

REQUEST FOR PROPOSALS

November 15, 2022

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

RIVERBANKS LAND USE AND TRANSPORTATION PLAN

The Central Midlands Council of Governments (CMCOG) 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 proposal and six (6) copies to CMCOG no later than **2:00 p.m. on December 20, 2022** to Reginald Simmons, Deputy Executive Director/Transportation Director, CMCOG, 236 Stoneridge Drive, Columbia, SC 29210. One proposal must be submitted by email to rsimmons@centralmidlands.org. The subject line of the email must include the name of the project, RFP number, and name of the proposer. All proposals will be logged in and date and time stamped. Any hardcopy 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 the selection process. First, there will be an evaluation of the CONSULTANT's technical proposal using the selection criteria below. The proposals will be reviewed to determine which proposals receive the highest scores. Next, the highest scoring technical proposals, which must be a minimum of three, will be invited to participate in oral interviews about their proposal. 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 the evaluation process. Please be advised that if a minimum of three proposals are not received, then CMCOG will document the number of proposals received and seek guidance from SCDOT and FHWA before proceeding with this procurement process.

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. Wednesday, November 30, 2022 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 Monday, December 5, 2022.** 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**ORAL PRESENTATIONS**

CONSULTANTS who submit a proposal may be requested to make an oral presentation of their proposal. The highest scoring technical proposals, which will be a minimum of three, may be invited to oral interviews. This presentation will provide an opportunity for the CONSULTANT to clarify their proposal. Notice for oral presentations 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 cannot be reached with the 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 12% 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:	November 30, 2022 at 12 p.m.
Request for Proposals Due:	December 20, 2022 at 2 p.m.
Interviews:	January, 2023
Award of Contract:	January, 2023
Completion of Contract:	August, 2023

RIVERBANKS LAND USE AND TRANSPORTATION PLAN

Scope of Work

I. Introduction

This proposal outlines the background and proposed scope of work to develop a comprehensive Land Use and Transportation Plan to accommodate existing and future development near the Riverbanks Zoo area.

II. Project Overview & Study Area

This Land Use and Transportation Plan (“Plan”) will evaluate existing land uses and potential transportation alternatives to address the long-term, multi-modal transportation improvements required to accommodate a potentially significant level of development within and adjacent to the Project area. The primary goal of this Plan is to find the most cost-effective transportation solutions that will coordinate with and support planned development in the area in a compact, pedestrian-friendly, and mixed-use manner. The Plan will also provide input to the developers on urban designs that will achieve the most walking, biking, and transit use. While the focus of the Plan is on accommodating future development potential in the area, the project study area covers a broader area to capture the full transportation implications of the development scenarios.

III. SCOPE OF WORK

Task 1 – Project Management

The outcomes of this task are to establish a Project Management Team and development of a Project Management Strategy.

- 1) The Consultant will hold a kickoff meeting with the Project Management Team to review the scope of services and set expectations for the schedule, communication protocols, product deliverables, and project coordination.
- 2) The Project Management Team will identify those agencies and organizations which must be involved in the overall direction of the plan development process due to the critical nature of their financial, technical and/or political support. The team will establish protocols for communicating and sharing data, drafting materials for review, and developing other resources within the Project Management Team.
- 3) A schedule for meetings of the team will be established and preliminary dates for key work task milestones and decision-making points will be defined.

Deliverables:

- Project Kickoff Meeting
- Project Management Strategy

Task 2 – Community Engagement Plans and Process

The Consultant will develop an outreach effort to engage community members throughout the whole project process, providing input and reaction at project milestones. The Consultant will engage existing local advisory bodies to ensure institutional, community, and private sector input. Engagement of the needs of underserved communities and how development along the project area can advance outcomes for

historically marginalized communities will be a focus to make sure they have been captured.

- 1) The Consultant will include a combination of interviews with each participating local government and public engagement meetings with key populations and stakeholders.
- 2) The Project Management Team and the Consultant will also establish how members of the general public will be engaged in the process and have the opportunity to contribute meaningful input prior to final decisions being made.

Deliverables:

- Community Engagement Plan that will outline specific actions and methods to be used to involve stakeholders, property owners, businesses, residents and employees living and working in the project area. The plan may also identify some elements of engagement that will be handled by project consultants.
- Engagement of under-represented communities. The Consultant will solicit assistance from Community-based organizations that represent communities of color or other traditionally marginalized groups.
- Communications. A project website will be created and maintained with project documents, events calendars, news, and information about advisory committees.

Task 3 – Existing Conditions – Land Use

The Consultant will provide a profile of existing land uses, businesses, residents, jobs and housing. This will include:

1. A breakdown of current and forecasted housing types and their affordability profiles
2. A summary of existing job types and wage levels; and
3. An assessment of the accessibility of the existing housing and jobs to area residents.

Deliverables:

- Existing Land Use Conditions Report

Task 4 – Existing Conditions – Transportation

The Consultant will provide a summary of the existing transportation conditions. The Consultant will present:

- Infrastructure condition, including: roadway classifications, crash history, overlay designations,
- Transit service and stops, and sidewalk coverage
- Modal volumes including vehicles, bikes, scooters, and transit ridership
- Demographic data related to transportation needs (low-vehicle households, commute share, etc.) Other important demographic data will be presented in the Existing Conditions: Land Use Report.
- Identified missing system elements

Deliverables:

- Existing Transportation Conditions Report

Task 5 – Urban Design Analysis and Concepts

Urban design is closely linked to land use and transportation analysis tasks and will be conducted throughout the project. Urban design work will be phased to begin with a framework guided by the project purposes and goals. Findings from the housing and equitable community development needs analysis will guide urban design. In general, the urban design analysis will describe desired land uses, potential open space and public facilities investments, street functions, and physical form. The consultant is expected to collaborate with the impacted jurisdiction on this task.

Analysis will be conducted on key sites, documenting site constraints, infrastructure needs, zoning refinement options and concept planning. The team will evaluate how well urban design concepts align with agreed upon project goals, community values, and the needs uncovered by the housing and equitable community development needs analysis. This work will inform specific land use/zoning and infrastructure proposals to complement the planned transit investment to be developed in Tasks 8 and 9.

The consultant will refine existing design concepts previously developed by the responsible jurisdiction into three distinct options and design a decision-making tool to select a preferred recommendation.

Deliverables:

- Urban design framework reports with urban design diagrams, illustrations, and supporting explanatory text where land use changes are being evaluated.

Task 6 – Community Equitable Needs and Opportunities

The Consultant will work with each jurisdiction and the Central Midlands Regional Transit Authority to understand the impact of the potential rezoning and transit expansion on low-income people and people of color working and living in the area and develop an equitable development strategy. The work will include engagement with communities of color, residents, employees, and businesses at risk of displacement. In addition, the project will engage private developers and property owners to vet land use assumptions and market dynamics on key opportunity sites, focusing on the potential equity benefits.

The strategy will include:

- An assessment of housing and jobs displacement risk and the necessary community benefits to off-set displacements;
- An estimate of costs for identified community needs due to the changes; and identification of opportunities to advance under different land use scenarios.

The Consultant will provide technical assistance in preparing a community benefits package. Expertise will be needed to include development agreement, financial analysis of feasibility gaps, or assistance in the development of a financial plan to pay for community benefits.

Deliverables:

- Equitable Development Report including housing inventory, needs assessment, employment/economic development impacts and opportunities assessment.
- Value of community benefits needed to off-set potential displacements.

Task 7 – Land Use Analysis and Recommendations

This task will develop and analyze land use choices and develop proposals that best support the transit investment and are informed by the urban design concepts developed as part of Task 6. This includes characterizing the various opportunities and challenges of the several alignment choices from a land use perspective.

The Consultant will develop and analyze three detailed land use scenarios, including alternatives that allow more flexible employment uses and increase housing supply and affordability. The analysis will consider the potential social and economic benefits and impacts of the land use changes. This will build on previous analysis of the alignment.

The Consultant will develop concepts for the redevelopment of strategic opportunity sites. These could include design concepts, programming, site-specific exploration of infrastructure needs and challenges, and testing economic viability.

Deliverables:

- Opportunities and challenges matrix and report.
- Maps, graphics, diagrams and economic and other analyses needed to support draft land use proposals with next steps identified.
- Opportunity site report(s).

Task 8 – Transportation Planning Analysis and Recommendations

This task will evaluate transportation corridor needs and summarize how the networks operate under new transit investment and land use scenarios. Task 9 will summarize transportation benefits, costs, and needed supporting infrastructure. Task 9 will consider circulation networks, street treatments, cross section design and other multimodal planning tasks where land use changes are being evaluated.

The Consultant will evaluate urban design and land use scenarios, and develop transportation proposals to meet transportation demands, accommodate growth in jobs and housing, and address equitable development goals. The team will build on transportation work from the planning analysis phase to include specific capital project recommendations, a potentially new transportation grid with street classifications and design standards to serve the area.

The Consultant will evaluate the impacts and opportunities of the proposed land use and street plan changes, including multimodal network connections for pedestrians, bicyclists, transit, freight, and other roadway users. Conduct traffic circulation and trip analysis to measure impacts to the greater neighborhood, and adjacent facilities. Calculate traffic impacts and changes to VMT or mode split.

The Consultant will coordinate with SCDOT to assess access and queuing. Develop street plans and design standards, identify new multimodal connections, develop concepts potential new capital projects.

Deliverables:

- Report summarizing transportation benefits and costs of various transit alternative or alignments choices and supporting infrastructure in the right-of-way.

- Multi-modal street plan for the study area. The street plan will include all multimodal elements, such as pedestrian and bicycle connections, transit station and stop locations, and right-of-way needs for existing or new street designs.
- Traffic analysis via simulation and modeling software, including modeling trip growth, circulation, impacts to existing and new intersections, and impacts to SCDOT facilities. The analysis will include 10 intersection locations, as determined through scope discussion.
- Traffic mitigation strategies aimed at mitigating transportation issues identified during analysis phase. Strategies could include multimodal investments, parking management policies, right-of-way standards, signalization or other traffic control.
- Utility location identification for potential new roadway easement, and other locations not previously identified.
- Planning-level cost estimates for recommended capital projects and transportation programs.
- Planning costs based on agreed-upon templates.
- A report with recommended project lists, street classification recommendations, master street plans, and street design standards (as appropriate).

Task 9 – Create Transportation and Land Use Development Master Plan

The Consultant will prepare a Transportation and Land Use Development Master Plan that summarizes all deliverables and final recommendations. The document will outline a clear implementation plan for policy and programmatic actions to support the development of a Master Plan.

- 1) The implementation strategy will assign roles and responsibilities and will include a summary of the funding scenarios and performance goals described in the previous task.
- 2) The document will outline the entire planning process, public outreach and stakeholder engagement process and how it affected the planning process, the preferred investment scenarios, funding plan, conceptual drawings, and implementation strategies.
- 3) The Consultant will work with the Project Management Team and CMCOG through the necessary reviews and approvals for adoption of the Transportation and Land Use Master Plan.
- 4) Upon or in conjunction with the completion of the Draft Transportation and Land Use Master Plan, the consultant will facilitate up to two (2) rounds of public information sessions or open houses. The first round of informational session will be to the jurisdictions and the second will provide an opportunity for public review and comment of draft findings and recommendations. The Consultant will develop presentations and input activities that present analytical, technical findings in a clear, understandable manner.

IV. CLOSING PROJECT PHASE

- Plan Formally Presented to Local Government Partners for Endorsement/Approval
- Targeted Individual Briefings as Required
- Project Close-Out
- Incorporation of Approved Plan Elements into Regional/State Plans and Processes

V. SCHEDULE

The CONSULTANT must agree to begin work upon issuance of a notice to proceed by CMCOG and to complete this work within eight (8) months (or by August 31, 2023) of the date of notice to proceed. The work shall be guided by a detailed flow diagram, prepared by the CONSULTANT and furnished to the CMCOG within one week of receipt of notice to proceed, and approved by CMCOG. The project shall be

considered complete only after action has been taken by the CMCOG Board of Directors, which also serves as the Policy Committee for the Columbia Area Transportation Study Metropolitan Planning Organization. Periodic payments for the work shall be made in accordance with a schedule proposed by the CONSULTANT and approved by CMCOG.

VI. MEETINGS

Public meetings shall be conducted by the CONSULTANT, during the course of this project. The CONSULTANT shall be responsible for the logistics for these meetings and will implement the public participation plan of the CMCOG/MPO. The number of meetings shall be negotiated between the CONSULTANT and CMCOG/MPO project manager.

VII. BRIEFINGS

Series of formal briefings shall be held by the CONSULTANT for the CMCOG/MPO. These meetings shall be held at least once every month at an agreed upon location, during the course of the project. The purpose of the briefings will be to apprise the CMCOG/MPO of the activities of the CONSULTANT, to schedule future activities and to ensure that the PROJECT is on schedule. Minutes for these meetings shall be the responsibility of the CONSULTANT.

VIII. PRESENTATIONS

Five (5) technical presentations shall be made to the CMCOG/MPO as specified by the CMCOG/MPO's project manager, following the completion of the plan. Those presentations at a minimum shall include:

- Public presentation to the City of Columbia
- Public Presentation to the MPO Technical Committee
- Public Presentation to the MPO Transportation Subcommittee
- Public Presentation to the MPO Policy Committee (CMCOG Board)

IX. 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.

X. 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 MPO in addition to the executable applications at the closure of each task or any moment specified by the MPO project manager.

XI. 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 City of Columbia, the CONSULTANT shall prepare a Powerpoint or similar format presentation.

XII. 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.

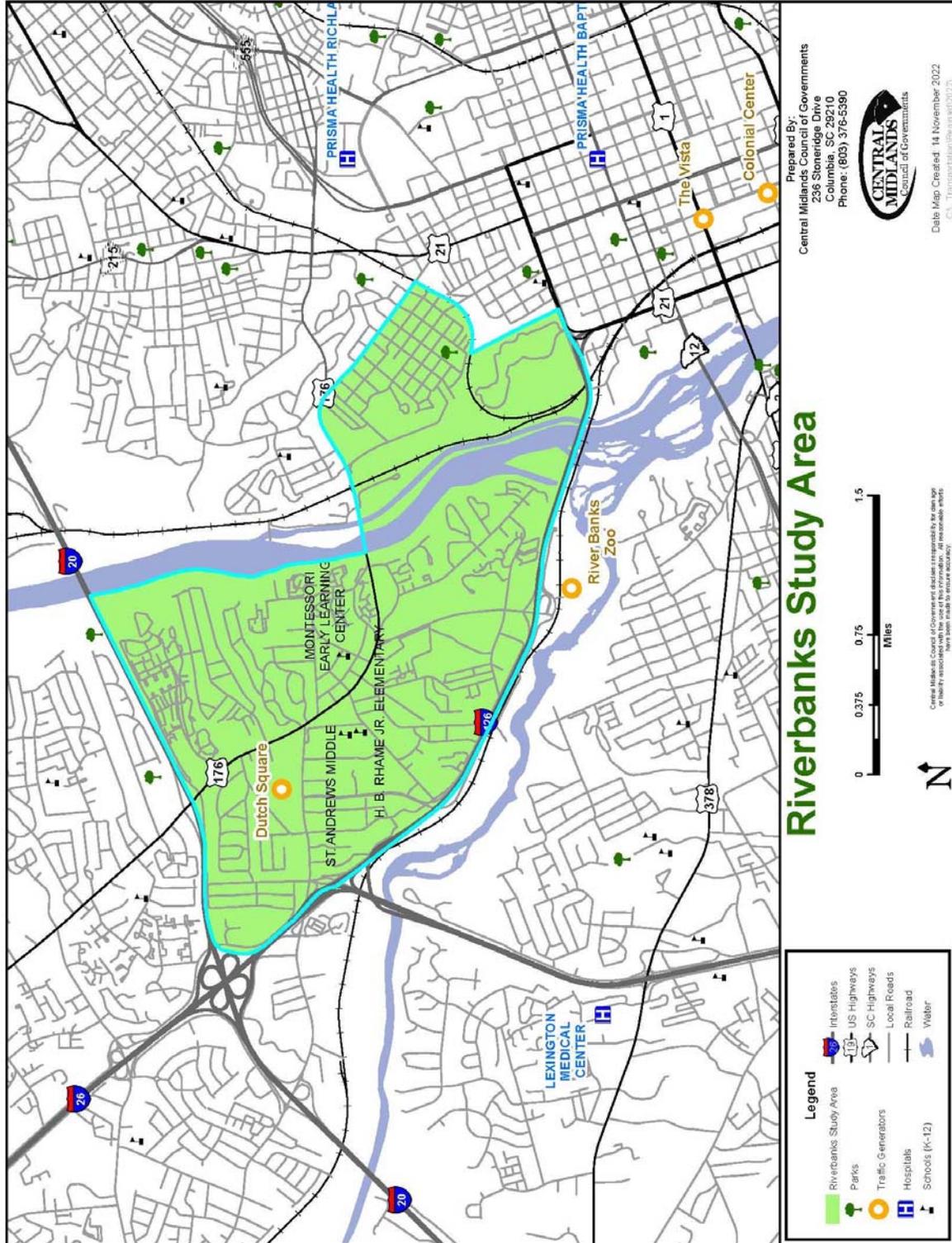
Evaluative documents pre-decisional in nature such as inter or intra-agency memoranda containing technical evaluations and recommendations are exempted so long as the contract award does not expressly adopt or incorporate the inter- or intra-agency memoranda reflecting the pre-decisional deliberations.

Marking the entire proposal confidential/proprietary is not in conformance with the South Carolina Freedom of Information Act.

RIVERBANKS LAND USE AND TRANSPORTATION PLAN

**CENTRAL MIDLANDS
COUNCIL OF
GOVERNMENTS**

STUDY AREA MAP



REQUIRED
FEDERAL
CLAUSES

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

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