

SC-9 (W. MEETING STREET) CORRIDOR STUDY

ADVERTISEMENT FOR REQUEST FOR PROPOSALS (RFP) ENGINEERING SERVICES

**Proposal Due By:
Thursday, September 24, 2026
12:00 p.m. EST**

**Catawba Regional Council of Governments
P.O. Box 450
215 Hampton Street, Suite 200
Rock Hill, SC 29731**

August 21, 2026

Table of Contents

Table of Contents.....	2
1.0 INTRODUCTION	3
1.1 GENERAL INFORMATION AND OVERVIEW.....	3
1.2 PROJECT AREA DESCRIPTION	3
1.3 SERVICES PROVIDED	3
2.0 REQUIREMENTS RELATED TO THE REQUEST FOR PROPOSALS.....	3
2.1 TYPE OF SOLICITATION:	4
2.2 PROPOSAL SUBMISSION.....	4
2.3 CONTACTS/QUESTIONS	4
2.4 RFP REVISIONS.....	5
2.5 PROTESTS	5
2.6 EVALUATION	5
2.7 EVALUATION CRITERIA	5
2.8 NOTICE OF AWARD.....	6
2.9 COMPLIANCE WITH FEDERAL AND STATE REQUIREMENTS	6
2.10 RESERVED RIGHTS	6
2.11 PRE-CONTRACTUAL EXPENSES	6
3.0 PROPOSAL CONTENT AND FORMAT	6
3.1 PROPOSAL GENERAL INFORMATION (to be completed on a separate page)	7
3.2 PROPOSAL CONTENTS	7
A. Technical Approach	7
B. Management Plan.....	7
C. Qualifications of the Offeror	7
D. References	7
3.3 ADDENDUM ACKNOWLEDGEMENT.....	7
4.0 PROPOSED TIMELINE	7
4.1 PROPOSED CALENDAR.....	7
5.0 ATTACHMENTS	9
5.1 ATTACHMENT A STUDY AREA MAP	9

REQUEST FOR PROPOSALS

CATAWBA REGIONAL COUNCIL OF GOVERNMENTS

SC-9 (W. MEETING STREET) CORRIDOR STUDY

1.0 INTRODUCTION

1.1 GENERAL INFORMATION AND OVERVIEW

The Catawba Regional Council of Governments (CRCOG) is seeking consultant services to conduct a comprehensive corridor study for the SC 9 (W. Meeting Street) corridor approximately between Paladin Road and Main Street in the City of Lancaster. The study will evaluate existing transportation conditions, identify current and future mobility needs, and develop practical, implementable recommendations that improve safety, operations, accessibility, and community connectivity while supporting economic development and future growth.

The consultant will work collaboratively with CRCOG, the South Carolina Department of Transportation (SCDOT), the City of Lancaster, project stakeholders, and the public throughout the planning process. The study will include a detailed assessment of existing conditions, public engagement, development and evaluation of alternative roadway concepts, preliminary engineering-level recommendations, implementation strategies, and planning-level cost estimates. The final product will provide a clear roadmap for future transportation investments along the corridor and support the advancement of projects into future regional and state transportation programs.

The Catawba Regional Council of Governments (CRCOG) is hereby issuing this Request for Proposals (RFP) to firms that have the capability and interest in undertaking and performing the scope of work.

1.2 PROJECT AREA DESCRIPTION

The project area is limited to the W. Meeting Street Corridor between Paladin Rd to Main Street

1.3 SERVICES PROVIDED

The engineer shall provide the following services:

- A. Hold monthly steering committee meetings
- B. Complete existing conditions analysis
- C. Send out public notices for Public Workshop.
- D. Facilitate public workshops
- E. Complete alternatives analysis and cost estimates
- F. Present preferred Final Design
- G. Create final cost estimates
- H. Create Implementation Strategies
- I. Attend public meetings hosted by the City as required
- J. Present final plan recommendation to the City Council

2.0 REQUIREMENTS RELATED TO THE REQUEST FOR PROPOSALS

This project will be funded by the SCDOT and Catawba Regional Council of Governments using Regional Mobility Rural Guides share funds and who will also act as the Local Public Agency and will administer the project. Federal requirements will apply to the contract. The selected engineer and other firms associated with the engineer are required to register in the federal System for Award

Management (www.sam.gov) prior to the award of the contract and maintain active registration for the duration of the project.

The following section outlines the requirements for the proposals and the RFP process. Proposers are cautioned to read this section carefully. Failure to provide all of the requested information may cause the proposal to be rejected as non-responsive.

2.1 TYPE OF SOLICITATION:

This is a Request for Proposals (RFP) for the services described. Each proposal response will be evaluated in accordance with the Evaluation Criteria outlined in Section 2.7. The City of Lancaster will award a contract to the highest-ranked, responsive, and responsible offeror whose offer is determined to be the most advantageous to the City.

2.2 PROPOSAL SUBMISSION

Sealed proposals must be submitted to Catawba Regional Council of Governments by mail or hand delivery no later than **12:00 p.m. (EDT), Thursday, September 24, 2026**. Proposals delivered after the appointed time will not be accepted. The proposer shall be responsible for ensuring timely receipt of his or her proposal. Telegraphic, telephone, email, or facsimile proposals will not be accepted.

Mail proposals to:

SC 9 Corridor Study RFP
Catawba Regional Council of Governments
Attn: Stephen Allen
P. O. Box 450
Rock Hill, SC 29731

Proposals may also be delivered to Catawba Regional Council of Governments, 215 Hampton Street, Suite 200, Rock Hill, SC 29730. Office hours are Monday through Thursday from 8:30 a.m. to 5:00 p.m. and Fridays from 8:30 a.m. to 4:00 p.m.

Each proposer must submit one (1) original, five (5) copies, and one (1) electronic pdf on a USB flash drive of his or her proposal. The full packages of copies must be labeled "RFP for SC 9 W. Meeting Street Corridor Study".

2.3 CONTACTS/QUESTIONS

Questions are allowed to clarify the contents of this RFP or to offer any proposed changes. No interpretation shall be binding unless in writing from the Catawba Regional Council of Governments. All questions and requests by proposers concerning this solicitation shall be in writing via letter or email and directed to:

Stephen Allen
Catawba Regional Council of Governments
P.O. Box 450
Rock Hill, SC 29731
Sallen@catawbacog.org

All questions or request for clarifications regarding this RFP shall be submitted no later than 12:00 p.m. (EDT), Thursday, September 17, 2026, to Stephen Allen, Planning Director, CRCOG. Questions may be submitted in by email to Sallen@catawbacog.org. No telephone inquiries will be accepted. All questions submitted and their answers will be promptly placed on the CRCOG website at <https://catawbacog.org>.

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

2.4 RFP REVISIONS

Catawba Regional Council of Governments will issue and distribute any revision(s) to this RFP as an Addendum to all respondents.

2.5 PROTESTS

Protests related to this solicitation will only be accepted by prospective proposers whose direct economic interest would be affected by the award or failure to award a contract.

Protest submissions must be in writing, be concise, and provide a clear statement of the grounds for the protest. The following information must be included:

- Name, address, and telephone number of protestors
- Identification of the solicitation
- Detailed statement of the legal and factual grounds of the protest, including copies of relevant documents
- A statement as to what relief is expected.

The protest letter with supporting documents shall be forwarded to Catawba Regional Council of Governments, P.O. Box 450, Rock Hill, SC 29731. Any prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen days of the date of issuance of the applicable solicitation document.

2.6 EVALUATION

Catawba Regional Council of Governments will use an Engineer Review Committee that includes members of SCDOT, the City of Lancaster, and Catawba Regional staff to review and evaluate all proposals submitted in response to this RFP.

All proposals determined to be responsive will be evaluated against the established criteria. The Selection Review Committee may request clarifications, in writing, to any element of the proposer's proposal package.

CRCOG shall rank each proposal against the stated criteria. CRCOG 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.

2.7 EVALUATION CRITERIA

The following factors will be used in evaluating the engineering proposals and awarding a contract:

- Related Experience on Similar Projects– 25%
- Qualifications of the Project Team – 25%
- Willingness to Meet Time Requirements – 20%
- References – 15%
- Creativity and Insight Related to the Project – 15%

The committee will review, score, and rank the RFPs. The **down-selected** successful firm(s) will be interviewed as soon as possible. The Review Committee will then award the contract to the offeror

whose proposal would be most advantageous, considering the abovementioned factors.

2.8 NOTICE OF AWARD

Notice of “Intent to Award Contracts” will be posted on the CRCOG 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.

2.9 COMPLIANCE WITH FEDERAL AND STATE REQUIREMENTS

The project is funded by South Carolina Department of Transportation Regional Mobility Program Guidesshare funds. The proposed contract includes the requirements related to this funding and the requirements of the SCDOT. Special Contract Provisions from the SCDOT Department of Transportation will be included in any contract resulting from this solicitation.

The selected engineer will be required to comply with the President’s Executive Order No. 11246 & Order No. 11375, which prohibit discrimination in employment regarding race, creed, color, sex, or national origin. Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs), and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. The CRCOG encourages participation by small, minority, disadvantaged, and Section 3 businesses. Proposal submittals from minority, veteran, and women-owned businesses are encouraged.

2.10 RESERVED RIGHTS

The Review Committee reserves the right to reject any or all proposals; to reissue a subsequent RFP; terminate, restructure, or amend this procurement process at any time; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the proposals submitted; and to award the contract based on the established criteria and according to the proposal which best serves the interests of the City of Lancaster. In the event the Review Committee elects to negotiate a contract with a selected responsive proposer, the Committee reserves the right to negotiate such terms and conditions of the contract, including, but not limited to, scope, role, cost, and staffing, which may be in the best interest of the City.

Final contract negotiation rests solely with the Review Committee. No direct or indirect contact with the Review Committee will be allowed. If such contact is made, the Review Committee reserves the right to reject the proposal.

2.11 PRE-CONTRACTUAL EXPENSES

Upon receipt of a proposal, the proposal shall be the property of the CRCOG without compensation to the proposer for disposition or usage by the CRCOG at its discretion.

Expenses incurred by proposers in preparing and submitting the proposal in response to this RFP, negotiating with the CRCOG on any matter related to the proposal, and any other expense incurred by the proposer prior to the date of contract award shall not be the liability of the CRCOG.

The CRCOG shall be held harmless from any liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

3.0 PROPOSAL CONTENT AND FORMAT

The engineer’s proposal must be submitted with the original copy, five (5) copies, and one (1) electronic PDF on a USB flash drive and contain the following:

3.1 PROPOSAL GENERAL INFORMATION (to be completed on a separate page)

- Company/Agency name.
- Full address, email, telephone, and fax numbers of the proposer's principal office.
- Website.
- Name, mailing address, email, telephone number, and fax number, if different from above, of the primary contact in the proposer's organization with responsibility for responding to this RFP to whom matters regarding this RFP should be directed.

3.2 PROPOSAL CONTENTS

The proposal submitted pursuant to this RFP shall contain and be evaluated upon the following:

A. Technical Approach

- Describe the approach to be taken in addressing the scope of services. The description should delineate specific tasks to be undertaken in the project and include the preparation of plans and specifications, and contract administration.

B. Management Plan

- Organizational Chart
- Relevant experience of key Team Members.
- Task List
- Task 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.
- Provide assurance that the personnel needed to complete the project in a timely manner are available.

C. Qualifications of the Offeror

- Describe the experience/qualifications of the lead engineer and subordinate team members.
- Address the firm's experience with similar projects.
- Address the firm's experience in working with local governments as well as various State and administrative agencies.
- Address the firm's familiarity with the locality.

D. References

- Provide a minimum of four (4) references with contacts' names, telephone numbers, and email addresses for references on similar projects.

E. 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 Primary consultant, any sub-consultants, and any sub- contractors. Also, indicate if the Primary 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.

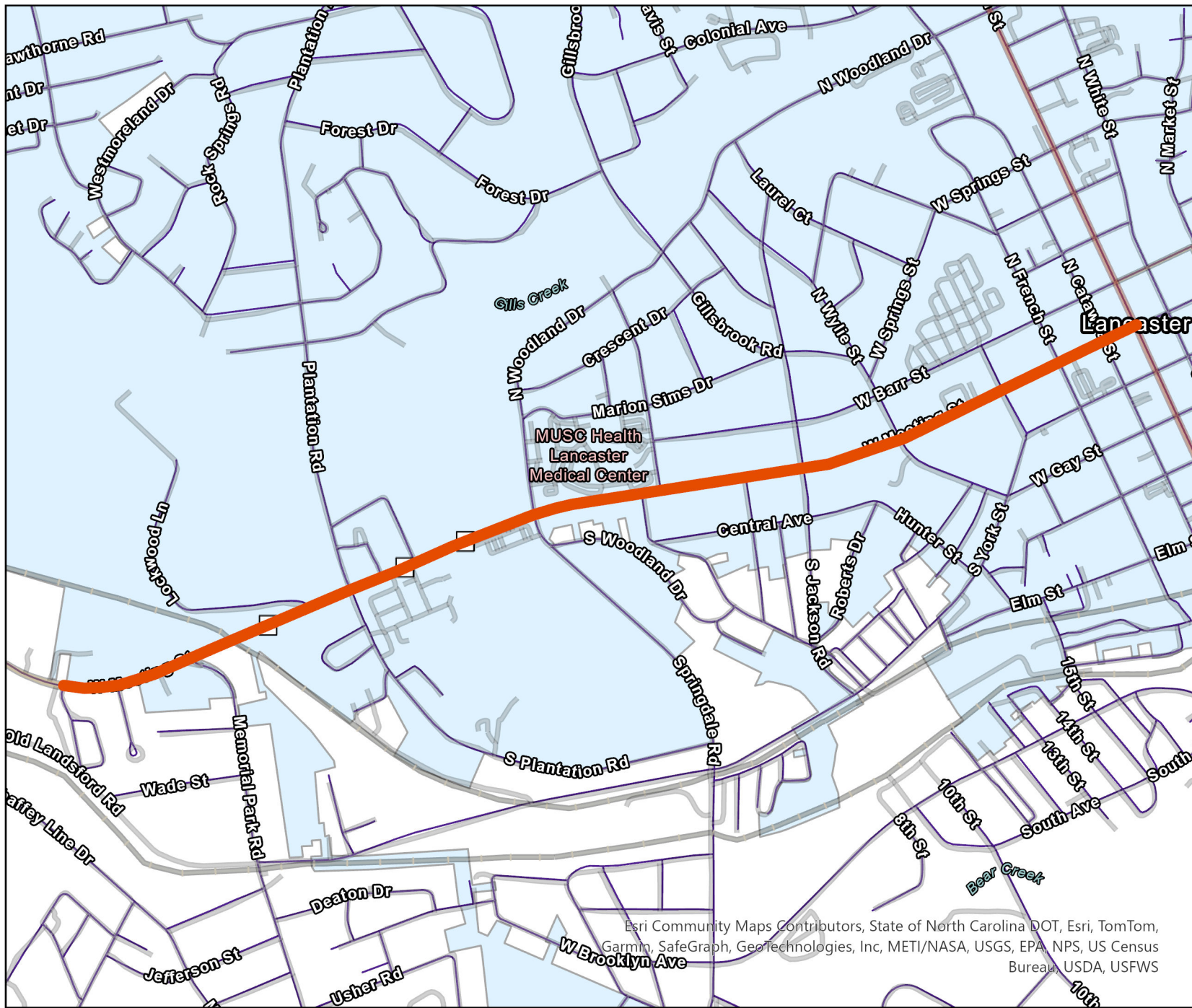
3.3 ADDENDUM ACKNOWLEDGEMENT

Provide acknowledgment, by number and date issued, of each addendum to this RFP issued by the Catawba Regional Council of Governments on behalf of the City of Lancaster and received by the proposer.

4.0 PROPOSED TIMELINE

4.1 PROPOSED CALENDAR

Project Solicitation:	August 21, 2026
Deadline to Receive Questions:	September 17, 2026
Addendum Posted Online:	September 18, 2026.
Request for Proposals Due:	September 24, 2026.
Interviews:	October/November 2026
Award of Contract:	November 2026
Completion of Contract:	November/December 2027



Legend

- Project Limits
- Roads
- City of Lancaster

0 390 780 1,560 Feet

Esri Community Maps Contributors, State of North Carolina DOT, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

SC 9 (W. Meeting St.) Corridor Analysis Site Map



SC 9 W. Meeting Street Corridor Study (Paladin Rd to Main Street)

Scope of Work

I. INTRODUCTION

The Catawba Regional Council of Governments (CRCOG) is seeking consultant services to conduct a comprehensive corridor study for the SC 9 / W. Meeting Street corridor between Paladin Road and Main Street in the City of Lancaster.

The study will evaluate existing transportation conditions, identify current and future mobility needs, and develop practical, implementable recommendations to improve safety, traffic operations, accessibility, multimodal connectivity, and community character. The study should also support economic development and future growth along the corridor.

The Consultant will work collaboratively with CRCOG, the South Carolina Department of Transportation (SCDOT), the City of Lancaster, project stakeholders, and the public throughout the planning process. The study will include an assessment of existing conditions, public engagement, development and evaluation of alternative roadway and streetscape concepts, preliminary engineering-level recommendations, implementation strategies, and planning-level cost estimates.

The final plan will provide a clear roadmap for future transportation investments along the corridor and support the advancement of recommended projects into future regional and state transportation programs.

II. PROJECT TASKS / SCOPE OF SERVICES

TASK 1: PROJECT MANAGEMENT

Task 1.1 Project Kickoff

The Consultant will hold a project kickoff meeting with the Project Management Team, including CRCOG, the City of Lancaster, and SCDOT, to review the project scope, deliverables, management approach, schedule, and expectations.

Discussion topics will include invoicing procedures, progress reporting, a detailed milestone schedule, data and information needs, the public involvement strategy, and identification of stakeholders who should remain actively engaged throughout the study process.

Task 1.2 Project Management Team

The Consultant will conduct monthly coordination meetings with the Project Management Team throughout the project. The Consultant will also coordinate with the Project Management

Team to prepare working papers, agendas, presentations, and related materials for committee or stakeholder review.

In addition to monthly coordination meetings, the Consultant will provide the following major project meetings:

- Meeting 1: Project Kickoff Meeting
- Meeting 2: Existing Conditions Analysis Meeting
- Meeting 3: Alternatives Analysis and Evaluation Meeting
- Meeting 4: Implementation Strategy / Draft Plan Meeting

Task 1 Deliverables

- ***Kickoff meeting agenda and facilitation***
- ***Data needs memo***
- ***Facilitation of monthly Project Management Team meetings***

TASK 2: PROJECT INITIATION

Task 2.1 Review Existing Conditions

The Consultant will review relevant plans, studies, and technical documents to understand the planning and transportation context for the SC 9 Corridor. Documents may include, but are not limited to:

- SCDOT Momentum 2050 Moving South Carolina Forward
- CRCOG Long Range Transportation Plan
- Relevant Bicycle and Pedestrian Plans
- City of Lancaster Comprehensive Plan
- Lancaster County Comprehensive Plan
- SCDOT Pedestrian and Bicycle Safety Action Plan
- SCDOT ARMS Manual
- Available City Utility plans

The Consultant will summarize applicable findings from these documents and incorporate them into the existing conditions analysis described in Task 3. The Consultant will also develop a matrix of previously identified goals, objectives, recommendations, and planned improvements to help establish the foundation for project goals and evaluation criteria.

Task 2.2 Project Team Kickoff

Following the review of prior plans and studies, the Consultant will organize previously identified goals into themes such as community character, economic development, bicycle and pedestrian mobility, vehicular operations, maintenance, safety, access management, and regional transportation.

The Consultant will work with the Project Management Team to build consensus around project goals and develop evaluation metrics that will be used to assess preliminary alternatives.

Task 2 Deliverables

- ***Existing studies review***
- ***Identification of goals and corresponding objectives and metrics***
- ***Project goals and evaluation metrics***

TASK 3: EXISTING CONDITIONS ANALYSIS

Task 3.1 Roadway Inventory and Network Analysis

The Consultant will review relevant SCDOT highway design criteria applicable to the SC 9 Corridor. The Consultant will evaluate and document existing corridor conditions, including:

- Existing and projected traffic counts and turning-movement counts.
- AM/PM peak-hour intersection analysis.
- Existing and future-year traffic conditions.
- Level of service, delay, queues, and volume-to-capacity.
- Traffic forecasting methodology and horizon year.
- Signal warrant/timing analysis where appropriate.
- Effects of proposed lane configurations or road diets.
- Analysis of key intersections beyond the immediate corridor, if necessary.
- Review five years of crash data, including crash types and severity, pedestrian/bicycle crashes, crash rates or comparable measures, identification of crash concentrations and patterns, contributing factors, and development of appropriate countermeasures.
- Assessment of current and future mobility needs
- Conduct a future conditions analysis
- Access management strategies

Task 3.2 Land Use Inventory

The Consultant will compile, map, and document existing and planned land uses within the study area. The analysis will assess how land use conditions affect the transportation system, including vehicular access, active transportation connections, potential on-street parking needs, development patterns, and future redevelopment opportunities.

Task 3.3 Pedestrian and Bicycle Connectivity

The Consultant will evaluate existing bicycle and pedestrian conditions and circulation patterns throughout the study area. This work will include an inventory of existing sidewalks, pathways, pedestrian crossings, desired crossing locations, planned facilities from prior efforts, and projects currently in design.

The Consultant will also identify conflict areas involving existing or proposed pedestrian routes, bicycle facilities, intersections, driveways, and other corridor features.

Task 3.4 Utilities

The Consultant will review available information on existing utilities along the corridor, including water, sewer, electric, gas, telecommunications, and other major utility infrastructure. The Consultant will identify potential utility constraints or impacts associated with future corridor improvements.

Task 3 Deliverables

- ***Roadway inventory, deficiency assessment, traffic operations summary, and crash analysis***
- ***Land use inventory, including existing and planned land uses***
- ***Bicycle and pedestrian connectivity assessment, including existing and proposed sidewalks, bikeways, and future connections***
- ***Utility constraints and impact summary***

TASK 4: PUBLIC ENGAGEMENT

The Consultant will conduct public engagement activities to inform the study and gather input from residents, businesses, property owners, stakeholders, and the general public.

At public open houses, the Consultant will use appropriate technology and interactive tools to facilitate community input and collaboration. Engagement activities should provide opportunities for the public to review project information, comment on existing conditions, respond to alternatives, and provide input on recommended improvements.

The Consultant will prepare display materials, presentations, handouts, and other meeting materials using clear graphics and plain language. Prior to each public meeting or open house, the Consultant will prepare a postcard or similar notice for mailing to residents and property owners along the corridor.

The Consultant will also develop an online engagement tool or project website to allow users to provide input similar to the in-person open house experience. The online platform should help maximize participation, including input from individuals who may be unable to attend or speak at a public open house.

All public input received through in-person meetings and online engagement will be documented, compiled, and summarized.

Task 4.1 Existing Conditions Analysis

The Consultant will present the existing conditions analysis to the Project Management Team for review, discussion, and feedback.

Task 4.2 Alternatives Analysis – Project Management Team Meeting

The Consultant will present preliminary corridor alternatives to the Project Management Team for review and discussion. Based on feedback, the Consultant will refine the preliminary alternatives before public presentation.

Task 4.3 Alternatives Analysis – Open House

The Consultant will facilitate an Alternatives Analysis public open house at a local community venue. The purpose of this meeting will be to present the preliminary corridor improvement alternatives, explain the evaluation process, and gather public feedback on the proposed concepts. Input received will help identify community preferences, refine the alternatives, and support development of a preferred recommendation for the SC 9 / W. Meeting Street corridor.

Task 4.4 Recommendations Open House

Following refinement of the preferred alternatives, the Consultant will circulate a draft set of recommendations to the Project Management Team for review and comment.

After receiving feedback, the Consultant will host a public open house to present the preferred recommendations to the general public. The intent of this meeting will be to demonstrate how community concerns and priorities were considered and addressed in the study recommendations.

Comments received during the meeting and through online engagement will be documented and, in coordination with the Project Management Team, incorporated into the draft plan as appropriate.

Task 4 Deliverables

- ***Online survey or engagement platform***
- ***Public open house notices and outreach materials***
- ***Alternatives evaluation public open house and materials***
- ***Preferred recommendations public open house and materials***
- ***Public input summary, including survey and meeting results***

TASK 5: ALTERNATIVES ANALYSIS AND RECOMMENDATIONS

Task 5.1 Develop Street Cross Section Alternatives

The Consultant will develop planning/conceptual designs sufficient to establish feasibility, approximate ROW requirements, utility conflicts, and planning-level costs, but not preliminary engineering plans. The Consultant will coordinate this work with the Project Management Team and key stakeholders.

Concepts should focus on transportation recommendations that support the project goals, including safety, multimodal accessibility, complete streets principles, traffic operations,

community character, and economic development.

Alternatives should be illustrated through plan-view drawings, cross sections, narratives, and perspective renderings, as appropriate, to clearly communicate the proposed improvements and allow the Project Management Team, stakeholders, and the public to understand and evaluate the concepts.

Task 5.2 Alternatives Evaluation

To support selection of a preferred concept, the Consultant will develop a scoring methodology to evaluate and rank proposed improvements or alternatives. The methodology will be based on the project goals and metrics developed in Task 2.2.

Evaluation criteria may include safety benefits, multimodal connectivity, traffic operations, project feasibility, project readiness, environmental impacts, right-of-way needs, utility impacts, public support, and planning-level cost.

Recommendations that strongly support project goals but have lower near-term feasibility may be identified as long-term options.

Task 5.3 Develop Preferred Streetscape Design and Recommended Improvements

Based on input from the Project Management Team, stakeholders, the public, and technical analysis, the Consultant will develop a preferred cross-section and streetscape plan for the SC 9 Corridor.

The Consultant will document public input, refine the preferred design concept, and advance recommended improvements. The preferred concept may include roadway, intersection, pedestrian, bicycle, access management, streetscape, lighting, drainage, stormwater, landscaping, and related corridor improvements.

The Consultant will identify stormwater considerations and environmental constraints, as applicable, and recommend improvements necessary to ensure the preferred concept functions effectively from a stormwater and corridor planning perspective.

Task 5 Deliverables

- *Preliminary alternatives, including plan views, cross sections, graphics, and narratives*
- *Alternatives evaluation methodology and scoring matrix*
- *Preferred streetscape design and recommended improvements*
- *Survey results*

TASK 6: IMPLEMENTATION

Task 6.1 Implementation Strategy

The Consultant will develop an implementation strategy to support advancement of the recommended improvements. Strategies may include infrastructure improvements, programmatic recommendations, policy considerations, and coordination actions necessary to achieve the plan's goals.

For each recommended strategy or project, the Consultant will identify the lead agency, project description, potential partners, potential funding sources, and general implementation timeframe.

The implementation strategy should provide a practical path forward and help ensure the study results in actionable projects rather than a plan that remains unused.

Task 6.2 Cost Estimates and Funding Sources

The Consultant will develop costs by project, segment, or implementation phase, with major categories such as PE/design, ROW, utilities, construction, contingency, and total project cost.

The Consultant will also identify potential funding sources compatible with the recommended improvements.

Task 6.3 Project Prioritization/Phasing Recommendations

The Consultant shall complete an implementation matrix that classifies recommendations as near-term/quick wins, mid-term capital improvements, and long-term improvements and identifies estimated cost, responsible agency, funding opportunities, dependencies, and project readiness.

Task 6 Deliverables

- ***Implementation strategy narrative***
- ***Project implementation matrix***
- ***One planning-level cost estimate for the preferred concept***
- ***Summary of potential funding sources***

TASK 7: DRAFT PLAN AND FINAL PLAN

Task 7.1 Draft Plan

The Consultant will compile and integrate previous deliverables into a graphics-rich draft plan. The draft plan will document the study process, existing conditions analysis, public input, alternatives considered, preferred concept development, recommended improvements, cost estimates, and implementation guidance.

The Consultant will meet with the Project Management Team to present the implementation strategy and draft plan and to receive comments.

Task 7.2 Final Plan

Following review of the draft plan, the Consultant will revise the document and prepare the final plan. The Consultant will provide CRCOG with a digital version of the final plan and all applicable native files.

Task 7 Deliverables

- ***Draft Plan submitted to the Project Management Team for review***
- ***Submittal of the Final Plan to the Project Management Team, SCDOT, and the City of Lancaster.***
- ***Final presentation to Lancaster City Council***

III. CLOSING PROJECT PHASE

The closing phase of the project will include the following:

- Formal presentation of the plan to local government partners for endorsement or approval
- Project close-out
- Incorporation of approved plan elements into the CRCOG Transportation Improvement Program, Statewide Transportation Improvement Program, or other applicable transportation planning documents, as appropriate

IV. SCHEDULE

The Consultant must begin work upon issuance of a notice to proceed by CRCOG. The project shall be completed within twelve months of the notice to proceed, unless otherwise approved by CRCOG.

Within one week of receiving the notice to proceed, the Consultant shall provide CRCOG with a detailed project schedule or flow diagram for review and approval. The schedule shall identify major tasks, milestones, meetings, public engagement activities, draft deliverables, and final deliverables.

The project shall be considered complete only after the final plan has been presented to and accepted by the CRCOG Board of Directors, or as otherwise directed by CRCOG.

Payments shall be made in accordance with a schedule proposed by the Consultant and approved by CRCOG.

V. MEETINGS

A minimum of two public open houses shall be conducted by the Consultant during the course

of the project. The Consultant shall be responsible for meeting logistics, materials, facilitation, documentation, and implementation of CRCOG's public participation requirements.

The format and location of public open houses shall be coordinated with and approved by the CRCOG Project Manager.

VI. BRIEFINGS

The Consultant shall conduct regular project briefings with CRCOG during the course of the project. Briefings shall be held at least monthly, either virtually or at an agreed-upon location.

The purpose of the briefings will be to update CRCOG on project activities, review progress, coordinate upcoming tasks, address issues, and confirm that the project remains on schedule.

The Consultant shall be responsible for preparing agendas and meeting summaries for these briefings.

VII. PRESENTATIONS

The Consultant shall provide upon request two technical presentations following completion of the plan, as directed by the CRCOG Project Manager. Presentations are expected to include:

- Public presentation to Lancaster City Council
- Public presentation to the CRCOG Transportation Advisory Committee

VIII. DATA AND INFORMATION REQUIREMENTS

1. CRCOG will coordinate with SCDOT, as needed, to provide the Consultant access to available data, information, or proprietary software packages necessary for completion of the study.
2. Upon request, CRCOG will provide available GIS data and other relevant information needed to support the study.

IX. SPECIFICATIONS FOR WORK

All documentation shall be prepared in commonly used formats, including Microsoft Office, Adobe PDF, and Esri-compatible GIS formats, as applicable.

The Consultant shall provide CRCOG with all final documents, supporting files, GIS data, graphics, and native files at the close of each task or at any other time requested by the CRCOG Project Manager.

X. DELIVERABLES

The Consultant shall provide draft documents, an executive summary, the final report, presentation materials, and all supporting electronic files. The number of printed copies, if any, shall be determined by the CRCOG Project Manager.

All final documents shall also be provided in electronic format.

For presentations to the CRCOG Board, the City of Lancaster, and other public bodies, the Consultant shall prepare a PowerPoint or similar presentation.

XI. PROPRIETARY/CONFIDENTIAL INFORMATION

Trade secrets or proprietary information submitted by a Consultant in connection with this procurement shall not be subject to public disclosure under the South Carolina Freedom of Information Act, provided the Consultant properly invokes the applicable protections before or upon submission.

The Consultant must clearly identify any data or materials it considers proprietary or confidential and must state the reasons why protection is necessary. The Consultant should also state the requested disposition of such materials following contract award.

No information, materials, or documents related to this procurement will be made available to any other person, agency, or organization until after award, except as required by applicable law.

Consultants must visibly mark as “Confidential” each specific part of their proposal that they consider containing proprietary information. Pages or sections not marked as confidential may be subject to release in accordance with Chapter 4 of Title 30, South Carolina Code of Laws, and Section 11-35-410 of the South Carolina Consolidated Procurement Code.

Privileged and confidential information generally includes information in specific detail that is not customarily released to the general public and that may harm the competitive position of the party supplying the information. Examples may include customer lists, design recommendations, identification of prospective problem areas, design concepts, methods and procedures, and biographical data on key employees.

Evaluative documents that are pre-decisional in nature, such as interagency or intra-agency memoranda containing technical evaluations and recommendations, may be exempt from disclosure provided the contract award does not expressly adopt or incorporate those memoranda.

Marking an entire proposal as confidential or proprietary is not consistent with the South Carolina Freedom of Information Act.

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 Primary 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. 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.

(E) 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.

(F) 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).

(G) 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.

(H) 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.

(I) 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 Primary 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 Primary 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