

City of Spartanburg
Procurement and Property Division
Post Office Drawer 1749, SC 29304-1749
Phone (864) 596-2049 - Fax (864) 596-2365

RFP Legal Notice
Request for Proposals for
Downtown Spartanburg Transportation Plan
October 27, 2021

NOTICE IS HEREBY GIVEN – The City of Spartanburg is seeking proposals from qualified firms to prepare a Downtown Spartanburg Transportation Plan.

Proposal No: 2021-12-07-01

The City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women’s business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the proposal will be required to obtain a City of Spartanburg Business License.

Interest Meeting: Tuesday, November 23, 2021 at 9:00 AM - Development Services Offices - 440 South Church Street – Spartanburg, South Carolina.

Please submit one original, 2 printed copies of your sealed proposals:

Sealed Proposals Due Tuesday, December 7, 2021, no later than 3:00 PM. Proposals must be submitted to Carl Wright, Procurement and Property Manager, City Hall 145 W. Broad Street, at which time they will be publicly opened and read aloud in the Training Room.

Technical question regarding the scope of services should be directed to Martin Livingston, Community Development Director, at the City of Spartanburg at 864-580-5323.

Proposals can be hand delivered or mailed to the following address:

City of Spartanburg
P.O. Box 5107
145 W. Broad Street
Spartanburg, SC. 29304
Attn: Procurement and Property Division

For further information and complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package also available at www.cityofspartanburg.org by following the links for Invitations for bids.

**DOWNTOWN SPARTANBURG TRANSPORTATION MASTER PLAN
AND SPATS CONCEPTUAL PROJECTS LIST
SCOPE OF WORK – OCTOBER 28, 2020**

As downtown Spartanburg has redeveloped with an emphasis on revitalized neighborhoods, mixed use, walkability, and healthy living, the demands on the existing transportation system have changed. Adding to these demands is the successful economic development occurring outside the City increasing large truck traffic using the state-maintained roadways through the downtown.

The purpose of the Spartanburg Downtown Transportation Plan is to address holistically the current and future demands on the transportation system in downtown Spartanburg. The plan for addressing these demands will improve mobility, traffic circulation, and safety in downtown Spartanburg for all users and will identify strategies and specific projects for the short and long terms.

The following scope of services has been developed to complete this study. The proposed project schedule is nine months, with completion expected by August 2021. The study area for the project will focus on the downtown from Daniel Morgan Avenue on the north to Henry Street to the south and St John Street to the west to Pine Street to the east as illustrated in the attachment.

The Spartanburg Area Transportation Study (SPATS) is a partner in this effort. Encompassing an area outside the City, SPATS is interested in developing a conceptual list of projects for its study area outside the Spartanburg downtown. Therefore, developing that list is also part of this effort.

TASK 1 - PROJECT MANAGEMENT AND STUDY COORDINATION

Task 1.1 Project Management

Throughout the course of the study, the consultant will be responsible for coordinating activities with the Project Team. These activities will include preparing minutes for study-related meetings, gathering public and agency input, coordinating informal meetings, participating in conference calls, and responding to requests for information. THE CONSULTANT's project manager will be responsible for internal quality assurance/quality control procedures, subconsultant coordination, monitoring project budgets and schedules, and preparing invoices and monthly progress reports that will be sent to the City of Spartanburg, including communication of information and key deliverables.

Task 1.1.1 THE CONSULTANT Team will prepare for and conduct up to four virtual monthly status update meetings, in addition to the five project team meetings in Task 1.2, with lead City staff to review progress and obtain feedback to plan next steps.

Task 1.1.2 THE CONSULTANT will prepare for and conduct up to 2 coordination meetings with City Planning and SPATS to coordinate with the City's Downtown Comprehensive Plan Transportation Element and the SPATS LRTP update.

Task 1.1.3 THE CONSULTANT will prepare for and attend up to 1 City Council meeting and one SPATS meeting to present the draft proposed short & long-term transportation strategies and specific projects.

Task 1.2 Study Coordination

A Project Team will be established to coordinate the study among the stakeholders. The Project Team will be comprised of individuals/representatives from the following three agencies:

- City of Spartanburg
- SPATS Planning staff
- SCDOT District staff

THE CONSULTANT will participate in up to five in person full project team meetings, as follows:

- Meeting #1: Existing Conditions Review
- Meeting #2: Draft Short and Long-Term Solutions Development
- Meeting #3: Final Short and Long-Term Solutions Development
- Meeting #4: Draft Report Presentation/Review & City Council Presentation Review
- Meeting #5: Final Report Presentation

THE CONSULTANT will have two staff members at each of the five Project Team meetings. Each of these meetings is expected to take the place of a monthly project status meeting. THE CONSULTANT will prepare agendas and other materials, facilitate discussion, and prepare meeting summaries. Informal Project Team meetings may occur as needed, either in person, or via phone or other media.

Deliverables:

- Project schedule
- Project invoices
- Monthly status reports
- Meeting materials: agendas, handouts, presentations, memos, maps, and meeting summaries

All materials organized in a shared document drop site

TASK 2 – REVIEW OF EXISTING PLANS AND EXISTING TRAFFIC EVALUATION

Task 2.1 Existing Conditions Data Collection & Analysis

Upon receiving notice-to-proceed, THE CONSULTANT will work with the project team to establish the goals and objectives of the plan. THE CONSULTANT will review all related existing plans provided by the City and SPATS. The CONSULTANT will not duplicate the efforts of these plans. The CONSULTANT will synthesize the information and use it as part of the existing conditions assessment and plan development. These existing plans will be gathered and provided by SPATS and City staff and include:

- Recent neighborhood plans for areas inside or adjacent to the study area. Examples include Northside, Highland, Magnolia Master Plan, and Citizens for Safe Streets. Environmental constraints and historic district identified by the

City.

- SPARTA Comprehensive Operational Analysis
- City of Spartanburg Signal Master Plan
- 2012 Spartanburg Trails and Greenway Plan
- Grant application for BUILD trail grant
- SCDOT study of top seven crash corridors for SPATS and InfoCrash analysis
- Plan for City/County government facilities per referendum
- Most recent downtown parking study
- Work to date on City Comprehensive Plan and existing planning documents and other City policies such as crime prevention through environmental design
- Regional Freight Plan
- SPATS 2016 LRTP
- SPATS TIP/SCDOT STIP
- CTC List of Transportation Projects
- DOT paving schedule
- One Spartanburg Pedestrian Counts and Transportation Plans
- Georgia/North Carolina high speed rail plan status
- Synopsis of Ten at the Top Transportation initiatives

Once THE CONSULTANT has reviewed this information, THE CONSULTANT will provide a list of data needs not covered in the existing information, which may include a wide variety of data items across all modes of travel as well as other supporting data (e.g. land-use and development proposals) covering daily and/or peak hour traffic flow data, crash data with latitude/longitude information, geometric data, transit data, multimodal data, database lists to include GIS shapefiles, signal timing and existing Synchro files, pavement quality index data, existing paving financials/budgets, and any other asset condition or inventory data related to existing signal communications, interconnects and infrastructure. The Project Team members will help facilitate the gathering of this additional data. This could include providing the data directly or providing the necessary contact information. Publicly available data (such as Census data) may be obtained directly by THE CONSULTANT, though locally updated or modified versions of publicly available data will be requested from the agencies. This scope anticipates that most of the data requested will be readily available from the City or other agencies, in electronic formats.

Task 2.1.1 Count data will be used to evaluate existing intersection operations using HCM 2010 methodology and to provide data so that, under its contract with SPATS, ACOG can provide existing, 2025, and 2040 daily traffic volumes in the study area using growth scenarios developed with the City. It is anticipated that a certain amount of additional data will be needed to have an adequate base from which to work, so THE CONSULTANT will perform typical weekday intersection turning movement counts for six hours for up to 25 locations. Count locations will be determined with coordination between

THE CONSULTANT team and City Staff and will include locations selected by the City and locations determined to be potential candidates for short-and/or long-term operational failure. In addition to the peak hour turning movement counts, THE CONSULTANT will collect up to 10 48-hour typical weekday ADT counts, identified through coordination with the City, SPATS, SCDOT, and ACOG.

Task 2.1.2 THE CONSULTANT will use the future daily traffic volumes provided by ACOG to determine traffic growth rates to apply to intersection turning movement counts to assess future traffic operations at the selected intersections and in the selected corridors.

Task 2.1.3 THE CONSULTANT Team will develop or revise base-year AM and PM Synchro (v10.0 or higher) models for locations counted in Task 2.1.1. Signal timings are to be provided by the City. The City will also provide THE CONSULTANT with existing Synchro files for any intersections/corridors within the study area. AM and PM automobile Level of Service (LOS) will be evaluated using HCM methodology approved by SCDOT for each intersection.

Task 2.1.4 THE CONSULTANT Team will review the City's Signal Master Plan and upcoming SPATS retiming projects and suggest next systems to be retimed and next intersections to upgrade.

Task 2.1.5 The existing conditions task will synthesize existing studies to document a planning level multi-modal evaluation of the existing transportation system in Spartanburg's downtown CBD. This assessment is expected to cover mobility, safety, connectivity, demand, land-use, and infrastructure/operations (i.e. pedestrian, bicycle, transit, auto & truck, rail and air), to identify areas in need of safety improvements and existing gaps in coverage and connectivity between modes.

Project Team Supplied Information:

1. Existing traffic count data
2. Existing crash data
3. Plans listed
4. GIS Land-Use data & Planning Study data, including existing parking data
5. Existing City asset inventory and condition data
6. Existing signal plans and timing data and/or model files

Deliverable:

1. Technical memorandum summarizing existing data and gaps in data and synergy of existing plans or lack thereof
2. 25 intersection counts and 10 ADT counts
3. Revised Synchro at selected intersections.
4. Suggestions for signal master plan revisions if needed

TASK 3 – SHORT TERM SOLUTIONS DEVELOPMENT

Task 3.1 Analysis & Identification

Based on evaluation of collected data and existing plans, THE CONSULTANT will map existing corridor link and intersection capacity issues, level of service (LOS) and crash patterns within the existing network, discontinuities in the non-motorized transportation system, and gaps in connections among all elements of the overall system. improvements.

- Task 3.1.1 THE CONSULTANT will coordinate with the Comprehensive Plan team as land-use assumptions are developed.
- Task 3.1.2 THE CONSULTANT Team will evaluate opportunities to improve upon current or short-term deficiencies in the downtown CBD automobile network. Example short-term project types include access management to improve safety and/or increase capacity on arterials and collectors, improving safety at intersections, minor intersection improvements such as roundabouts and improving intersection capacity. An example of a specific issue is pedestrian accommodation along Church Street. THE CONSULTANT will develop a narrative and supporting conceptual designs and typical sections suggesting adaptations based on current national guidelines and best practices. Capacity improvements will be evaluated against a design-year No Build LOS to quantify the magnitude of improvement. Capacity analysis will be conducted using Synchro v10.0 or higher and will make use of the HCM methodology approved by SCDOT.
- Task 3.1.3 THE CONSULTANT Team will identify opportunities, where feasible, for complete streets, with a brief generic narrative on a series of best practices. By definition, a complete street serves a variety of roles for multiple user groups, depending upon the context of the road and the surrounding land use and infrastructure. User groups on a complete street may include automobile traffic, pedestrians, bicyclists, freight traffic, and transit vehicles.
- Task 3.1.4 THE CONSULTANT Team will suggest opportunities for ITS improvements/expansion and/or implementation, including adaptive signal systems and wireless communication (i.e. signal interconnect and/or synchronization), along with short-term opportunities for the City to prepare for, and implement, “smart-city” technology (i.e. to include signal system network improvements and 5G connectivity). High level assessment of way finding signage, pedestrian lighting, and City ordinance requirements regarding these will also be provided.
- Task 3.1.5 THE CONSULTANT Team will evaluate opportunities to improve access and mobility for bicyclists and pedestrians. Opportunities are anticipated to primarily focus on pedestrian and trail crosswalks at intersections, mid-block locations and driveways, and filling in gaps in existing bicycle and pedestrian networks, where feasible.

Deliverables:

1. Technical memorandum describing the evaluation of the existing downtown transportation system and the evaluation and recommendations for short term improvements. Recommendations will be mapped in GIS as point, line, or

polygon features.

TASK 4 - FUTURE TRENDS ASSESSMENT & LONG-TERM SOLUTIONS DEVELOPMENT

Task 4.1 Future Trends Assessment

The future trends assessment will consider the same modes and issues as the existing conditions assessment. It will identify potential future issues based on historical trends and local and regional plans. The assessment will be based in part on historical trends (population, employment, traffic volumes, multi-modal volumes/ridership, etc.), current transportation and land-use forecasts (e.g. ACOG regional travel demand model output and downtown land-use forecasts per coordination with Comprehensive Master Plan team), available downtown development information, and other recent or on-going planning studies. The future trends assessment will also include a review of issues and opportunities for enhancing multi-modal connectivity throughout the downtown study area and major connecting arterials.

Task 4.1.1 For long-term traffic growth projections, THE CONSULTANT Team will utilize the travel demand model volumes supplied by ACOG.

Task 4.2 Long-Term Solutions Development

THE CONSULTANT will identify long-term needs across all modes and address major user groups (commuters, residents, visitors, service and delivery activities, large truck operations etc.) The identified issues and needs will consider input from the Project Team, other stakeholders, and the public input gained through the City Comprehensive Plan. Combined with the project goals and objectives they will guide the team in developing and then evaluating a range of potential multimodal improvement alternatives.

As noted in the RFP, possible improvements will address all modes.

Task 4.2.1 THE CONSULTANT Team will identify, through coordination with City Staff, up to five corridors or major intersection/interchange locations where THE CONSULTANT will conduct a design-year Synchro analysis to identify long-term operational deficiencies. THE CONSULTANT will then develop up to three alternative solutions (including No Build) for each corridor/intersection/interchange.

Task 4.2.2 THE CONSULTANT Team will develop a list of long-term roadway projects intended to improve safety, capacity, and mobility for motorized vehicles. Long-term project examples include, new roadway alignments, traditional or innovative widening projects, and new/modified interchanges. As noted in Task 4.2.1, THE CONSULTANT will conduct a detailed capacity analysis for up to five of these locations to select a preferred alternative based on benefits to operations.

Task 4.2.3 THE CONSULTANT Team will use information from the future trends assessment task to identify opportunities for improved bicycle and pedestrian access and mobility.

Project Team Supplied Information:

1. Future forecasts and trends data (much of this will have been provided in Task 3)
2. Most recent downtown development proposals
3. Input and feedback on the draft existing and future conditions analysis

Deliverables:

1. Future evaluations, issues/needs, and recommendations technical memo.

TASK 5 – COST-RISK AND VALUE ENGINEERING ANALYSIS & IMPLEMENTATION PLAN**Task 5.1 Alternatives Evaluation**

THE CONSULTANT will evaluate the improvements generated in Task 4. This will be completed based on the project goals and objectives that were established at the start of the project (see Task 2). The evaluation will address key topics such as safety, mobility, connectivity, impacts, and feasibility/cost. Topics such as economic development, environmental issues, historic context, ownership (SCDOT turn-back program), aesthetics, utilities, and public support may also be addressed when applicable. The final evaluation criteria will be established in consultation with the Project Team for selecting and prioritizing the alternatives.

Projects will be evaluated using a matrix evaluation approach that will use a combination of qualitative and quantitative measures. This evaluation will highlight major potential project benefits and drawbacks, revealing the trade-offs associated with different alternatives. The evaluation will provide the technical basis for the project recommendations and prioritization in Task 6.

Task 5.2 Cost Estimates

THE CONSULTANT will develop planning-level cost estimates for agreed upon alternatives in Task 5.1. For potential near-term projects, these estimates will include separate estimates for design, right-of-way acquisition, utility relocation, and construction based on information from similar projects in the City. For the long-term projects, a total amount will be estimated. The estimates will be in current year dollars, which can be converted to future year dollars once a construction year has been assigned in Task 6. For purposes of this scope, THE CONSULTANT will do estimates for up to 5 recommendations to be determined and agreed upon with the project team. THE CONSULTANT will not develop detailed cost estimates as part of this task.

Deliverables:

1. Risk based alternatives evaluation documentation including planning-level cost estimates (tables and supporting text)

TASK 6 - RECOMMENDATIONS AND FUNDING**Task 6.1 Recommendations**

THE CONSULTANT will develop a set of multimodal project recommendations based on the results of Tasks 3 - 5. The highest-ranking projects will be recommended for

implementation. The draft recommendations will be reviewed with City staff prior to being finalized.

Projects will be prioritized based on the evaluation results and prioritization criteria to be set in conjunction with the Project Team. The prioritization criteria will be closely tied to the evaluation criteria discussed in Task 5; however, the most critical criteria will be emphasized to achieve the project rankings. Local, state, and national guidance will be considered in this ranking process and the draft results will be reviewed with the Project Team.

Potential implementation years will be selected based on when the improvements are needed, how highly they were ranked, and their cost. The projects will be divided into near-term improvements (1-3 years) and long-term improvements (4-15 years). Near-term projects will typically be lower cost projects with a high ranking. Long-term alternatives will typically be more complex, costly, and difficult to implement project types.

Task 6.2 Project Funding

THE CONSULTANT will explore potential innovative funding options for the short-term projects. This will also include providing information and discussion of existing federal, state, and local funding sources, as well as less traditional funding approaches, including public/private partnerships. THE CONSULTANT will also consider SCDOT's turnback program application to recommended improvements from the study.

A literature review will be provided discussing development fee structures and strategies of regional cities and municipalities with consideration of their application or revision to existing City procedures.

Deliverables:

1. Recommendations technical memorandum with a summary of the work completed in Tasks 4, 5, and 6 including:
 - a. Summary of issues and needs
 - b. List of alternatives considered to address the issues and needs
 - c. Text describing the evaluation/prioritization criteria and methodology
 - d. Summary of the evaluation results (including planning-level cost estimates)
 - e. Discussion of project funding
 - f. Figures and text showing the prioritized near-term recommendations
 - g. Figures and text showing the prioritized long-term recommendations
2. Literature review of existing development fee structures and strategies of regional municipalities

Note: The figures developed at this stage and for the final report will be concept level figures, but they will clearly show the extent and/or nature of the improvements (depending on the type of project) for use in supporting future project planning and design efforts.

TASK 7 - PUBLIC AND STAKEHOLDER INVOLVEMENT

Task 7.1 Agency and Stakeholder Involvement

In addition to the public input obtained by the City in the Comprehensive plan additional in-person meetings with individuals and small groups of stakeholders are expected. THE CONSULTANT will conduct one day of stakeholder meetings, to be scheduled in coordination with the Project Team. Potential stakeholders include, but are not limited to representatives from schools, police and fire departments, emergency management agencies, other local government representatives, neighborhood associations, and private industry.

Deliverables:

1. Meeting documentation

TASK 8 - FINAL PLAN AND REPORT DOCUMENTATION

THE CONSULTANT will compile the results of the tasks described above into a draft report. The draft report will be provided electronically to the Project Team members for review prior to being finalized. Based on mutually agreeable comments, THE CONSULTANT will submit a final report to include appropriate text, figures, tables, exhibits, etc. The final report will include a stand-alone executive summary. It will be submitted in paper and electronic format, both as a complete report file and as a set of smaller files, for ease in downloading from the City of Spartanburg and SPATS websites. THE CONSULTANT will also provide as a separate document, the meeting summaries from the five formal Project Team meetings.

Final reports will be printed in color (for photos and other exhibits) on 8.5x11 paper, except maps, which may be up to 11x17. The final report will be bound, printed on high quality paper, and have a plastic or laminated front and back cover. Four (4) paper copies of the final report will be provided upon completion of the study. Five (5) digital copies of the final report will be provided in Microsoft Office and PDF format.

Deliverables:

1. Draft report - electronic
2. Final report - paper and electronic as noted above
3. Project Team meeting summaries
4. Digital copies of all new SHAPE or other files developed in project

TASK 9 - SPATS CONCEPTUAL PROJECTS LIST

Task 9.1 – Identify Future Capacity Deficiencies and Safety Concerns for All Modes

THE CONSULTANT will obtain 2040 daily volume projections from ACOG and compare them to the daily capacity of each facility. These comparisons will identify future capacity deficiencies. THE CONSULTANT will obtain from the SCDOT traffic safety department the intersections and corridors in the SPATS area that have been identified regarding safety issues. THE CONSULTANT will meet with SPATS Staff and Study Team to review the SPATS InfoCrash analysis and glean their knowledge of deficiencies.

Task 9.2 – THE CONSULTANT will conceptualize projects that will address the deficiencies and safety issues identified in Task 9.1. These projects will be described conceptually in text and illustrated with lines on a map. Examples are widen for

additional capacity, provide alternate route, and extend a street for a short section. **THE CONSULTANT** will suggest a prioritization of projects based on degree of deficiency and on safety.

Task 9.3 – THE CONSULTANT will provide conceptual cost estimates (based on new route per mile, widening per mile, etc.) for the top 10 projects and present them to the SPATS Study Team for consideration.

Deliverables:

- 1. List of projects prioritized by degree of deficiency with a brief description of the project, the issues being addressed, the benefits, and potential complications.**
- 2. A map of all projects identified and their rank of priority,**
- 3. Conceptual cost estimate for up to 10 projects.**
- 4. Digital copies of all new SHAPE files or other files developed in this task.**

POTENTIAL ADDITIONAL SERVICES

TASK 10 – ASSIST WITH PUBLIC INVOLVEMENT

The City of Spartanburg is currently developing their Comprehensive Plan and is conducting extensive public involvement for that plan. Depending on the recommendations from Tasks 1-8, the City may or may not need to obtain additional public involvement for the identified projects and initiatives. Should the City require public involvement for Tasks 1-8, **THE CONSULTANT** will provide the set-up, operation, and output of an online public comment mapping tool (EngageHQ used in the Comp Plan).

SPATS staff is currently planning to conduct the public input portion of Task 9. However, **THE CONSULTANT** may be called on for assistance with public input for this task as well. Public meeting materials and displays and set-up, operation, and output of an online public comment mapping tool are potential tasks.

City of Spartanburg, South Carolina
Projects Involving Federal Funds
Federal Procurement Requirement – Appendix II

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.

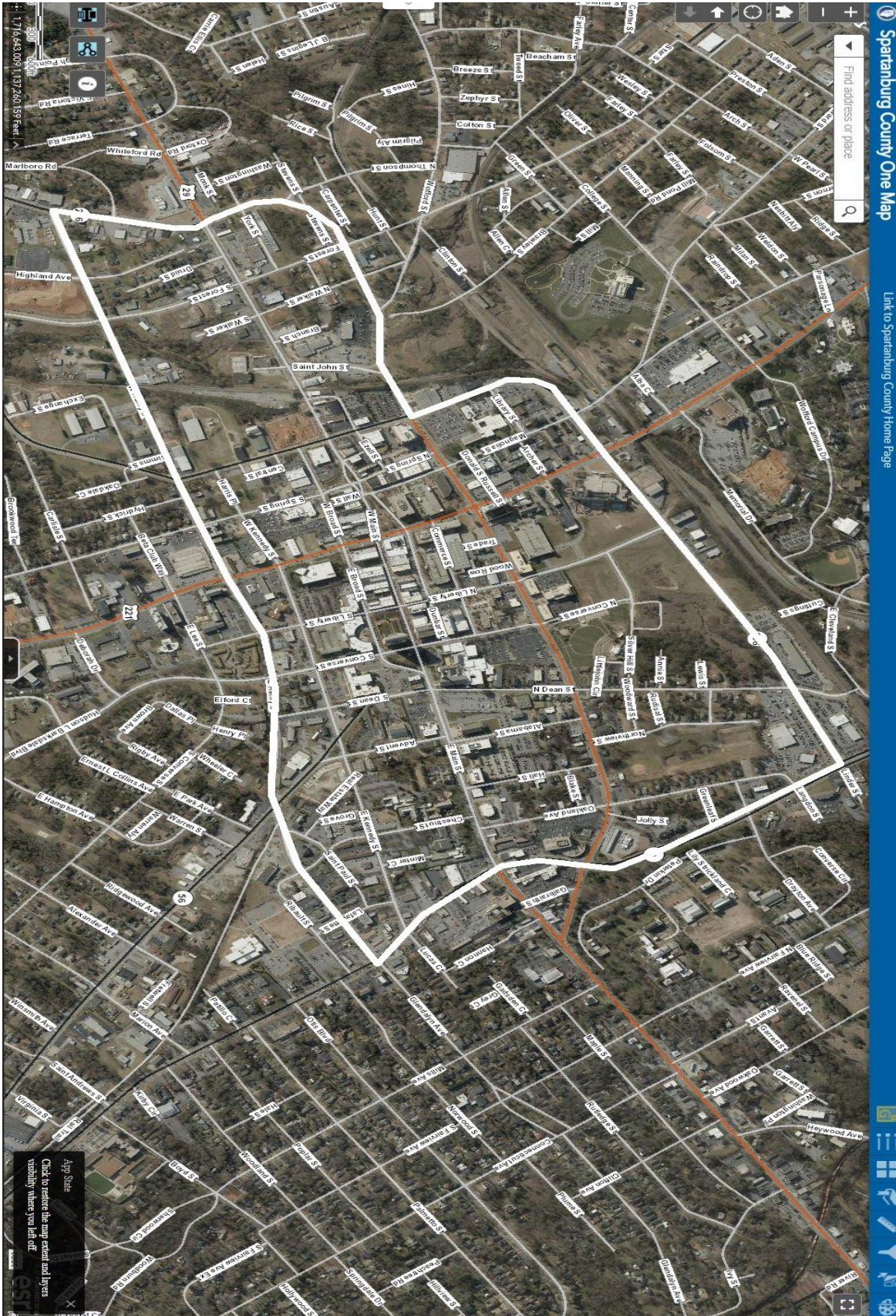
- F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, 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 government wide 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 2 CFR §200.322 Procurement of recovered materials.
- K. Government Restrictions: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful firm to immediately notify the City of Spartanburg in writing specifying the regulation which requires alteration. The City of Spartanburg reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the contract at no expense to the City of Spartanburg.

- L. Assignment or Transfer: The successful firm shall not assign or transfer any interest in the contract, in whole or part, without written approval of the City of Spartanburg. Claims for sums of money due, or to become due from the City of Spartanburg pursuant to the contract may be assigned to a bank, trust company or other financial institution. The City of Spartanburg is hereby expressly relieved and absolved of any and all liability in the event a purported assignment or subcontracting of the contract is attempted in the absence of the firm obtaining the Collaborative Partner's prior written consent.
- M. Availability of Records: The Comptroller General of the United States, the Department of Housing and Urban Development (HUD), the City of Spartanburg and any duly authorized representative of each, shall have full and free access to, and the right to audit and to make excerpts and transcripts from, any and all pertinent books, records, documents, invoices papers and the like, of the vendor, or in the possession of the firm, which shall relate to, or concern the performance of the contract.
- N. Permits and Licenses: The successful firm shall obtain all permits and licenses that are required for performing its work. The firm shall pay all related fees and costs in connection with required permits and licenses. Proof of ownership shall be made on all software used in the execution of the contract. The firm will hold the City of Spartanburg harmless for any violation of software licensing resulting from breaches by employees, owners and agents of the firm.
- O. Taxes: The successful firm is responsible for all state and federal payroll and/or social security taxes. The firm shall hold the City of Spartanburg harmless in every respect against tax liability.
- P. Standards of Conduct: The successful firm shall be responsible for maintaining satisfactory standards of its employees' competence, conduct, courtesy, appearance, honesty, and integrity. It shall be responsible for taking such disciplinary action with respect to any of its employees as may be necessary.
- Q. Federal, State, and Local Reporting Compliance: The firm shall provide such financial and programmatic information as required by the City of Spartanburg to comply with all Federal, State and local law reporting requirements.
- R. Nondiscrimination: The firm agrees that it will abide by Federal, State and Local Laws, and City ordinances incorporated by reference herein.
- S. Section 3 Clause: Every applicant, recipient, contracting party, contractor, and subcontractor shall incorporate or cause to be incorporated a "Section 3 Clause" in all contracts for work in connection with a Section 3 covered development, if applicable. All proposals must also include a Compliance Plan to include submittal of reports applicable to Section 3 requirements, if applicable.
- T. Notices: All written notices required to be given by either party under the terms of the contract(s) resulting from the contract award shall be addressed to the firm at their legal business residence as given in the contract. Written notices to the City of Spartanburg shall be addressed as provided in the contract.
- U. Cancellation: Irrespective of any default hereunder the City of Spartanburg may also at any time, at its discretion, cancel the contract in whole or in part. In the event of cancellation, the Firm shall be entitled to receive equitable compensation for all work completed and accepted prior to such termination or cancellation as shall be indicated in the contract.

V. Contract Documents: Written contract documents will be prepared by the City of Spartanburg. Modifications may be adopted based on final negotiations and specific requirements of the contract under this particular procurement or contract.

Attachment

STUDY AREA – DOWNTOWN TRANSPORTATION MASTER PLAN



SELECTION PROCESS AND PROPOSAL EVALUATION

A selection committee composed of City of Spartanburg employees and residents shall be formed to review and evaluate the proposals. The selection committee members shall complete evaluation forms given consideration to information provided in the proposals. The City shall have the right to designate a “short list” of qualified proposers based on the initial evaluation. These vendors will be considered “finalist” and may then be requested to appear before a Selection Committee for oral and visual presentations as applicable. Final selection will be made subsequent to such meetings, if held.

Evaluation Criteria	Maximum Points
<p>Professional Qualifications and Experience – Professional qualifications of key team members necessary for satisfactory performance work on project activities. Firm has specialized experience conducting similar research and working on similar projects, particularly in diversity of methodologies required to a variety of data to create a full picture or needs, assets, and potential solutions. Firm has adequate staff and capacity to accomplish the work for this project.</p>	30
<p>Project Approach – Firm has a detailed understanding of the key data sources and assets (local, state or federal; private or public) that may be used to conduct research. The selected firms approach to the project recognizes the special circumstances in working with advisory committees, public agencies and developing public-private partnerships. Adequacy in identification of actions needed to carry out the required tasks in a successful manner. Reasonability of schedule/timetable for completing various stages of the project, given the expected factors associated with each particular task. The firm and any other key participants must clearly demonstrate the financial ability to act on this opportunity in a timely manner.</p>	30
<p>Past Performance / Qualifications Experience and References – The firm must demonstrate a successful track record of experience in similar endeavors. Past performance on project contracts with government agencies. Demonstrated ability to work effectively with public agencies and related parties.</p>	20
<p>Conformance to the requirements of this solicitation - All appropriate forms included. The firms responsiveness to the proposal requirements and guidelines.</p>	10
<p>Minority- and Women-Owned Business (MWBE) Participation – The City encourages the participation and inclusion of Minority and Women-Owned Businesses.</p>	10
<p>Total Maximum Points</p>	100

POINT OF CONTACT

Respondents to this RFP are specifically directed not to contact any City staff member other than the contact indicated below. It is suggested that you send a single email inquiry if there are multiple questions concerning the scope of professional services required.

Martin L. Livingston, Jr.
 Neighborhood Services Department
 Phone: (864) 580-5323
 Email: mlivingston@cityofspartanburg.org

EXHIBIT A

BIDDER / COMPANY

I certify that I own sufficient equipment/resources to complete this project. Also below are sub-contractors that will work on this project.

Company / Individual Name

Address

City / State / Zip

Email Address

Office Phone Number

Cell Phone Number

Company / Individual Signature

Date

SUBCONTRACTORS

Company Name

Office Phone Number

Address

City / State / Zip

Email Address

Cell Phone Number

Company Name

Office Phone Number

Address

City / State / Zip

Email Address

Cell Phone Number

Make additional copies of this page if necessary.

EXHIBIT B

Company References

List only references you have completed work for in the last twelve months.

Company Name: _____
Street Address: _____ Telephone #: _____
City, State, Zip: _____ Fax #: _____

Company Name: _____
Street Address: _____ Telephone #: _____
City, State, Zip: _____ Fax #: _____

Company Name: _____
Street Address: _____ Telephone #: _____
City, State, Zip: _____ Fax #: _____

Company Name: _____
Street Address: _____ Telephone #: _____
City, State, Zip: _____ Fax #: _____

Company Name: _____
Street Address: _____ Telephone #: _____
City, State, Zip: _____ Fax #: _____

Company Name: _____
Street Address: _____ Telephone #: _____
City, State, Zip: _____ Fax #: _____

Company / Individual Name

Contractor/Owner Signature

Date

EXHIBIT C

Immigration Reform Act:

Read and Sign

Contractor agrees to verify the hiring eligibility of its employees as required under South Carolina's Eligible Immigration Reform Act, S.C. Code Ann., § 41-8-10, et seq. by either registering and participating in the Federal Work Authorization Program (E-Verify) pursuant to the Statute or employ only workers who at the time of their employment possess a valid South Carolina Driver's License or Identification Card or are eligible to obtain same or possess a valid Driver's License or Identification Card from another state deemed by the Director of the Department of Motor Vehicles to have requirements at least as strict as those in South Carolina. Contractor certifies that it will comply with the Statute in its entirety and agrees to provide the Owner with documentation to establish applicability of the Statute to the Contractor and compliance by same.

I _____

Contractors Name

certifies that it is compliant with the South Carolina Eligible Immigration Reform Act by either registering and participating in the Federal Work Authorization Program (E-Verify) pursuant to the Statute or employing only workers who at the time of their employment possess a valid South Carolina Driver's License or Identification Card or are eligible to obtain same or possess a valid Driver's License or Identification Card from another state which has been deemed by the Director of the Department of Motor Vehicles to have requirements at least as strict as South Carolina. By the signature below, the Contractor (Subcontractor, etc.) agrees to provide the City with documentation to establish the applicability of the Statute to the Contractor and by the signature below, certifies that it is compliant with the Statute with all regards. This certification and the requirements of this Statute require that the Contractor verify the hiring eligibility of its employees before and during the Project.

Name of Company (Subcontractor, etc.)

Company Signature

Date

EXHIBIT D
Insurance Requirements
Winner will provide COI

CITY OF SPARTANBURG
INSURANCE REQUIREMENTS FOR CONTRACTORS AND VENDORS

Revised July 1, 2016

NOTE: DO NOT BID ON THIS PROJECT IF YOU CANNOT MEET THE FOLLOWING
INSURANCE REQUIREMENTS

CONTRACTOR'S/VENDORS LIABILITY AND OTHER INSURANCE: The Contractor/Vendor shall purchase and maintain with a company acceptable to the City and authorized to do business in the State of South Carolina, such insurance as will protect him from claims under workers' compensation laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees, including claims insured by usual bodily injury liability coverage; and from claims for injury to or destruction of tangible property, including loss of use resulting there from - any or all of which may arise out of or result from the Contractor/Vendor operation under the contract documents, whether such operations be by himself or any subcontractor or anyone directly or indirectly employed/volunteering by any of them or for whose acts any of them may be legally liable. This insurance shall be written for not less than the limits of liability specified below, or required by law.

Automobile Liability: The amounts of such insurance shall not be less than: **Combined Single Limit - \$1,000,000; Split Limits: Bodily injury per person - \$500,000; Bodily Injury per Occurrence - \$1,000,000; and Property Damage - \$500,000**

Commercial General Liability: The amounts of such insurance shall not be less than: **Each Occurrence - \$1,000,000; Damage to Rented Premises - \$100,000; Med Expenses (per person) \$5,000; Personal & Advertising Injury - \$1,000,000; General Aggregate - \$2,000,000; and Products Completed Operations Aggregate - \$2,000,000.** This coverage shall be on an "Occurrence" basis. Coverage shall include Premises and Operations; Products and Completed Operations; Medical Expense in reference to General Liability, and Contractual Liability. Bodily injury and property damage liability shall protect the Contractor and any subcontractor performing work under this contract from claims of bodily injury, Personal & Advertising injury, and property damage which could arise from operations of this contract whether such operations are performed by the Contractor, any subcontractor or anyone directly or indirectly employed by either.

This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability assumed under the indemnity provision of this contract and broad form property damage, explosion, collapse and underground utility damage stating if policy is written on an occurrence basis. Any policy written on a claim made basis must be approved by the City of Spartanburg in advance.

Property Insurance including Builders Risks-Property coverage will name the City of Spartanburg as loss payee in instances where the City has an interest in the property unless otherwise requested.

Workers' Compensation and Employer's Liability – This coverage shall meet the **STATUTORY requirement of the State of South Carolina.** Employers Liability shall be in the amount of \$500,000 each accident and disease - each employee and \$500,000 disease - policy limit. Sole Proprietors, Partners, Members of LLC and Corporate officers will not be excluded from coverage.

Employers Liability: Each Accident - \$1,000,000; Disease each employee - \$1,000,000; Disease Policy Limit - \$1,000,000

- This is part of Workers' Compensation coverage

Umbrella Liability: Each Occurrence – TBD; Aggregate – TBD

This coverage should be required for high hazard operations including excavation, roofing, water tower installation, painting, repair and removal, large construction projects. Should also consider for certain high hazard special event activities such as fireworks displays, inflatables, mechanical rides, etc.

Professional Liability: Per Occurrence - \$1,000,000; Aggregate - \$1,000,000

This coverage should be required for professional services such as accountant, attorneys, architects, design, engineering and most consultants.

The Contractor/Vendor shall provide the City with insurance certificates certifying that the foregoing insurance is in force; and such insurance certificates shall include provisions that the insurance shall not be cancelled, allowed to expire or be materially changed without giving the City thirty (30) days advance notice by registered mail.

The City of Spartanburg, its employees, and agents shall be named as additional insured under the Contractor/Vendor's general liability policies.

The Contractor is advised that if any part of the work under the contract is sublet, he shall require the subcontractor(s) to carry insurance as required above. However, this will in no way relieve the Contractor/Vendor from providing full insurance coverage on all phases of the project/event, including any that is sublet.

When certain work is to be performed inside right-of-way owned by railroads, South Carolina Department of Transportation or other Agencies, both the Contractor and any subcontractor may be required to furnish individual insurance certificates made in favor by the controlling agency, with limits as established by that agency.

Cancellation and Re-issuance of Insurance: If any insurance required to be provided by the Contractor should be canceled or changed by the insurance company or should any such insurance expire during the period of this contract, the Contractor shall be responsible for securing other acceptable insurance to provide continuous coverage during the life of this contract.

Failure of the Contractor/Vendor to maintain continuous coverage as specified herein will result in this project/event being shut down and any payments due, or to become due, withheld until such time as adequate, acceptable insurance is restored. This would be in addition to any legal recourse open to the City under breach of contract.

All coverage's and provisions shall be in place, and documentation of such coverage shall be provided to the City of Spartanburg, before any work can begin.

**All emailed Certificates of Insurance can be forwarded to:
kbooker@cityofspartanburg.org

** All Certificate of Insurance submitted via postal mail can be sent to:

City of Spartanburg
145 W. Broad St.
Spartanburg, SC 29306
Attn: Kenneth Booker

EXHIBIT E

Sample of Corporate / Company Resolution

A RESOLUTION

FOR THE PURPOSE OF AUTHORIZING _____ TO EXECUTE AN CONTRACT WITH SPARTANBURG CITY

WHEREAS, _____ will or has submitted a bid/proposal to Spartanburg City of Spartanburg for the purpose of providing goods or services; and

WHEREAS, _____ may be or has been awarded a contract to provide good or services to Spartanburg City of Spartanburg ; and

WHEREAS, _____ Type of Organization is :

Check the applicable box):

- Sole Proprietorship
- Partnership
- Corporate entity (not tax-exempt)
- Corporate entity (tax-exempt)
- Government entity (Federal, State or Local)
- Other _____

NOW THEREFORE BE IT RESOLVED that the Board of Directors (or other appropriate governing body) of _____ does hereby approve and authorize _____ (Name of Individual) to execute a contract with Spartanburg City of Spartanburg in an amount not to exceed \$_____.

ADOPTED AND APPROVED this ____ day of _____, 20__.

NAME OF ORGANIZATION [_____]

ATTESTED

By: _____ (signature)

_____ (printed name)

Title: _____

EXHIBIT F
AFFIDAVIT OF NON-COLLUSION

I state that I am _____ (title) of _____
(name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners,
directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this
Offer.

I state that:

- (1) The price(s) and amount of this Offer have been arrived at **independently and** without
consultation, communication or agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor
approximate amount of this Offer, have been disclosed to any other firm or person who is a
Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on
this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or
noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with,
or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) _____ (name of firm), its affiliates, subsidiaries,
officers, directors and employees are not currently under investigation by any governmental
agency and have not in the last four years been convicted of or found liable for any act prohibited
by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to
bidding on any public contract, except as described in the attached appendix.

I state that _____ (name of firm) understands and
acknowledges that the above representations are material and important, and will be relied on **by**
the City of Spartanburg in awarding the contract(s) for which this Offer is submitted. I
understand and my firm understands that any misstatement in this affidavit is and shall be treated
as fraudulent concealment from the **City of Spartanburg** of the true facts relating to the
submission of Offers for this contract.

(Authorized Signature)

(Name of Company/Position)

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary

My Commission Expires: _____

EXHIBIT G

GOOD FAITH DOCCUMENTATION MUST ACCOMPANY THE BID DOCUMENT

City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award. Each proposer shall attest that they engaged in good faith efforts in an endeavor to achieve the City's M/WBE goal of 10%.

Any questions or any assistance please contact Mrs. Natasha Pitts.

Contact Information

Phone 864-596-3449

Email npitts@cityofspartanburg.org

INTENT TO PERFORM CONTRACT WITH OWN WORKFORCE

I HERBY CERTIFY THAT IT IS OUR INTENT TO PERFORM 100% OF THE WORK REQUIRED FOR THE ABOVE PROJECT. IN MAKING THIS CERTIFICATION, THE BIDDER STATES THAT THE BIDDER DOES NOT CUSTOMARILY SUBCONTRACT ELEMENTS OF THIS TYPE OF PROJECT, AND NORMALLY PERFORMS AND HAS THE CAPACITY TO PERFORM AND WILL PERFORM **ALL ELEMENTS OF THE WORK** PROJECT WITH HIS/HER OWN CURRENT WORK FORCES; AND IF THE BIDDER DOES NOT PERFORM 100% OF THE WORK REQUIRED, THE BIDDER WILL PROVIDE A LIST OF SUBCONTRACTORS

THE BIDDER AGREES TO PROVIDE ANY INFORMATION OR DOCUMENTATION TO THE CITY OF SPARTANBURG IN SUPPORT OF THE ABOVE STATEMENT. THE UNDERSIGNED HEREBY CERTIFIES THAT HE OR SHE HAS READ THIS DOCUMENTATION AND IS AUTHORIZED TO BIND THE BIDDER TO THE COMMITMENTS HEREIN SET FORTH.

The listing of an MWBE shall constitute a representation by the bidder/responder to City of Spartanburg that such MWBE has been contacted and properly appraised of the upcoming City of Spartanburg project. Bidders/Responders are advised that the information contained herein is subject to verification by the Minority & Women Business Enterprise Program Coordinator and that submission of said information is an assertion of its accuracy. These documents are a part of this solicitation and contract. You are required to fill out this information.

I certify that the above information is true to the best of my knowledge:

Signature: _____

Title: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Signature

Notary Seal

THIS DOCUMENT MUST BE PROVIDED WITH THE SUBMITTAL AND SIGNED BY THE PERSON SIGNING THE SUBMITTAL

Exhibit G

MWBE Good Faith Effort Participation Commitment Contract

This form should be filled out completely and ***included in your bid document.*** This form should also be accompanied by an executed letter of intent from each Sub-Contractor firm listed in this form. You may use additional sheets if necessary.

BID NO:	DATE:
----------------	--------------

PROJECT NAME:	ADDRESS:	STATE:
PRIME CONTRACTOR:	CITY:	
CONTACT PERSON:	EMAIL:	
TELEPHONE: ())	FAX: ())	

MWBE SUBCONTRACTORS

COMPANY	MWBE CLASS	CITY, STATE	CONTACT	PHONE	TYPE OF WORK TO BE PERFORMED	SUBCONTRACT AMOUNT	% OF WORK
						\$	%
						\$	%
						\$	%
						\$	%
						\$	%
Total MWBE Participation						\$	%
Total Contract Amount						\$	

City of

MWBE CLASSIFICATION	
MBE-B - African American	MBE-S - Asian American
American WBE	MBE-H - Hispanic
American Woman	MBE N/A - Native American

NON-MWBE SUBCONTRACTORS

COMPANY	MWBE CLASS	CITY, STATE	CONTACT	PHONE	TYPE OF WORK TO BE PERFORMED	SUBCONTRACT AMOUNT	% OF WORK
						\$	%
						\$	%
						\$	%
						\$	%
						\$	%
Total Non-MWBE Participation						\$	%
Total Contract Amount						\$	