



**CITY OF WEST COLUMBIA - Safe Streets and Roads for All (SS4A) Planning and Demonstration-
REQUEST FOR QUALIFICATIONS (RFQ)
MARCH 2025**

1. INTRODUCTION AND PURPOSE

The City of West Columbia, South Carolina, is seeking qualified consulting firms (CONSULTANT) to provide proposals for the engineering and planning services for the development of a City of West Columbia Safe Streets and Roads for All (SS4A) Action plan and carry out demonstration projects. The specifications listed herein are not intended to be restrictive in any way. The intent is to provide potential responders a basic guideline for what type of engineering and planning services are acceptable.

2. SCOPE OF WORK

The City of West Columbia, South Carolina (CITY) is requesting interested firms to provide proposals for the engineering and planning services for the development of a City of West Columbia Safe Streets and Roads for All (SS4A) Action plan. This is to be a comprehensive safety action plan to follow the United States Department of Transportation (USDOT) model to identify improvements to the transportation network focused on all users, including motorists, bicyclists, and pedestrians.

Key components of the plan are to include, at a minimum, leadership commitment, planning structure, safety analysis, engagement and collaboration, equity considerations, policy and process changes, strategy and project selections, and progress and transparency.

The goals of this project are to:

1. Enhance walkability through sidewalk improvements, better lighting, and traffic calming measures.
2. Improve accessibility by identifying and addressing barriers like uneven surfaces and inadequate ramps.
3. Reduce traffic collisions with signage, dedicated bike lanes, and speed reduction initiatives.
4. Promote safe walking and cycling through educational campaigns.

These goals should shape and focus the scope of work but are not intended to be the sole focus of the plan development process.

This project is funded by the Federal SS4A Action Plan and Demonstration Grant.

A. Interested Consultants shall develop a team of professionals who are capable of offering the variety of services defined herein.

B. Services required under this contract may include, yet not be limited to:

1. Project Management:

- a. The CONSULTANT will be responsible for providing a monthly status report along with the monthly invoicing that details the month's activities and report

upcoming project milestones. CONSULTANT is to assist the CITY with all necessary forms and progress reports required by the grant program.

b. Following the kick-off meeting, the CONSULTANT is to provide a detailed work plan to the CITY within 20 workdays. At a minimum, this work plan should include personnel, schedule, fee breakdown, and deadlines for deliverables.

c. The CONSULTANT will manage the group of stakeholders charged with oversight of the action plan development.

d. The CONSULTANT will provide a draft "Vision Zero" resolution that is to be adopted by City Council.

2. Safety Analysis:

a. The CONSULTANT will gather and review available crash data in conjunction with existing land uses to identify high-injury and high-crash locations.

b. Crash data is to be categorized based on history, type, and severity. Crash data, along with existing documents and public engagement, will be used to understand trends, network users, and contributing factors.

c. The CONSULTANT will summarize crash characteristics and match crash activity with roadway characteristics such as intersection controls, pedestrian facilities, railroad crossings, street access, speed limit, connectivity, etc.

d. The CONSULTANT will assist with the identification of high-risk and underserved communities. The system is to be analyzed to support safe multimodal options for all populations.

e. The CONSULTANT will assess current guidelines, policies, and standards and recommend strategies supporting the safety action plan.

3. Public Engagement:

a. After initial data analysis, the CONSULTANT will develop and implement a program to engage West Columbia stakeholders in understanding the data and trends of the communities.

b. Public engagement will include public in-person meetings, presentations to City Council and the creation and distribution of information such as brochures, flyers, maps, etc. Other tasks may be required, including presentations at civic organizations, attendance at public events, online meetings, community surveys, etc.

4. Implementation Plan:

a. The CONSULTANT will use the information gathered and analyzed through safety analysis and public engagement to identify countermeasures to address high-risk locations and corridors. The countermeasure strategies must be focused on engineering, enforcement, education, and evaluation.

b. The safety action plan is to include performance measures that can be tracked over time.

c. The safety action plan is to include, at a minimum: the identification of the highest-risk locations, corridors, and intersections; identification and steps for removal of accessibility barriers; and proposed traffic safety measures, including signage, dedicated bike lanes, and speed reduction initiatives.

d. The CONSULTANT is to assist with the identification and prioritization of projects and strategies for spot improvements and system improvements. At a minimum, the projects are to include corridor access management, intersection improvements, and non-motorized enhancement projects. Each project is to include a conceptual benefit-cost analysis.

5. Demonstration Projects

- a. The CONSULTANT will assist in planning and organizing demonstration projects that the City included in the grant, to the extent that the data and analysis support the demonstrations.
- Creating designated rideshare drop-off/pick-up zones to reduce pedestrian traffic on main roads.
 - Installing temporary bump-outs at crosswalks to improve visibility for pedestrians and drivers.
 - Setting up temporary crosswalks in mid-blocks and adding accessible pedestrian signals and high-visibility markings at crosswalks.
 - Pop-up safety demonstrations where residents can try out new safety measures and the city can collect data on their effectiveness.

3. COST PROPOSAL

Cost proposals will be received upon award of a contract and will not be a criteria for this Request for Qualifications.

4. PREPARATION OF PROPOSALS

- a. Before submitting a proposal, each consultant shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and requirements affecting the requirements of this proposal. Failure to make such investigations and examinations shall not relieve the successful consultant from the obligation to comply, in every detail, with all provisions and requirements of the Request for Qualifications.
- b. No proposal will be considered from any firm that has failed to perform acceptably on any other contract with the City of West Columbia.

5. EVALUATION OF PROPOSALS

- a. In evaluating the proposals, the City reserves the right to accept or reject all or any part of any proposal, waive minor technicalities, and award the contract to the consultant deemed to best serve the interests of the City; and adopt any part or all of a proposal if it is judged in the best interests of the City.
- b. Each proposal will be evaluated on the content of the consultant's proposal, i.e., the burden of information clarification and research rests solely on each consultant's effort and will be considered a reflection of interest and efficiency.
- c. During the review process, the review panel shall have the right to request from consultants any other information or evidence, which it deems necessary for evaluation of the proposal and relevant to any one or more of the stated evaluation factors. The failure of a consultant to promptly provide such requested information or evidence shall be sufficient grounds for determining the consultant to be non-responsive and for rejection of the proposal.
- d. The City of West Columbia reserves the right to contact a consultant for clarification of information submitted, to contact references, and to use other sources of obtaining information regarding the consultant that is deemed appropriate and would assist in the evaluation.
- e. Proposals which, after discussion and submission of additional clarification and/or supplementary information, are determined to meet the specifications of the Request for Qualifications will be classified as "acceptable". Proposals found not to be acceptable will be classified as "unacceptable" and no further discussion concerning the same will be conducted.

6. EVALUATION CRITERIA

The City of West Columbia intends to award a contract resulting from this Request for Qualifications to the responsive and responsible consultant whose proposal is determined to be the most advantageous to the City, taking into consideration the evaluation factors set forth herein.

The City reserves the right to reject any and all proposals. The City of West Columbia shall be the sole judge of whether a proposal meets the requirements of this Request for Qualifications.

7. OWNERSHIP OF MATERIAL

All proposals submitted in response to this document become the property of the City of West Columbia. Proposals submitted may be reviewed and evaluated by any person(s) at the discretion of the City of West Columbia. Ownership of all data, material, and documentation originated and prepared for the City of West Columbia pursuant to this contract shall belong exclusively to the City.

8. PROPOSAL

It is requested that the following section headings with dividers be used in consultant responses to this RFQ:

1. Letter of Interest
2. Direct Response to each of the selection criteria (up to 25 pages)
 - a. Organization and personnel qualifications
 - b. Teams demonstrated ability to provide the services defined herein
 - c. Past performance with West Columbia and/or other local governmental agencies
 - d. Relevant prior project experience

8.1 STATEMENT OF QUALIFICATIONS

- a. Must have all licenses required to complete the tasks listed in this RFQ.
- b. Substantial compliance with the RFQ content and format.

8.2 REFERENCES

Provide a listing of at least three (3) current customers or customers at which the consultant has or has had a valid contract for similar services at any time during the past (12) month period immediately preceding date of this request. Provide the name of the organization/customer and the name and telephone number of the contact for the organization who can be contacted regarding the consultant's performance.

8.3 PERSONNEL

Consultant must identify in this section, each member of its staff who will or might participate in the project and the nature and scope of that person's responsibilities and duties. The consultant must demonstrate how its proposed staffing plan will be sufficient to complete the services required in a timely fashion.

8.4 UNDERSTANDING OF THE PROJECT

In this section, the consultant shall discuss the requirements, item by item, as outlined in section two, Scope of Work. Provide a description of the consultant's approach, technique and procedures to accomplish the scope of services identified and required by this document.

9. CONTRACTUAL REQUIREMENTS

9.1 CONSULTANT RESPONSIBILITY

The consultant shall provide all of the proposed work and services as finally agreed upon and accepted by the City of West Columbia. Each consultant shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this proposal. It is expected that this will sometimes require on-site observation. The failure or omission of a consultant to acquaint himself/herself with existing conditions shall in no way relieve him of any obligation with respect to this proposal or to the contract.

9.2 AFFIRMATIVE ACTION

The consultant will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin, or physical handicap. The following are incorporated herein by reference: 41 C.F.R. 60-1.4, 60-250.4, and 60-741-4.

9.3 SC LAW CLAUSE

Upon award of a contract under this proposal, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina, which require such person or entity to be authorized and/or licensed to do business in this State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful consultant from requirements that it be authorized and/or licensed to do business in this State. By submission of this signed proposal, the consultant agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.

9.4 COMPLIANCE WITH LAWS

The consultant shall keep fully informed of all existing and future state and federal Laws and municipal/county ordinances and regulations in any manner affecting those engaged or employed in the work, and of all orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. If any discrepancy or inconsistency is discovered in the specifications for this work in relation to any such law, ordinance, regulation, order or decree, he shall forthwith report same to the City, in writing. The consultant shall at all times observe and comply with all such existing and future laws, ordinances, regulations, orders, and decrees; and he shall protect and indemnify the City, its officers and agents, against any claim or liability arising from or based upon violation of any such law, ordinance, regulation, order, or decree, whether by themselves or their employees.

9.5 EQUAL EMPLOYMENT OPPORTUNITY

Consultant agrees that it will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based upon race, sex, national origin, age, disability, or in any way violates Title VII of the 1964 Civil Rights Act and amendments or the South Carolina Human Affairs Law, except as permitted by said laws.

9.6 SOUTH CAROLINA STATE AND LOCAL TAX LAW

By submission of a signed proposal, you are certifying, under penalties of perjury, that you comply with Section 12-54-1020(B) of the SC Code of Laws 1976, as amended, relating to payment of any applicable taxes. This will certify to the City of West Columbia your compliance.

10. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the firm and key personnel (35%)
- Understanding of the project and federal grant requirements (35%)
- Proposed approach, methodology, and timeline (20%)
- References and past performance (10%)

11. SUBMISSION DEADLINE: 4:00 PM (EST) April 11, 2025.

Four (4) copies of the RFQ must be submitted in a sealed envelope marked “West Columbia: Safe Streets and Roads for All (SS4A) Planning and Demonstration–RFQ” to:

City of West Columbia

Attn: Katherine Call, Director of Community Development

200 N. 12th Street

West Columbia, SC 29169

The submittal deadline is 4:00 PM (EST) on April 11, 2025.

Electronic-only submissions will not be accepted.

12. CONTACT INFORMATION

For questions regarding this RFQ, please contact:

Katherine Call

Director of Community Development

200 N. 12th Street,

West Columbia, SC 29169

kcall@westcolumbiasc.gov

(803)939.3181

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.