

REQUEST FOR QUALIFICATIONS
RFQ #2011-02
Redevelopment Planning Services
West Columbia, SC Gateway Overlay District (GOLD) and Surrounding Area
Redevelopment Plan

Congaree Coalition Brownfield Assessment Program
Administered by CTC Public Benefit Corporation

Introduction and Background

The Coalition lead, City of Columbia (City), along with its coalition partners, the City of West Columbia, the Columbia Development Corporation (CDC), the Columbia Housing Development Corporation (CHDC), the Eau Claire Development Corporation (ECDC), and the Two Notch Development Corporation (TNDC) applied for and received a Community-Wide Coalition Brownfield Assessment Grant from the U.S. Environmental Protection Agency (EPA). The funds will be used to promote redevelopment of abandoned or under-utilized commercial and industrial sites throughout Columbia and West Columbia where redevelopment may be limited by real or perceived environmental contamination (brownfields). The grant is being administered by the City of Columbia and EPA Region 4. The Coalition has contracted with CTC Public Benefit Corporation (CTC PBC) to coordinate and manage their Brownfield Program.

In 2004 the City of West Columbia, Coalition Member, created the Gateway Overlay District (GOLD). Several brownfield and potential brownfield properties have been identified in the GOLD and surrounding area. The City is requesting services from qualified, experienced firms to provide a redevelopment plan to be completed for this area.

Professional Services / Statement of Work

The City of West Columbia is looking for a redevelopment design which will promote attractive architectural appearance and historic preservation as well as improve physical, social, and economic development of the City's GOLD Area by using smart growth planning principles to further sustainability. The work will include designs that make adequate provisions for pedestrian and vehicular traffic, give sufficient public access to the Congaree River and its public shores, encourage high quality development, emphasize Meeting and State Streets as major entryways into the City, recognize and support the significance of the river front and other unique areas, and minimize the negative impacts of brownfields and redevelopment in the riverfront area and in the natural environment in general. Provisions should include standards that require quality commercial development emphasizing the principles of walkability, connectivity, mixed-uses and diversity, mixed housing, quality architecture and urban design, traditional neighborhood structure, increased density, smart transportation, sustainability and quality of life. The anticipated new redevelopment plan, which should be developed from a general consensus of the community at-large, will be subject to and promote the vision of the City of West Columbia's Zoning Ordinance, including Section 710 Gateway Overlay District, the City of West Columbia's Beautification Plan, and the West Columbia Comprehensive Plan.

The selected consultant will help the City, Coalition, and CTC PBC develop and execute a scope of work and project approach. The anticipated project deliverables include a final concise report

and set of schematic drawings (including, but not limited to land use maps and elevations). The report shall delineate in a clear and understandable format the expressions of the public obtained through well-attended meetings with representatives of a broad cross-section of the community. The report should address at a minimum, the issues listed below:

- Parking and Transportation Needs – develop streetscape and public improvement recommendations in the project area to enhance and integrate existing and planned public improvements.
 - Proposed improvements to existing roads
 - Public transportation service
 - Transportation infrastructure
 - Utility infrastructure
 - Streetscape and right-of-way amenities
 - Landscaping
 - Way-finding and signage
 - Multi-modal transportation, including bike/pedestrian and safest routes to public amenities (such as schools) and areas throughout the City.
 - Proposed means of managing demand to reduce the impact of increased population
- Appearance & Character (Beautification and Open Space)
 - Address recreation and/or open space through a comprehensive system of public and private sites for recreation
 - Access to the Congaree River and its public shores
 - Sustainable Landscaping
 - Natural Reservations
 - Parks and playgrounds
 - Parkways
 - Open space/wildlife corridors
 - Community Centers
 - Incorporating art into public areas
 - Evaluate business and advertising signage
- Historic Preservation
 - Address methods to enhance and/or preserve the historic resources of the Area – land use compatibility, historic travel corridors, historic community designation, community awareness programs, incentive programs, and other creative preservation/enhancement methods should be evaluated
- Land Uses/Zoning
 - Provide recommendations of proposed uses and necessary or desired zoning changes to existing land use or zoning
- Economic Development/Marketing
 - Establish redevelopment priority sites where initial investments will yield the greatest impact (catalyst development projects). Recommendations for potential development concepts should be included in the plan for opportunity sites and may include buildings to be developed by public or private parties, public amenities, or open spaces.
 - Establish public and private sector priorities.

- Address objectives and goals designed to further improve the quality of life and economy in the area by developing strategies to recruit high-wage quality industries.
- Address methods to sustain and encourage growth of industries and businesses currently located throughout the project area.
- Address methods to promote riverfront development consistent with the City's development of the Riverwalk Park and Amphitheater through cooperation with the River Alliance.
- Assess current branding strategies for the district, such as the "Antiques District" and the "Vista West" brand, and determine how they may be incorporated into future development plans.

Consultant Selection

CTC PBC plans to partner with one (1) consultant to perform tasks from the Statement of Work described above. The selection will be based on demonstrated ability to perform requested work, past project experience on similar projects, experience of key staff designated for the project, and standard billing rates. Responses to this RFQ shall include the following (limited to the number of pages assigned each section):

1. Cover Letter (2 Page Maximum) – 5 Points

Include a cover letter stating your firm's interest in partnering with the City of West Columbia and *CTC PBC*. The letter should be on company letterhead signed by an authorized representative of the respondent's company.

2. Company Qualifications and Capabilities (5 Pages Maximum) – 25 Points

Describe your qualifications and capabilities as they relate to the Professional Services / Statement of Work outlined above.

3. Past Project Experience (3 Pages Maximum) – 20 Points

It is desired to contract with a firm experienced in completing community redevelopment plans. Include project summaries of relevant community based redevelopment plans. Project summaries should include scopes of work, client contact information (references may be contacted), and budget information.

4. Project Understanding & Approach / Innovativeness (5 Pages Maximum) – 15 Points

Describe your understanding and approach to the statement of work outlined above. Provide information regarding any unique tools, or innovative and/or cutting edge approaches to exceeding the goals of the City of West Columbia and the Coalition Brownfield Program.

5. Key Project Staff (2 Pages Maximum, Not Including Resumes) – 10 Points

Identify personnel that will comprise the majority of the billing hours on the project including a Project Director and/or Manager. Include any potential subcontractors to be utilized. Resumes of key staff (not to exceed two pages in length, each) can be included as an attachment to the submittal.

6. Local and Disadvantaged Business Enterprises Utilization (1 Page Maximum) – 15 Points

CTC PBC and the City are committed to promoting the EPA's Small, Minority, and Woman Business Enterprises (SMWBE), also known as Disadvantaged Business

Enterprises (DBEs), participation goals and also the use of local firms. DBEs and local firms are encouraged to submit their qualifications, and all respondents are encouraged to utilize DBEs and local firms as subcontractors.

7. Standard Billing Rates (2 Pages Maximum) – 10 Points

While there is no set scope of work developed for bid at this time, it is anticipated that the finalized scope of work will be performed under a lump sum, not to exceed type contract. However, please identify standard personnel billing rates that will be used for the project.

8. Attachments

- Resumes of Key Staff (not to exceed two pages, each)

Proposal Submittal

Questions regarding this RFQ will only be accepted in writing (email, fax, or letter) to the contact below by 5:00 PM EDT, Wednesday, May 11, 2011. Responses to written questions only will be answered on Friday, May 13, 2011. No questions or answers will be received or provided by telephone.

Interested consultants must submit responses to this RFQ that address all requested information. Submittals will be accepted until **4:00 p.m. EDT, Wednesday, May 25, 2011. Responses to the RFQ received after that date and time will not be considered.**

Only electronic submittals to the RFQ will be considered. Send one (1) copy of your firm's submittal in .PDF format by email or on disk to:

CTC Public Benefit Corporation
Attn: Brian Kvam, P.G.
1233 Washington Street, Suite 1000
Columbia, SC 29201
Fax: (803) 929-6065
Email: kvamb@ctc.com

If you do not have access to email or you have not received a response to an email request within 2 business days, you may contact the above or Ketuni Gladden at (803) 929-6060.

Disclaimer

CTC PBC, the Coalition, and the City reserve the right to reject any or all submissions; and/or reissue, terminate, and/or amend this RFQ at any time. This RFQ is not a bid for services. Rather qualifications of consultant(s) will be determined based on the evaluation criteria outlined in the Consultant Selection section above that are most advantageous to CTC PBC, the Coalition Brownfield Program, and the City. CTC PBC may contact any respondent for clarification or additional information of any portion of their submittal if it is deemed necessary to further evaluate the consultant's qualifications. References provided with the project summaries may also be contacted by CTC PBC, Coalition partners, and/or the City. In the event that CTC PBC elects to negotiate a subcontractor agreement with a selected consultant, CTC PBC reserves the right to negotiate the terms and conditions of the agreement, including, but not limited to scope, role, schedule, price, and staff which may be in the best interests of the Coalition Brownfield Program and the City.



Gateway Overlay District and Surrounding areas



The City of West Columbia shall assume no liability for:
 • any errors, omissions, or inaccuracies in the information provided regardless of how caused, or
 • any decision made or action taken or not taken by any person in reliance upon any information or data furnished hereunder.

DISCLAIMER:
 The City of West Columbia explicitly disclaims any representations and warranties, including, without limitation, the implied warranties of merchantability and fitness for a particular purpose and disclaims responsibility for damages or liability that may arise from the use of this information.

AREA MAP
City of West Columbia
 200 N. 12th Street
 West Columbia, SC 29169



Parcel coverage, roadway, railroad, hydrology, county boundary, and other municipal limit data provided by Lexington County.