



CITY OF WEST COLUMBIA - Meeting Street Corridor Improvement Project REQUEST FOR QUALIFICATIONS – LANDSCAPE ARCHITECTURAL/ENGINEERING SERVICES

1. Introduction

The City of West Columbia, South Carolina, is requesting Statements of Qualifications (RFQs) from qualified Landscape Architectural/Engineering firms (Firms) to provide professional design services for the Meeting Street Corridor Improvement Project (Project) in the City of West Columbia, South Carolina.

2. Project Description

The City of West Columbia seeks a qualified Firm to develop final design documents for the Meeting Street corridor, estimated cost of approximately \$3.5 million and encompassing approximately 4,300 feet from the 9th Street intersection to approximately 100 feet east of the Sunset Boulevard intersection. The project will also include paving and striping an existing gravel parking lot near the Artisan Market pavilion and adding a restroom facility at the rear of the lot.

- **Project Goals:**
 - Transform Meeting Street into a multimodal corridor.
 - Encourage slower vehicular speeds.
 - Increase safety for pedestrians, cyclists, and motorists.
 - Promote walking and active transportation.
 - Enhance the overall aesthetics and quality of life for the surrounding community and River District.
 - Pave a city owned gravel lot and add a restroom on that parcel.

3. Scope of Services

The selected Firm will be responsible for the following services:

- **Project Management and Coordination:**
 - Develop and maintain a project schedule and budget.

- Facilitate communication and coordination between all project stakeholders, including the City, the South Carolina Department of Transportation (SCDOT), and the public.
- **SCDOT Coordination:**
 - Secure all necessary permits and approvals from SCDOT.
 - Maintain communication and collaboration with SCDOT throughout the project lifecycle.
- **Existing Conditions Analysis:**
 - Conduct a comprehensive site analysis, including existing infrastructure, utilities, traffic patterns, pedestrian and bicycle facilities, and environmental features.
- **Design Services:**
 - Verification of the conceptual design that addresses project goals, deliverables, and community input.
 - Prepare 30%, 60%, and 90% design documents that meet all applicable codes and standards.
 - Develop final construction bid package, including detailed drawings, specifications, and cost estimates.

4. Selection Criteria

The City will evaluate RFQs based on the following criteria:

- Firm's experience and qualifications in similar projects.
- Experience and qualifications of key personnel assigned to the project.
- Ability to meet project schedule and budget requirements. Based on the scope, please provide an average fee percentage to complete the project.
- Experience working with SCDOT and other project relevant government agencies.
- Demonstrated understanding of sustainable design principles.
- Quality and clarity of the RFQ submission.
- Past performance on similar projects, including references.

5. Submission Requirements

Interested Firms must submit the following information (maximum 10 pages front and back), in their RFQs:

- A letter of interest outlining the Firm's qualifications and experience for this project. Including a minimum of three relevant project references with contact information. (30 points)
- Project Understanding and Approach: Provide a comprehensive narrative that showcases your grasp of project requirements, potential challenges, and key activities. (30 points)

- A team roster with relevant experience for each team member assigned to the project. (20 points)
- An outline of the project schedule and coordination. Responses should include a proposed project design schedule and major milestones. (20 points)

6. Submission Deadline: 4:00 PM (EST) June 6, 2024

Four (4) copies of the RFQ must be submitted in a sealed envelope marked “Meeting Street Corridor Improvement Project – RFQ” to:

City of West Columbia

Attn: Tara Greenwood, Assistant City Administrator of Development

200 N. 12th Street,

West Columbia, SC 29169

The submittal deadline is 4:00 PM (EST) on June 6, 2024.

7. Contact Information

For questions regarding this RFQ, please contact:

Tara Greenwood

Assistant City Administrator of Development

200 N. 12th Street,

West Columbia, SC 29169

tgreenwood@westcolumbiasc.gov

(803)939.8628

The contract award shall be at the sole discretion of the City. The award(s) shall be based on evaluating all information the City may request. The City reserves the right to accept or reject any or all qualifications in whole or part and waive any informalities in the RFQ. Further, the City reserves the right to enter into a contract deemed to be in its best interest. From the time the RFQ is first advertised to the time a contract is signed, all Offerors and contents of any qualification shall be kept confidential. The City intends to make every effort to be fair and equitable in its dealings with all candidates for selection. However, the City reserves the right to reject all Qualifications. Issuance of this Request for Qualifications does not commit the City of West Columbia to award a contract, to pay any costs incurred in preparing an RFQ, or to procure related services or supplies.