

REQUEST FOR PROPOSALS

JANUARY 12, 2016

**CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS
COLUMBIA AREA TRANSPORTATION STUDY METROPOLITAN PLANNING
ORGANIZATION**

**SITE SELECTION STUDY
REGIONAL INTERMODAL TRANSPORTATION CENTER**

The Central Midlands Council of Governments (CMCOG) which also serves as the Columbia Area Transportation Study (COATS) Metropolitan Planning Organization (MPO) is hereby issuing this Request for Proposals (RFP) to firms that have the capability and interest in undertaking and performing the scope of work described below. Each firm is officially a CONSULTANT. Each CONSULTANT must submit a package containing an original and eight (8) copies of its proposal to CMCOG no later than **2:00 p.m. on February 16, 2016** to Reginald Simmons, Deputy Executive Director/Transportation Director, CMCOG, 236 Stoneridge Drive, Columbia, SC 29210. Proposals may be submitted in person, by messenger, or by regular mail. All proposals will be logged in and date and time stamped. Any proposal package that is received after the date and time specified will be logged and date and time stamped as “late” and returned unopened to the CONSULTANT.

Proposals shall include the following information:

1. Proposals must not be more than the equivalent of 25 single sided 8 ½ by 11-inch pages in length (not counting the front and back covers of the proposal, section dividers that contain no information or the cover letter). The font size should be no smaller than 12 pt.
2. Letter of Interest: The Letter of Interest should be no longer than one (1) page and shall contain the following items:
 - a. An expression of the Prime Consultant’s interest in being selected for the project.
 - b. A statement confirming the commitment of key personnel identified in the submittal to the extent necessary to meet CMCOG’s quality and schedule expectations.
 - c. Provide the name of the Prime Consultant Principal, Officer of the Firm or Project Manager responsible for this contract and has authority to sign the contract for consultant.
 - d. A summary of key points regarding the Prime Consultant’s qualifications.
 - e. Signing the letter of interest constitutes authorization of consultant to submit qualification for the purpose of negotiating and entering a contract with CMCOG.
 - f. Certification of authorized submitter that information contained within is correct by including: “I certify that the information included within this document, is to the best of my knowledge, correct as of the date indicated”.
3. Project Organization Chart: - Limited to one (1) side of one sheet of paper. This chart must include the names of the key individuals selected for this project, their roles on the project, the names of the consultant by which they are employed, and the lines of communication, to include functional structure, levels of management and reporting relationships for key individuals, and major functions to be performed in managing and developing the project. It shall also indicate the people who will be points of contact with the CMCOG Project Manager.
4. Provide a list of references who have personal knowledge of the prime consultant’s and the sub-

- consultant's previous performance. Provide three (3) client references each for both the prime and the sub-consultant(s). The references must include verified addresses, email addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by CMCOG for this project. References shall be shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the prime and one sheet for each sub proposed).
5. Provide a proposed list of required tasks and milestones to address the provided scope of work.
 6. Provide a proposed project schedule that includes the key task activities, duration, milestones and deliverables that will complete the scope of work in the shortest time frame that is responsive to the required review.
 7. A direct response to each of the selection criteria identified below.
 8. Standard Form 330 (SF 330) as required by the Federal Acquisitions Regulations. All parts of the SF 330 must be completed in its entirety for the prime consultant, any sub-consultants and any sub-contractors. Also, indicate if the prime consultant has previously worked with the proposed sub-consultant and give a brief example of the previous relationship(s). The Form 330s will not count against the maximum page limit and can be included in the appendices.

CONSULTANT SELECTION PROCESS

The CONSULTANT will be evaluated based on a two-step selection process. The first step will involve an evaluation of the CONSULTANT's technical proposal using the selection criteria below. Second, the highest scoring technical proposals, up to three, may be invited to oral interviews. CMCOG reserves the right to interview additional firms. The selection of the CONSULTANT will be determined by the highest total technical and interview score from these two steps.

All proposals received shall be subject to an evaluation by the CMCOG, assisted by other technical personnel as deemed appropriate for the purpose of selecting the CONSULTANT with whom a contract will be executed. CMCOG reserves the right to reject any and all proposals in whole or in part if in the judgment of CMCOG, the best interest of all parties will be served.

The selection of the successful CONSULTANT will be made solely by CMCOG. There will be no pre-proposal conference conducted by CMCOG. However, the CONSULTANT may ask questions to discuss the contents of this RFP and the expectation of CMCOG related to this regional transportation planning project. All questions or request for clarifications regarding this RFP shall be submitted no later than 12:00 p.m. Thursday, January 28, 2016 to Reginald Simmons, Deputy Executive Director/Transportation Director, CMCOG, 236 Stoneridge Drive, Columbia, SC 29210. Questions may be submitted in writing or by email to rsimmons@centralmidlands.org. No telephone inquiries shall be accepted. All questions submitted and their answers will be promptly placed on the CMCOG website at www.centralmidlands.org.

If in the judgment of the CMCOG, changes in the contents of the RFP are required, an addendum will be issued by CMCOG. Any addendum that may be issued will be posted on the CMCOG website at www.centralmidlands.org by 5 p.m. on Tuesday, February 2, 2016. The CONSULTANT will be required to provide a written letter to acknowledge their receipt of the addendum and inclusion as part their submission. This additional letter shall be one (1) page and will not subject to the page limit requirement.

Due to potential conflict of interest, no CONSULTANT or a person representing a CONSULTANT may arrange or meet with the individual members of CMCOG to discuss any items or matters related to this RFP during the period of time between the date of the release of this RFP and the date CMCOG makes the decision selecting the successful CONSULTANT.

CMCOG shall rank each proposal against the stated criteria. CMCOG reserves the right to contact a firm to obtain written clarification of information submitted and to contact references to obtain information regarding performance reliability and integrity.

The criteria and the percentage of their importance in making the selection are:

STEP ONE

Method of approach: 20 Percent

This refers to the technical soundness of the CONSULTANT's stated approach to the project, the comprehensiveness of the proposed approach, and the techniques to be used.

Understanding the Purpose: 15 Percent

A determination will be made of the CONSULTANT's understanding of the project purpose and goals as presented in the RFP. Evaluation will be based on the data presented in the CONSULTANT's proposal, and the approach and allocation of time on specific tasks. CONSULTANTS should feel free to suggest other requirements and problems that may have been overlooked.

Capability and qualifications: 15 Percent

The ability of a prospective CONSULTANT will be evaluated under the terms of the RFP, relative to having a staff with the qualifications needed to successfully complete the project. Qualifications of professional personnel assigned to the project, as specified in the proposal including Sub-CONSULTANTS, will be measured by both education and experience, and with particular reference to experience on similar projects. The CONSULTANT's professional and project staff that work on the project must be the same staff that is identified in the proposal.

Cooperative work experience: 10 Percent

This covers the prospective CONSULTANT's experience working as a cooperative team with other CONSULTANTS and public agencies. Qualifications of professionals assigned will be measured by past experience on past projects within a cooperative team environment. The CONSULTANT will provide specific examples of cooperative work experiences with contact references for the selection committee.

Originality or innovativeness: 10 Percent

This RFP generally outlines the key outcomes and products expected by CMCOG. A key factor in the selection of the firm is any innovative approach to the study that goes beyond the suggested Scope of Work, either in data gathering, data analysis, public participation, etc. It must be shown how this will be accomplished within the time limits.

Schedule: 10 Percent

The prospective CONSULTANT will be evaluated on their ability to follow a schedule that will successfully complete the project within the required time frame. The prospective CONSULTANT is encouraged to provide a more aggressive schedule for completion.

STEP TWO (CMCOG reserves the right not to include this activity)**ORAL PRESENTATIONS**

CONSULTANTS who submit a proposal may be requested to make an oral presentation of their proposal. The highest scoring technical proposals, up to three, may be invited to oral interviews. This presentation, if held, will provide an opportunity for the CONSULTANT to clarify their proposal. Notice for oral presentations, if held, will be provided by CMCOG.

Interview: 20 Percent

The prospective CONSULTANT will be evaluated on their ability to clarify their proposal to accomplish the key outcomes of this study.

STEP ONE: 80 Percent

STEP TWO: 20 Percent

TOTAL: 100 Percent

At the end of the selection process, CMCOG will list the three (3) top ranked firms. Based on the evaluations of the submitted proposals, CMCOG will select the top ranked firm and negotiations will begin immediately to finalize the scope of work, personnel, hours, hourly rates, use of sub-CONSULTANTS, and other direct costs that will be required to complete the agreement between CMCOG and the selected firm. If an agreement cannot be reached with the top ranked firm, CMCOG will formally terminate negotiations with the top ranked firm and will begin negotiations with the second ranked firm and the negotiation phase will be repeated. If an agreement cannot be reached with the second ranked firm, CMCOG will formally terminate negotiations with the second ranked firm and will begin negotiations with the third ranked firm and the negotiation phase will be repeated. If an agreement third ranked firm, CMCOG will reconsider the project for re-solicitation. CMCOG reserves the right to reject any and all proposals received, and in all cases CMCOG will be the sole judge as to whether a CONSULTANT's proposal has or has not satisfactorily met the requirements of this RFP.

DISADVANTAGED BUSINESS ENTERPRISE

It is the policy of the CMCOG to ensure nondiscrimination in the award and administration of federally-assisted contracts and to use Disadvantaged Business Enterprises (DBEs) in all types of contracting and procurement activities according to State and Federal laws. To that end the CMCOG has established a DBE program in accordance with regulations of the United States Department of Transportation found in 49 CFR Part 26. Each CONSULTANT is encouraged use certified DBEs to meet the tasks and milestones of this request.

To ensure compliance with the CMCOG DBE Program, please note that CMCOG will request a minimum participation goal of 16% for South Carolina Unified Certification Program (UCP) certified DBEs for this project. A listing of South Carolina Unified Certification Program (UCP) certified DBEs can be found on SCDOT's website at http://www.scdot.org/doing/businessDevelop_SCUnified.aspx. Please note that the following statement should be included in the proposal to denote the level of proposed DBE participation.

“We the (CONSULTANT) ensure to the fullest extent possible that at least _____% of all procurement made with funds provided under this project/plan/request will be made from organizations owned and controlled by socially and economically disadvantage individuals, women, and historically black colleges and universities.”

SYSTEM FOR AWARD MANAGEMENT

System for Award Management (SAM) is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and the electronic payment processes.

Please be advised that you must be registered with the System for Award Management (SAM) in order to be considered as a candidate for this project. As well, your agency must not be disbarred from doing business with the Federal Government to be considered as a candidate for this project. Failure to register with SAM and/or being disbarred from doing business with the federal government will be considered as disqualifying factors in this procurement process. Potential proposers can register with the SAM at the following address: <https://www.sam.gov/portal/SAM/##11>

NOTICE OF AWARD

Notice of “Intent to Award Contracts” will be posted on the CMCOG web site. In addition, a notice will be mailed to CONSULTANTS, informing them of the success, or lack thereof, of their proposal to receive an award.

APPEAL POLICY

CONSULTANTS dissatisfied with the decisions regarding contract award can appeal to CMCOG. The protest must be filed in writing by the authorized signatory official for the CONSULTANT addressed to Ben Mauldin, CMCOG Executive Director, within ten working days of the announcement of the contract awards. Announcement of our “Intent to Award Contracts” will be posted on the CMCOG web site. The ten working days to file appeals will begin on the date the “Intent to Award Contracts” is posted on the web site. All CONSULTANTS are encouraged to review CMCOG’S website (www.centralmidlands.org) daily during the RFP evaluation period. CMCOG will not consider appeals from individuals or organizations that do not have standing to appeal nor from sub-CONSULTANTS of parties with which contracts have been placed. The signature of a party on an appeal document constitutes a certification by the signer that the signer has read the document and to the best of their knowledge, information, and belief and, after reasonable inquiry, it is well grounded in fact. It must be warranted by existing law or by a good faith argument, and that it is not submitted for any improper purpose such as to harass, limit competition, or cause unnecessary delay or needless increase in the cost of the procurement or the appeal. The cost of the appeal will be borne solely by the appealing organization or individual. CMCOG will issue a written decision in accordance with its contract appeals procedures. Frivolous appeals will not be addressed by CMCOG. The decision of CMCOG is final. There will be no formal debriefing on CMCOG decisions on the appeal.

INSURANCE

The CONSULTANT shall effect and maintain insurance at its own cost and expense to protect itself and the CMCOG from claims under Workers' Compensation Acts; from claims for damages because of bodily injury including sickness, disease, or death of any of its employees or other parties; from claims for

damages because of injury to or destruction of tangible property; and from claims arising out of the performance of professional services caused by errors, omissions, or negligent acts for which it is legally liable, each in the amount of \$1,000,000 or statutory amount as applicable.

FUNDING

Funding for this project will be provided through Federal, State, and local transportation/transit funding sources with the required match provided by CMCOG. Costs incurred prior to notice-to-proceed will be the responsibility of the CONSULTANT and will not be reimbursed. All travel expenses prior to notice to proceed shall be at the CONSULTANT's expense. This project will be negotiated on a lump sum contract.

PROPOSED TIMEFRAME

The proposed timeframe for this study is as follows:

Deadline to Receive Questions:	January 28, 2016 at 12 p.m.
Request for Proposals Due:	February 16, 2016 at 2 p.m.
Interviews:	March, 2016
Award of Contract:	March, 2016
Completion of Contract:	December, 2016

REGIONAL INTERMODAL TRANSPORTATION CENTER

Scope of Work

Introduction

The technical approach below is designed to build a thorough understanding of the existing and potential future services, including their facilities, operations and markets, and to bring together transportation and land use specialists who can identify, screen, evaluate and develop the opportunities that will maximize the efficiency, effectiveness and value of a Regional Intermodal Transportation Center (RITC) in or around downtown Columbia. The Master Plan will not only be designed to enhance the traveler experience and the operator efficiency but to use the RITC as an opportunity for supporting development that would be attracted to the location because of its transportation advantages and be supportive of the transit services. Transit oriented design and joint development will be key components of the Master Plan concepts. The work will be closely coordinated with the COG Project Manager and staff, the Steering Committee and the public and key stakeholders.

Task 1: Project Initiation

It is critically important that the consultant team be well-versed in past efforts and fully understands the objectives of the study sponsors at the outset. To this end, the consultant will begin the study by reviewing prior studies and meeting with the staff about project goals and the work plan to achieve them.

1.1 Kick-Off Meeting / Development of Goals and Objectives

The project would begin with a kick-off meeting to review the work plan and schedule, the approach to public outreach, and the goals and objectives of the study. A Steering Committee meeting will be held in the first month of the study in order to obtain Committee input early in the study process.

1.2 Review of Prior Studies/Plans/Data and Concurrent Efforts

At the outset of the study, it will be important to obtain and review all relevant information on prior studies and ongoing studies and efforts that relate to transportation facilities and land use development at the identified candidate sites (this will be coordinated with the work in Task 1A). This information would include, but not be limited to the following:

- CMRTA 2020 Vision Plan
- 2040 COATS Long Range Transportation Plan
- Regional Transit Development Plan
- CMCOG Human Services Coordination Plan
- City of Columbia Comprehensive Land Use Plan
- Richland County Comprehensive Land Use Plan
- Richland County Long Range Transportation Plan
- Lexington County Comprehensive Land Use Plan
- 2040 Multimodal Statewide Plan
- Walk Bike Columbia
- Amtrak Charlotte – Columbia Study
- CMCOG Congestion Management Plan

Deliverables: Technical Memorandum – Summary of Goals and Objectives; Technical Memorandum – Summary of Review of Prior and Ongoing Studies

Task 1A: Identification and Screening Evaluation of Candidate Sites for the RITC

In this task, the consultant will identify and conduct a screening evaluation for candidate sites contrasting them against each other.

The first step of the task will be to identify and agree upon a set of primarily qualitative criteria to rate the candidate sites. Such criteria are likely to include the ability to serve key connections, the capacity to meet the likely demand, the capital cost of the improvements needed, the environmental sensitivity of the sites, the impact of and on other site uses and adjacent uses, public support, economic impact, traffic impacts, and potential for TOD. Since this screening evaluation will be done early in the study, it will be qualitative in nature. It may require however some preliminary work on tasks described later in this scope of work. In particular it is likely that a good part of the work described in Task 8 will need to occur at the time Task 1A is conducted to enable even qualitative assessments to be made.

The second step which may be concurrent with the second will be to identify and assemble available information that can be used in the screening evaluation. The reason to perform this step concurrently with the second step is to anticipate what information will be readily available to be used in the assessment and to make sure the criteria selected are consistent with that level of information that's available. It is anticipated that inspection reports on existing facilities at each site will be made available to the consultant team.

The third step will be to conduct additional field reconnaissance/site inspections to aid in the screening evaluation and address information gaps. The goal will be to conduct these activities in a timely way and at an appropriate level of detail for the screening evaluation.

The fourth and final step will be to prepare a summary of the screening evaluation in a technical memorandum and meet with CMOG to discuss the findings. The technical memorandum will be submitted for review and revisions made as needed. At the conclusion of this task, the COG staff will direct the remainder of the scope of work to focus on a single selected site. The screening of candidates in this task will be conducted in a manner sufficient to document the selection of the site for the remainder of the scope and for a subsequent NEPA/CEPA phase of study. This would include highlighting the advantages of the selected site and the feasibility of developing an effective hub there.

Deliverable: A technical memorandum on the identification and screening of candidate sites for the RITC.

Task 2: Survey of Existing Physical Conditions

The development of improvement options in the later tasks needs to be founded in a sound understanding of the current conditions of each component of the RITC and its context within the urban fabric. In this task, the team will conduct a survey of all relevant existing physical conditions to establish a firm foundation for understanding the current needs, with a focus on the physical connections between modes and to other uses. This would include the opportunities for and impediments to transfers between modes. Drawing upon the documents contained from archives, resource libraries, plans and documents from past projects the consultant will assemble a workbook and photographic log inventory (digital file) of existing conditions for the various transportation facilities and relevant utility infrastructure.

The work in this task will address the existing physical conditions at the proposed site as well as a limited

review of conditions at peer sites to identify the kinds of problems that will need to be avoided at the new site.

Key components of this inventory will be roadway, pedestrian areas, servicing infrastructure, existing land use, property ownership and values, etc. Rail station components including platforms, crossings, ticketing area, bus loading and taxi areas will be evaluated. Both public and private parking facilities will be examined for condition and serviceability. Special attention will be paid to ADA compliance and code compliance.

The project team will conduct a GIS data and map review of resources in the project study area and will prepare a brief summary memo outlining the environmental issues that will need to be addressed. GIS data will be collected from the South Carolina Department of Health and Environmental Control, the Central Midlands Council of Governments, SCDOT, City of Columbia, Richland County, and Lexington County. The initial data will be field checked and presented on a GIS aerial photo base.

The elements to be reviewed may include:

- Wetlands/Surface Water Resources/ Floodplains
- Groundwater Resources
- Public Water Supply Reservoirs (if any)
- Coastal Resources
- Fish & Wildlife/Endangered Species/Species of Special Concern
- Farmland Soils (if any)
- Cultural Resources
- Zoning/Land Use/Demographics
- Environmental Justice and Title VI
- Noise Sensitive Areas
- Section 4(f) and Section 6(f) Lands
- Environmental Risk Sites
- Air Quality
- Aesthetics/Visual Setting
- Other Unique Features
- Brownfields
- Proposed Aesthetics
- Utilities, Public Facilities and Services
- Security and Safety
- Potential Areas for Acquisition/Displacement
- Land Use
- Vacant/Underutilized Parcels
- Ownership
- Land/Improvement Value

The consultant will describe in both graphic and narrative formats, the existing conditions, planned and proposed improvements, inventory the deficiencies, and flag the opportunities for improvements. The improvements will not focus solely on physical solutions for traffic and pedestrian linkages, but also upon sightlines, wayfinding and the establishment of active pedestrian-friendly sidewalks and public spaces, development opportunities, etc.

Deliverable: Technical Memorandum - Existing Conditions Summary & Findings

Task 3: Analysis of Current Services, Operational Conditions and Needs

The intermodal center is designed to facilitate transfers among a wide variety of modes. In this task, the study team will examine the current operations of each mode and the operational interfaces between them. This task will identify current operational conditions and needs that will have to be addressed at the new site and will include a review of any current transportation operations occurring at the new site that need to be taken into account.

3.1 Individual Modes

For each individual mode, the consultant will identify the current levels of activity and operational problems. The sources for the analysis will include counts, surveys, interview discussions and direct field observation. The extent of counts and surveys by the consultant team will be determined in final negotiation with CMCOG and will consider budget constraints. Any surveys undertaken would be brief but would include questions on origin and destination of respondents, transfers, and attitudes of the riders. At a minimum, we would seek to obtain 100 responses per survey effort.

3.1.1 Rail

This subtask involves examining the schedule and utilization of rail services, including, Amtrak, CSX, and Norfolk Southern. Schedules, ridership, and freight movement will be requested by the consultant. Amtrak is likely to be the focus of review of current rail users. The consultant will contact Amtrak for information on its users, but this may not be made available. If so, counts will be performed for a sample of days. If surveys of passengers have not been conducted by other agencies or are not available, the consultant will conduct surveys of passengers at the station. Assuming permission to conduct a survey can be obtained, the consultant would sample riders on two days, likely one typical weekday and one Saturday. The method would likely involve a short personal interview of waiting passengers. The number of surveys may be constrained by the number of daily riders. The extent of counts and surveys by the consultant team will be determined in final negotiation with CMCOG and will consider budget constraints. The rail surveys would be coordinated with the bus surveys to maximize efficiency. Questions would address origin and destination, home location, trip purpose, type of ticket, information sources, access/egress modes, attitudes towards an intermodal facility and its amenities, most needed improvements, and the influence of connections and facilities on mode choice.

3.1.2 Intercity Bus

This subtask involves examining the schedule and utilization of intercity bus services. The consultant will contact the regional manager of Greyhound and discuss available information and obtain Greyhound input on needs. It may also be possible to survey some bus passengers with the cooperation of Greyhound. Assuming permission to conduct a survey can be obtained, the consultant would sample riders on two days – likely one typical weekday and one Saturday. The method would likely involve a short personal interview of waiting passengers. Any surveys by the consultant team will be determined in final negotiation with CMCOG and will consider budget constraints. The intercity bus surveys would be coordinated with the rail and local bus surveys to maximize efficiency.

3.1.3 Local Bus and Shuttles

This subtask involves examining the schedule and utilization of local bus services. The consultant will meet with CMRTA and obtain relevant information and input on CMRTA needs. The consultant may want to survey some bus passengers at the bus stop. If CMRTA, agrees the consultant will distribute surveys to or interview passengers waiting at the bus stop on Sumter Street over two days, most likely one weekday and one Saturday.. The surveys of local bus passengers will be coordinated with the intercity bus and rail passenger surveys to maximize efficiency. The extent of counts and surveys by the consultant team will be determined in final negotiation with CMCOG and will consider budget constraints.

3.1.4 Automotive Traffic

This subtask will examine the traffic operating conditions during peak seasons and identify any congestion and safety issues. The consultant will obtain existing traffic and turning counts. Also to be addressed will be existing traffic operational systems and how they may need to be improved. Input from interviews with various sources such as rail operators and garage operators, as well as local traffic enforcement officers, will be included in this task. Traffic information will be needed for the selected site.

3.1.5 Parking

This subtask will examine the operations of the City of Columbia parking garages and nearby surface, structure and on-street parking, including surface lots within one quarter mile of proposed site. The consultant will examine operations at the garages, parking lots and other relevant sites via field visits, evaluating entries, exits, payment, queuing, interference with traffic due to back-ups, etc. Interviews will be conducted with the manager of the garages. Accumulation, turnover and duration data will be collected for a typical Saturday during a peak weekend. Revenue data for the public facilities will be gathered from the City for a one year period documenting the anticipated revenue for the year. The consultant will conduct a survey of parked vehicles at least at the two parking garages placing mailback surveys on windshields of parked cars. These surveys will be done under peak conditions on one weekday and one weekend day. The extent of counts and surveys by the consultant team will be determined in final negotiation with CMCOG and will consider budget constraints.

3.2. Interconnectivity

The most critical part of Task 3 is examining interconnectivity between modes, since this is the function of the RITC. Based on the above data collection methods, and additional analysis, the consultant will evaluate the following:

3.2.1 Performance of Connections - Circulation/Pedestrian Access

In this subtask, the consultant will examine which connections appear to be most important, how these connections are made and which ones perform in a sub-optimal way. The surveys the consultant conducts or obtains should identify how many are connecting to other modes. For example, one critically important connection might be the garage to rail station connection for a leisure traveler using Amtrak. This traveler may need confidence in obtaining a parking space at the garage that is safe for their car, a well-lit and convenient path through the garage across to the rail station that is easy to maneuver with luggage. They then need to access schedule information, purchase their ticket, use restrooms and maneuver to the appropriate platform. It is precisely these types of movements between modes that will need to be evaluated. Some connections may not be important. For example, few Greyhound travelers may need to

get access to the rail platform unless there are some trips that require transfers between rail and intercity bus.

3.2.2 Information/Wayfinding

One of the most critical aspects of making a transfer seamless is providing good information and wayfinding. Of course, it is best if the design and layout is so natural that the passengers instinctively know where to go. One of the key steps of the assessment will be to assess how easy it is for passengers to negotiate the transfer between modes. Information should be provided for pre-trip planning and en-route as well. This information should inform the traveler of the location, schedule and real-time status of the services, as well as an understanding of the amenities and services that are offered in each part of the intermodal center. Information for the user should be located at several locations and cover all modes so that passengers do not need to shuttle back and forth between locations to compare modes or to clarify how to transfer between modes.

3.2.3 Ticketing/Marketing

To evaluate if the RITC offers truly seamless connections means evaluating how the services are marketed at the station and elsewhere and how purchase is coordinated and integrated. For example, when travelers book a trip by Amtrak or Greyhound, are they provided with information on the availability of connecting services including fares and schedules? Are they able to purchase tickets for this part of the trip?

3.2.4 Commercial Services

We will review the current commercial services provided at or near the RITC to serve the users. These amenities are a key aspect of the traveler experience at the current center. Opportunities for car rental services will be considered.

3.2.5 Development Related Opportunities

An initial review of the selected site for development related opportunities would be conducted early in the study. New developments can contribute to the interconnectivity of disparate sites in a number of ways. We will explore the opportunities for creating active ground floor uses along important pedestrian paths, opportunities for pedestrian bridges, opportunities to consolidate and/or restrict curb cuts on heavily used sidewalks as well as joint development air rights and transit oriented development (TOD) opportunities.

3.3 Key Advantages of the Current Intermodal Connections

In this subtask the consultant will summarize the key advantages of the current interface of modes in the area and identify the opportunities for improvements that would capitalize on these advantages. Such improvements would include those that address existing deficiencies for operation of individual modes and for intermodal connections, as well as those that enhance current connections and synergies and facilitate on site development activities and area wide TOD opportunities. It will be especially important to identify opportunities for low-cost, easy-to-implement improvements. The consultant will identify the importance of preserving specific connections at the new site.

Deliverable: Technical Memorandum – Analysis of Current Operations and Needs and Identification of Opportunities for Improvements

Task 4: Projected Future Service Levels and Impacts on Operations

The Master Plan must consider the needs in the future. In this task, the study team will examine the likelihood of significant changes in the future supply and demand, that is, the quantity of service and ridership on each existing mode as well as the possibility of new modes (such as the tourist-oriented shuttles) operating at the RITC. This will also include an evaluation of transit service levels to support and facilitate TOD as well as transit service demands that may be supported by TOD. Seasonal impacts on transit and parking requirements will also be examined.

The time frame for this projection should be consistent with the nature of the improvements begin discussed. It may be useful to examine a shorter and longer horizon such as 10 and 20 years. The levels of service and demand for transportation at the RITC will be directly related to the residential population, the employment level, the leisure and tourist industries and opportunities for TOD. It is envisioned that this task will involve synthesis of existing projections from transportation operators, city, state and regional agencies, tourist and convention bureaus and other sources, rather than new primary research. This work will also involve discussions with key representatives of the above organizations and significant guidance from COG staff. This information will then be used to determine how operations of the modes and the interfaces could be affected by the changes.

4.1 Service Levels on Rail, Local Bus, Intercity Bus, Taxi and Proposed New Shuttle Transportation

This subtask addresses the quantity of service and the demand on each mode and the impacts on transfers between modes. The consultant will discuss with the relevant agencies and private entities the most likely scenarios for increases (or decreases) in the quantity of service operated, and expected changes in the access and egress modes considering the specific submarkets. The consultant will extrapolate considering any projections of increased development that could impact these estimates as well as potential TOD opportunities. The consultant will consider the addition of the proposed tourist shuttle system. For taxis, we will identify the number of taxi companies and fleet size if available as well as the available of taxi stands and kiosks. We will identify likely changes to the number of transfers between each pair of modes.

4.2 Impacts on Facilities and Operations

In this subtask, the consultant will examine the impacts of the above changes in service levels and demand on facility requirements and operations. This will include terminal facilities, parking requirements, traffic circulation and other impacts such as organizational and financial impacts.

The need for improved facilities will be determined based on the expected increased volumes of vehicles, transferring travelers, originating passengers and pedestrians. This will include the need for amenities to serve increasing numbers of travelers and expansion of the terminals to accommodate more vehicles. The increasing demand could require expanded hours and staffing at the facilities.

Parking needs will vary by time of day, day of week and season. The future parking demand will be projected based on expected changes in each of these markets. The consultant will also consider development related parking needs and opportunities for shared parking.

The consultant will evaluate whether the increased volumes on each mode will create or exacerbate existing operational problems. It will be important to examine this in light of other changes to the roadways and background traffic volumes, particularly during peak conditions (peak seasons and days).

Deliverable: Technical Memorandum - Future Service Levels and Operational Impacts

Task 5: Analysis of Development Potential for Site and Area

In this task, the consultant will examine market development potential at and in the general area around the RITC (within approximately one-quarter mile). Note that preliminary qualitative evaluation of the best candidate sites will be inputted into Task 1A but that work in Task 5 will focus on the selected site after the selection is made at the end of Task 1A. The consultant will prepare a market analysis to determine the development potential for land uses and services that would complement the RITC including the opportunity to promote smart growth / transit oriented development in proximity to the transportation center. The analyses will be prepared using an industry standard research process, providing quantitative and qualitative information and data analysis to analyze the market demand and development potential for the site and station area. Our methodology would include the following tasks:

5.1 Review/Update of Market Area History, Data, Plans and Information

The consultant will review previous planning and development planning documents, including recent, under construction and planned/future development, development proposals, plans and other information.

5.2 Business/Real Estate Stakeholder Interviews

The consultant will meet with key stakeholders in the study area representative of the business and real estate communities to understand and evaluate current market conditions, trends, opportunities, and market issues impacting the broader study area. This may include input from the first public meeting (in Task 9) which may target such interest groups. The consultant will utilize stakeholder input to identify the study area's strengths, barriers and opportunities including locational, physical, financial, market, regulatory, political, etc. for economic (re)development and transit oriented development. Strategies to overcome identified study area constraints will be outlined.

5.3 Demographic and Economic Overview

A demographic and economic profile of the (to-be-identified) market trade areas will be prepared that will identify current population and household trends, age distribution, race/ethnicity, labor force characteristics, employment and income trends, lifestyle characteristics, community tapestry segments, and retail expenditures by store type. The profile will include identification of potential niche market demand segments.

An economic overview of the study area will be prepared that identifies at-place employment trends and distribution by industry, forecasts employment growth by industry and economic sector, identifies trends and characteristics of population distribution, retail sales, and tourism and visitation patterns. The economic overview will also include evaluation of trends occurring in the regional economy that influence economic conditions in the study area and the potential for smart growth / transit oriented development in the vicinity of the selected site. The demographic and economic profile will help the consultant understand existing and future growth patterns and identify development opportunities/potential in the study area.

5.4 Development Opportunities Analysis

Based on the field work and input obtained from stakeholder interviews, the consultant will identify strategic sites within the study area for smart growth (re)development and identify the amount and types (e.g. housing, office, retail, recreational, institutional) of uses appropriate based on market viability, location and other critical factors to determine the station area's (re)development potential. This evaluation

will be based on a number of factors, including but not limited to: relative attractiveness indices, existing site characteristics, development and/or redevelopment potential, existing land use policies, degree of prior investment / (re)development within station area, local government involvement/interaction, available land, public and private sector investment/support, joint development potential, public policy initiatives, level and type of transit services and accessibility.

5.5 Market Analysis

The consultant will evaluate market potential for retail, office, residential, and mixed-use development within the study area, identify relevant market segments, analyze development potential by within the study area based on growth trends and forecasts, and provide order of magnitude estimates for potential new uses by market segment (number and types of dwelling units, square footage and types of retail and office development). The consultant will consider potential promotional tie-ins between businesses and services at the RITC.

The order of magnitude estimates will be informed by analysis of existing and future market conditions within the study area for residential and commercial uses, including existing and future supply and demand, future demand drivers in the market trade area and region, space use mix, occupancy, vacancy rates, lease rates, sales volumes, sources of market demand (including tourism), proximity to users, market capture rates, etc. Market opportunities for support services within the Intermodal Center facility as well as area wide TOD opportunities will be examined.

Projections for absorption of market demand growth by retail type, market segment and market capture for projected new demand as well as an analysis of factors which may impact demand such as transportation issues, competitive market position in the region, absence or presence of major national developers, availability of development incentives, etc. will be performed. Recommendations for any changes that will enhance market appeal and viability for identified (re)development opportunities will be outlined. As part of the market analysis, the consultant will evaluate the economic viability of existing retail and service businesses in the area, and provide strategies to enhance their competitive market position, including marketing of the area to potential new residents and businesses and development related costs with regard to rehabilitation, new construction, air rights construction and shared parking. Potential impacts of TOD on existing area development and land use activities will also be examined.

5.6 Transit Oriented Design/Smart Growth Opportunities

Underlying the approach to TOD/Smart Growth Opportunities is a philosophy that TOD projects should not only enhance transit ridership and reduce auto dependency, but should also support economic development initiatives, contribute to the tax base, spur development in underdeveloped districts and contribute to the potential for active street life and a beautiful pedestrian environment. The approach to TOD will be market-based stemming from the results of Task 5.5. In addition, the consultant will look for innovative ways to utilize “difficult to develop” parcels.

Deliverable: Technical Memorandum - Markets and Opportunities

Task 6: Identification and Evaluation of Potential Intermodal Center Improvements

This task is the crux of the project, when the information from prior tasks is synthesized into a cohesive set of candidate recommendations which will form the basis for the master plan. This task will involve all of the key disciplines and therefore all key team members. This task includes identifying and screening

candidate options and involves a creative process, as described below.

6.1 Identification of Potential Improvements

6.1.1 Charrette on Facility Improvements

The consultant suggest the use of a charrette to generate candidate solutions to the issues and opportunities identified in the prior tasks. Charrettes are often used to solve difficult design problems. This charrette would include consulting team members with some periods of participation by the study sponsors and representatives from relevant agencies and key downtown stakeholders. The charrette would be a one day session whose product would be initial concepts and summary notes. The charrette would focus on two primary topics as described below:

6.1.2 Facility Improvements

In this subtask, the specific improvements needed in order to develop an effective, seamless intermodal center will be identified and fully described. These improvements would address transportation issues but would also be developed to permit and encourage the maximum development opportunities at the sites and in the adjacent areas. The consultant would consider the possibilities for on-site joint development and TOD in adjacent areas/parcels. The solutions may also build in the synergies of transportation improvements and associated development. Based on the future usage forecasts and the proposed intermodal facility planning, future parking needs will be forecasted. Note that cost will be a consideration and that order of magnitude capital and operating and maintenance costs for improvements will be addressed in Task 7 for options that pass through the qualitative screening process in Task 6.

6.2 Other Improvements

6.2.1 Scheduling

Seamless transportation means coordinated and integrated in all respects including temporal respects. While we can strive to create a pleasant environment in which travelers can wait for their next travel mode, any trip that requires long waits is not a seamless transfer. Very long waits also lead to low ridership potential and reliance on the automobile alternatives that most travelers have and all the associated impacts of automobile travel. Scheduling issues that need to be examined include span of service and frequency of service at different times of the day and week. Particular attention needs to be focused on the connections between modes with the highest potential for transfers.

6.2.2 Joint Marketing/Ticket Purchase

Seamless transportation should extend to the purchase of fares/tickets, and the point of purchase is tied closely with marketing intermodal connections. Opportunities for additional packaging of marketing and ticket purchase will be explored. Surveys of travelers in Task 2 would have explored the demand for integrated travel.

6.2.3 Communications Between Services

Seamless transportation is provided by communicating between the carriers providing for different segments of the trip. This type of inter-carrier coordination is likely to be an important component of seamless transportation options offered through an enhanced intermodal center. New technologies make

inter-carrier communication easier and have led many public transportation agencies to improve the communication of real-time information and trip planning information to the user.

6.2.4 Wayfinding/Signage

The consultant's approach to signage and wayfinding is two-fold: (1) signs should be used to orient people only when absolutely necessary. Architecture, architectural symbols, streetscape, and clear unobstructed sightlines between destination points should be the backbone of a wayfinding system; (2) the wayfinding/signage system should be inclusive and should employ graphic symbols as well as lettering and directional arrows. Historic sites and major regional destinations should be folded into the wayfinding/signage system along with the multiple transportation modes.

6.2.5 On-Site

In examining development opportunities the consultant will look for situations in which we can blend transit services/passenger needs, structural systems, public spaces, vertical circulation systems, air rights and TOD in order to maximize and leverage potential Federal and State funding sources.

6.3 Evaluation of Options

The identified options would be subjected to a qualitative screening evaluation using a set of criteria developed in consultation with the COG and the Steering Committee, including qualitative estimates of economic impacts. A limited number of options would advance into the analysis in Tasks 7 and 8 and the Master Plan.

Deliverable: Technical Memorandum - Potential Improvements

Task 7: Economic Impact Analysis

In this task, we will address the costs and economic impacts of improvements. Note that a qualitative assessment of costs/obstacles associated with potential location of the Intermodal Transportation Center would be addressed as part of the Task 1A screening and would have already been taken into account in the site selection.

Costs – Both capital and operating and maintenance costs projections will be developed. Order-of-magnitude capital improvement costs will be forecasted to the anticipated construction year. Using cost information and industry cost trends, the construction values for proposed public components will be addressed. Special attention will be paid to costs associated with the secondary construction including environmental remediation, utility relocations and temporary improvements.

Economic Viability – The economic viability in terms of capital and operating costs, revenue services and services and uses of capital funds will be examined both from a public (transportation facility) and private (TOD) perspective.

Economic Impacts - The Project Team will conduct analyses that will estimate the impacts associated with the selected development scenarios at/around the multimodal site. Consideration will be given to economic and subsequent fiscal impacts of potential development programs and TOD opportunities during the construction period and at build-out. Impacts will be measured in direct terms (on-site development impacts) and indirect/induced impacts (spin-off impacts as a result of new investment in an area). These

will include:

- residential units
- population/households
- commercial/office space (square feet)
- jobs
- payroll
- retail sales
- retail sales tax revenues
- property values
- property tax
- any special assessment
- taxes

These impacts will be described at the State, City and opportunity site levels, and may be used to identify value capture opportunities.

Deliverables: Technical Memorandum - Costs and Economic Impacts of Improvements at the Selected Site

Task 8: Potential Environmental Impacts

A specific analysis of the environmental sensitivity of the Regional Intermodal Transportation Center sites and potential impacts of alternatives under study will be conducted using existing sources. This is not a full environmental impacts study and will rely on secondary data available in GIS format combined with some field reconnaissance. Parcels within the study boundary with proposed improvements will be scanned for the potential presence of environmental contaminants. A general analysis of potential impacts will be developed for each of the candidate sites early in the study to support Task 1A. Once the site is selected, the remaining work will concentrate on addressing environmental impacts of proposed alternative improvements at the selected site. An alternatives matrix or other illustrative graphic will be prepared for comparative purposes, and an accompanying report will be generated for further use in the study. The report will include the identification of potential permits and approvals that would be triggered by the development of each alternative. A proposed environmental strategy for each parcel will be developed based on reuse proposals and anticipated construction activity.

Deliverable: Technical Memorandum - Potential Environmental Impacts

Task 9: Public Involvement

Public and stakeholder engagement in the development of an intermodal center offers many challenges and opportunities.

The owner of a parcel may not share the same vision of those wishing to develop that parcel into a seamless transportation hub. Competing interests among transportation providers - road, rail, air and water - may cause barriers to coalescing around a strategy to develop the facility. Yet, development of the intermodal facility may offer an opportunity to provide travelers better connections in the region and increase the viability of Transit Oriented Development in a downtown with very little land to build on.

Similar issues may occur with owners of other parcels that may be considered as potential candidate sites. The public and stakeholder participation process developed by the consultant will take into account

concerns of operators and managers of the transportation system, governmental, advocacy and interest groups and the general public. The consultant will create a process to both give out information and receive information from stakeholders throughout the development of the master plan. Key elements of the outreach effort will include:

9.1 Public/Stakeholder Participation Plan

A Public and Stakeholder Participation Plan will be developed in collaboration with CMCOG at the initiation of the study. This plan will include a list of outreach activities, deliverables and a proposed schedule. The tasks below are anticipated to be part of that Plan.

Deliverable: Public and Stakeholder Outreach Plan

9.2 Steering Committee

In collaboration with CMCOG, a Steering Committee will be developed for this study. Participation will be requested from the CMRTA, local, state and federal officials, transportation providers including rail, economic development, neighborhood and interested parties. This group will serve in an advisory capacity, providing guidance on issues and strategies as well as feedback on all major findings and documents produced. The Committee will meet four to five times with the following agenda:

- Meeting 1: Discuss study goals and objectives, preliminary Purpose and Need statement, and review committee representation and Public Outreach Plan.
- Meeting 2: Review profile of existing transportation services and facilities and the screening evaluation of candidate sites;
- Meeting 3: Review development/TOD opportunities and screening of Intermodal Center candidate improvements
- Meeting 4: Review economic and environmental impacts of improvement alternatives
- Meeting 5: Final Master Plan presentation

Deliverable: List of Steering Committee Members; Summary Report of Steering Committee meetings

9.3 Property Owners

It will be particularly important to recognize the property owner needs to be included in discussion at appropriate times to the extent that a site is considered as the future RITC site. The property owner stakeholder would need to be coordinated with separately from other stakeholders, in a manner that recognizes their unique interests.

9.4 Additional Stakeholder Discussions

The consultant will meet with various public agencies and private transportation operators concerned with the viability of a thriving intermodal facility. These meetings will allow participants to have a candid discussion with the Consultant team where they can share opinions or information they would be unwilling to divulge in a more public forum.

Deliverable: A maximum of ten (10) outreach meetings held; Summary memo of the stakeholder involvement process and results

9.5 Public Meetings

A public meeting would be held during the first half of the study to obtain public comments on needs and opportunities and possibly, comment on the selection of a site (if the latter is desired, then the project schedule must accommodate a very early public meeting and sufficient time to obtain and consider public input before advancing the study). Near the conclusion of the study another public outreach meeting will be held to obtain input and feedback on possible solutions from the local general public. The Consultant team will collaborate with CMCOG to assist with selection of a meeting location and agenda. The consultant will publicize the meetings and provide handout materials. The second public meeting will take place after the draft final report has been developed.

Deliverable: Two (2) public meetings; Meeting Handouts – agenda, fact sheet, summary of findings

9.6 Ongoing Communications Tools

The consultant will be responsible for selecting and providing, in consultation with CMCOG, a menu of communication tools to be used in the study. Communication elements may include:

Newsletter/Fact Sheet: Newsletters, distributed primarily through the internet, provide a low-cost way to communicate news on the development of the Intermodal Facility Plan. The consultant will provide one (1) fact sheet at the initiation of the study and one (1) newsletter at the end of the study that summarizes key findings and recommendations.

Deliverable: Two (2) 2-page newsletter/fact sheet documents will be published.

Website: A free standing website is recommended for this study given its scope and duration. The public has come to expect access to information over the internet. The consultant team will work with the webmasters for both CMCOG to coordinate a webpage on the study with links to relevant study documents. The website will include an overview of the plan, project documents and updates, meeting notices and reports and an email address for submitting comments. The public will be able to contact the consultant team through the website, ask questions and submit opinions or provide information.

Deliverable: HTML formatted files for posting on CMCOG and/or CMRTA websites.

Stakeholders Contact List: An electronic mailing list of stakeholders will be developed for the period of the plan development.

Deliverable: Stakeholders Contact List

Publicity in Local Media: Press releases will be written and distributed to the media when the project is kicked off and at the study's end.

Deliverable: One (1) press release at project initiation; One (1) press release to announce Plan findings; additional press releases at selected intermediate points where key decisions are being made.

Task 10: Master Plan/Final Report

This task is the preparation of a master plan in final report form. This task includes a draft plan/report and a final plan/report, as well as a presentation to the COG and CMRTA Boards.

10.1 Draft Plan/Report

A draft Master Plan document will be prepared including documentation of the earlier task conclusions. The Master Plan would consist of the following:

1. Executive Summary
2. Current and Future Services and Operational Needs
3. Physical Conditions and Opportunities for Improvement
4. Assessment of Interconnectivity and Potential Improvements
5. Screening Evaluation of Candidate Sites
6. Screening of Improvement Options
7. Economic and Environmental Impacts of Primary Options, including any candidate location
8. Design Concepts
9. Costs of the Recommended Concept(s)

The Master Plan would include both narrative descriptions and graphical illustrations. The graphical illustrations would include site plans, renderings and relevant photographs. Note that the report will include and document multiple concepts explored and presented to the Steering Committee.

10.2 Final Plan/Report

After receiving comments on the draft Master Plan by the COG staff and Steering Committee, a final master plan will be prepared. An Executive Summary will also be prepared.

10.3 Presentation to CMCOG & CMRTA Boards

A presentation will be prepared and delivered to the CMCOG & CMRTA Boards at their regular scheduled meetings. This could be scheduled to be after the second public meeting.

Deliverables: Technical Memorandum – Draft Plan/Report, Final Plan/Report (12 copies), Final Presentation

COMPUTING REQUIREMENTS

1. CMCOG will not be responsible for providing any proprietary software packages to the CONSULTANT.
2. Should the CONSULTANT desire to use any CMCOG programs, permission must be received in accordance with this agreement.
3. Computations or graphics based on computer programs other than the CMCOG's, must conform to all CMCOG format requirements.

SPECIFICATIONS FOR WORK

All documentation shall be in Microsoft Word and Adobe Portable Document Format (PDF). Any programming source codes, form designs, raw source database (in dBase III format, with field coding definition sheet) and other ancillary files shall be transferred to the CMCOG in addition to the executable applications at the closure of each task or any moment specified by the CMCOG project manager.

DELIVERABLES

The CONSULTANT shall provide copies of all Draft Documents, copies of an Executive Summary of the Final Report in an 11 x 17 Brochure format and copies of the Final report. The number of copies shall be determined between the CONSULTANT and the CMCOG Project Manager. These documents shall also be provided in electronic format. For presentations to the Committees and Board of the CMCOG and the COMET, the CONSULTANT shall prepare a Powerpoint or similar format presentation.

PROPRIETARY/CONFIDENTIAL INFORMATION

Trade secrets or proprietary information submitted by a CONSULTANT in connection with a procurement transaction shall not be subject to public disclosure under the Freedom of Information Act; however, the CONSULTANT must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state reasons why protection is necessary. Disposition of material after award is made should be stated by the CONSULTANT. No information, materials or other documents relating to this procurement will be presented or made otherwise available to any other person, agency, or organization until after award.

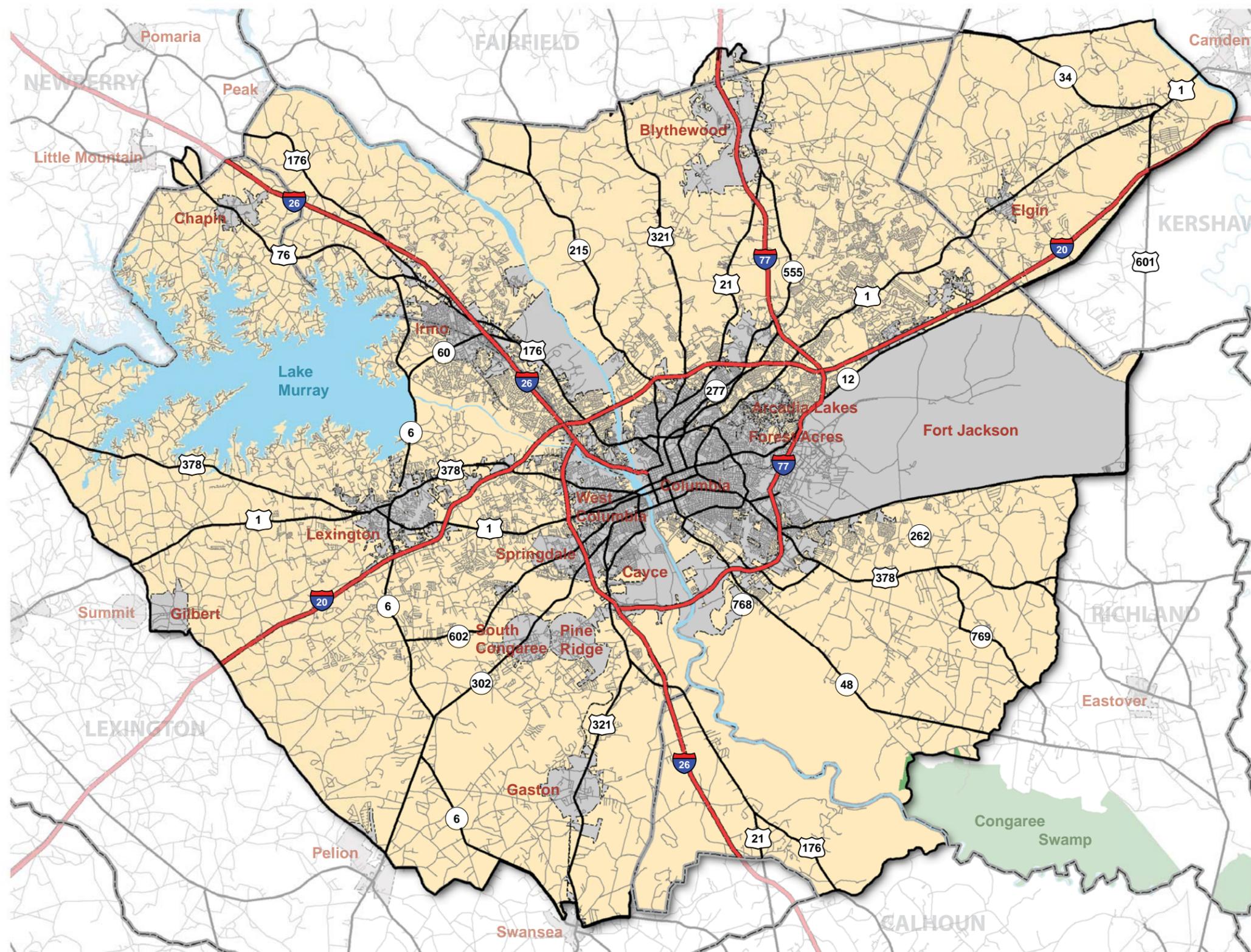
All CONSULTANTs must visibly mark as "Confidential" each part of their proposal that they consider to contain proprietary information. All unmarked pages will be subject to release in accordance with the guidelines set forth under Chapter 4 of Title 30 (The Freedom of Information Act) South Carolina Code of Laws and Section 11-35-410 of the South Carolina Consolidated Procurement Code. Privileged and confidential information is defined as "information in specific detail not customarily released to the general public, the release of which might cause harm to the competitive position of the part supplying the information." The examples of such information provided in the statute includes: customer lists, design recommendations and identification of prospective problem areas under an RFP, design concepts to include methods and procedures, and biographical data on key employees of the CONSULTANT.

Evaluative documents pre-decisional in nature such as inter or intra-agency memoranda containing technical evaluations and recommendations are exempted so long as the contract award does not expressly adopt or incorporate the inter- or intra-agency memoranda reflecting the pre-decisional deliberations. Marking the entire proposal confidential/proprietary is not in conformance with the South Carolina Freedom of Information Act.

**SITE SELECTION STUDY
REGIONAL INTERMODAL
TRANSPORTATION CENTER**

**COLUMBIA AREA
TRANSPORTATION STUDY
METROPOLITAN PLANNING
ORGANIZATION**

STUDY AREA MAP



COATS

Columbia Area Transportation Study

-  2010 COATS MPO Boundary
-  Municipal Boundary
-  County Boundary



Central Midlands Council of Government disclaims responsibility for damage or liability associated with the use of this information. All reasonable efforts have been made to ensure accuracy.



REQUIRED
FEDERAL
CLAUSES FOR
THE SITE
SELECTION
STUDY

Title 2: Grants and Agreements

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS**Subpart F—Audit Requirements****APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

APPENDIX A

REQUIRED FORMS

FOR THE

SITE SELECTION

STUDY

The following completed forms are required to be returned with each proposal:

- Certificate Of Non-Collusion
- Certification Of Primary Participant Regarding Debarment, Suspension, And Other Responsibility Matters
- Certification Of Restrictions On Lobbying
- Certification Of Consultant
- Disclosure Of Potential Conflict Of Interest Certification

CERTIFICATE OF NON-COLLUSION

By submission of proposal, each person signing on behalf of any consultant certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The proposal is submitted without collusion, consultation, communication, or agreement for the purpose of restricting competition, with any other bidder or with any competitor;
- 2) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Company Name

Authorized Signature

Date

SWORN AND SUBSCRIBED before me

this _____ day of _____, 201__.

My commission expires _____.

Notary Public

CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prime consultant, _____ certifies to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- 2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

If the prime consultant is unable to certify to any of the statements in this certification, the consultant shall attach an explanation to this certification.

The primary consultant, _____ certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 et seq, are applicable thereto.

Signature and Title of Authorized Official

Date

CERTIFICATION OF RESTRICTIONS ON LOBBYING

The consultant certifies, to the best of its knowledge and belief, that:

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Federal department or agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification thereof.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions (as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)).

3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

THE CONSULTANT, _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND DISCLOSURE, IF ANY. IN ADDITION, THE CONSULANT UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND DISCLOSURE, IF ANY.

_____ Signature of the consultant's Authorized Official

_____ Name and Title of the consultant's Authorized Official

_____ Date

CERTIFICATION OF CONSULTANT

I hereby certify that I am the duly authorized representative of CONSULTANT and that neither I nor the above CONSULTANT I here represent has:

- a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this contract;
- b) agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or
- c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any);
- d) either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted proposal.

By execution of this Agreement, CONSULTANT certifies CONSULTANT and all sub-consultants, contractors, employees and agents will comply with South Carolina’s Ethics, Government Accountability, and Campaign Reform Act of 1991, as amended. The following statutes require special attention: (a) Offering, giving, soliciting, or receiving anything of value to influence action of public employee - §8-13-790, 8-13-705, 8-13-720; (b) Recovery of kickbacks - §8-13-790, (c) Offering, soliciting, or receiving money for advice or assistance of public official - §8-13-720, (d) Use or disclosure of confidential information - §8-13-725, (e) Persons hired to assist in the preparation of specifications or evaluation of bids - §8-13-1150, (f) Solicitation of state employees - §8-13-755, §8-13-760 and §8-13-725. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision.

I acknowledge that this certificate is to be furnished to the Department, the Federal Highway Administration, and the U. S. Department of Transportation, and is subject to applicable State and Federal laws, both criminal and civil.

CONSULTANT

Name of Consultant

By: _____

Date: _____

Its: _____

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST CERTIFICATION

Consultant hereby indicates that it has, to the best of its knowledge and belief has:

_____ Determined that no potential organizational conflict of interest exists.

_____ Determined a potential organizational conflict of interest as follows:

Attach additional sheets as necessary.

1. Describe nature of the potential conflict(s):

2. Describe measures proposed to mitigate the potential conflict(s):

Signature

Date

Print Name

Company

If a potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure certification with Department of Transportation contract personnel.

Name

Phone

Company