

# **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION**

## **REQUEST FOR QUALIFICATIONS With Addendum 1& 2**

**PORT ACCESS ROAD DESIGN BUILD PROJECT**

Project ID 0037345

Charleston County

~~May 28, 2015~~

~~June 10, 2015~~

June 18, 2015

## **1. INTRODUCTION**

The South Carolina Department of Transportation (SCDOT), on behalf of the South Carolina State Ports Authority (SCSPA), is issuing this Request for Qualifications (RFQ) to solicit Statements of Qualifications (SOQs) from those entities (Proposers) interested in contracting to serve as the Design-Builder for the Port Access Road Project (the “Project”). The Project will be administered by SCDOT, however, it is anticipated that the design-build contract will be executed in the name of the SCSPA. The term “Proposer” as used herein includes a firm or firms, consortia, partnerships, joint ventures and others with whom SCSPA will be contracting.

## **2. PROJECT INFORMATION AND PROCUREMENT OVERVIEW**

### **2.1. Project Overview**

The Port Access Road is a new roadway and structure Project to provide direct access between the proposed marine container terminal location on the former Navy Base and I-26 while maintaining adequate service for local, commuter, and commercial traffic. Included in the Project’s purpose is the intent to safely integrate container terminal traffic with existing traffic; support local and regional planning policies and strategies; and minimizing adverse impacts on communities and the environment. The Project consists of the construction of a new fully directional interchange on I-26, a Bainbridge Connector Road, the extension of Stromboli Avenue and associated roadway improvements to surface streets to serve the proposed Naval Base Terminal (NBT) in Charleston County, South Carolina.

### **2.2. Scope of Work**

**2.2.1.** The scope of work to be undertaken by the Proposer under the design-build contract for this Project will be further defined in the Request for Proposals (RFP). The selected Proposer will be responsible for all engineering, design, and construction services, including but not limited to, permitting, utility coordination, railroad coordination, right-of-way acquisition services (including relocation services), maintenance of traffic, quality control inspection and testing services, geotechnical exploration, environmental monitoring and compliance, media and community relations, as-built plans, Project layout, and any other services that may be necessary to complete the Project. The Project will be designed in accordance with AASHTO and SCDOT design specifications and criteria and constructed in accordance with SCDOT Standards and Specifications.

**2.2.2.** The design work will include, but not be limited to:

- Surveys
- Geotechnical exploration and design
- Hydrologic/hydraulic analysis and design
- Roadway design
- Bridge design

- Clear zone
- Traffic design
- Sound barrier design
- Seismic design
- Public/Media/Community Relations and Information
- Utility coordination
- Railroad coordination
- Transportation Management Plan
- As-Built Plans
- HAZMAT Studies & Compliance
- Right-of-Way Acquisition

2.2.3. Construction will consist of all necessary roadway and bridge work, including but not limited to:

- New roadway connecting I-26 with the proposed NBT.
- Replace the partial interchange at Exit 218 (Spruill Avenue) with a fully directional interchange.
- Removal and reconstruction of the Meeting Street ramp structures (Exit 217).
- The Meeting Street (Exit 217) ramps will be connected to the Port Access Road ramps via a collector-distributor roadway system combining exiting movements along I-26 generated by the new terminal and Exit 217.
- Construction of Bainbridge Connector Road to connect Bainbridge Avenue to the Port Access Road. In addition, Bainbridge Avenue Connector Road will connect to Tidewater Road via a two-lane roadway, including a low-level bridge crossing Shipyard Creek. Tidewater Road will be reconstructed in this area to connect to a secondary gate at the new NBT.
- New half urban diamond interchange at the intersection of the Port Access Road and Bainbridge Connector Road to include two one-way ramps that connect Port Access Road, grade separated above, to Bainbridge Connector.
- Extension of Stromboli Avenue northeasterly from the existing intersection with Spruill Avenue and grade separated crossing of the existing CSX railroad tracks to tie into the Bainbridge Connector Road.
- A signalized tee intersection will be constructed at the intersection of Bainbridge Connector Road and the Stromboli Avenue extension.
- Extension of Stromboli Avenue southwesterly to Carner Avenue where an unsignalized T-intersection will be constructed.
- The intersection of Meeting Street and Carner Avenue will be improved with Meeting Street being vacated midway between the Meeting Street/Carner Avenue intersection and Clements Avenue to the north.
- Sound barrier for the Rosemont Community.
- Drainage, utility and railroad coordination.
- Erosion and sediment control work items.

- Maintenance of traffic.
- Construction Engineering and Management including Quality Control.
- Dynamic or Static Load Testing of Drill Shafts.
- Concrete and asphalt paving.
- Construct within Phosphogypsum stack to potentially include relocation of Phosphogypsum by a HAZWOPER certified contractor.

#### **2.2.4. Construction Engineering and Inspection**

Construction Engineering and Inspection (CE&I), including Quality Acceptance and Independent Assurance testing, for this design build Project will be performed by SCDOT either through in-house staff or by separate procurement by SCDOT for a third party private engineering firm. The CE&I determination and contracting will be accomplished after the award of this Project to the successful Proposer. If a separate procurement is necessary, no member of the successful Proposer's team, its subsidiaries and/or affiliates, (both design team and construction team) shall be selected for the CE&I Project. If a sub-consultant on the successful Proposer's team (both design team and construction team) is being utilized by a CE&I candidate, the submitting CE&I firm shall request approval from SCDOT to replace the sub-consultant prior to CE&I contracting.

#### **2.2.5. National Environmental Policy Act (NEPA)**

An Environmental Impact Statement (EIS) was prepared for the new access road and a Record of Decision was issued by the U.S. Army Corp of Engineers (USACE) on April 26, 2007. A separate Environmental Assessment (EA) was prepared for the interchange and improvements along I-26 and a FONSI was issued by the Federal Highway Administration (FHWA) on August 8, 2013. The Proposer shall be responsible for complying with the NEPA determinations and all environmental commitments.

#### **2.2.6. Permitting**

A US Army Corps of Engineers (USACE) Individual Permit and South Carolina Department of Health and Environmental Control Office of Ocean and Coastal Resource Management (SCDHEC OCRM) Critical Area Permit and Coastal Zone Consistency Certification have been obtained for the Project. The preparation of all other necessary permit applications will be the responsibility of the Proposer.

The USACE Individual Permit expires on June 30, 2027. The SCDHEC OCRM Critical Area Permit and Coastal Zone Consistency Certification expire on November 13, 2020.

#### **2.2.7. Interchange Modification Report (IMR)**

The Interchange Modification Report (IMR) was prepared for the interchange and improvements along I-26. The IMR was approved by FHWA on September 9, 2013.

### 2.2.8. Right-of-Way

SCDOT has acquired, or is in the process of acquiring, right-of-way along I-26 and the mainline of the Port Access Road. The acquisition of all other necessary right-of-way and/or permissions will be the responsibility of the Proposer. This includes, but is not limited to, right-of-way along Stromboli Avenue, Bainbridge Connector Road, Meeting Street, and Spruill Avenue.

## 2.3. Procurement Process

2.3.1. SCDOT will use a two-step procurement process to select a design-build team with which to execute a contract for this Project. This Request for Qualifications (RFQ) represents the first step in the process to solicit information, in the form of SOQs, that SCDOT will evaluate to determine which Proposers are the most highly qualified to successfully deliver the Project. **Proposers are advised that the evaluation of the SOQs and selection process is a competition and not simply a prequalification for the RFP stage.**

2.3.2. Selection of Short List - Selection will be based upon the scoring of the Evaluation Committee as set forth in **Section 4 (Evaluation Process)**. After evaluating the SOQs, the Evaluation Committee will recommend the short-listed firms to the Deputy Secretary for Engineering. The Deputy Secretary for Engineering will have final approval. The determination regarding how many Proposers to short list is not subject to review or protest. SCDOT anticipates short-listing at least three, but not more than five of the most highly qualified Proposers that submit SOQs to respond to the RFP, unless SCDOT determines that a number greater than five or less than three is in the best interest of the state and is consistent with the purposes and objectives of two-phase design-build contracting.

2.3.3. See **Section 6 (Procurement Phase 2)** for information regarding the second phase of the procurement process.

## 2.4. Proposer Point of Contact

Once a Statement of Qualifications (SOQ) is submitted by a Proposer, the Proposer's Point of Contact as identified in their SOQ shall be the only team member permitted to initiate contact with the SCDOT Point of Contact during the Procurement. This includes all correspondence including but not limited to Confidential Questions, Clarifications, and Alternative Technical Concepts. **The Proposer's Point of Contact can be a member of the Lead Design Firm or Lead Contractor.**

## 2.5. SCDOT Point of Contact

Mr. Jae Mattox is SCDOT's Program Manager and sole point of contact (POC) and addressee for receiving all communications about the Project. Effective the date of the advertisement of this RFQ, no further contact is allowed with any SCDOT or SCSPA personnel concerning this Project except for questions of an administrative or contractual nature that shall be submitted in writing to the attention of the POC (email is acceptable). This restriction is in effect until the contract has been awarded. Any Proposer engaging in prohibited communications may be disqualified at the sole discretion of SCDOT. Written inquiries should be sent to:

Mail Delivery:           Jae H. Mattox, III, PE  
Design-Build Program Manager  
South Carolina Department of Transportation  
955 Park Street, Room 418  
Columbia, South Carolina 29201

E-mail:                   mattoxjh@scdot.org

## 2.6. Milestone Schedule

<b>Milestone</b>	<b>Date</b>
Advertise Request for Qualifications (RFQ)	May 28, 2015
Deadline for Submittal of Qualifications	June 25, 2015 @ 12 pm EDT
Selection of Shortlisted Teams	August 6, 2015
Issue RFP for Industry Review	August 27, 2015
Debriefs for non-short-listed Proposers	September 1, 2015 & September 3, 2015
Issue Final RFP	Fall 2015
Submittal of Technical/Cost Proposals	Spring 2016
Bid Opening	Spring 2016

## 2.7. RFQ Documents and Addenda

- 2.7.1. Electronic copies of the RFQ and a Project Information Package may be downloaded from the SCDOT Design Build website at [http://www.scdot.org/doing/constructionLetting\\_DesignBuild.aspx](http://www.scdot.org/doing/constructionLetting_DesignBuild.aspx).
- 2.7.2. The Project Information Package will include information describing the work which has been performed by SCDOT prior to entering into the contract for the Project. **At the release of this RFQ, limited information is available. If additional information becomes available, it will be added to the Project Information Package.** Data reports and electronic files posted on the SCDOT Design Build website are for information only. SCDOT shall not be liable for the reliability or accuracy of the information contained therein.
- 2.7.3. SCDOT reserves the right to revise or amend the RFQ, specifications and/or drawings including changes to the date the SOQ response is due. Any changes to the documentation provided shall be identified by an addendum to this RFQ. Proposers shall acknowledge receipt of addendums in their response to this RFQ. Any and all modifications to this RFQ will be posted at the web location above. **It is the Proposer's responsibility to check the website regularly for updates, modifications, and additional documentation pertaining to this procurement.**
- 2.7.4. Receipt of an addendum by the Proposer must be acknowledged in the space provided on the Addendum Notice to Proposer Transmittal Form posted on the SCDOT Design Build website for this project. Proposers shall submit the signed notice with the response to this RFQ. Failure to acknowledge an addendum may result in rejection of the proposal. Explanations or instructions given in a form other than an addendum to the RFQ shall not be binding.
- 2.7.5. The following information is currently available on the website:
- Structural inventory and appraisal sheets
  - Active Fee Appraiser and Reviewer Listings
  - On-Call Right-of-Way Consultant List
  - Environmental Impact Statement and Record of Decision
  - Environmental Assessment and FONSI (for Interchange)
  - Interchange Modification Report
  - U.S. Army Corps of Engineers Individual Permit
  - OCRM Critical Area Permit and Coastal Zone Consistency Certification
  - Phase I Environmental Site Assessment
  - Pavement Design Recommendation Memorandum
  - SUE Data Files

## 2.8. Maximum Time Allowed

All aspects of the Project must achieve substantial work completion and be available for traffic no later than **September 30, 2019**.

## 3. CONTENTS OF STATEMENTS OF QUALIFICATIONS

This Section describes specific information that must be included in the SOQ in order to be responsive. The format for the presentation of such information is described in **Section 5 (Statement of Qualifications Submittal Requirements)**.

### 3.1. General

- 3.1.1. It is not the intention of SCDOT to receive Project specific design or engineering recommendations as part of this RFQ. Proposers should limit their submittals to the information required by this RFQ and other information regarding qualifications and experience.
- 3.1.2. The information obtained under this RFQ will become the property of SCDOT without restriction or limitation on its use. SCDOT shall have unrestricted authority to publish, disclose, distribute, or otherwise use in whole or in part any reports, data, or other materials prepared under this RFQ that is not marked confidential. SCDOT shall retain ownership of all plans, specifications, and related documents.
- 3.1.3. Proposers shall provide brief, concise information that addresses the requirements of the Project consistent with the evaluation criteria described in this RFQ.
- 3.1.4. Proposer shall be held responsible for the validity of all information supplied in its proposal, including that provided by potential subcontractors. Should subsequent investigation disclose that the facts and conditions were not as stated, the proposal may be rejected or contract terminated for default if after award, in addition to any other remedy available under the contract or by law.
- 3.1.5. Proposer shall specifically mark any elements that are deemed confidential, or proprietary. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark the entire proposal as confidential or proprietary. Provide a summary list in **Appendix G** of pages that contain confidential or proprietary information. In determining whether to release documents, the SCDOT will rely on Proposer's marking of each page or portions of pages of documents, as required by these instructions, as being either "Confidential" or "Trade Secret". Proposer shall be prepared upon request to provide justification of why such materials shall not be disclosed under the South Carolina Freedom of Information Act, Section 30-4-10, et seq., South Carolina Code of Laws (1976) as amended. Proposals will be kept confidential and will not be disclosed, except as may be required by law.



The following Sections 3.2 through 3.7 describe the information that is required and how it will be used.

### **3.2. INTRODUCTION**

- 3.2.1.** Identify the entity with whom the SCSPA or SCDOT will be contracting and if this will be a partnership, corporation, joint venture, etc. If a joint venture, name the person who has authority to sign the contract on behalf of the joint venture. Provide contact name, mailing address, phone numbers, and e-mail address for contracting entity.
- 3.2.2.** Identify Proposer's Point of Contact for the procurement for this Project including mailing address, phone number and email address.
- 3.2.3.** Identify the full legal name of both the Lead Contractor and Lead Designer for the Project. The Lead Contractor is defined as the Proposer that will serve as the prime/general contractor responsible for construction of the Project. The Lead Designer is defined as the prime design consulting firm responsible for the overall design of the Project.
- 3.2.4.** The Introduction shall be limited to one page **and counts towards the specified page limit in Section 5.2.2.**

### **3.3. TEAM STRUCTURE, CAPACITY, AND APPROACH**

The information required by this section will be used in the qualitative assessment of the SOQ. SCDOT will evaluate the capabilities of the Proposer organization to effectively deliver the Project.

#### **3.3.1. Organizational Chart and Team Structure**

- Provide an organizational chart showing the flow of the "chain of command" with lines identifying participants who are responsible for major functions to be performed and their reporting relationships, in managing, designing and building the Project. The chart must show the functional structure of the organization down to the design discipline leader or construction superintendent level and must identify Key Individuals by name. Identify the critical support roles and relationships of project management, project administration, executive management, construction management, quality management, safety, environmental compliance and subcontractor administration. Provide a brief, written description of significant functional relationships among participants and how the proposed organization will function as an integrated design-build team.

### 3.3.2. Capacity, Resources and Project Approach

- Identify if any of the team members have worked together on the same team (not just on the same job) in the past. Describe the types of projects they worked on, the year(s) they worked together, the level of participation, and a reference contact name, email address, and phone number for that project.
- Identify needed resources and how those will be secured for the Project. Identify items of work that the lead organization will self-perform. If a joint venture, identify work items each entity will perform.
- Describe the Proposer's ability to substantially complete the Project prior to **September 30, 2019**.
- Identify and discuss the critical risks for this Project, focusing on what the Proposer's team considers the most relevant and critical to the success of the Project. Provide a narrative for each risk that describes why the risk is critical, indicates the impact the risk will have on the Project and discusses the mitigation strategies the Proposer's team may implement to address the risk. Describe the role that the Proposer expects SCDOT, SCSPA, or other agencies to have in addressing these Project risks.
- Identify where the Project will be designed, the location of the Project Manager, and the location where the contract will be administered. Indicate the team's ability to coordinate all portions of the Project. Indicate how the geographical setup of the team will achieve successful delivery of the Project.
- Public and Media Relations - Describe the teams approach to interaction with the public and how adverse community impacts will be avoided. Describe past experience.
- Describe the Team's understanding of the Quality Assurance Program and the roles of the Proposer and SCDOT for all aspects of design and construction of the Project. Describe the interaction with SCDOT to ensure that acceptance of components will be accomplished in a timely manner.
- Describe the team's design submittal procedures. Describe how the procedures minimize the number of submittals and how they will benefit the project schedule and phasing of work.

### **3.4. EXPERIENCE OF KEY INDIVIDUALS**

The information required by this section will be used in the qualitative assessment of the SOQ. SCDOT will evaluate the capabilities of the Proposer's Key Individuals to effectively deliver the Project.

**3.4.1.** Prior to contract execution, all team members shall hold or obtain licenses required for performing work on the Project under state and local laws. Any design reports, plans, and foundation designs shall be signed and sealed by an unrestricted Registered Professional Engineer registered in the State of South Carolina.

**3.4.2.** Team members may perform multiple roles with the exception of the Project Manager, Lead Design Manager, Construction Manager, and the Quality Control Manager who shall have singular responsibilities as described below.

**3.4.3.** Resumes of Key Personnel shall be provided on the Key Personnel Resume Form. Resumes of Key Personnel shall be limited to two pages each. If an individual fills more than one position, only one resume is required. Resumes for individuals who are not identified as Key Personnel should not be included in the SOQ. SF 330 forms shall not be included and will not be reviewed. Each Resume Form shall list the projects that demonstrate the required years of progressive experience. The required Key Personnel Resume Form may be downloaded from the SCDOT Design Build Website under the SCDOT Design Build Documents and Standard Forms Section at [http://www.scdot.org/doing/constructionLetting\\_DesignBuild.aspx](http://www.scdot.org/doing/constructionLetting_DesignBuild.aspx).

#### **3.4.4. Project Manager:**

- The Project Manager shall be the primary person in charge of and responsible for delivery of the Project in accordance with the Contract requirements. The Project Manager shall have full authority to make final decisions on behalf of the Proposer and have responsibility for communicating these decisions directly to SCDOT. The Project Manager shall be the primary contact for communications with SCDOT and is expected to attend all regularly scheduled meetings. The Project Manager shall be on-site during all work activities and be available for weekly status meetings during the design phase or at the request of the SCDOT. The Proposal must identify the Project Manager and the employing firm and clearly define the role and responsibility of the Project Manager relative to the member firms. The Project Manager shall be dedicated exclusively to this Project with no other Project responsibilities.
- The Proposer's Project Manager shall have at least ten years of progressive experience including management of projects of similar complexity, scope and magnitude.

**3.4.5. Design Engineering Team:** The Proposer’s design engineering team shall have experience and expertise in all phases of roadway design, bridge structure design, and sound barrier design for the Project. Key individuals of the design team shall have the following minimum qualifications:

- **Lead Design Engineer**

- The Lead Design Engineer shall have a minimum of ten years of progressive experience and expertise in the design of highways and must include experience and expertise in the design of interstate and interstate interchange projects.
- The Lead Design Engineer shall be in charge of and responsible for all aspects of the design of the Project subject to the direction of the Project Manager.
- The Lead Design Engineer shall be a full time employee of the lead design firm and shall have no other design responsibilities on this Project.

- **Structural Engineer**

- The Structural Engineer shall have a minimum of ten years of progressive experience in the design of roadway bridges and shall have at least seven years of experience in displacement-based seismic design of bridges. Proposer may designate a separate key member to address the required **seven years of** seismic experience.

- **Roadway Engineer**

- The Roadway Engineer shall have a minimum of ten years of progressive experience in the design of roadway facilities with particular emphasis on interstate and interchange Projects.

- **Traffic Engineer**

- The Traffic Engineer shall have a minimum of ten years of progressive experience in traffic design to include operational and capacity analysis, traffic signal, signing, marking, staging, and maintenance of traffic. The Traffic Engineer shall also have experience in the traffic design of interstate and interchange facilities.

- **Geotechnical Engineer**

- The Geotechnical Engineer shall have a minimum of ten years of progressive experience and expertise in the design of bridge foundations, retaining walls, and ground improvements beneath embankments, as well as seismic design thereof. The Geotechnical Engineer shall have experience with similar subsurface and geologic conditions.

- **Hydraulic Engineer**

- The Hydraulic Engineer shall have a minimum of ten years of progressive experience including expertise in the design of roadway drainage, design of sediment and erosion control, two-dimensional bridge hydraulic modeling experience in the coastal region, and scour computations.

- **Environmental Engineer / Scientist (Hazmat)**

- The Environmental Engineer shall have a minimum of ten years of progressive experience and expertise in assessment, permitting, and remediation of contaminated and hazardous materials for transportation projects.
- The Environmental Engineer will be responsible for compliance with all federal, state, and local laws or regulations as they pertain to contaminated and hazardous materials on this project.
- If an Environmental Scientist is used to fill this position, they shall be an unrestricted Professional Geologist registered in the State of South Carolina.

- **Environmental Manager/Permit Coordinator**

- The Environmental Manager/Permit Coordinator shall have a minimum of ten years of progressive experience in the determination, coordination, and preparation of permits for transportation projects as well as an understanding of the requirements set forth in the NEPA.
- The Environmental Manager/Permit Coordinator shall be responsible for the acquisition of permits, adherence to all existing permits, environmental requirements and commitments, including mitigation and erosion control inspections as required by NPDES and other environmental rules and regulations.

- **Right-of-Way Manager**

- The Right of Way Manager shall have a minimum of five years of experience in the acquisition of right of way for transportation Projects using federal-aid highway funds. The Right-of-Way Manager shall be responsible for adhering to all laws, regulations, and SCDOT policy regarding the acquisition of property and shall manage right-of-way acquisition services. The firm providing right-of-way acquisition service shall be on the current SCDOT “On-Call List” for right-of-way consultants.

**3.4.6. Construction Management Team:** The Proposer’s construction management team shall have experience and expertise in all phases of roadway and bridge construction. Key individuals of the construction team shall have the following minimum qualifications:

- **Construction Manager**
  - The Construction Manager shall be responsible for all aspects of the construction of the Project subject to oversight of the Project Manager. The Construction Manager shall have ten years of progressive experience including management of Projects of similar scope and magnitude.
  - The Construction Manager shall be dedicated solely to managing the construction of the Project and shall have no other assigned Project responsibilities.

- ~~**Maintenance of Traffic Manager**~~

~~The Maintenance of Traffic (MOT) Manager shall be responsible for overseeing the implementation of day to day operation of the Proposer's Maintenance of Traffic Plan. The MOT Manager shall have a minimum of five years of experience with the design and implementation of complex Maintenance of Traffic.~~

- **Quality Control Team**
  - The Quality Control team (QC) shall meet the following minimum qualifications:
    - The QC team shall have an AASHTO accredited lab for testing purposes.
    - The inspection personnel must obtain appropriate certification as required by SCDOT for each specific test to be performed. All certifications must be reviewed and approved by SCDOT.
  - The QC Manager shall have a minimum of five years of experience on Projects of similar scope and magnitude. The Quality Control Manager shall be responsible for ensuring that all workmanship and materials are in compliance with the Contract requirements. The Quality Control Manager shall coordinate with the SCDOT RCE for all Quality Acceptance and Independent Assurance Testing. The Quality Control Manager shall not report directly to the Project Manager or other Project personnel, but shall report to a responsible officer of the entity with whom SCDOT has contracted. The Quality Control Manager shall be dedicated solely to Project quality control and shall have no other assigned Project responsibilities. The QC Manager shall be on-site for the duration of the Project.
- **Safety Manager**
  - The Safety Manager shall be responsible for compliance with all applicable safety regulations. The Safety Manager shall be on-site for the duration of the Project.

### 3.5. PAST PERFORMANCE OF TEAM

The information required by this section will be used in the qualitative assessment of the SOQ. SCDOT will evaluate the past experience of the Proposer organization.

Proposer's advised that the SCDOT may use all information provided by the Proposer and information obtained from other sources in the assessment of past performance. Past performance information on contracts not listed by the Proposer, or that of named subcontractors, may also be evaluated. SCDOT may contact references other than those identified by the Proposer and information received may be used in the evaluation of the Proposer's past performance. While SCDOT may elect to consider information obtained from other sources, the burden of providing current, accurate, and complete past performance information rests with the Proposer.

#### 3.5.1. Experience of Proposer's Team:

- Identify the previous work experience by the Lead Contractor and any Major Subcontractors for this Project on the Work History Form – Contractor. The required Work History Form - Contractor may be downloaded from the SCDOT Design Build Website under the SCDOT Design Build Documents and Standard Forms Section at [http://www.scdot.org/doing/constructionLetting\\_DesignBuild.aspx](http://www.scdot.org/doing/constructionLetting_DesignBuild.aspx). The projects listed should only be those the Proposer deems relevant in demonstrating the qualifications to serve as the Lead Contractor and Major Subcontractor(s) for this Project. If work identified on the Work History Form - Contractor was performed by an affiliated or subsidiary company of the contractor, list the full legal name of the affiliated or subsidiary company and describe their role on this Project. Additionally, provide a justification for utilizing an affiliated or subsidiary company to satisfy the relevant experience on this Project and the control the contractor will exercise over the affiliated or subsidiary company on this Project.
- Identify the previous work experience by the Lead Designer and any Major Design Consultants for this Project on the Work History Form – Designer. The required Work History Form - Designer may be downloaded from the SCDOT Design Build Website under the SCDOT Design Build Documents and Standard Forms Section at [http://www.scdot.org/doing/constructionLetting\\_DesignBuild.aspx](http://www.scdot.org/doing/constructionLetting_DesignBuild.aspx). The projects listed should be those the Proposer deems relevant in demonstrating qualifications to serve as the Lead Designer and Major Design Consultant(s) for this Project. For all projects listed, identify the prime/general contractor responsible for the overall construction on the Work History Form – Designer.

- The projects listed should be those the Proposer considers most relevant in demonstrating the qualifications of the team to manage, design and construct this project.
- Each Project listed on the Work History Form – Contractor should include the following:
  - Name of the Lead Contractor or Major Subcontractor whose work history is being provided should be noted on the top of form.
  - Name of the project and Location (City, State).
  - Name of the prime design consulting firm responsible for the overall project design.
  - Owner’s information, including owner’s name, project manager name, phone number, e-mail address, who can verify and discuss the firm’s participation in these projects. If the owner’s project manager is no longer with the owner, provide alternative contact information at the agency that is familiar with the project. The alternative contact must have played a leadership role for the owner during the project.
  - The actual or estimated construction completion date.
  - The final or estimated construction cost (in thousands).
  - The dollar value of work performed by the Lead Contractor or Major Subcontractor (in thousands).
  - A narrative description that clearly demonstrates experience in the management and/or construction of interstate interchanges, design-build, and any unique challenges that required innovative solutions.
- Each Project listed on the Work History Form – Designer should include the following:
  - Name of the Lead Designer or Major Design Consultant whose work history is being provided should be noted on the top of form.
  - Name of the project and Location (City, State).
  - Name of the prime/general contractor responsible for the overall construction of the project.
  - Owner’s information, including owner’s name, project manager name, phone number, e-mail address, who can verify and discuss the firm’s participation in these projects. If the owner’s project manager is no longer with the owner, provide alternative contact information at the agency that is familiar with the project. The alternative contact must have played a leadership role for the owner during the project.
  - The actual or estimated completion date of the professional services rendered.
  - The actual or estimated construction completion date.
  - The final or estimated construction cost (in thousands).
  - The dollar value of work performed by the Lead Designer or Major Design Consultant (in thousands).



- A narrative description that clearly demonstrates experience in the management and/or design of interstate interchanges, design-build, and any unique challenges that required innovative solutions. Identify the office location(s) where the design work was performed and whether the firm was the prime designer or a subconsultant.
- A maximum number of 20 projects that display the team’s experience should be provided.

**3.5.2. Quality of Past Performance:** In evaluating past performance, SCDOT will also utilize information available on each Proposer through its Contractor Performance Evaluation System, Consultant Evaluation Scores and references. Current as well as past Contractor Performance Scores (CPS) may be considered. CPS and Consultant Evaluation Scores will also be reviewed. As it is already available to SCDOT, Proposers need not provide CPS and Consultant Evaluation scores; however, Proposers are required to provide responses to the following questions within the page limits. Brief responses and explanations can be contained in **Appendix D**. For this section, the term “any member” shall mean the Lead Contractor, Lead Designer, major subcontractor, or major design consultants.

- Has any member of the Proposer’s team been declared delinquent or placed in default on any Project within the last five years?
- In the past five years, has any member of the Proposer’s team been suspended, debarred, disqualified from bidding, or declared ineligible for work by any entity or are any such actions pending against them?
- In the past ten years, has any member of the Proposer’s team submitted a claim on a Project that was not resolved without litigation and if litigated, was not resolved in favor of the member of Proposer’s team?
- Has any member of the Proposer’s Team been assessed liquidated damages on any Projects within the past five years?
- In the past five years, has any member of the Proposer’s team been found in violation of local, state, or federal laws or regulations or is under investigation for possible violation of such laws or regulations? This includes, but is not limited to, the areas of safety, environmental, and sediment and erosion control.
- Within the last ten years, has any member of the Proposer’s team received incentives for early Project completion?
- In the past five years, has any member of the Proposer’s team been involved in design or construction related litigation?
- In the past five years, has any member of the Proposer’s team failed to comply with a Project’s DBE contract provisions?

### **3.6. LEGAL AND FINANCIAL**

The information required in response to this section shall be submitted as **Appendix E**. Information provided in response to these sections will not count towards the overall page limitation defined in **Section 5.2 (Format)** or be scored.

#### **3.6.1. Acknowledgment of Clarifications and Addenda**

Receipt of an addendum by the Proposer must be acknowledged in the space provided on the Addendum Notice to Proposer Transmittal Form **which will be provided with the addendum notice** posted on the SCDOT Design Build website for this Project. Proposers shall submit the signed Notice with their response to this RFQ **in Appendix H**. Failure to acknowledge an addendum may result in rejection of the proposal. Explanations or instructions given in a form other than an addendum to the RFQ shall not be binding.

#### **3.6.2. Financial Capacity**

Provide a notarized affidavit executed by a principal officer of Proposer that declares Proposer has the financial capacity and the resources necessary to complete the Project as proposed in the RFQ.

#### **3.6.3. Bonding Capability**

Provide written documentation from the Proposer's bonding firm confirming Proposer's capacity to be bonded for the Project as proposed in the RFQ. The bond letter must be issued by a surety company licensed in the State of South Carolina with an "A" minimum rating of performance as stated in the most current publication of "A.M. Best Key Rating Guide, Property Liability" and signed by the surety's agency or attorney-in-fact. Surety must be listed on the current U.S. Department of the Treasury Financial Management Service list of approved bonding companies as approved for an amount equal to or greater than the amount for which it obligates itself in the Bond. If surety qualifies by virtue of its Best's listing, the amount of the Bond may not exceed ten percent of policyholders' surplus as shown in the latest A.M. Best's Key Rating Guide. The bond letter must reflect single bonding capacity of Proposer which exceeds the anticipated value of this Project.

#### **3.6.4. Organizational Agreements**

If the Proposer is a partnership, limited partnership, joint venture, or other association (hereinafter joint venture), provide either (1) a notarized letter from the joint venture members indicating that they intend to create a joint venture to perform this Project or (2) a copy of the organizational document or agreement committing to form the organization. In the event a notarized letter is submitted with this RFQ, the shortlisted joint venture shall submit with its response to the RFP, a copy of the joint venture organizational agreement. Provide

documentation from its surety company acknowledging the future formation of a joint venture for the purpose of completing the project and that the joint venture will be capable of obtaining a performance bond and a payment bond in the estimated amount of the contract. Provide a statement executed by all general partners, joint venture members, or other association members, as applicable, evidencing agreement to be fully liable for the performance under the contract. Provide documentation evidencing the person signing the contract has authority to sign the contract on behalf of the joint venture. This information may be included in the appendices and will not be counted against the maximum page limitation. Proposers are reminded that each individual joint venture partner must be prequalified with SCDOT prior to submission of the RFP response.

### **3.6.5. Prequalification Requirements**

For all construction firms that are part of the design build team, provide SCDOT Prequalification Certificates for the work they are identified to perform. If the Proposer is a Joint Venture, or other entity organized specifically for this Project, qualification documentation must be submitted for each member. SCDOT Prequalification Certificates for the construction firms shall be submitted to SCDOT prior to submission of the RFP response.

## **3.7. ORGANIZATIONAL CONFLICTS OF INTEREST**

**3.7.1.** See **Section 7 (Conflict of Interest)** for information regarding Organizational Conflicts of Interest.

**3.7.2.** The required information for Conflicts of Interest shall be submitted in **Appendix F**. Information provided in response to this section will not count towards the overall page limitation defined in **Section 5.2 (Format)**. The required Disclosure of Potential Conflict of Interest Certification may be downloaded from the SCDOT Design Build website under the SCDOT Design Build Documents and Standard Forms Section at [http://www.scdot.org/doing/constructionLetting\\_DesignBuild.aspx](http://www.scdot.org/doing/constructionLetting_DesignBuild.aspx).

## **4. EVALUATION PROCESS**

### **4.1. SOQ Evaluation**

SCDOT will initially review the SOQs for responsiveness to the requirements of this RFQ. The information in the SOQ will then be measured against the evaluation criteria stated in **Section 4.2 (SOQ Evaluation and Scoring)**.

### **4.2. SOQ Evaluation and Scoring**

SCDOT will evaluate all responsive SOQs and measure each Proposer's response against the Project goals and selection criteria set forth in this RFQ, resulting in a numerical score for each SOQ. SCDOT will use the following criteria and weightings:

<b>Category</b>	<b>Points</b>
<b>Team Structure and Approach</b>	
<i>Organizational Chart and Team Structure</i>	5
<i>Capacity, Resources and Project Approach</i>	25
<b>Experience of Key Individuals</b>	
<i>Project Manager</i>	10
<i>Design Engineering Team</i>	20
<i>Construction Management Team</i>	15
<b>Past Performance of Team</b>	
<i>Experience of Proposer's Team</i>	10
<i>Quality of Past Performance</i>	15
<b>Total</b>	<b>100</b>

#### **4.3. Determining Short listed Proposers**

- 4.3.1.** SCDOT will total the scores for each responsive SOQ and prepare a ranked list of Proposers.
- 4.3.2.** SCDOT reserves the right, at its sole discretion, to cancel this RFQ, issue a new request for qualifications, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to an SOQ and waive any deficiencies, irregularities or technicalities in considering and evaluating the SOQs.
- 4.3.3.** This RFQ does not commit SCDOT to enter into a contract or proceed with the procurement of the Project. SCDOT assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Proposer. In addition, SCDOT assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties if SCDOT elects to not issue an RFP for the Project.

#### **4.4. Notification of Short listing**

Upon completion of the evaluation, scoring and short listing process, SCDOT will send the list of short listed Proposers (if any) to all Proposers. SCDOT will also publish the list on its design-build website.

#### 4.5. Debriefing Meetings

If a non-short-listed Proposer would like to schedule a debriefing, Proposer will have three (3) working days from the date of short-listing notification is posted on the SCDOT Design Build website for this Project to make a request. Only written requests to the SCDOT POC (emails are acceptable) for a debriefing will be scheduled. Failure to request a debriefing within the three day period may waive the opportunity for a debriefing.

### 5. STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS

This section describes requirements that all Proposers must satisfy in submitting SOQs. Failure of any Proposer to submit their SOQ as required in this RFQ may result in rejection of its SOQ. Responses should address each of the categories listed in **Section 3 (Contents of Statements of Qualifications)** and in the same order specified. If a Proposer does not submit responses to those items, their submittal may be considered non-responsive and will not receive further review/evaluation. Any proposal deemed non-responsive shall be retained by SCDOT and subject to FOIA unless clearly marked confidential. Proposers are advised that SCDOT reserves the right to conduct an independent investigation of any information, including prior experiences, identified in the responses. Proposers are responsible for effecting delivery by the deadline date and time; late submissions will be rejected without opening. SCDOT accepts no responsibility for misdirected or lost proposals.

#### 5.1. Due Date, Time and Location

- 5.1.1. All SOQs, including hand-delivered packages, must be received in accordance with the milestone schedule in **Section 2.6 (Milestone Schedule)**.
- 5.1.2. Proposers are REQUIRED to upload their completed submittals online through PROJECTWISE in .pdf format. Only one completed submittal per team will be accepted and shall be uploaded by either the lead contracting entity or lead design firm. Please be advised of the time required to set up a new account. All requests for new accounts must be received 72 business hours prior to the proposal deadline indicated in the Milestone Schedule. More information is available at [http://www.scdot.org/doing/constructionletting\\_Projectwise.aspx](http://www.scdot.org/doing/constructionletting_Projectwise.aspx).
- 5.1.3. Additionally, Proposers are to physically deliver two printed and bound hard copies of the SOQ with original signatures to :

Contract Administration Engineer Jeff Elliot  
South Carolina Department of Transportation  
955 Park Street, Room 334, Columbia, South Carolina 29201  
Or  
P.O. Box 191, Columbia, South Carolina 29202

## **5.2. Format**

**5.2.1.** The Statement of Qualifications format is prescribed below. If SCDOT determines that an SOQ does not comply with or satisfy the format in this section, SCDOT may find such SOQ's to be non-responsive.

**5.2.2.** The SOQ must not exceed ten pages (not including Section Dividers or Appendices).

**5.2.3.** The Proposer should utilize hyperlinks to connect information in the Appendices that is referenced within the narrative section of the electronic submittal.

**5.2.4.** There are no maximum page limits to the Appendices, but the Appendices shall only contain information relevant to the requested Appendix information in this RFQ. Appendices shall not be used to further enhance an SOQ beyond these requirements. The SOQ shall contain the following Appendices:

- Appendix A – Resumes of Key Personnel
- Appendix B – Work History Form – Contractor
- Appendix C – Work History Form – Designer
- Appendix D – Quality of Past Performance Explanations
- Appendix E – Legal and Financial
- Appendix F – Organizational Conflict of Interest
- Appendix G – Confidential or Proprietary Information Summary List
- Appendix H – Addendum Receipt Form(s)

**5.2.5.** The SOQ shall be:

- Prepared on 8.5" X 11" white paper (Organizational Chart and Work History Forms may be on an 11" X 17" page folded to 8.5" X 11" size)
- Typed on one side only
- Double spaced
- Times New Roman, minimum size 12-point font
  - Text contained on the Key Personnel Resume and Work History Forms, charts, exhibits, or other illustrative information shall be no smaller than 10-point Times New Roman

- The format and appearance of the Key Personnel Resume Form and the Work History Forms shall not be modified. The Key Personnel Resume Form shall not exceed two pages for each Key Personnel. The Work History Forms shall not exceed one page per project. The Key Personnel and Work History Forms may be downloaded from the SCDOT Design Build Website under the SCDOT Design Build Documents and Standard Forms Section at the following address:  
[http://www.scdot.org/doing/constructionLetting\\_DesignBuild.aspx](http://www.scdot.org/doing/constructionLetting_DesignBuild.aspx).

## **6. PROCUREMENT PHASE 2**

This **Section 6** is provided for informational purposes only so that each Proposer has information that describes the second phase of the Project procurement process, including a summary of certain anticipated RFP requirements. SCDOT reserves the right to make changes to the following, and the short listed Proposers must only rely on the actual RFP when and if it is issued. This **Section 6** does not contain requirements related to the SOQ. A draft of the RFP may be made available for Proposers to review and submit comments to SCDOT. SCDOT will take submitted comments into consideration in finalizing the RFP.

### **6.1. Industry Review of RFP**

SCDOT intends to issue an RFP for industry review to the teams that are selected for the short list for the Project and solicit their comments prior to issuing a final RFP to the short listed teams. The intent of the RFP for industry review is to identify those areas of the RFP that may be in conflict with each other and to point out mistakes in the RFP. A confidential one-on-one meeting will be scheduled with the shortlisted teams to facilitate this purpose.

### **6.2. Final RFP**

A final RFP with comments from the review by the short-listed teams incorporated will be issued. Items that are revised, inserted, or deleted will be highlighted in the final RFP.

### **6.3. Alternative Technical Concepts**

SCDOT intends to allow the submittal of Alternative Technical Concepts (ATC) for this Project. A detailed explanation of the ATC process will be included in the RFP.

### **6.4. Confidential One on One Meetings**

SCDOT intends to conduct confidential one-on-one meetings with each of the short listed teams so that the teams will be able to confidentially seek clarification and discuss the Project with SCDOT personnel.

## **6.5. Submittal of Proposal**

A proposal consisting of separate technical and cost proposals will be submitted after the ATC process has been completed. Details regarding the submittal of the proposal including the scoring of the technical proposal will be included in the RFP. Only the short listed teams will be eligible to submit proposals for the Project. Upon evaluation of the proposals submitted, the Evaluation Committee will recommend to the Deputy Secretary for Engineering a Proposer for award and execution of a contract.

## **6.6. Stipends**

SCDOT intends to award stipends to each responsive and responsible yet unsuccessful short-listed Proposer. The amount of the stipend will be identified with the release of the RFP for Industry Review. Proposers must indicate either his acceptance or rejection of the stipend at the time he submits his technical and cost proposals in the second stage of the procurement.

## **7. CONFLICT OF INTEREST**

**7.1.** The Proposer's attention is directed to 23 CFR Part 636 Subpart A and in particular to Section 636.116 regarding organizational conflicts of interest. Section 636.103 defines "organizational conflict of interest" as follows:

**7.1.1.** Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

**7.2.** Consultants and/or sub-consultants who assist the owner in the preparation of a RFP document will not be allowed to participate as a Proposer or join a team submitting a proposal in response to the RFP. However, SCDOT may determine there is not an organizational conflict of interest for a consultant or sub-consultant where:

**7.2.1.** The role of the consultant or sub-consultant was limited to provision of preliminary design, reports, or similar "low-level" documents that will be incorporated into the RFP, and did not include assistance in development of instructions to Proposer or evaluation criteria, or

**7.2.2.** Where all documents and reports delivered to the agency by the consultant or sub-consultant are made available to all Proposers

**7.3.** Proposers who identify any person or entity who has an organizational conflict and/or has performed, is performing, or will perform certain preliminary engineering for this Project, and wish to identify them to participate on the design build team shall:



- 7.3.1.** Disclose all work performed in relation to the Project and describe in detail the organizational conflict on the Disclosure of Potential Conflict of Interest Certification included in this RFQ. Disclosure includes providing all relevant facts concerning any past, present or currently planned interests which may present an organizational conflict of interest. Proposer shall state how its interests or those of its chief executives, directors, key individuals for this Project, or any proposed consultant, contractor or subcontractor may result, or could be viewed as an organizational conflict of interest;
- 7.3.2.** Provide all records of such work to SCDOT so that all such information can be made available to all potential design build teams, if necessary;
- 7.3.3.** Ensure that the person's or entity's contract with SCDOT or any related entity to perform service related to this Project has expired or has been terminated prior to release of the RFP for Industry Review;
- 7.3.4.** In cases where the person or entity is identified as a primary member on more than one design-build team for this Project, Proposer shall describe how the person or entity will avoid conflicts in the bid phase of the Project.
- 7.3.5.** Comply with all federal and state conflict of interest rules and regulations.
- 7.4.** The lead contractor and lead designer on a design-build team are prohibited from submitting on multiple proposals for a given Project.
- 7.5.** As provided in **Section 2.2.4**, no member of the successful Proposer's design build team, its subsidiaries and/or affiliates, (both design team and construction team) shall be selected for the CE&I Project. If a sub-consultant on the successful Proposer's design build team (both design team and construction team) is being utilized by a CE&I candidate, the submitting CE&I firm shall request approval from SCDOT to replace the sub-consultant prior to CE&I contracting.
- 7.6.** The Proposers must complete a Disclosure of Potential Conflict of Interest Certification and submit it as part of the SOQ response to certify that all members of the Proposers team either have or have no conflict of interest. SCDOT will review the Disclosure of Potential Conflict of Interest Certification and the proposed mitigation measures to determine if the Proposer may proceed forward. SCDOT will determine, in its sole discretion, if the Proposer has obtained an unfair competitive advantage. Disclosure of a potential conflict of interest will not necessarily disqualify a Proposer. The required information for Organizational Conflicts of Interest shall be submitted as **Appendix F**. Information provided in response to this section will not count towards the overall page limitation defined in **Section 5.2 (Format)**. The required Disclosure of Potential Conflict of Interest Certification may be downloaded from the SCDOT Design Build website under the SCDOT Design Build Documents and Standard Forms Section at [http://www.scdot.org/doing/constructionLetting\\_DesignBuild.aspx](http://www.scdot.org/doing/constructionLetting_DesignBuild.aspx).

7.7. Proposer agrees that, if an organizational conflict of interest is discovered after the RFQ proposal is submitted, Proposer must make an immediate and full disclosure to SCDOT that includes a description of the action that the Proposer has taken or proposes to take to avoid or mitigate such conflict. If after award of the contract an organizational conflict of interest is determined to exist, SCDOT may, at its discretion, cancel the design-build contract for the Project. If the Proposer was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to SCDOT, then SCDOT may terminate the contract for default.

## 8. MISCELLANEOUS

### 8.1. Changes to Organizational Structure

8.1.1. After initial submittal, the organizational structure identified pursuant to **Section 3.3 (Team Structure, Capacity, and Approach)**, cannot be changed without SCDOT authorization. Changes to a team submitted in response to this RFQ may result in a re-evaluation of the team's qualifications. SCDOT reserves the right to reject the Proposer from further consideration during the two-step selection process of the new team member is not approved.

8.1.2. To qualify for SCDOT's authorization, the Proposer must submit a written request explaining the reason for the change and must document that the proposed removal, replacement, or addition is equal to or better than that submitted with the RFQ. SCDOT will use the criteria specified in the RFQ and the qualification submitted by the Proposer to evaluate all requests.

8.1.3. All persons identified in the organizational structure in the RFQ shall remain on the PROPOSER's team for the duration of the procurement process and if the PROPOSER is awarded a contract, the duration of the contract. Unauthorized changes to the PROPOSER's team at any time during the procurement process may result in elimination of the PROPOSER's team from further consideration. If PROPOSER is awarded a contract, unauthorized changes to any individuals identified in the organizational structure in the RFQ may be considered a breach of contract and result in termination.