

Richland County Council

County Administration Building
2020 Hampton Street
P.O. Box 192
Columbia, SC 29202



Phone: (803) 576-2061
Fax: (803) 576-2136

TRANSPORTATION AD HOC COMMITTEE

**December 16, 2013
2:00 PM
ADMIN CONFERENCE ROOM**

- 1. Call to Order**
- 2. Announcement of short listing of top three Proposers for the Program Development Team RFP**
- 3. Presentation format for short listed Program Development Team Proposers [PAGES 2-4]**
- 4. University of South Carolina request to continue development of Innovista Project and for Penny Transportation funds to refund them for funds expended for Preliminary Engineering [PAGES 5-6]**
- 5. Other Business**
- 6. Adjournment**

PROGRAM DEVELOPMENT TEAM

ORAL PRESENTATIONS AND INTERVIEWS

A. General

1. Each respondent selected will be notified in writing of their selection and scheduled for face to face oral presentations and interviews. Respondents will be given no less than ten (10) days to prepare for this meeting. Respondents should be prepared to answer questions concerning the qualifications and capabilities of their proposed team and the presentation should be well prepared and concise. The respondent will be given approximately sixty (60) minutes to discuss their unique qualifications, team structure, and to present examples of their previous works. Approximately thirty (30) minutes will be allocated for the committee to ask questions relevant to the proposed team and the project. After the question and answer period, approximately five (5) minutes will be allocated for the consultant to make a brief closing statement regarding why he/she believes his/her firm/team is the best qualified for this contract.

2. Presentations will be conducted at the Richland County Council Chambers. The respondent may use photographic slides, PowerPoint presentations (or similar), or poster board displays for visual aids during the presentation. It will be the responsibility of the consultant to bring necessary equipment (laptop / notebook computer) for this presentation. Richland County will provide a projector and screen for the consultant.

3. The consultant may elect to provide paper copies of photographs or visual aids to the committee for later review. A maximum of two (2) copies of printed materials will be permitted. Both copies will be presented to the selection committee chairman. Materials should be bound in a folder labeled in a similar manner to that of the initial response to the request for proposals. The consultant may use photographic quality matte paper, color paper, and other paper for this portion only. This material will be used by the committee as a reference only during the evaluation. It is not necessary to prepare elaborate exhibits, displays, or presentations with high end audio or graphics. No points will be awarded or deducted for handout materials whether presented or not. Presentation materials may be submitted as printed copy and electronic copy on a compact disk (CD) or USB Flash Drive, labeled with the firm's name. Electronic copies should be in PDF format.

B. Contents of the Oral Presentation

1. Key Personnel

The consultant should present an overview of the proposed team structure. This will be the opportunity to expand or elaborate on the special qualifications of any of the personnel assigned to this project. Team leaders for each major discipline should be available to discuss their roles and responsibilities in the development of this program as well as the unique or special talents they bring to the team. Key personnel that are required to be included in presentation: Program Manager, Procurement Officer, Construction Engineering Manager, Public Involvement Coordinator, Financial Manager, Environmental/Permitting Manager. In addition, each team will be allowed one representative from each firm listed in their proposal.

2. Experience

The consultant should present an overview of previous program/project experiences that illustrates the capabilities and expertise of the proposed team. The range and types of challenges the firm has encountered on previous programs that might occur on this program should be discussed as well as how the firm overcame the challenges. Examples of projects that might be applied to this program should also

be presented and discussed. Visual presentations of projects representing the firm’s ability may be presented. To the maximum extent possible, these examples should reflect projects of similar size, function, and complexity. The consultant may discuss or present examples of projects for which his/her team has received regional or national recognition or awards.

3. Program Approach

The consultant should discuss the proposed program timeline and identify critical events that may adversely impact Richland County’s objective. Examples of previous experiences meeting similar timelines and objectives should be noted.

4. Management Plan

The consultant should identify the primary and secondary points of contacts to be used by Richland County. These individuals should be present at the presentation. The consultant should describe the proposed organization of team members and support staff as required to meet the challenges and delivery time of this program. Emphasis should be placed on the roles and responsibilities of each member of the team. The consultant should describe contingency plans to address the loss of key personnel.

C. Summary of Oral Presentation Scoring

Criteria	(a) Weight	(b) Score (0-10)	(a) x (b) Weighted Score
Presentation <ul style="list-style-type: none"> • Key Personnel • Experience • Program Approach • Management Plan 	4.0		
Interview (Q&A)	5.0		
Closing Statement	1.0		
		Total	

SUGGESTED SCORING SYSTEM

Fail (0 points)

Zero (0) points are given when the category being evaluated is nonresponsive.

Below Average (1 - 4 points)

One (1) to four (4) points are awarded to responses that are considered to be minimally acceptable.

Average (5 points)

Five (5) points are awarded if qualifications fully satisfy the requirement.

Above Average (6 - 9 points)

Six (6) points to nine (9) points are awarded if qualifications more than satisfy the requirement and experience specifically applies to the project under consideration.

Exceptional (10 points)

Ten (10) points are awarded if a firm's qualifications far exceed those required. Scores of ten (10) points generally are infrequent.

SELECTION OF CONSULTANT

A. The interview scores from each evaluator will be averaged to arrive at a ranking for each respondent. These average scores will be numerically added to the average score for the same respondent's proposal evaluations. The scores will be ranked from highest to lowest (i.e. highest score receives the number one (1) rank position and second highest the number two (2) position, etc.. All respondents interviewed will be notified in writing of the consultant initially selected for negotiation.

B. Richland County will schedule a meeting as soon as possible with the top-ranked consultant to discuss the details and requirements of the full scope of services and project budget.

C. In the event that Richland County cannot successfully negotiate a contract with the first consultant selected, Richland County may terminate the negotiation process and undertake negotiations with the second highest ranked consultant. If the second negotiation is unsuccessful, Richland County will terminate negotiation and move to the third ranked. If Richland County is unable to successfully negotiate a contract with any of the consultants interviewed, the selection process shall be terminated. Richland County shall re-evaluate the scope of services required or the need to continue with this project and cancel the project or begin a new RFP selection process. Under no circumstances will Richland County undertake negotiations with any of the respondents not selected for the oral presentation and interview phase of this solicitation.

D. Richland County shall not be financially obligated for any consultant's expenses associated with the negotiation process, whether successful or not.



November 7, 2013

Rob Perry, P.E.
Director of Transportation
Richland County
P.O. Box 192
Columbia, SC 29202

RE: Greene Street Corridor

Dear Rob:

The University of South Carolina is pleased to respond to your September 12th request for information related to the Greene Street components of the Innovista - Special Projects category.

As set out in the list entitled "2012 Roadway Projects" (included herewith as **Exhibit A**), the Greene Street Corridor is one of the two top transportation-related priorities associated with Innovista, the other being the to-be-constructed Williams Street Extension (a/k/a Congaree River Parkway).

The University fully supports the Williams Street Extension project, which, among other matters, is complementary to the Greene Street Corridor transportation-related project (all as more particularly described and prioritized in the 2007 Innovista Master Plan and the 2010 Innovista Redevelopment Plan). This to-be-constructed roadway (and related elements and improvements) is largely owned/controlled by the private sector entity, Guignard Associates, which has undertaken its own planning and programming for this roadway. There should be another communication forthcoming to you from Guignard Associates which will address the status of its work as well as how the intended design measures up to the County Council Project Prioritization Policy.

The following will discuss (1) the extent to which the Greene Street Corridor transportation-related project measures up with the County Council Project Prioritization Policy and (2) how the Greene Street Corridor project might be executed in two construction phases.



November 4, 2013

UNIVERSITY FOUNDATIONS
JEROME D. ODOM, PH.D.
EXECUTIVE DIRECTOR
RUSSELL H. MEEKINS, CPA
CHIEF FINANCIAL OFFICER

Derrick Huggins
Penny Sales Tax Commission
Columbia, South Carolina

Dear Derrick:

In an effort to accelerate the construction of the corridor spanning from Assembly Street to Huger Street, the USC Development Foundation is prepared to advance the funding necessary to prepare the construction documents for bidding.

These funds would be advanced with the understanding that the Foundation would be reimbursed once the project is approved and funds from the Penny Sales Tax are available.

Please call me when any questions and let us know if we can help in any way.

Sincerely,

Russell H. Meekins