



County of Greenville

"... At Your Service"

Joseph M. Kernell
County Administrator
(864) 467-7105

TO: Butch Kirven, Chairman, and Members of Greenville County Council

FROM: Joseph M. Kernell, County Administrator *[Signature]*

SUBJECT: Road Improvement Program: FY 2010

DATE: August 18, 2009

Background

Since May 20, 1997, when County Council adopted its "**Prescription for Progress, Paving County Roads**" policy to improve county roads by the year 2010, the County has improved over 1500 roads and paved over 478 road miles. The *Prescription for Progress* Road Improvement Program has also afforded the County the opportunity to expand services to include traffic calming, improved storm drainage and intersections, address pedestrian safety with sidewalk installations and rehabilitation. Currently the County is in the 12th year of the *Prescription for Progress* Road Improvement Program. Each year, the County has used the Construction Management Services, Design-Build Services or Turnkey Management Services method, procured through the Sealed Proposal method of procurement (herein "Sealed Proposal/Turnkey Method") to implement this program.

Issue

With the adoption of the Biennium Operating and Capital Budget for Fiscal Year 2010 and 2011, County Council approved the continuation of the *Prescription for Progress* Road Improvement Program. Road improvements for the new fiscal year total \$9.4 million and include the rehabilitation and reconstruction of many of our worst roads, various road improvements, bridge replacements and projects related to community safety.

As in previous years, the \$9.4 million FY 2010 Road Improvement Program outweighs the capacity of the current staff. Presently, three engineers (1 full-time, 2 part-time) and three engineering technicians (2 full-time, 1 part-time) face a one-year time frame for the completion of the project coupled with overlapping roadwork and special projects from the previous fiscal year. Based on current issues and past practices, I recommend the "Sealed Proposal/Turnkey Method" be utilized for the FY 2010 Road Improvement Program. This method will allow the County to accomplish its road improvement goals and deadlines while providing day-to-day services to citizens.

Determination

Based on present staffing and logistics of the road program, I have determined to use the "Sealed Proposal/Turnkey Method" for the FY 2010 Road Improvement Program. This determination is made pursuant to the Greenville County Procurement Ordinance No. 3704, Article 5, Part E, Section 5-501.

Greenville County successfully utilized the "Sealed Proposal/Turnkey Method" with several facility construction projects, including the Greenville County Courthouse and Parking Garage, Greenville County Detention Center-Workcamp Facility, LEC Parking Lot, LEC Forensics Lab Renovation, Greenville County Family Court Expansion, Greenville County Main Library and the Greenville County Detention Center Expansion. Each project was on time and within budget. The County also successfully utilized the "Sealed Proposal/Turnkey Method" for the Road Improvement Program since 1998 and each fiscal year thereafter. This approach enabled the County to receive quality and timely construction at prices comparable to or lower than similarly situated counties, which is important given the times of rising costs of construction materials and supplies. In addition, this method has allowed the County to perform a large volume of road improvement projects while maintaining other important services.

By utilizing the "Sealed Proposal/Turnkey Method," a road program manager will be retained to supplement county staff and assist in executing the \$9.4 million Road Improvement Program. Under our current process, the program management partner subcontracts with other firms/partners to manage, schedule and coordinate the design, right of way acquisition, utility coordination and construction of these multiple projects. The public/private partnership will afford the County an opportunity to continue its commitment to providing optimal public services. The process will enable County staff to implement this large project while continuing normal operations required and expected by citizens. These operations include but are not limited to maintenance services, off right of way drainage, neighborhood drainage, traffic calming, subdivision review, as well as oversight of the road program.

Should the "Sealed Proposal/Turnkey Method" not be used, the County will need to hire or contract additional employees at an estimated cost of \$1,039,239 to manage the program. The estimated program management cost for the "Sealed Proposal/Turnkey Method" is approximately \$756,000 for a savings of approximately \$283,000. Contracts for design, testing and field inspection, in order to maintain the same level of service received under the current public/private partnership would be an additional cost for either method used. Additionally, if the program is brought in-house, road assessments could not start until the new or contracted staff is on board and trained. Road assessments are required to determine the extent of work needed on each road and must be completed before construction can begin. Considering the size of the FY 2010 road program, the rising costs of construction materials, multiple contract services, hiring additional employees and equipment, and the procurement process, the completion of this road program would take an additional year if the County utilized the Competitive Sealed Bid Method rather than the "Sealed Proposal/Turnkey Method." This will significantly delay next year's road improvement program.

Competitive Sealed Proposals Procurement Process

The Competitive Sealed Proposals method of procurement, or Request for Proposals (RFPs), is a formal solicitation process inviting responses for delivery of services or projects. RFPs describe the current situation, requirements and expectations of the County with regard to the final product. RFPs request respondents to present their best solutions to attain the expected results and submit creative ideas, schedules and additional pertinent information regarding the project(s). Respondents are asked to present a proposal that will fulfill or exceed the criteria and/or requirements included in the Request for Proposals. As in the past, county staff will prepare the RFP for the FY 2010 Road Improvement Program in accordance with Ordinance 3704.

The services solicited will include but are not limited to:

- Facilitation and Management Services for implementing and accomplishing the FY 2010 Road Improvement program;
- Engineering design, inspection, and paving service for approximately 32 centerline miles of road;
- Right-of-way acquisition;
- Design and construction of 1 road improvement project;
- Construction and inspection of 1 intersection improvement project;
- Design of 1 bridge improvement project;
- Drainage assessment, corrective design and implementation;
- Assessment, engineering design and improvement of minor safety hazards along roadways;
- Assessment, engineering design and improvement of roadways to accommodate growth and potential growth;
- Inspection and quality assurance of paving and construction;
- Attention and sensitivity to citizen convenience, community awareness and the community's access to information;
- Coordination with utilities;
- Contain costs and manage the established budget;
- Design and construction of pedestrian safety projects;
- Traffic and safety programs (including traffic calming).

Responses to the RFP will be evaluated by a team of staff and outside professionals based on the criteria identified within the request for proposals.

Independent Monitor Review of the Selection Process

Ordinance 3704, Section 5-501(c), requires the Chairman of County Council to select an independent monitor from a government agency, who does not directly or indirectly report to the County Administrator, to observe the selection process, determine if the process is fair, open and competitive. The monitor is required to submit a written report to the Chairman with his/her findings.

County Council Role

Following the meeting of the Committee of the Whole, the construction management service shall be secured in the manner set forth in Section 5-501 unless County Council rejects the selection

of the method recommended by the County Administrator. No action is required by County Council in order to proceed with the method recommended by the County Administrator. Should County Council not be in favor of the "Sealed Proposal/Turnkey Method" for this particular project, County Council must vote to reject it.



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2009 Process Timeline

Friday, August 14th

Procurement Services Division will submit notice of the County Administrator's determination to utilize the competitive sealed proposal approach for the FY 2010 Road Improvement Program to: The Greenville News for publication on Sunday, August 16th, 2009; and to The South Carolina Business Opportunity, Dodge Report, Bid Net, Greenville County Website and Greenville County Cable Channel on Monday, August 17th, 2009.

Monday, August 17th –
Tuesday, September 1st

The County Administrator's Determination will be available on the County website (www.greenvillegov.org), and at the County Council Office, Suite 2400, County Square; interested parties shall submit written comments to the Committee of the Whole that set forth the position of the party with respect to the determination as to which construction contracting method to use. Please refer all comments in writing by 2:00 p.m., September 1st, 2009 to:

Greenville County Council's Committee of the Whole
c/o Clerk to Council
301 University Ridge, Suite 2400
Greenville, South Carolina 29601-3665

Tuesday, September 1st

County Administrator's determination formally submitted to the Committee of the Whole for consideration. Those submitting written comments may address the Committee of the Whole at that meeting.

Wednesday, September 2nd

Should County Council not reject the selection method, the County Administrator will direct staff to solicit competitive sealed proposals for the FY 2010 Road Improvement Program. Chairman of County Council will select an independent monitor from an agency of Government who does not report directly or indirectly to the County Administrator to observe the source selection process to determine whether the process was fair, open and competitive at the time of source selection.

Friday, September 4th

Procurement Services Division will advertise the Request for Proposals (RFP) in the legal notice section of The Greenville News, South Carolina Business Opportunity, Bid Net, Dodge Report, Greenville County Website and Greenville County Cable Channel for publication on Sunday, September 6th, 2009. Previous respondents will be notified of a new RFP available. Copies of the RFP will be available to interested parties through the

Procurement Services Division on Tuesday, September 8th, 2009.

Friday, September 18th

The County Engineer, Procurement Services Manager, and Assistant County Administrator for Public Works will conduct the Pre-Proposal conference at 9:00 AM.

Friday, September 25th

Questions related to the Request for Proposals and project shall be submitted by 5:00 PM by **MAIL, E-MAIL, or FAX** to:

**County of Greenville
Department of General Services
Procurement Services Office – Attn: Procurement Services
Manager
301 University Ridge, Suite 100
Greenville, South Carolina 29601-3665
nchasteen@greenvillecounty.org
Fax: (864) 467-7304**

Tuesday, October 13th

Vendor responses to RFP are due at 3:00 PM.

Wednesday, October 14th –
Thursday, October 22nd

Review of submitted responses. (Review Team will meet October 22nd)

Friday, October 23rd –
Friday, October 30th

Award contract, negotiations, execute contract (*tentative*)

Monday, November 2nd

Notice to Proceed issued for the FY 2010 Road Improvement Program (*tentative*)

This determination will be presented to you at the September 1st, 2009 Committee of the Whole meeting. In the meantime, if you have any questions or need additional information, let me know.

Thank you.