biweekly project discussions with County and Town Staff
- Review meeting with representations of Beaufort County, Town of Hilton Head Island, SCDOT and the existing design consultants on prior work performed
- Monthly update meetings with Town Manager and County Administrator
- 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: Model and Recommended Concept Review:

Review previous models and concept recommendations

- Review assumptions contained within the model – Daily Hour, Land Use, & other input variables
- Review data collection approach and study area
- Review model outputs and subsequent recommendations for intersection operations and bridge concepts

Model Review and Concept Review Memo

- Compile findings into a Summary Review Memo, identifying primary findings and recommendations for improvement

Task 3: Updating Model & Operational Updates

Model and Operational Analysis Updates

- The model updates will be based on the version of the LATS model utilized to develop the project
- Confirm that the base traffic demand model accurately takes into trips generated by visitor traffic, mass transit traffic, and traffic demand from redevelopment of existing Island parcels
- Update the model based on findings in Task 2 and coordination with the Town of Hilton Head & Beaufort County
- Expand the model and study area to include the following signalized intersections and merge points east of Spanish Wells Road
 - US 278 merge with Cross Island Pkwy
 - US 278 Bus (William Hilton Pkwy) at Gum Tree Road
 - US 278 Bus (William Hilton Pkwy) at Wilborn Road/Jarvis Park Road
 - US 278 Bus (William Hilton Pkwy) at Pembroke Drive/Museum Street
 - US 278 Bus (William Hilton Pkwy) at Indigo Run Drive/Whooping Crane Way
 - US 278 (Palmetto Bay Road) at Point Comfort Road/Arrow Road
 - Palmetto Bay Road at Target Road
 - US 278 Bus (William Hilton Pkwy) at Palmetto Bay Road (Sea Pines Circle)
- Expand the model and study area to include the following signalized intersection and merge point west of Moss Creek Drive
 - Bluffton Parkway and Buckingham Landing Road (on Mainland)
- Traffic counts for the study area intersections will be obtained from the Town of Hilton Head Island
- Any additional counts not available from the Town of Hilton Head or SCDOT shall be assumed counts that will need to be collected

- **Ensure the model includes most recent traffic data that reflects the toll removal on the Cross Island Parkway**
- **Generate model outputs for study area with new assumptions and volumes & analyze operations in Synchro/VISSIM**
- **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 operational efficiency by maintaining four lanes (two lanes in each direction) between the Windmill Harbour 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**
- **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 and Beaufort County**

Task 4: Proposed Intersection Improvements & Potential Future Projects

- **Evaluate the safety for bicycle and pedestrians within the original Project Study Area from Moss Creek to Spanish Wells Road and make recommendations on ways to improve the safety of the proposed intersections**
- **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 improvements (LOS, delay, etc.) as well as anticipated project costs and known impacts or concerns with the alternatives**
- **Assume up to 3 alternatives for each impacted intersection area evaluated**
- **Develop a Summary of Recommendations for review by the Town of Hilton Head Island and Beaufort County that can be utilized to secure future funding for improvements beyond the Project Study Area**

Task 5: Draft and Final Report

- **Compile model updates, operational analysis, and findings into a report for review and discussion with Beaufort County and Town of Hilton Head Island staff**
- **Finalize elements into draft and final reports, including executive summaries and recommendations**
- **Presentation of final findings to both County Council and Town Council for endorsement/adoption by both Councils**
- **Submit final report electronically**

EXHIBIT B

Town Approved Recommendations - Gateway Corridor Project - October 12, 2021

CORRIDOR-WIDE RECOMMENDATIONS

1. Reduce lane widths to 11' to calm traffic & reduce property impacts.
2. Eliminate raised curbs in medians wherever possible, encourage existing vegetation and natural drainage in these areas.
3. Vary median widths and meander roadway alignments where possible for traffic calming and aesthetics.
4. Take advantage of Town-owned property for sake of Parkway improvements.
5. Utilize ITS smart signal technology throughout.
6. Reduce curb cuts & provide for alternative/safer property access throughout.
7. Provide trails on both sides of Parkway where possible with sufficient separation from road and in lieu of sidewalks.
8. Create a comprehensive system of safe, comfortable, and attractive shared use paths for cyclists and pedestrians.
9. Open/encourage views to the water wherever possible, as a part of the Island's "signature".
10. Ensure integration of unique, Hilton Head-specific signage, landscape schemes, public art program, architectural vocabulary, iconic features, and accent lighting that distinguish this parkway from all others.
11. Reduce design & posted speeds throughout the corridor.
12. Evaluate the island-wide transportation system.

ZONE-SPECIFIC RECOMMENDATIONS

13. Encourage Moss Creek area improvements (*commercial redevelopment, access/roadway improvements, trail connections*).
14. Establish "Gateway Experience" threshold at west end of Mackay Creek bridges (*landscape, island "icon", art, lighting*).
15. Reduce bridge mass with two separate bridges and Shared-Use Path on south side of eastbound bridge.
16. Reduce bridge lane width to 11', reduce shoulder width on left, only one breakdown lane on right.
17. Provide 14' minimum width non-motorized lane on bridge with multiple viewing areas and protection/screening of vehicles.
18. Attention to bridge design/details as viewed from afar and on-deck (parapet, railings, structural forms).
19. Consolidate Jenkins Island access to one signalized location at C. Heinrichs/Windmill Harbor Entrance.

20. Provide traditional turn lanes and intuitive intersection configurations throughout Stoney.
21. Eliminate confusing SCOOT U-turns.
22. Eliminate left turns and traffic introduction onto Old Wild Horse.
23. Create new park south of Parkway in Stoney to authentically showcase Gullah Geechee culture/heritage.
24. Consider a new Visitors Center as a part of this park that intentionally showcases this heritage while introducing visitors to the Island's offerings.

ADDITIONAL POLICY RECOMMENDATIONS

25. Create a Stoney-authored vision plan for the next generation of that neighborhood.
26. Create and professionally staff a Development Corporation as a vehicle for Stoney Advancement.

Responses to Town of Hilton Head Island Recommendations

The preliminary responses are based on the meeting held between the Beaufort County (County Administrator Eric Greenway & Assistant County Administrator Jared Fralix), SCDOT (Secretary Christy Hall, Deputy Secretary Leland Colvin, & Program Manager Craig Winn), and the Town of Hilton Head Island (Town Manager Marc Orlando, Mayor John McCann, and Senior Advisor to the Town Manager Shawn Colin) on October 14, 2021, at the Beaufort County Administration Building. Additional responses are based on further environmental NEPA evaluations, traffic evaluations & engineering design performed since the October 14, 2021 meeting.

Corridor Wide

1. Reduce lane widths to 11' to calm traffic & reduce property impacts

Preliminary Response: Agreement on 12' lanes on the bridge and Jenkins Island but a 12' outside lane and a pair of 11' inside lanes as well as accessory lanes will be pursued through the Stoney Community from the Causeway to Spanish Wells Road.

Additional Response: During the design process a design exception and appropriate approvals for the two 11' inside lanes within the Stoney Community will need to be pursued.

2. Eliminate raised curbs in medians wherever possible to encourage existing vegetation and natural drainage in these areas

Preliminary Response: Agreement on elimination of raised curbs on the interior portion of Jenkins Island where appropriate with the understanding this will increase the clear zone needed in the median. Raised curb and gutter will be installed on the exterior edge of the roadway to reduce ROW requirements and handle the drainage needs.

Additional Response: Additional investigation and review of safety and drainage needs within the area will be required as project development continues. In project areas with a proposed 15' raised median, curbing will be provided on both the inside and outside of the roadway.

3. Vary median widths and meander roadway alignments where possible for traffic calming and aesthetics

Preliminary Response: Agreement on varying median through Jenkins Island, holding eastbound lanes in the existing alignment and moving westbound travel lanes North on Jenkins Island between Crosstree Drive and the causeway. The costs are to be estimated and if project overrun will need to be funded locally (not SCDOT or SIB funding).

Additional Response: The meandering of the roadway is estimated to increase project cost by approximately \$1.5M and was designed to avoid all critical area and freshwater wetlands. Additionally, the meandering of the roadway would not be permitted to result in wetland impacts greater than the Recommended Preferred Alternative 4A, as presented at the Public Hearing. Appendix 1 shows the proposed layout of the meandering on Jenkins Island that avoids critical area.

wetlands and freshwater wetlands. The additional cost does not include any costs for the additional Town-owned ROW required to meander the roadway and the ROW is assumed to be donated. The County does not have extra funds for an additional cost, and additional local funds would need to be identified early in the design process by the Town.

4. Take advantage of Town-owned property for sake of Parkway improvements

Preliminary Response: Agreement on this item and was part of the SIB application.

Additional Response: Project is taking advantage of Town-owned property through Jenkins Island with westbound lanes alignment. Other uses of Town-owned property will be considered during design if needed to facilitate project needs.

5. Utilize ITS smart signal technology throughout

Preliminary Response: Agreement on this item. It is already part of the current project scope.

Additional Response: Please be advised that signals will continue to be maintained locally, by either the County or Town, as currently prescribed in each of our Signal Maintenance Agreements (SMA) with SCOOT

6. Reduce curb cuts and provide for alternative/safer property access throughout

Preliminary Response: Agreement on this item. Change in access drives within Stoney as proposed by MKSK is separate from the project.

Additional Response: Reduction in curb cuts is a priority for safety and access management. Before reducing curb cuts, it will need to be verified that the improvements do not cause additional impacts within the TCP and are agreeable by all property owners.

7. Provide trails on both sides of Parkway where possible with sufficient separation from the road and instead of sidewalks

Preliminary Response: No trail to be installed on the southern side of William Hilton Parkway. The existing sidewalk on the southern side is to be removed except to connect Windmill Harbor to the shared use path underpass west of the Windmill Harbor entrance.

Additional Response: No additional comments.

8. Create a comprehensive system of safe, comfortable, and attractive shared use paths for cyclists and pedestrians

Preliminary Response: Agreement on a trail on the northern side of US 278 only, with separation from the roadway. The trail will not be located in the marsh area and must tighten up alignment through the causeway section connecting Hilton Head and Jenkins Island. The trail is okay to move north for more separation from Parkway through Jenkins Island.

Additional Response: The meandering of the trail through Jenkins Island must avoid the wetlands and environmental features. The corridor will also be evaluated for other opportunities to utilize town-

owned land to meander the shared use path away from the roadway and to protect tree canopies when practical. Additional expenses to meander the trail will need to be covered by local funds (Not SCOOT or SIB funding)

9. Open/encourage views to the water wherever possible, as part of the Island's "signature"

Preliminary Response: Agreement that this is a local element with selective treatment rather than any clearing and grubbing along the water edge.

Additional Response: This will not be included as part of the project as it has the potential to increase environmental impacts outside of the proposed construction limits.

10. Ensure integration of unique, Hilton Head-specific signage, landscape schemes, public art program, architectural vocabulary, iconic features, and accent lighting that distinguish this parkway from all others

Preliminary Response: Agreement that this element should be Town driven through its CIP Program.

Additional Response: The EA document includes signage within the Stoney Community as part of the environmental commitments. This is to include two signs, banner signage on SUP lighting, and landscaping. The final details of each of these features will be coordinated with the Stoney Community and local governments. (Eligible for project funding within the Stoney Community)

11. Reduce design & posted speeds throughout the corridor.

Preliminary Response: The entire project will include a 45mph design speed and consideration given for 40mph posted speed for the William Hilton Parkway from the causeway connecting Hilton Head to Jenkins Island to Sea Pines Circle (which includes the Stoney segment)

Additional Response: The posted speed will need to be discussed with the SCOOT District Traffic Engineer and a formal request will need to be submitted by the Town requesting a Speed Study through the District office for the areas of concern between Stoney and Sea Pines Circle. The project team will assist in any communication and coordination with the SCOOT District office.

12. Evaluate the island-wide transportation system.

Preliminary Response: Agreement this is an effort that will be handled locally

Additional Response: No additional comments.

Zone specific recommendations

13. Encourage/support Moss Creek area improvements (commercial redevelopment, access/roadway improvements, trail connections)

Preliminary Response: Agreement for long-term but not included in this project scope and is not eligible for State Infrastructure Bank Funding.

Additional Response: County to support private commercial redevelopment in Moss Creek area. Any driveways and curb-cuts within project limits will be improved as part of the project. The trail along US 278 will connect to the trails along Bluffton Parkway via pedestrian improvements along Buckingham Plantation Drive.

14. Establish "Gateway Experience" threshold at the west end of Mackay Creek bridges (landscape, island "icon", art, lighting)

Preliminary Response: Okay through coordination of County & Town

Additional Response: Not eligible for SCOOT or SIB Funding

15. Reduce bridge mass with two separate bridges and a Shared-Use path on side of the eastbound bridge

Preliminary Response: SCDOT is neutral on this item. The county administrator does not think benefits will justify additional costs. SCDOT states it's likely a 10-15% increase in the cost of the bridge component resulting in a \$30M to \$40M dollar increase. These additional costs are to be funded with local funds, not SCDOT or SIB. This item is to be evaluated by KCI (County) and HDR (Town) to determine the differential in costs between 1, six-lane bridge versus 2, 3 lane bridges. Additional impacts to the environment and Pinckney Island to be considered.

Additional Response: The construction of two separate bridge structures will increase the actual bridge width and increase the impacts to Pinckney Island due to the need for a separation distance between the two structures. The dual bridge option increases the estimated project cost by \$27.3 million. Additionally, two separate bridge structures will significantly increase the construction time potentially extending the completion date and jeopardizing SIB funding. The County does not support this request.

16. Reduce bridge lane width to 11', verify the need for two breakdown lanes per bridge

Preliminary Response: The bridge will have 12' lanes and no reduction of shoulder/breakdown widths. Each direction to include 2-10' shoulders as agreed to by all parties.

Additional Response: The 12' lanes and 10' shoulders are FHWA controlling criteria and provide a safety benefit to the project. These criteria are based on the roadway classification. Additionally, the shoulders provide improved access for Emergency Response on the bridges and to Jenkins Island.

17. Provide 14' minimum width non-motorized lane on the bridge with multiple viewing areas and protection/screening of vehicles

Preliminary Response: Agreement on the 12' shared-use pathway along the southern side of the bridge with 2 bulb-outs, one over each creek. Each bulb is out to be approximately 50' long. The bulb out elements are to be funded with local money as they are considered non-essential for SIB funding

Additional Response: The final configuration of the bulb-outs will be determined during the bridge design phase but are currently estimated to be 20'x50' with an additional cost of \$125k to \$150k per bulb out. However, the cost estimate does not include the additional cost for protection/screening. The County supports the concept of the viewing areas/screening if additional local funds can be identified early in the design process by the Town, but the County does not have the extra funds to support the addition.

18. Attention to bridge design/details as viewed from afar and on-deck (parapet, railings, structural forms}

Preliminary Response: Agreement on this item with continued coordination through project design. Attention to be focused on the above deck treatment of the bridge.

Additional Response: This has potential schedule implications, but a decision would need to be made early in the design development to ensure timely completion of the bridge design. The County does not have extra funds but supports additional aesthetic details but is good with the concept if additional local funds or grants can be identified and made available.

19. Consolidate Jenkins Island access to one location at C. Heinrichs Circle/Windmill Harbor Entrance

Preliminary Response: Agreement to consolidate all turning movements on Jenkins Island to this single intersection has already been implemented as part of the refinements after the public hearing.

Additional Response: No additional response.

20. Provide traditional turn lanes and intuitive intersection configurations throughout Stoney

21. Eliminate confusing SCDOT U-turns

22. Eliminate left turns and traffic introduction onto Old Wild Horse Road

Preliminary Response: This response applies to 20-22. There is an internal agreement to provide lefts at the Stoney intersections and not to proceed with the U-turn at the Old Wild horse Road intersection. SCOOT, Beaufort County, and the Town of Hilton Head agree to evaluate options to understand the performance and impacts resulting from the preferred alternative and the local alternatives. A balance of performance, impact of land disruption, and local desires and input will drive the final request to FHWA.

Additional Response: Additional survey work and engineering design was required to address this request. A traffic technical memo was created for the section of US 278 between Squire Pope Road and Spanish Wells Road to evaluate additional intersection configurations (Appendix 2). Two additional intersections were evaluated that eliminated the signal and U-turns at Old Wild Horse Road and reintroduced the left turns at Squire Pope Road & Spanish Wells Road. Both options introduced dual left-hand turn lanes from eastbound US 278 onto northbound Squire Pope Road, dual lefts from Spanish Wells Road northbound onto US 278 westbound, and the combination of the Squire Pope Road southbound through movement and left-turn movement to protect the tree canopy on Squire Pope Road. Option 1 includes dual rights from SB

Squire Pope Road onto WB US 278 operating under a stop condition while Option 2 includes one free flow right from SB Squire Pope Road to WB US 278 with an acceleration lane on 278. While the traffic performance of each of the options causes decreased level of service at the intersections, additional travel time and delays in the peak direction, and additional delays on the side streets, the performance does meet the minimum standard of a level of service D. There is minimal discernment obtained between the performance of Option 1 and Option 2. The next step was to compare the options to original TCP impacted areas of 4.77 acres as shown in Appendix 3. Each of the alternatives, including the preferred alternative through refinements, shows a reduction in the TCP impacts. Once all factors are considered including TCP impacts, local governmental input, and public comments from the Public Hearing Option 1 balances the need for traffic performance for the mainline and side roads, and the TCP impacts throughout Stoney. Option 1 reduces the frontage impacts along US 278 within Stoney from the causeway to Squire Pope Road. The selection of Option 1 will require the trail to meander within the Town of Hilton Tract on the northeast corner of Squire Pope Road and US 278 to protect the tree canopy along Squire Pope Road as requested by the State Historical Preservation Office (SHPO).

23. Create a new park south of Parkway in Stoney to authentically showcase Gullah Geechee culture/heritage

24. Consider a new Visitor Center as part of this park that intentionally showcases this heritage while introducing visitors to the Island's offerings

Preliminary Response: This applies to 23 and 24. This must take place (at least initially) on Town/County-owned property within Stoney. NO additional property impacts, takes, or displacements should be represented as part of this element. TCP elements identified in the EA should be integrated and enhanced at this location.

Additional Response: The new park and pavilion are part of the environmental commitments for the project. The location of the improvements and details will need to be coordinated with the Stoney Community and the local entities. Should the Town desire to design and construct a visitor center, it could be constructed separately but concurrent with the project. The improvements outlined in the EA document as commitments for the Stoney Community are funded however any additional design elements or expansion would need to be funded locally and not utilize SCDOT or SIB funding.

25. Create a Stoney-authored vision plan for the next generation of that neighborhood

Preliminary Response: Agreement that this should be a locally handled effort.

Additional Response: As part of the environmental commitments, the County will develop and host an online, interactive map of the history of the Stoney community to share important historical information about the community.

26. Create and professional staff a Development Corporation as a vehicle for Stoney Advancement.

Preliminary Response: Agreement that this should be a locally handled effort.

Additional Response: The County supports the advancement of citizens within the Stoney Community and other Gullah communities throughout the county and is open to further discussions to determine the most appropriate vehicle to support this mission.

Attachment 2

Town Recommendations and Responses for the Gateway Corridor Project

February 8, 2022

On October 12, 2021, Town Council approved 26 recommendations for the Gateway Corridor Project. Preliminary responses were drafted based on the meeting held on October 14, 2021 at the Beaufort County Administration Building, with the Beaufort County (County Administrator Eric Greenway & Assistant County Administrator Jared Fralix), SCDOT (Secretary Christy Hall, Deputy Secretary Leland Colvin, & Program Manager Craig Winn), and the Town of Hilton Head Island (Town Manager Marc Orlando, Mayor John McCann, and Senior Advisor to the Town Manager Shawn Colin) . Additional responses, based on further evaluation of environmental impacts and traffic performance, as well as engineering design, were delivered to the Town on February 8, 2022 from Beaufort County Administrator Eric Greenway.

Corridor Wide

1. Reduce lane widths to 11' to calm traffic & reduce property impacts

Preliminary Response: Agreement on 12' lanes on the bridge and Jenkins Island but a 12' outside lane and a pair of 11' inside lanes as well as accessory lanes will be pursued through the Stoney Community from the Causeway to Spanish Wells Road.

Additional Response: During the design process a design exception and appropriate approvals for the two 11' inside lanes within the Stoney Community will need to be pursued.

2. Eliminate raised curbs in medians wherever possible, encourage existing vegetation and natural drainage in these areas

Preliminary Response: Agreement on elimination of raised curbs on the interior portion of Jenkins Island where appropriate with the understanding this will increase the clear zone needed in the median. Raised curb and gutter will be installed on the exterior edge of the roadway to reduce ROW requirements and handle the drainage needs.

Additional Response: Additional investigation and review of safety and drainage needs within the area will be required as project development continues. In project areas with a proposed 15' raised median, curbing will be provided on both the inside and outside of the roadway.

3. Vary median widths and meander roadway alignments where possible for traffic calming and aesthetics

Preliminary Response: Agreement on varying median through Jenkins Island, holding eastbound lanes in the existing alignment and moving westbound travel lanes North on Jenkins Island between Crosstree Drive and the causeway. The costs are to be estimated and if project overrun will need to be funded locally (not SCDOT or SIB funding).

Additional Response: The meandering of the roadway is estimated to increase project cost by approximately \$1.5M and was designed to avoid all critical area and freshwater wetlands. Additionally, the meandering of the roadway would not be permitted to result in wetland impacts greater than the Recommended Preferred Alternative 4A, as presented at the Public Hearing. Appendix 1 shows the proposed layout of the meandering on Jenkins Island that avoids critical area

wetlands and freshwater wetlands. The additional cost does not include any costs for the additional Town-owned ROW required to meander the roadway and the ROW is assumed to be donated. The County does not have extra funds for an additional cost, and additional local funds would need to be identified early in the design process by the Town.

4. Take advantage of Town-owned property for sake of Parkway improvements

Preliminary Response: Agreement on this item and was part of the SIB application.

Additional Response: Project is taking advantage of Town-owned property through Jenkins Island with westbound lanes alignment. Other uses of Town-owned property will be considered during design if needed to facilitate project needs.

5. Utilize ITS smart signal technology throughout

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Additional Response: This has potential schedule implications but a decision would need to be made early in the design development to ensure timely completion of the bridge design. The County does not have extra funds but supports additional aesthetic details but is good with the concept if additional local funds or grants can be identified and made available.

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Additional Response: No additional response.

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21. Eliminate confusing SCDOT U-turns

22. Eliminate left turns and traffic introduction onto Old Wild Horse Road

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Additional Response: Additional survey work and engineering design was required to address this request. A traffic technical memo was created for the section of US 278 between Squire Pope Road and Spanish Wells Road to evaluate additional intersection configurations (Appendix 2). Two additional intersections were evaluated that eliminated the signal and U-turns at Old Wild Horse Road and reintroduced the left turns at Squire Pope Road & Spanish Wells Road. Both options introduced dual left-hand turn lanes from eastbound US 278 onto northbound Squire Pope Road, dual lefts from

Spanish Wells Road northbound onto US 278 westbound, and the combination of the Squire Pope Road southbound through movement and left-turn movement to protect the tree canopy on Squire Pope Road. Option 1 includes dual rights from SB Squire Pope Road onto WB US 278 operating under a stop condition while Option 2 includes one free flow right from SB Squire Pope Road to WB US 278 with an acceleration lane on 278. While the traffic performance of each of the options causes decreased level of service at the intersections, additional travel time and delays in the peak direction, and additional delays on the side streets, the performance does meet the minimum standard of a level of service D. There is minimal discernment obtained between the performance of Option 1 and Option 2. The next step was to compare the options to original TCP impacted areas of 4.77 acres as shown in Appendix 3. Each of the alternatives, including the preferred alternative through refinements, shows a reduction in the TCP impacts. Once all factors are considered including TCP impacts, local governmental input, and public comments from the Public Hearing Option 1 balances the need for traffic performance for the mainline and side roads, and the TCP impacts throughout Stoney. Option 1 reduces the frontage impacts along US 278 within Stoney from the causeway to Squire Pope Road. The selection of Option 1 will require the trail to meander within the Town of Hilton Tract on the northeast corner of Squire Pope Road and US 278 to protect the tree canopy along Squire Pope Road as requested by the State Historical Preservation Office (SHPO).

23. *Create a new park south of Parkway in Stoney to authentically showcase Gullah Geechee culture/heritage*

24. *Consider a new Visitor Center as part of this park that intentionally showcases this heritage while introducing visitors to the Island's offerings*

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Additional Response: The new park and pavilion are part of the environmental commitments for the project. The location of the improvements and details will need to be coordinated with the Stoney Community and the local entities. Should the Town desire to design and construct a visitor center, it could be constructed separately but concurrent with the project. The improvements outlined in the EA document as commitments for the Stoney Community are funded however any additional design elements or expansion would need to be funded locally and not utilize SCDOT or SIB funding.

25. *Create a Stoney-authored vision plan for the next generation of that neighborhood*

Preliminary Response: Agreement that this should be a locally handled effort.

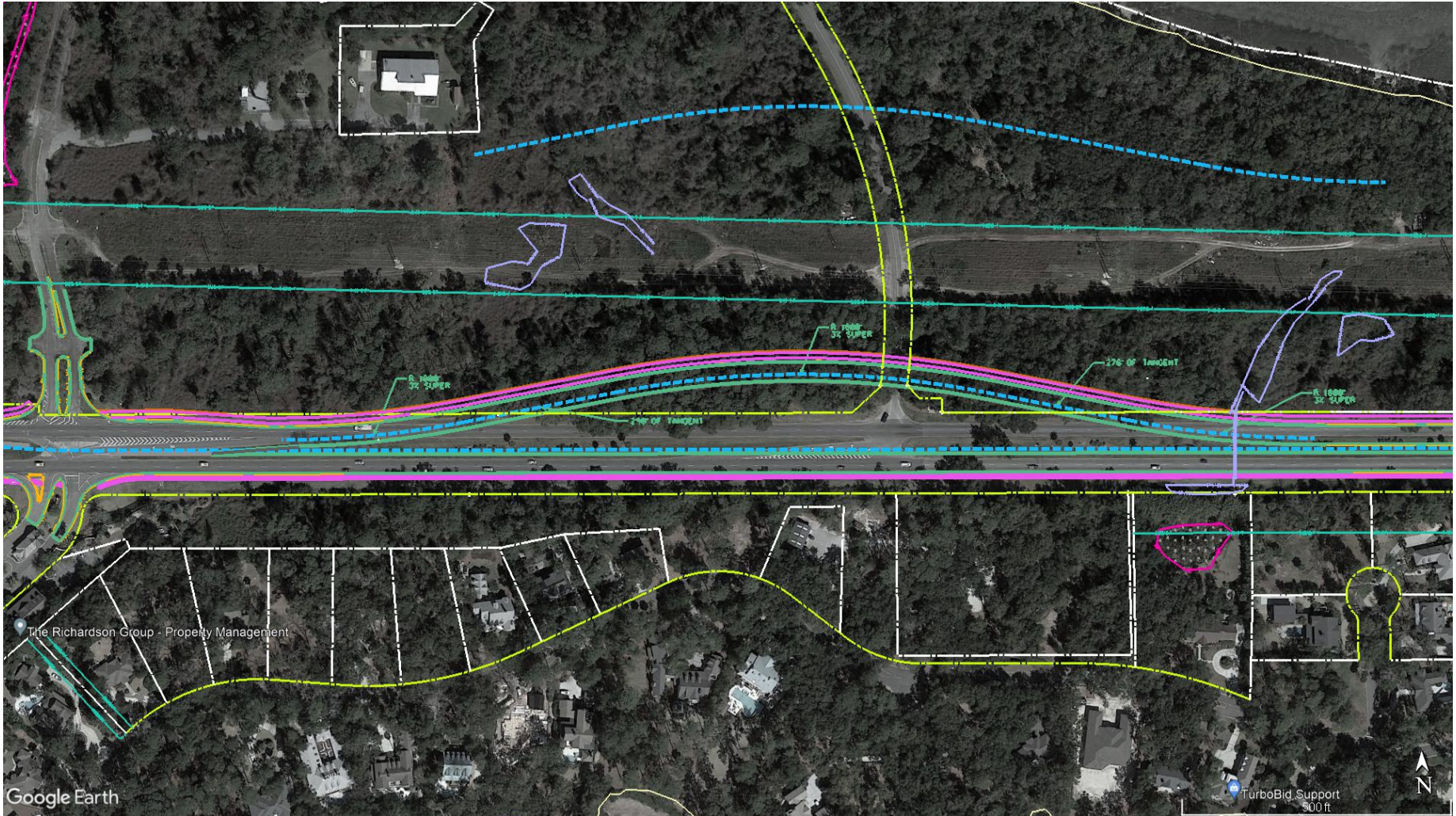
Additional Response: As part of the environmental commitments, the County will develop and host an online, interactive map of the history of the Stoney community to share important historical information about the community.

26. *Create and professional staff a Development Corporation as a vehicle for Stoney Advancement.*

Preliminary Response: Agreement that this should be a locally handled effort.

Additional Response: The County supports the advancement of citizens within the Stoney Community and other Gullah communities throughout the county and is open to further discussions to determine the most appropriate vehicle to support this mission.

Appendix 1: Jenkins Island Meandering



Appendix 2: Squire Pope to Spanish Wells Tech Memo

Technical Memorandum

To: *Craig Winn, PE*
Project Manager
South Carolina Department of Transportation

From: *CDM Smith*

Date: *January 26, 2022*

Subject: *US 278 – Alternative Intersection Analysis Between Squire Pope Road and Spanish Wells Road*

Introduction

The Town of Hilton Head's land planning consultant, MKSK, and HDR have requested additional intersection analysis along US 278. The additional analysis includes reinstating the left turn lanes at Squire Pope Road and Spanish Wells Road. This technical memorandum details the future year 2045 operational analysis for the two new alternative scenarios and how they compare to the preferred alternative presented at the US 278 Public Hearing on July 22, 2021.

Preferred Alternative 4A

The preferred alternative presented at the Public Hearing proposed to remove the eastbound left turn lane from US 278 onto Squire Pope Road, remove the eastbound and westbound left turn lanes onto Wild Horse Road and Spanish Wells Road, and to add a signal at Old Wild Horse Road to facilitate u-turn movements. This configuration of two- and three-phased signalized intersections will work together as a system to help improve the overall intersection operations along this segment of US 278. The lane geometries and levels of service (LOS) are provided in **Figure 1**.

The operational analyses of the preferred alternative are summarized **Table 1**. In the AM peak hour, the intersections operate with an overall LOS B or better. In the PM peak hour, Squire Pope Road will operate at LOS A while Old Wild Horse Road and Spanish Wells Road will operate at LOS C. The SimTraffic results, provided in **Table 2**, show an arterial speed of 24 mph in the eastbound direction and 32 mph in the westbound direction during the AM peak hour, with a total travel time of 60.7 seconds in the eastbound direction and 44.9 seconds in the westbound direction. In the PM peak hour, the arterial speed is 24 mph in the eastbound direction and 25 mph in the westbound direction with a total travel time of 59.9 seconds in the eastbound direction and 57.5 seconds in the westbound direction. The Synchro and SimTraffic reports for the preferred alternative are provided in **Appendix A**.

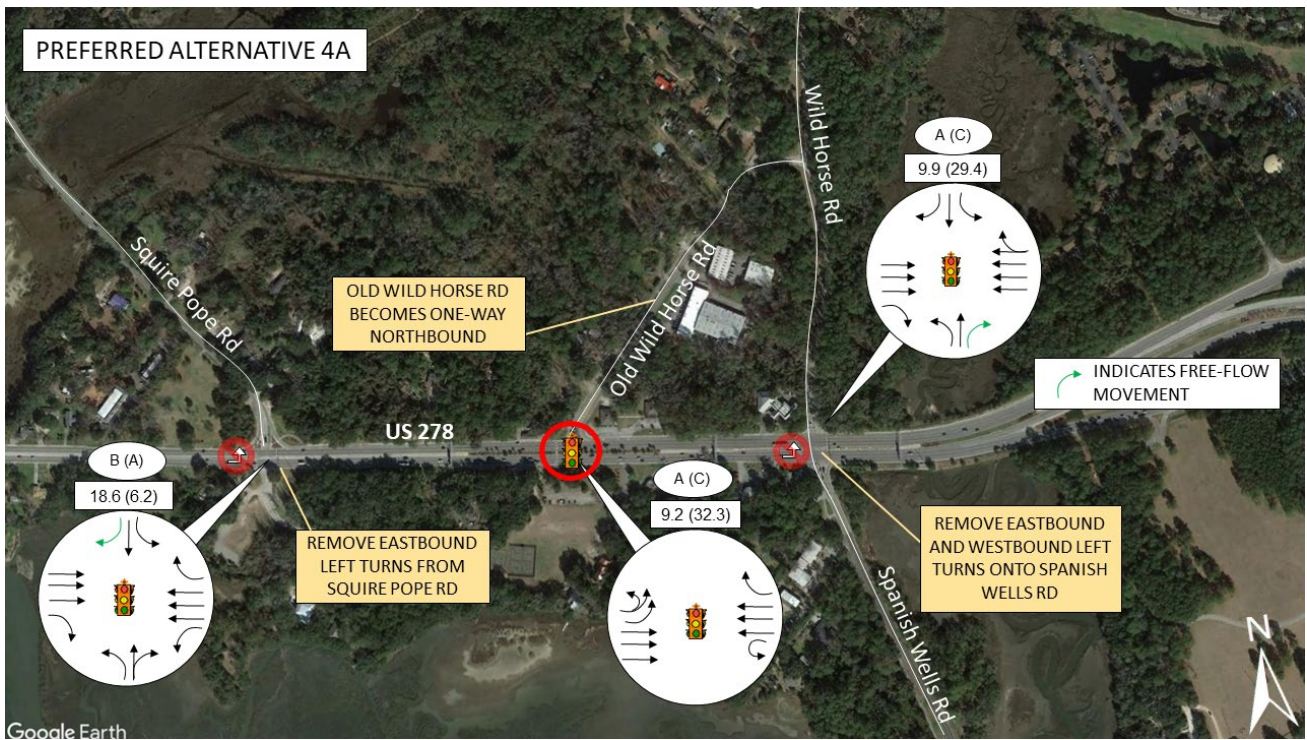


Figure 1 - Lane Geometries and LOS – Preferred Alternative 4A

Table 1 – Preferred Alternative Level of Service Summary

Intersection	AM			PM		
	Movement	LOS	Delay	Movement	LOS	Delay
Squire Pope Rd	Overall	B	18.6	Overall	A	6.2
Old Wild Horse Road	Overall	A	9.2	Overall	C	32.3
Wild Horse Rd/ Spanish Wells Rd	Overall	A	9.9	Overall	C	29.4

Table 2 – Preferred Alternative SimTraffic Summary

Preferred Alternative							
Eastbound	AM	Travel Time (s)	60.7	Westbound	AM	Travel Time (s)	44.9
		Arterial Speed (mph)	24			Arterial Speed (mph)	32
		Delay (s)	27.6			Delay (s)	11.4
	PM	Travel Time (s)	59.9		PM	Travel Time (s)	57.5
		Arterial Speed (mph)	24			Arterial Speed (mph)	25
		Delay (s)	26.4			Delay (s)	24.0

Additional Analysis

Although the operational analysis of the preferred alternative shows exceptional levels of service at all three intersections and an improvement in travel times along this portion of US 278, there is citizen concern regarding removing the left turns from US 278 and adding a signal at the Old Wild Horse Road intersection. The Town of Hilton Head requested two additional scenarios be considered which reinstate the left turn movements:

- Option 1: Dual eastbound left turn lanes from US 278 onto Squire Pope Road, dual southbound right turn lanes from Squire Pope Road onto US 278, single eastbound left turn lane from US 278 onto Wild Horse Road, single westbound left turn lane from US 278 onto Spanish Wells Road, and removal of the signal at Old Wild Horse Road.
- Option 2: Dual eastbound left turn lanes from US 278 onto Squire Pope Road, single free-flow southbound right turn lane from Squire Pope Road onto US 278, single eastbound left turn lane from US 278 onto Wild Horse Road, single westbound left turn lane from US 278 onto Spanish Wells Road, and removal of the signal at Old Wild Horse Road.

As part of the screening analysis of these two options, additional scenarios combining various lane configurations were considered in an effort to provide the best possible operational performance:

- Scenario a: Separate southbound left and through lanes at Squire Pope Road; dual northbound left turn lanes from Spanish Wells Road onto US 278
- Scenario b: Separate southbound left and through lanes at Squire Pope Road; single northbound left turn lane from Spanish Wells Road onto US 278
- Scenario c: Combined southbound left/through lane at Squire Pope Road; dual northbound left turn lanes from Spanish Wells Road onto US 278
- Scenario d: Combined southbound left/through lane at Squire Pope Road; single northbound left turn lane from Spanish Wells Road onto US 278

At Spanish Wells Road, because the left turn movements from US 278 are added back to the signal phasing, the single northbound left turn lane will no longer be able to accommodate the left turning volume. This is because the green time that was allocated to the northbound left is now distributed to the protected left turn phases on US 278. Therefore, dual northbound left turn lanes are needed at the Spanish Wells Road intersection and the only viable scenarios were a and c, described above.

The comparison between scenario a and scenario c showed a miniscule difference in operations at the Squire Pope Road intersection and were the same for the Spanish Wells Road intersection. Scenario c was advanced further because by combining the southbound left and through movements into one lane, there is a savings in right-of-way impacts. **Appendix B** provides the Synchro reports and detailed summary table for the scenarios.

Option 1 – Dual southbound right turn lanes

Figure 2 shows the lane geometries and LOS results for Option 1. **Table 3** summarizes the operational analysis of the intersections. In the AM peak hour, Squire Pope Road and Spanish Wells Road operate at LOS C. In the PM peak hour, both intersections operate at LOS D.

The SimTraffic results, provided in **Table 4**, show an arterial speed of 20 mph in the eastbound direction and 34 mph in the westbound direction during the AM peak hour, with a total travel time of 70.6 seconds in the eastbound direction and 42 seconds in the westbound direction. In the PM peak hour, the arterial speed is 23 mph in the eastbound and westbound directions with a total travel time of 63 seconds in the eastbound direction and 63.8 seconds in the westbound direction. The Synchro and SimTraffic reports are provided in **Appendix B** and **Appendix C**, respectively.

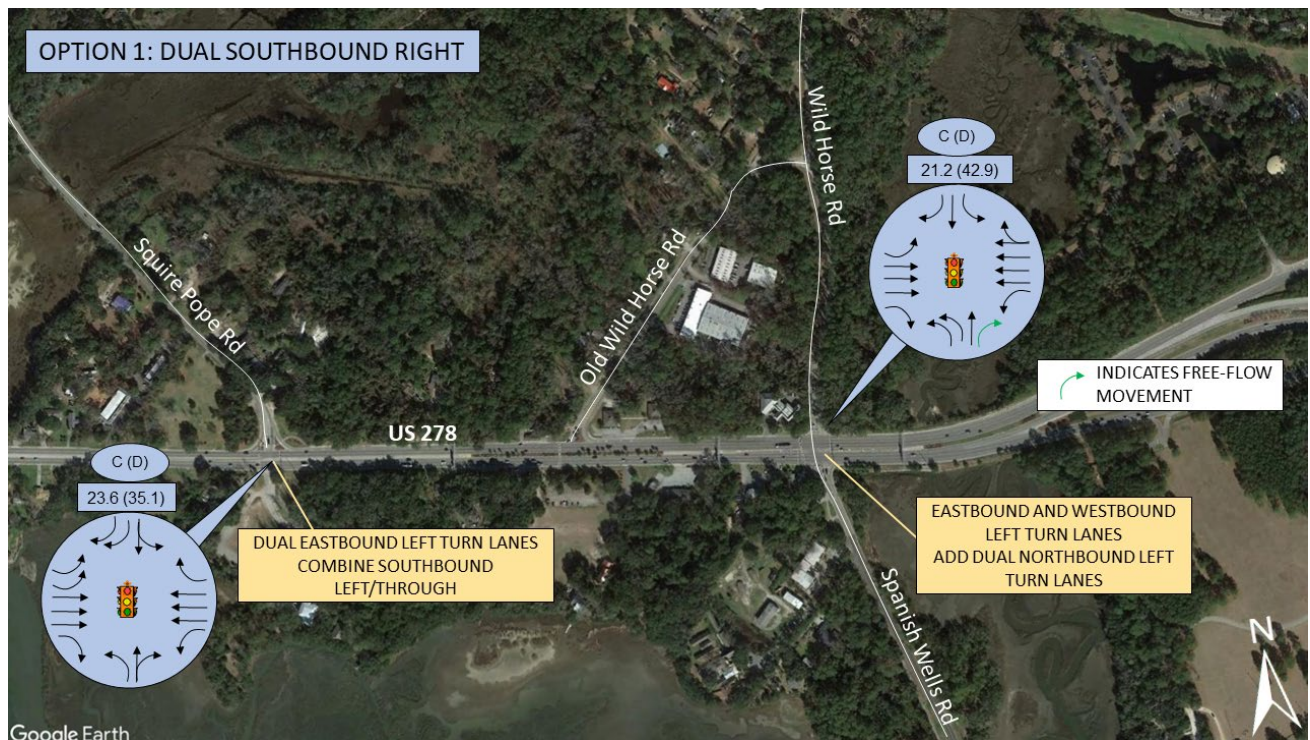


Figure 2 - Lane Geometries and LOS – Option 1

Table 3 – Option 1 Alternative Level of Service Summary

Intersection	AM			PM		
	Movement	LOS	Delay	Movement	LOS	Delay
Squire Pope Rd	Overall	C	23.6	Overall	D	35.1
Old Wild Horse Road	Overall	N/A	N/A	Overall	N/A	N/A
Wild Horse Rd/Spanish Wells Rd	Overall	C	21.2	Overall	D	42.9

Table 4 – Option 1 Alternative SimTraffic Summary

Option 1							
Eastbound	AM	Travel Time (s)	70.6	Westbound	AM	Travel Time (s)	42.0
		Arterial Speed (mph)	20			Arterial Speed (mph)	34
		Delay (s)	37.5			Delay (s)	8.9
	PM	Travel Time (s)	63.0		PM	Travel Time (s)	63.8
		Arterial Speed (mph)	23			Arterial Speed (mph)	23
		Delay (s)	29.9			Delay (s)	30.6

Option 2 – Single free-flow southbound right turn lane

Figure 3 shows the lane geometries and LOS results for Option 2. Table 5 summarizes the operational analysis of the intersections. In the AM peak hour, the intersections operate at LOS C or better. In the PM peak hour, both intersections operate at LOS D.

The SimTraffic results, provided in Table 6, show an arterial speed of 22 mph in the eastbound direction and 33 mph in the westbound direction during the AM peak hour, with a total travel time of 66.3 seconds in the eastbound direction and 43.6 seconds in the westbound direction. In the PM peak hour, the arterial speed is 23 mph in the eastbound direction and 22 mph in the westbound direction with a total travel time of 64 seconds in the eastbound direction and 66.9 seconds in the westbound direction. The Synchro and SimTraffic reports are provided in Appendix B and Appendix C, respectively.



Figure 3 - Lane Geometries and LOS – Option 2

Table 5 – Option 2 Alternative Level of Service Summary

Intersection	AM			PM		
	Movement	LOS	Delay	Movement	LOS	Delay
Squire Pope Rd	Overall	B	19.8	Overall	D	37.1
Old Wild Horse Road	Overall	N/A	N/A	Overall	N/A	N/A
Wild Horse Rd/Spanish Wells Rd	Overall	C	21.2	Overall	D	42.9

Table 6 – Option 2 Alternative SimTraffic Summary

Option 2							
Eastbound	AM	Travel Time (s)	66.3	Westbound	AM	Travel Time (s)	43.6
		Arterial Speed (mph)	22			Arterial Speed (mph)	33
		Delay (s)	33.4			Delay (s)	10.6
	PM	Travel Time (s)	64.0		PM	Travel Time (s)	66.9
		Arterial Speed (mph)	23			Arterial Speed (mph)	22
		Delay (s)	31.0			Delay (s)	33.8

Summary of Level of Service Results

The following summarizes how the two proposed options compare to the preferred alternative. **Figure 4** shows the overall intersection operations for all the alternatives. The preferred alternative provides the best level of service operations for Squire Pope Road and Spanish Wells Road. At Squire Pope Road in the AM peak hour, Option 2 exhibits a comparable level of service, but in the PM peak hour, the level of service is markedly worse. At the Spanish Wells Road intersection, the preferred alternative operates much better than the two proposed alternatives in both the AM and PM peak hours.



Figure 4 - Intersection LOS Comparison

Tables 7 and 8 provide a detailed comparison of each alternative by lane movement for the AM and PM peak hours, respectively. When the eastbound left turn movement is added back to the Squire Pope Road intersection, the westbound approach suffers the most in terms of delay. This is because the eastbound left turn movement requires a protected phase within the signal cycle and must take that green time away from other movements at the intersection, such as the westbound movements. The same is true for the incorporation of eastbound and westbound left turn lanes at Spanish Wells Road. At

this intersection, all of the movements show a degradation in level of service when compared to the preferred alternative, especially the westbound and northbound approaches in the AM peak hour. The PM peak hour shows a less drastic effect from adding the left turn lanes.

Table 7 – AM Level of Service Summary – All Alternatives

	Preferred Alternative				Option 1				Option 2						
	Movement	v/c	LOS	Delay	Movement	v/c	LOS	Delay	Movement	v/c	LOS	Delay			
Squire Pope Rd	EB	3T	1.00	C	25.0	EB	2L	0.82	C	23.4	EB	2L	0.81	C	22.8
		1R	0.01				3T	0.95				3T	0.95		
		1R	0.01				1R	0.01				1R	0.01		
	WB	1L	0.27	A	0.7	WB	1L	0.17	A	8.5	WB	1L	0.17	A	8.6
		3T	0.42				3T	0.49				3T	0.49		
		1R					1R					1R			
	NB	1L	0.10	F	82.8	NB	1L	0.32	F	99.6	NB	1L	0.09	F	95.4
		1T/R	0.24				1T/R	0.23				1T/R	0.23		
	SB	1L	0.56	F	89.2	SB	1L/T	0.69	F	93.7	SB	1L/T	0.69	F	116.7
		1T	0.11				1R					1R			
1R			2R				0.74	2R				0.74			
Overall			B	18.6	Overall			C	23.6	Overall			B	19.8	
Spanish Wells Rd	EB	3T	0.92	A	1.2	EB	1L	0.29	A	7.1	EB	1L	0.29	A	7.1
		1R	0.24				3T	0.95				3T	0.95		
		1R	0.24				1R	0.21				1R	0.21		
	WB	1L		A	4.0	WB	1L	0.99	C	23.1	WB	1L	0.99	C	23.1
		3T	0.36				3T	0.42				3T	0.42		
		1T/R	0.36				1T/R	0.42				1T/R	0.42		
	NB	1L	0.99	F	118.1	NB	2L	1.03	F	153.2	NB	2L	1.03	F	153.2
		1T	0.31				1T	0.73				1T	0.73		
		1R					1R					1R			
	SB	1L	0.62	F	88.8	SB	1L	0.65	F	109.1	SB	1L	0.65	F	109.1
1T		0.63	1T				0.73	1T				0.73			
1R		0.49	1R				0.29	1R				0.29			
Overall			A	9.9	Overall			C	21.2	Overall			C	21.1	
Old Wild Horse Rd	EB	1U/L	0.74	A	9.1										
		1L	0.74												
		3T	0.92												
	WB	1U	0.72	A	9.4										
		3T	0.50												
1R	0.01														
Overall			A	9.2											

Table 8 – PM Level of Service Summary – All Alternatives

	Preferred Alternative				Option 1					Option 2					
	Movement	v/c	LOS	Delay	Movement	v/c	LOS	Delay	Movement	v/c	LOS	Delay			
Squire Pope Rd	EB	3T	0.76	A	8.4	EB	2L	1.02	B	17.9	EB	2L	1.03	B	19.4
		1R	0.05				3T	0.71				1R	0.05		
		1L	0.19				1L	0.18				1L	0.18		
	WB	3T	0.97	A	1.2	WB	3T	1.08	D	40.9	WB	3T	1.10	D	48.6
		1R					1R					1R			
		1L	0.08				1L	0.29				1L	0.06		
	NB	1T/R	0.49	F	89.9	NB	1T/R	0.49	F	87.4	NB	1T/R	0.41	F	82.3
		1L	0.74				1L/T	0.85				1L/T	0.69		
	SB	1T	0.08	F	116.3	SB			F	102.3	SB			F	103.9
		1R					2R	0.85				1R			
Overall			A				6.2	Overall					D		
Spanish Wells Rd	EB	3T	0.74	A	0.8	EB	1L	0.98	A	8.8	EB	1L	0.98	A	8.8
		1R	0.34				3T	0.84				1R	0.28		
		1L	0.91				1L	0.91				1L	0.91		
	WB	3T	0.95	D	36.5	WB	3T	1.00	D	54.9	WB	3T	1.00	D	54.9
		1T/R	0.98				1T/R	1.02				1T/R	1.02		
		1L	1.01				2L	1.00				2L	1.00		
	NB	1T	0.36	F	116.3	NB	1T	0.52	F	125.1	NB	1T	0.52	F	125.1
		1R					1R					1R			
		1L	0.36				1L	0.40				1L	0.40		
	SB	1T	0.93	F	125.6	SB	1T	0.98	F	126.7	SB	1T	0.98	F	126.7
1R		0.76	1R				0.57	1R				0.57			
Overall			C				29.4	Overall					D		
Old Wild Horse Rd	EB	1U/L	1.03	C	21.4										
		1L	1.03			1L	1.03								
		3T	0.73			3T	0.73								
	WB	1U	0.63	D	40.0										
		3T	1.05			3T	1.05								
1R		0.01	1R			0.01									
Overall		C	32.3												

Summary of Travel Time Analysis

The SimTraffic analysis, summarized in **Table 9**, provides travel time estimations for each of the alternatives. During the AM peak hour in the eastbound direction, the preferred alternative results in the shortest average travel time (and thus highest travel speed) between the Squire Pope Road intersection and the Spanish Wells Road intersection. In the westbound direction in the AM peak hour, Option 1 shows a slightly shorter travel time (2.9 seconds faster) than the preferred alternative. Option 2 results in a travel time savings of 1.3 seconds over the preferred alternative. In the PM peak hour, the preferred alternative shows a slightly shorter travel time in the eastbound direction than the other alternatives. However, in the westbound direction, the travel time savings is 6.3 seconds and 9.4 seconds over Option 1 and Option 2, respectively.

Table 9 - SimTraffic Summary – All Alternatives

		SimTraffic Results					
		EB Travel Time (s)	EB Speed (mph)	EB Delay (s)	WB Travel Time (s)	WB Speed (mph)	WB Delay (s)
Preferred Alternative	AM	60.7	24	27.6	44.9	32	11.4
	PM	59.9	24	26.4	57.5	25	24.0
Option 1	AM	70.6	20	37.5	42.0	34	8.9
	PM	63.0	23	29.9	63.8	23	30.6
Option 2	AM	66.3	22	33.4	43.6	33	10.6
	PM	64.0	23	31.0	66.9	22	33.8

Another method of assessing the travel time through the corridor is by analyzing the time-space diagram. These diagrams indicate the progression of a vehicle as it travels between the signal at Squire Pope Road (top bar), through the Old Wild Horse Road intersection (middle bar) to the signal at Spanish Wells Road (bottom bar). The thick horizontal bars at each signal represent the red, yellow, and green times that a vehicle will experience along US 278.

To interpret the diagrams, pick a blue line and follow it from top to bottom for the eastbound direction (**Figures 5-7**). For the westbound direction, pick a red line and follow it from bottom to top (**Figures 8-10**). A straight blue or red line indicates that a vehicle will travel through the Old Wild Horse Road and Spanish Wells Road signals on green. A horizontal blue or red line indicates that a vehicle will get stopped. The longer the horizontal blue or red line, the longer the delay. Additionally, the height of the stacked horizontal blue or red lines represents vehicles queued at the intersection. The width of the straight blue or red lines (without horizontal breaks) indicates the length of time vehicles will progress through the segment without stopping.

Figure 5 shows the PM peak hour eastbound progression for the preferred alternative. The width of straight lines is approximately 70 seconds. Some vehicles will get stopped at the Old Wild Horse Road signal to allow for the protected u-turn movement phase, indicated by the hatched areas in the green horizontal line. However, because the signals are coordinated and consist of two- and three-phases, once the eastbound traffic gets a green, the queues dissipate at Spanish Wells Road and vehicles can travel unimpeded for 70 seconds.

Figure 6 shows the eastbound progression for Option 1. **Figure 7** shows the eastbound progression for Option 2. When compared to the preferred alternative, these alternatives show a much longer queue at Spanish Wells Road. Vehicles begin stacking when the eastbound direction receives a red light. When the light turns green, the front of the queue begins to dissipate, but the back of the queue does not flush out until halfway through the green phase. Although the signals at Squire Pope Road and Spanish Wells Road are also coordinated, they are both four-phase signals that require protected phasing for eastbound and westbound left turns from US 278 (as indicated by the hatched areas within the green horizontal line), which take away from the green time for through traffic along US 278.

In the eastbound direction during the PM peak hour, Options 1 and 2 have an unimpeded time of approximately 35 and 30 seconds, respectively. This indicates that although there is some delay encountered with the additional signal at Old Wild Horse Road, the overall progression of through traffic is better in the preferred alternative.

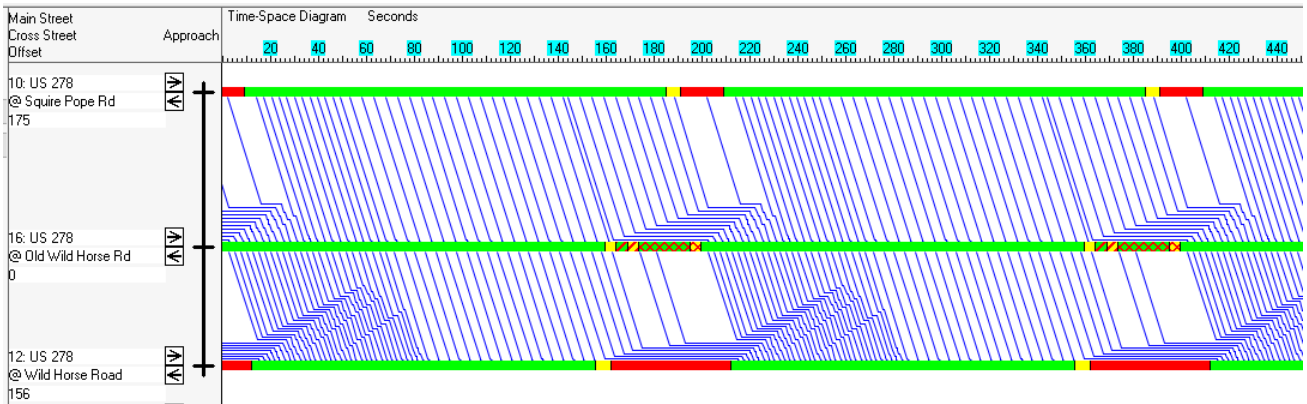


Figure 5 - PM Peak Hour Eastbound Progression - Preferred Alternative

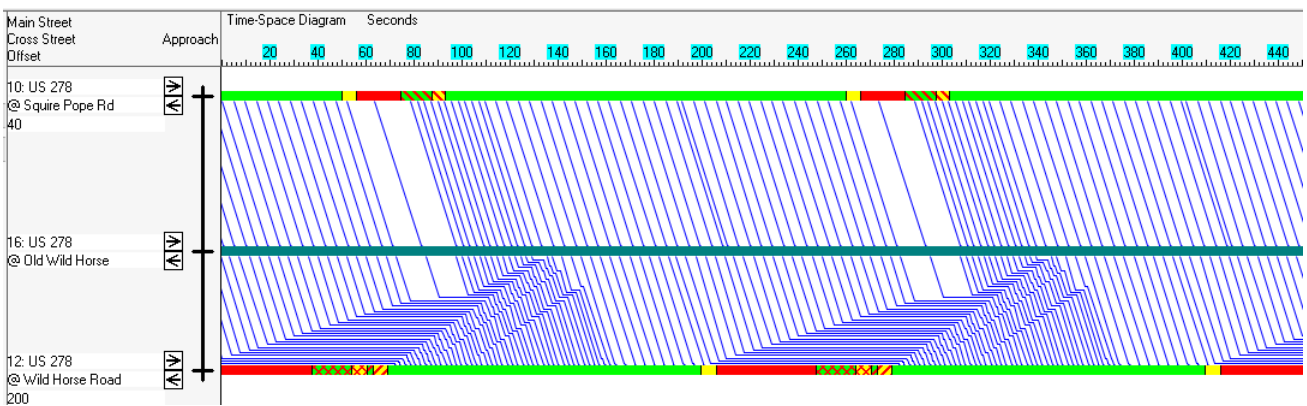


Figure 6 - PM Peak Hour Eastbound Progression - Option 1

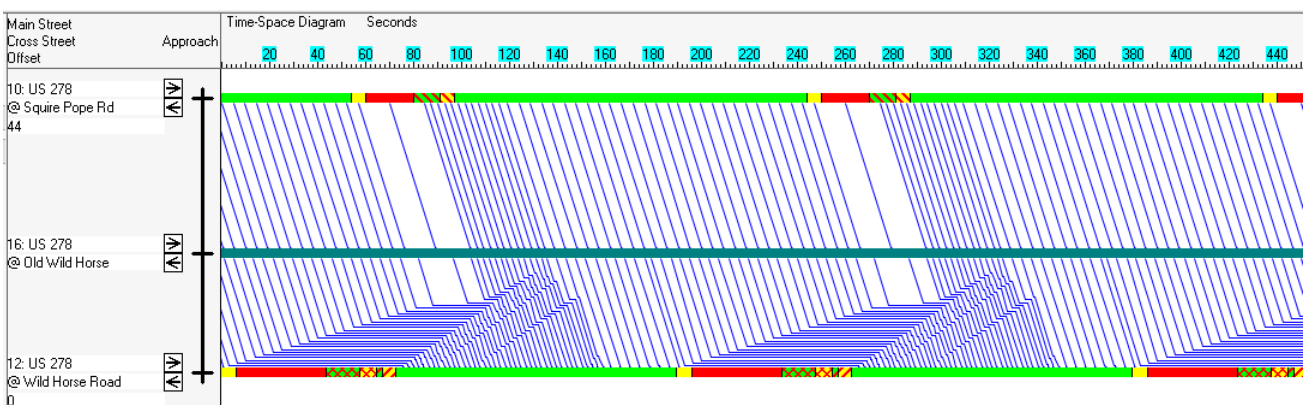


Figure 7 - PM Peak Hour Eastbound Progression - Option 2

Figures 8-10 show the time-space diagrams for the PM westbound direction. It is often difficult to achieve progression in both directions along a corridor within the same time period. During the PM peak hour, westbound is the peak direction and therefore the signal coordination is optimized in this direction. The progression in the westbound direction in the PM peak hour is essentially the same for all three alternatives.

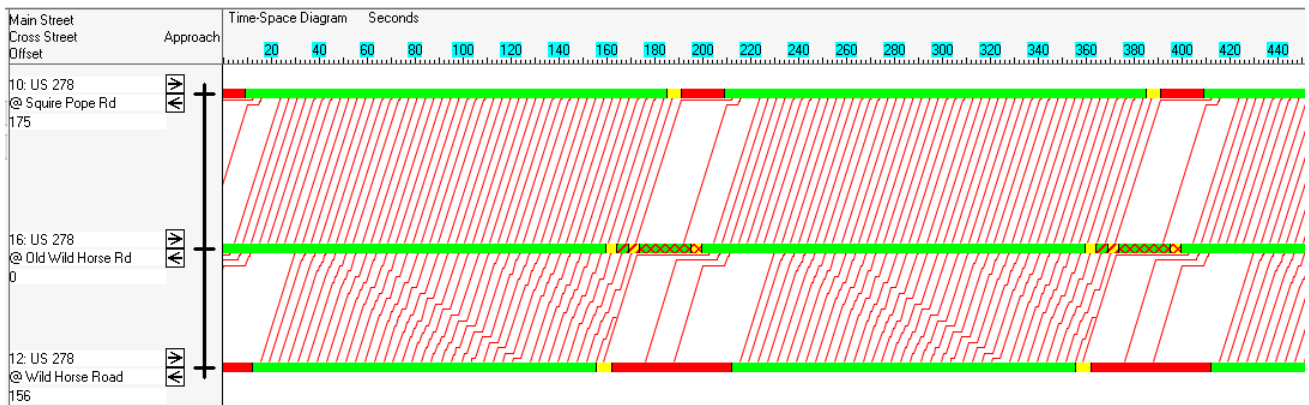


Figure 8 - PM Peak Hour Westbound Progression - Preferred Alternative

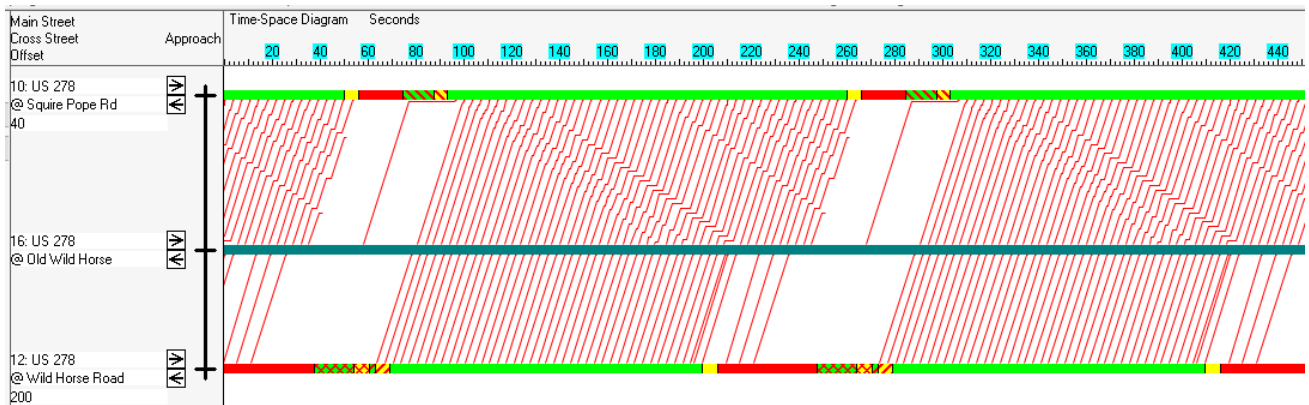


Figure 9 - PM Peak Hour Westbound Progression - Option 1

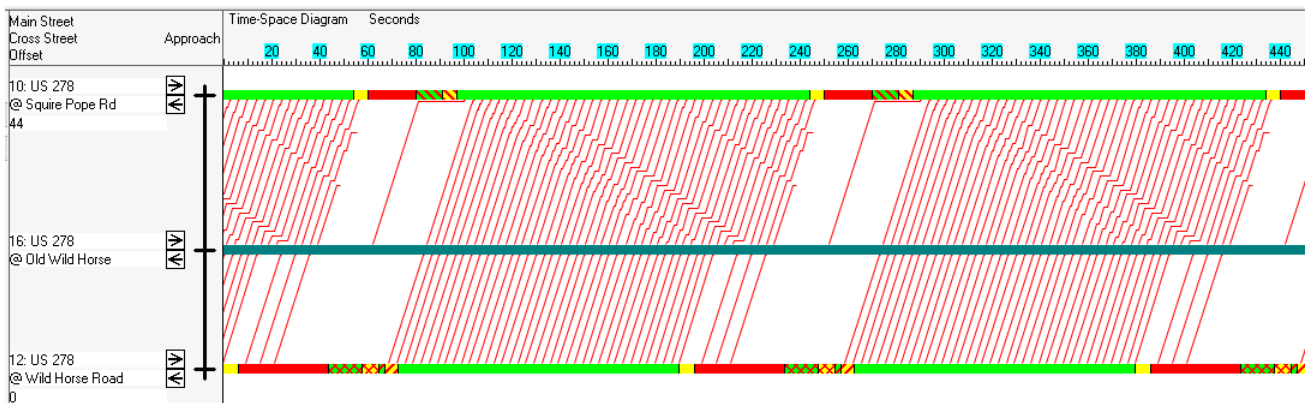


Figure 10 - PM Peak Hour Westbound Progression - Option 2

We understand that the preferred alternative will result in drivers traveling a slightly longer distance with the removal of the left turn lanes from US 278; however, the travel time increase is nominal. The delay associated with the eastbound left turn at Squire Pope Road in the PM peak hour is 150.4 seconds in Option 1 and 155.2 seconds in Option 2. In the preferred alternative, the delay associated with the eastbound u-turn in the PM peak hour is 131.5 seconds. Assuming a vehicle travels at 45 mph, it will take 18 additional seconds to travel the 1,200 feet from Squire Pope Road to Old Wild Horse Road plus 18 seconds to travel back to Squire Pope Road. The worst-case scenario is that a vehicle will be stopped at Old Wild Horse Road for the entire 131.5 seconds, resulting in a total travel time of approximately

168 seconds. When compared to the worst-case scenario of being stopped for the entire 150.4 or 155.2 seconds at the eastbound left onto Squire Pope Road, this is an additional 17 or 13 seconds of travel time for those who choose to utilize the u-turn movement. Another option is to turn left onto Old Wild Horse Road and use Wild Horse Road to get to their destination north of US 278. The Town of Hilton Head has been receptive to considering improvements at the Old Wild Horse Road at Wild Horse Road intersection and the Wild Horse Road at Gumtree Road intersection.

Final Recommended Alternative and Geometry

The recommended preferred alternative presented at the US 278 Public Hearing on July 22, 2021, provides the best signal operations for the intersections of Squire Pope Road and Spanish Wells Road. This alternative also provides the shortest travel time between the intersections during the AM and PM peak hours in the eastbound direction and during the PM peak hour in the westbound direction. However, it should be noted that this traffic analysis only compares the alternatives based on signal operations and travel time analyses. Although the preferred alternative performs the best, there is minimal discernment that is obtained between these three alternatives.

Upon considering other factors that include quantifying impacts to Traditional Cultural Property (TCP) and evaluating local government input and public comments received during the public hearing, it is apparent that Option 1 provides a better balance between the need for traffic performance within the corridor and sideroads, while minimizing the TCP impacts throughout the Stoney Community. Furthermore, Option 1 reduces TCP impacts to the three parcels located on the north side of US 278 between the causeway and Squire Pope Road as compared with the recommended preferred alternative and Option 2.

Appendix 3: TCP Maps

Legend

- Proposed Right-Of-Way (ROW) Impacts
- Stoney Traditional Cultural Property Parcels**
- Parcels Not Impacted by ROW
- Publicly Owned Parcels Impacted by ROW
- Privately Owned Parcels Impacted by ROW

ROW Impacts within the Stoney Community				
	RPA 4A (as shown in the EA)	RPA 4A (as updated along Wild Horse Road)	Intersection Option 1	Intersection Option 2
<small>[shown in acres]</small>				
Publicly Owned	3.67	2.67	2.74	2.58
Privately Owned	1.2	1.17	1.14	1.16
Total ROW	4.87	3.84	3.88	3.74
Total Stoney TCP Property	302.36	300.25	300.25	300.25



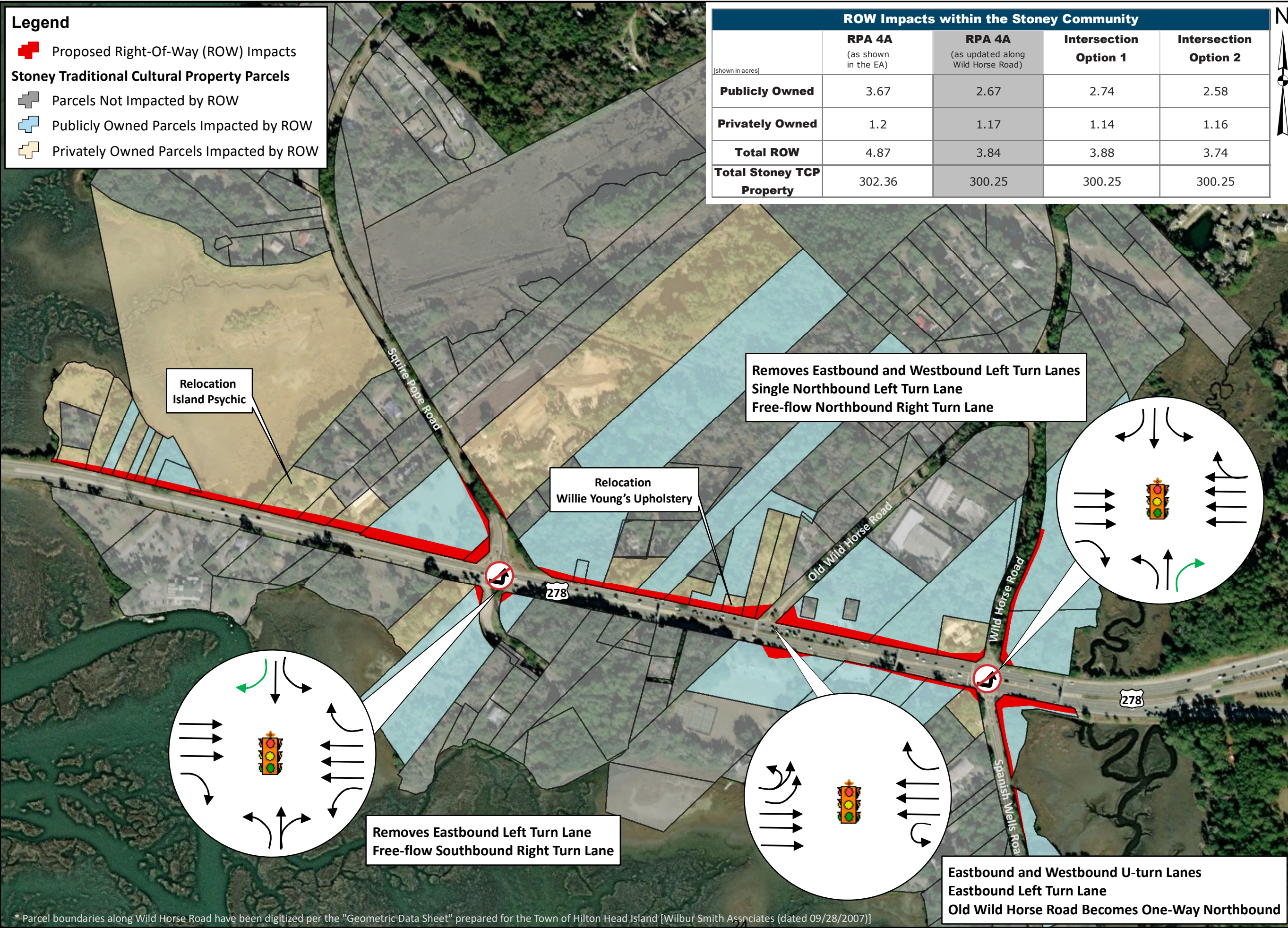
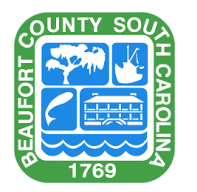
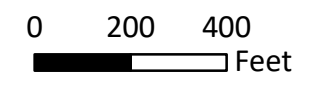
Proposed Right-of-Way Impacts Within the Stoney Traditional Cultural Property Boundary

Recommended Preferred Alternative 4A Intersection Alternative 10 (Consolidate Lefts)

01/27/2022





ROW Impacts within Stoney

Publicly Owned Property:	2.67 ac
Privately Owned Property:	1.17 ac
Total Property:	3.84 ac
Stoney TCP Property:	300.25 ac



* Parcel boundaries along Wild Horse Road have been digitized per the "Geometric Data Sheet" prepared for the Town of Hilton Head Island [Wilbur Smith Associates (dated 09/28/2007)]

Legend

-  Proposed Right-Of-Way (ROW) Impacts
- Stoney Traditional Cultural Property Parcels**
-  Parcels Not Impacted by ROW
-  Publicly Owned Parcels Impacted by ROW
-  Privately Owned Parcels Impacted by ROW

ROW Impacts within the Stoney Community				
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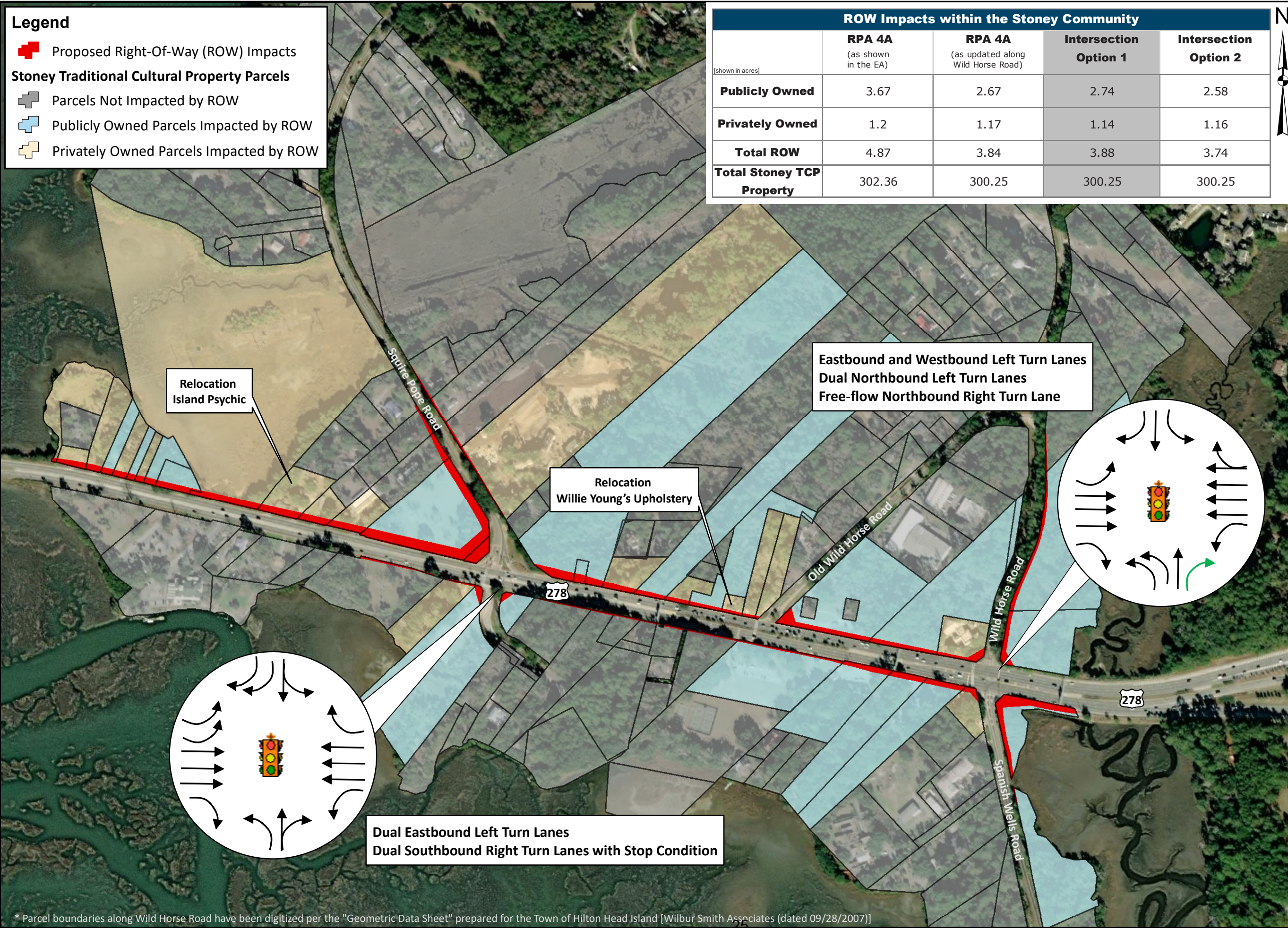
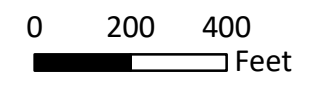
**Proposed
Right-of-Way Impacts
Within the Stoney
Traditional Cultural Property
Boundary**

**Recommended Preferred
Alternative 4A
Intersection Option 1**

01/27/2022





ROW Impacts within Stoney

Publicly Owned Property:	2.74 ac
Privately Owned Property:	1.14 ac
Total Property:	3.88 ac
Stoney TCP Property:	300.25 ac



* Parcel boundaries along Wild Horse Road have been digitized per the "Geometric Data Sheet" prepared for the Town of Hilton Head Island [Wilbur Smith Associates (dated 09/28/2007)]

Legend

-  Proposed Right-Of-Way (ROW) Impacts
- Stoney Traditional Cultural Property Parcels**
-  Parcels Not Impacted by ROW
-  Publicly Owned Parcels Impacted by ROW
-  Privately Owned Parcels Impacted by ROW

ROW Impacts within the Stoney Community				
	RPA 4A (as shown in the EA)	RPA 4A (as updated along Wild Horse Road)	Intersection Option 1	Intersection Option 2
<small>(shown in acres)</small>				
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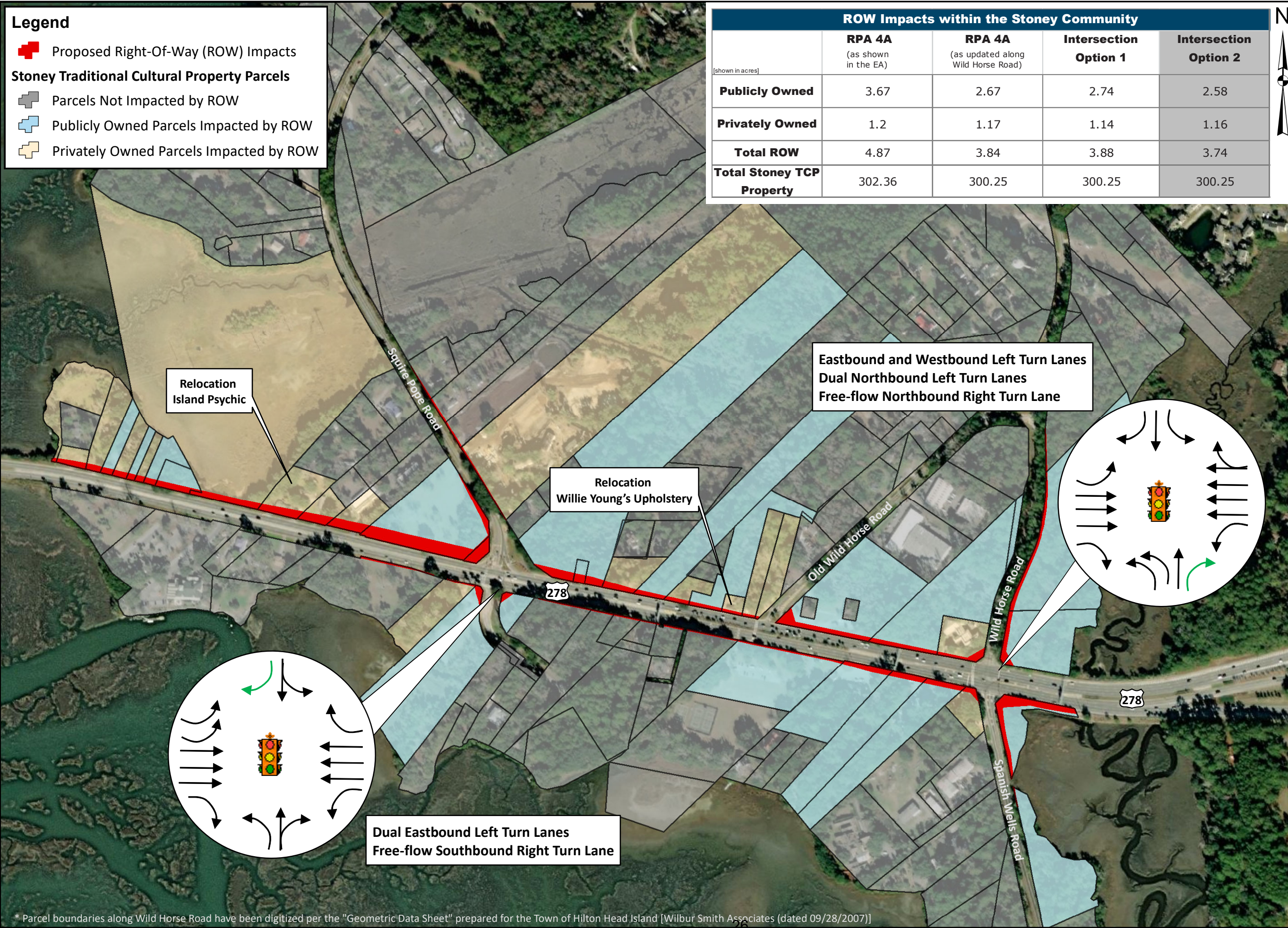
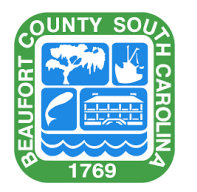
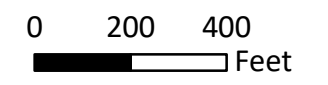
**Proposed
Right-of-Way Impacts
Within the Stoney
Traditional Cultural Property
Boundary**

**Recommended Preferred
Alternative 4A
Intersection Option 2**

01/27/2022

ROW Impacts within Stoney

Publicly Owned Property:	2.58 ac
Privately Owned Property:	1.16 ac
Total Property:	3.74 ac
Stoney TCP Property:	300.25 ac



* Parcel boundaries along Wild Horse Road have been digitized per the "Geometric Data Sheet" prepared for the Town of Hilton Head Island [Wilbur Smith Associates (dated 09/28/2007)]



TOWN OF HILTON HEAD ISLAND

Town Council

TO: William Hilton Parkway Gateway Corridor Independent Review Advisory Committee
FROM: Shawn Colin, Assistant Town Manager – Community Development
CC: Marc Orlando, Town Manager
CC: Josh Gruber, Deputy Town Manager
DATE: April 17, 2023
SUBJECT: William Hilton Parkway Gateway Project - Review Draft Request for Qualification (RFQ) Scope of Work

The purpose of this memorandum is to provide an overview of the Town of Hilton Head Island Request for Proposals and Scope of Work to be executed to complete the Independent Review and End to End Analysis for the William Hilton Parkway Gateway Corridor Project.

The Memorandum of Agreement (MOA) approved by Town Council and Beaufort County on October 4, 2022 included a draft Scope of Work to be executed jointly by the Town of Hilton Head Island and Beaufort County to complete an Independent Review and End to End Analysis (Attachment 1).

On January 17, 2023, Town Council provided direction to move forward with the joint effort with Beaufort County to conduct an Independent Review using the one consultant which provided a complete response to the County's RFQ. Town Council also provided direction to conduct an additional Independent Review using a consultant procured by the Town. In addition, Town Council directed that an Advisory Committee be created to assist in selecting the preferred consultant and to guide the work in coordination with staff.

In accordance with the above-mentioned Town Council Direction, a draft RFQ and Scope of Work has been drafted for review and consideration by the Committee (Attachment 2).

Attachments:

1. Scope of Work for Joint Town of Hilton Head Island and Beaufort County RFQ.
2. Town of Hilton Head Island Draft RFQ and Scope of Work for Independent Review and End to End Analysis.

US 278 Corridor Project – Independent Review Scope of Services

Task 1: Project Initiation and Coordination:

- Initial HHI, Beaufort County, and Independent Consultant
- Biweekly project discussions with County and Town Staff
- Review meeting with representations of Beaufort County, Town of Hilton Head Island, SCDOT and the existing design consultants on prior work performed
- Monthly update meetings with Town Manager and County Administrator
- 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: Model and Recommended Concept Review:

Review previous models and concept recommendations

- Review assumptions contained within the model – Daily Hour, Land Use, & other input variables
- Review data collection approach and study area
- Review model outputs and subsequent recommendations for intersection operations and bridge concepts

Model Review and Concept Review Memo

- Compile findings into a Summary Review Memo, identifying primary findings and recommendations for improvement

Task 3: Updating Model & Operational Updates

Model and Operational Analysis Updates

- The model updates will be based on the version of the LATS model utilized to develop the project
- Confirm that the base traffic demand model accurately takes into trips generated by visitor traffic, mass transit traffic, and traffic demand from redevelopment of existing Island parcels
- Update the model based on findings in Task 2 and coordination with the Town of Hilton Head & Beaufort County
- Expand the model and study area to include the following signalized intersections and merge points east of Spanish Wells Road
- US 278 merge with Cross Island Pkwy
- US 278 Bus (William Hilton Pkwy) at Gum Tree Road
- US 278 Bus (William Hilton Pkwy) at Wilborn Road/Jarvis Park Road
- US 278 Bus (William Hilton Pkwy) at Pembroke Drive/Museum Street
- US 278 Bus (William Hilton Pkwy) at Indigo Run Drive/Whooping Crane Way
- US 278 (Palmetto Bay Road) at Point Comfort Road/Arrow Road
- Palmetto Bay Road at Target Road
- US 278 Bus (William Hilton Pkwy) at Palmetto Bay Road (Sea Pines Circle)
- Expand the model and study area to include the following signalized intersection and merge point west of Moss Creek Drive
- Bluffton Parkway and Buckingham Landing Road (on Mainland)
- Traffic counts for the study area intersections will be obtained from the Town of Hilton Head Island
- Any additional counts not available from the Town of Hilton Head or SCDOT shall be assumed counts that will need to be collected

- Ensure the model includes most recent traffic data that reflects the toll removal on the Cross Island Parkway
- Generate model outputs for study area with new assumptions and volumes & analyze operations in Synchro/VISSIM
- 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 operational efficiency by maintaining four lanes (two lanes in each direction) between the Windmill Harbour 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
- 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 and Beaufort County

Task 4: Proposed Intersection Improvements & Potential Future Projects

- Evaluate the safety for bicycle and pedestrians within the original Project Study Area from Moss Creek to Spanish Wells Road and make recommendations on ways to improve the safety of the proposed intersections
- 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 improvements (LOS, delay, etc.) as well as anticipated project costs and known impacts or concerns with the alternatives
- Assume up to 3 alternatives for each impacted intersection area evaluated
- Develop a Summary of Recommendations for review by the Town of Hilton Head Island and Beaufort County that can be utilized to secure future funding for improvements beyond the Project Study Area

Task 5: Draft and Final Report

- Compile model updates, operational analysis, and findings into a report for review and discussion with Beaufort County and Town of Hilton Head Island staff
- Finalize elements into draft and final reports, including executive summaries and recommendations
- Presentation of final findings to both County Council and Town Council for endorsement/adoption by both Councils
- Submit final report electronically

TOWN OF HILTON HEAD ISLAND

RFQ 2023-##

Independent Review 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”) licensed in South Carolina to provide Independent Review of the William Hilton Parkway Gateway Corridor for the Town in accordance with the scope of work and specifications provided herein.

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<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.

II. SCOPE OF WORK

The Town desires to contract with qualified firm to conduct an Independent Review of the William Hilton Parkway Gateway Corridor project. It is the intent of the Town to have the selected firm review and verify the assumptions, methodologies, alternatives and preferred design recommendation are technically accurate and serve the best interest of Hilton Head Island. 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 representations 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 Data and Recommended Design Concept

- Review assumptions contained within the model – Daily, Hour, Land Use, & other input variables
- Review data collection approach and study area
- Review model outputs and subsequent recommendations for intersection operations and bridge concepts
Model Review and Concept Review Memo
- Compile findings into a Summary Review Memo, identifying primary findings and recommendations for improvement

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
- Confirm that the base traffic demand model accurately takes into trips generated by visitor 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 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
 - 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
 - **The model shall include 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 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
 - 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.
- 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 improvements (LOS, delay, etc.) as well as anticipated project costs and known impacts or concerns with the alternatives
- Assume up to 3 alternatives for each impacted intersection are evaluated
- Develop a Summary of 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.
- **The report shall contain a detailed quantitative, objective comparison of 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.**
- Finalize elements into draft and final reports, including executive summaries and recommendations.
- Presentation of final findings 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.

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

Hilton Head Island Independent Review 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.

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 Review 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 Review 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
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

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT) **AGREEMENT**

THIS AGREEMENT (“Agreement”) is made this <<Date>> between <<Company Name>> (hereinafter called “Consultant”) and the Town of Hilton Head Island (hereinafter called "Town"), a municipal corporation organized and existing under the laws of the State of South Carolina.

WHEREAS, the Town has a need for a qualified consultant to provide Independent Review of the William Hilton Parkway Gateway Corridor; and

WHEREAS, the Town and the Consultant desire to enter into an Agreement wherein the Consultant shall provide such services as set forth herein below.

NOW, THEREFORE, for and in consideration of the mutual promises, undertakings and covenants set forth herein, the receipt and sufficiency of which is acknowledged and affirmed by the Town and the Consultant, the parties hereto agree as follows:

1. The Consultant shall provide Independent Review of the William Hilton Parkway Gateway Corridor in accordance with the scope of work attached hereto as Exhibit ____, and made part of this Agreement.
2. Consultant shall be compensated in accordance with the itemized Fee Schedule attached hereto as Exhibit __, and made part of this Agreement.
3. The term of this Agreement shall be for a period of one (1) year commencing on the date of execution.
4. The Consultant is required to maintain appropriate levels of insurance for both workers compensation coverage and for auto liability. The Consultant is required to maintain one million dollars (\$1,000,000) of general liability insurance and one million dollars (\$1,000,000) of professional liability insurance. The Consultant must provide the Town with a Certificate of Insurance evidencing that they have the required insurance coverages. The Town shall be named as an additional insured with respect to liability coverages. The Consultant is required to immediately contact the Town should any change to these policies occur during the course of the performance of this contract. Failure to maintain these policies is grounds for termination.
5. Termination.

5.1 The Town may terminate this Agreement in whole or in part at any time for the convenience of the Town by delivery of a written notice to the Consultant of the Town's election to terminate this Agreement for the convenience of the Town. If this Agreement is terminated for the convenience of the Town, the Town will pay the Consultant only for those services rendered by the Consultant up to the date of termination, based on the existing rates of this Agreement, and prorated to the date of termination.

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.

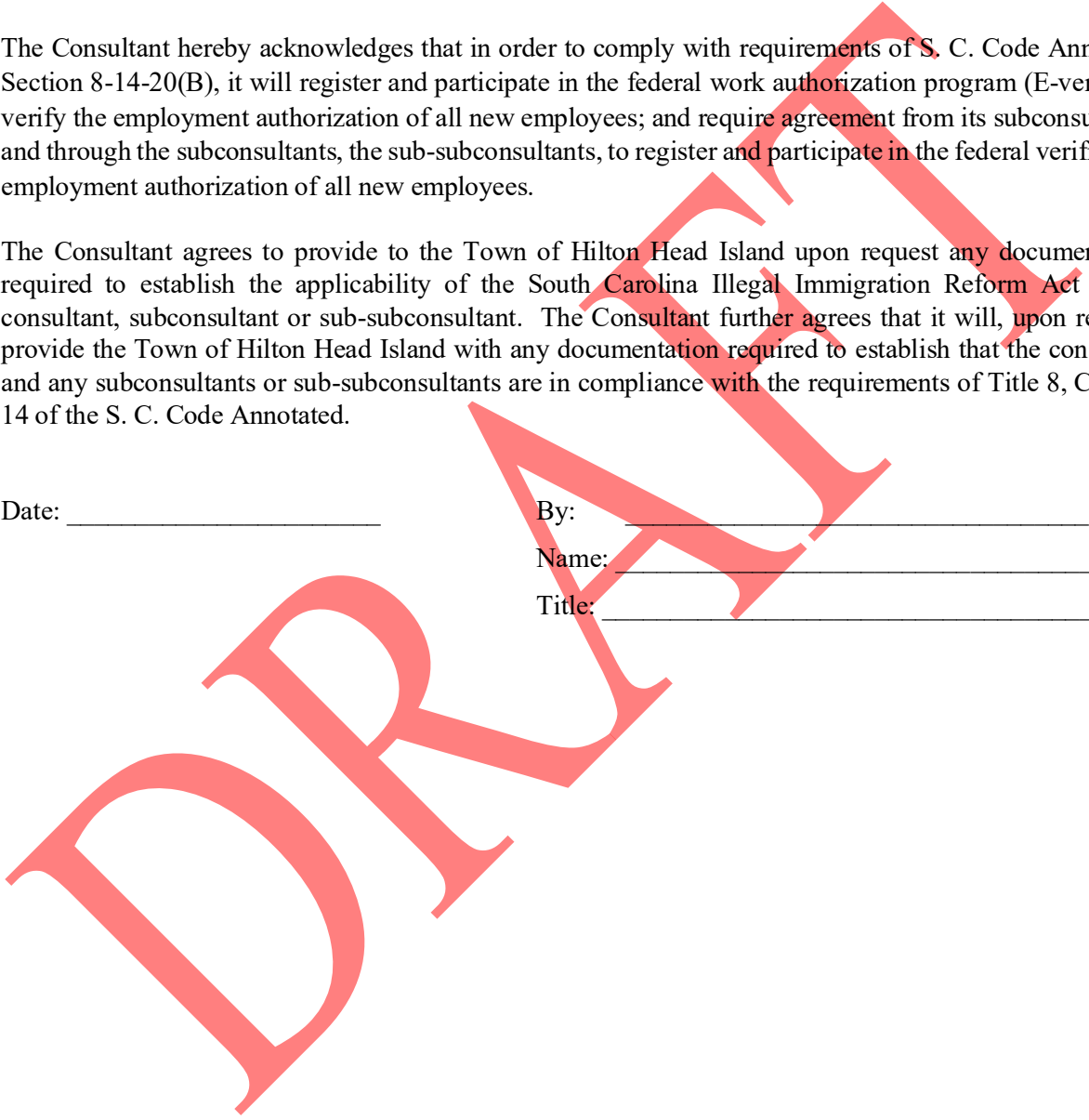
The Consultant agrees to provide to the Town of Hilton Head Island upon request any documentation required to establish the applicability of the South Carolina Illegal Immigration Reform Act to the consultant, subconsultant or sub-subconsultant. The Consultant further agrees that it will, upon request, 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 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.

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

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

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

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

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

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

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):

- Sea
- Flood

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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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