

## **Introduction**

The South Carolina Department of Transportation (SCDOT) is soliciting proposals to provide consultant services to update, support and implement the Strategic 10-Year Asset Management Plan (STAMP) and Transportation Performance Management (TPM). The STAMP is a federally-required document which acts as a focal point for information about SCDOT's bridge and pavement assets, management and investment strategies, long-term expenditure forecasts, and business management processes. The provision at 23 CFR 515.7 requires SCDOT to "develop a risk-based asset management plan that describes how the NHS will be managed to achieve system performance effectiveness and State DOT targets for asset condition, while managing the risks, in a financially responsible manner, at a minimum practicable cost over the life cycle of its assets." Current SCDOT STAMP: <https://www.scdot.org/performance/pdf/reports/STAMP.pdf>

It is SCDOT's intent to contract with a professional, technical firm, that must demonstrate knowledge, skill and abilities with preparing Asset Management Plans and/or other related reports, target setting, or metrics in relation to transportation asset management/performance management, risk and resilience. The aforementioned experience elements require a knowledge of engineering rather than an engineering consultant firm with knowledge of these elements. Services will be on an as needed basis.

## **Scope of Work (SOW) / Specifications**

The selected consultant will work in conjunction with the Chief Asset and Performance Manager, and other related sections to review SCDOT's current STAMP and available data and make recommendations based upon best practices and federal requirements on necessary improvements. Tasks may include preparation of all or portions of the required STAMP submission to meet federal guidelines and regulations. The consultant may also assist in TPM reporting, target setting and associated reporting as required. Associated tasks in regard to STAMP and TPM reporting include research, best practices, collaboration, public engagement, development of reports, and other items as listed required on as needed basis. All work shall conform to the requirements outlined in FHWA's guidance.

The Consultant will be required to use existing and future technology and systems. The Consultant shall be responsible for costs associated with the purchase of software or license agreements required to perform the requested services. SCDOT will work with the Consultant to establish submission schedules that permit SCDOT to meet and exceed the FHWA submission schedule requirements. Additionally, FHWA submission requirements that may promulgate during the life of this consultant contract will be added on a case-by-case basis.

All images, documents, and graphics produced as part of this solicitation shall be produced with the highest quality graphics and presented in a manner that is clear and easily understood by the general public. In addition, all images, documents, graphics and STAMP or TPM related items developed will be the property of SCDOT, used freely by SCDOT and any SCDOT approved local jurisdictions and/or agencies, as needed when presented or discussed with the public or online. All materials will be provided in Microsoft Word, Excel, Adobe or (PDFs) unless agreed upon between SCDOT and Consultant. The Consultant shall meet or exceed the specifications listed below.

**Quality Control**

The Consultant shall implement all necessary quality control measures to produce plans and reports that conform to SCDOT and FHWA guidelines and standards. Prior to submittal to the SCDOT, all content shall be thoroughly reviewed by Consultant for completeness, correctness, accuracy and consistency with the referenced requirements.

**SCDOT Quality Assurance Reviews**

SCDOT shall perform internal quality assurance reviews of deliverables.

**Coordination with the SCDOT and Other Entities**

The Consultant will coordinate with SCDOT staff, FHWA, and all other stakeholders as necessary throughout the duration of the project. The Consultant will be responsible for planning and coordinating related meetings to be held at the SCDOT Headquarters building or virtually as appropriate during the course of this contract. The Consultant will coordinate with their internal staff and sub-consultants as necessary throughout the duration of the project. For each meeting, meeting minutes will be prepared and distributed by the Consultant to designated participants.

**Monthly Invoicing and Progress Reporting**

The Consultant shall invoice monthly with all appropriate documentation required by the SCDOT. The Consultant will submit a brief monthly project progress report accompanying its invoice for each reporting period in electronic format. The report will contain concise statements covering relevant activities, including a clear and complete amount of the work performed under the project, by task; an outline of the work to be accomplished and expected meetings/teleconferences during the next reporting period; a description of any problems encountered or anticipated that will affect the completion of the project within the time and fiscal constraints as established, together with recommended solutions to such problems; or, a statement that no problems were encountered; a table with current and cumulative expenditures versus planned expenditures for each task; and a chart depicting the schedule and overall progress against same. Any deviations will be documented in the monthly progress reports. The Consultant shall submit invoices in a format acceptable to SCDOT with all the necessary documentation required for payment. Invoices shall be submitted monthly and invoices shall contain the following information:

- Contract Number:
- Invoice Number:
- Payment Number:
- Contract Amount:
- Paid to Date:
- Total Invoiced to Date:
- Less Previous Payments:
- Total due this Invoice:

The Consultant shall notate invoice “I certify invoice (insert invoice number) to be true and correct.” This statement shall be signed by the Consultant.

## **Schedule of Tasks**

- Task 1 – 2026 Strategic 10-Year Asset Management Plan (STAMP) and On-Going STAMP Support and Updates
- Task 2 – Transportation Performance Management (TPM)
- Task 3 - Bridge Management System (BMS) Configuration
- Task 4 - General Asset Management Support

## **Technical Scope of Work by Task:**

The Consultant will manage all sub-consultants (if utilized) and manage the work effort including regular communications, teleconferences, management of schedule, and invoicing.

### **Task 1 - 2026 Strategic 10-Year Asset Management Plan (STAMP) and On-Going STAMP Support and Updates**

The Consultant will compile all required materials into a single 2026 STAMP document, provide to the SCDOT for review and update it based on feedback received. In addition the Consultant shall continue to support the Chief Asset and Performance Manager and SCDOT staff for future updates, revisions and general STAMP support and reporting through duration of contract.

#### **1.1 Kick-Off Plan Framework Meeting**

Upon Notice to Proceed (NTP) the Consultant will schedule a STAMP plan framework meeting with SCDOT staff to kick-off the 2026 STAMP update. The agenda should include items such as the discussion of the 2022 STAMP document and any required or requested changes to be implemented. Schedule and milestones shall be discussed to satisfy the federal certification submittal deadline of March 1, 2027 (includes all reviews, approvals and signatures required). The Consultant will prepare meeting minutes to be delivered to SCDOT within a timely manner after the meeting.

#### **1.2 Draft 2026 STAMP Table of Contents (TOC) Outline**

The Consultant will produce a draft of the STAMP TOC outline, and a project schedule with milestones within ten (10) business days of the framework meeting for the SCDOT review. The SCDOT will provide comments back on the TOC outline within ten (10) business days of receipt. The Consultant will prepare a final TOC outline and project schedule based on feedback.

#### **1.3 2026 STAMP Drafts**

The Consultant will submit a draft STAMP to SCDOT staff for review in stages; Preliminary Draft (80%), Revised Draft (90%), Final Draft (95%). Drafts shall be submitted in Microsoft word for review. The SCDOT will determine if in-person or virtual meetings are necessary for further discussion and/or revisions to each section.

#### **1.4 2026 STAMP Final Draft and FWHA Approval Checklist**

The Consultant will submit the 95% Final draft STAMP to SCDOT staff for review and provide a comment period. Consultant will review all stakeholder comments and provide an overview of comments received with recommended revisions to the 95% Final draft to SCDOT staff. The Consultant shall coordinate a meeting to review final comments and revisions which shall then advance the STAMP to 99% Draft. Concurrently, the Consultant will assist in preparing an Approval Checklist and include specific references

documenting where the STAMP satisfies each federal requirement. Consultant shall submit the Approval Checklist to the SCDOT for review and will make any revisions until the SCDOT concurs that all Federal requirements for the STAMP have been met. The Consultant shall plan the project schedule to complete this task no later than December 1, 2026.

#### 1.5 2026 STAMP Final Draft, Secretary of Transportation / FHWA Review

The Consultant shall allow a twenty (20) business day review and approval period by the Secretary of Transportation and FHWA. Any requested revisions shall be completed by the Consultant within ten (10) business days.

#### 1.6 2026 STAMP Signatures

The Consultant shall allow a twenty (20) business day final approval period by the SCDOT Secretary of Transportation for signature.

#### 1.7 2026 STAMP Final FHWA Submittal

SCDOT will coordinate with FHWA for submittal of signed STAMP document, letter, and Approval Checklist. The Consultant shall plan the project schedule to complete this task no later than February 15, 2027 for required certification deadline submittal of March 1, 2027.

#### 1.8 2026 Final STAMP

The STAMP shall be considered final and complete (100%) upon signature by the Secretary of Transportation and certification by FHWA. The Consultant shall provide no less than twelve (12), but no greater than forty (40) bound color copies of the certified STAMP to the SCDOT upon request.

#### 1.9 2026 STAMP Branding and Communications

The Consultant will be provided an electronic copy and shall use the most recently updated SCDOT Branding and Style Guide, published by the Office of Public Engagement for consistency and coordination of all related STAMP and TPM documents/reports. SCDOT believes it is imperative to share the STAMP and associated performance measure progress with the general public, transportation professionals, and our MPO/COG partners. The Consultant will coordinate with SCDOT staff and Office of Public Engagement to prepare, attend and co-present at up to two (2) conferences. One of which shall be the South Carolina Transportation Forum.

#### 1.10 Risk Management and Evaluation

The Consultant will support SCDOT in advancing their risk identification and evaluation processes that will run concurrently with the 2026 STAMP update for incorporation in the submittal. Facilitation of risk workshops with SCDOT staff and stakeholders shall be conducted and documented in risk registers for inclusion in the STAMP. Consultant will support in the process to meet 23 CFR 667 evaluations, further develop the process for tracking damaged assets, and incorporate those findings into the STAMP document. Risk management for the STAMP also includes the support of Bridge Management System and Pavement Management System (BMS/PMS) configuration to incorporate risk metrics into bridge and pavement analysis.

### 1.11 On-going STAMP support and reporting

Consultant will support future updates and revisions to the STAMP throughout the duration of the contract, as required and be in accordance with the requirements of all applicable federal guidelines and SCDOT policies. Preparation of supporting documents such as the Annual Consistency Determination, and future documents that may be required or associated with the STAMP such as resiliency on an as needed basis.

Deliverables: STAMP TOC Outline, Drafts and Final STAMP Document (electronic and hard copies), letter and checklist for FHWA division office, Risk Evaluation and Risk Registers, Meeting Minutes, Schedule with Milestones, Power Point Presentation, other supporting documents as requested.

## **Task 2 – Transportation Performance Management (TPM)**

The Consultant will review and report on the condition of transportation assets around the state, including but not limited to bridges, pavement and future assets that may be included in the STAMP for performance management.

### 2.1 TPM Target Forecasting and Setting

Consultant will support SCDOT staff with PM-2 (Infrastructure) and PM-3 (Freight, Reliability, CMAQ) performance measure target forecasting and setting as federally required on as needed basis. Methodology should be documented and be in accordance with the requirements of all applicable federal and SCDOT guidelines (23 CFR 490). Consultant shall support SCDOT staff for Bridge Management System (BMS) and Pavement Management System (PMS) as needed to meet requirements of 23 CFR 515.17 as required by FHWA.

### 2.2 TPM Reporting

Consultant shall support SCDOT for required TPM reporting on an as needed basis, including but not limited to Baseline Reports, Mid-Performance Reports, Final Reports, System Performance Reports and Fact Sheets for statewide and MPO/COG regions. Consultant may also assist with production of PowerPoint presentations to support TPM Reporting.

### 2.3 TPM Support

Consultant shall support SCDOT to analyze existing asset data, documents, inventories and management systems to identify any necessary improvements. Assist staff to identify additional assets to build into the asset management program and creating/leveraging modeling tools to forecast conditions for additional assets.

Deliverables: TPM Reporting, System Performance Reports, Fact Sheets and Presentations as requested

## **Task 3 – Bridge Management System (BMS) Configuration**

The consultant shall provide services to support, configure and implement the AASHTOWare Bridge Management software, for use in development of the 2026 SCDOT STAMP, support SCDOT bridge goals, objectives, performance measures and meet the FHWA minimum standards for developing and

maintaining a BMS as in accordance with 23 CFR 515.17. SCDOT will provide AASHTOWare BrM for the consultant to use, Version 6.7.1, cloud hosted. SCDOT will work with the consultant to establish submission schedules that permit the agency to meet and exceed the FHWA STAMP and TPM submission schedule requirements.

### 3.1 Preliminary Data Review and Analysis

Consultant shall review SCDOT's existing inventory and condition data and provide recommendations to the department on the best approach(s) to set up AASHTOWare BrM to produce the most accurate condition forecasts. SCDOT has previously determined they will use a combination of National Bridge Inventory (NBI) General Condition Rating (GCR) data and AASHTO element data for analysis. Consultant shall assist staff to determine if they will deteriorate elements and GCR in the BMS, or deteriorate elements only and use BrM's NBI Conversion Profiles to estimate GCRs in future years when running scenarios. Consultant shall compare 2024 element condition state percentages to GCRs, and analyze and recommend element deterioration models for SCDOT National Bridge Elements that relate to major components (deck, superstructure, substructure, and culvert)

### 3.2 Configure AASHTOWare Bridge Management (BrM)

Consultant shall provide the department with recommendations for GCR and element deterioration models. Once the list of elements for deterioration modeling is determined the consultant will work with SCDOT staff to determine path forward for phases of modeling needed to develop the element deterioration models. These models will be set using a combination of data analysis and expert judgement for National Bridge Elements (NBEs) that relate to the major components (deck, superstructure, substructure, and culvert) as determined in Task 3.1. Consultant shall work with SCDOT to assist in setting NBI Conversion Profiles for the major components (deck, superstructure, substructure, and culvert) and their related National Bridge elements. Set BrM Layouts and Filters, Bridge Groups, Network Policies, Benefit Groups, Utility Tree, Project Categories, funding, funding scenarios, optimization of program planning and scenarios and review unit costs from past projects (direct and indirect costs) to set unit costs in BrM and set preservation and replacement policies. The consultant will work with the SCDOT to develop risk framework and Structure Weight to be part of the BrM Risk Utility and Project Score.

### 3.3 Input SCDOT Bridge Projects

Consultant shall support SCDOT to collect and enter into AASHTOWare BrM bridge projects for the past five years and future years that are part of SCDOT's call for projects and programmed in the Statewide Transportation Improvement Program (STIP). Coordinate and meet with SCDOT to gather recent history of bridge projects. This information will be used to identify what types of projects are done by SCDOT, cost information and which bridges have had recent work. Consultant shall collect and enter current and future planned projects into AASHTOWare BrM.

### 3.4 Perform Testing and Validation of Scenario Model Runs of BrM

Consultant shall run a series of scenarios including: zero-budget scenarios and review detailed output to test reasonableness and accuracy of deterioration models and/or NBI Conversion Profiles set into BrM. Run a larger (simulated unconstrained need) scenario to test reasonableness and accuracy of BrM project actions, triggers, and benefits, and run SCDOT typical as-is strategy and funding to test how well BrM forecasts compare to recent performance trends. Adjustment to BrM configuration as needed.

### 3.5 Run BrM Scenarios

Consultant shall run a series of scenarios including: Program Planning scenarios in BrM for the STAMP, TPM, and SCDOT strategic planning needs, and scenarios as needed to set STAMP bridge condition targets and determine the gaps to meet those targets with the anticipated SCDOT bridge program strategy and funds. The results of the scenario runs will be reviewed with SCDOT. Excel spreadsheets, charts and tables will be created for bridge condition forecasts of percent good and poor bridges by count and deck area, and other visual data requests as needed. Consultant shall work with SCDOT to explain BMS results and make program recommendations.

Deliverables: BrM Configuration Document, Outputs of Scenario Runs, Excel Spreadsheets, Charts and Tables for Bridge Condition Forecasting and Financial Planning as requested.

## **Task 4 - General Asset Management Support**

### 4.1 General Asset Management Support

Consultant shall support the Chief Asset and Performance Manager and SCDOT's Asset Management Program with on-going support and regularly scheduled meetings through in-person or virtual format as requested. Consultant may be asked to attend public meetings and engage with stakeholders and partners including but not limited to, FHWA, COGs, MPOs, and SCDOT interagency offices as requested by the Chief Asset and Performance Manager. Consultant shall make available upon request all hard copies of documents, files, and graphics that are created in assistance of this on-call contract.

### 4.2 Research and Best Practices

Consultant will research and report best practices in transportation asset management from around the United States. Language may be drafted describing SCDOT's asset management policies, strategies, standard operating procedures (SOPs), calendars and guidance tying all processes together. Additional duties may include the creation, collaboration, and implementation of asset management tools.

#### **Each submittal shall include the following information:**

1. Standard Federal Form 330
2. The name and contact information, to include email, of the primary contact.
3. Certification stating whether the business is or is not a South Carolina resident.
4. Information responsive to the selection criteria
5. Submittals shall not exceed ~~30~~ 20 double-sided pages, to include letter of interest and the covers, which shall be soft – no hard notebooks.
6. The Standard Federal Form 330 shall not be included in the ~~30~~ 20 double-sided page count.
7. To be considered for selection, persons or firms must be properly licensed in accordance with the requirements of Title 40 of the South Carolina Code of Laws, as amended, at the time of resume submission.

## **Evaluation Factors**

### **Qualifications (35 Points)**

1. Demonstrate successful and particularly recent experience of the team and key individuals on asset management plans and transportation performance measures. Include a list of states where the members of the team have completed similar projects.
2. Demonstrate expertise in specialized areas required for this project.
3. Demonstrate the ability of professional staff to complete the project.
4. Demonstrates the familiarity of team with federal requirements for asset management plans and associated performance measures and reporting
5. References submitted with proposal.

**Technical Approach (30 Points)**

1. Demonstrate a clear understanding of the effort and products required.
2. Explicit consideration of the features listed in the Scope of Work.
3. Innovations or efficiencies to be used in completing the project with descriptions of how they add value to the project and approach to developing the 2026 STAMP.
4. Quality, clarity, and thoroughness in addressing required tasks and submission guidelines. The proposal adheres to the document organization and content requested in the RFP. The content has been reviewed and is free of distracting spelling, punctuation, and grammatical errors.

**Project Management (20 Points)**

1. Demonstrate an ability to perform needed tasks and meet deadlines.
2. Demonstrate the ability to complete project within the schedule stated in this document.
3. Provide recent, current, and project workloads of the firm.

**Resources (15 Points)**

1. Availability of personnel and any resources needed to successfully complete the project.
2. Staffing plan demonstrates staff (particularly Project Manager) ability to successfully complete the project and to include a listing of each key team members' current and projected workload.
3. Resumes shall reflect a team comprised of staff with experience successfully implementing similar projects that includes technical writers and graphic designers (with the ability to produce quality graphics and data visualizations).

**Contract Period: Five (5) Years from the issuance of Notice to Proceed**