

# Request for Qualifications

## Tri-County and Clemson Area Comprehensive Transportation Plan

Issued: February 6, 2020

Deadline for Submittal: March 5, 2020

### Project Description

The City of Clemson, Town of Central, Town of Pendleton, South Carolina, in coordination with Clemson University, Pickens County, Anderson County, and Oconee County are seeking the services of a qualified planning and engineering firm, or team of firms, to provide professional transportation planning and engineering services for an Area comprehensive transportation plan. The Tri-County and Clemson Area has experienced consistent growth in population, housing, and traffic. This project will seek a variety of mobility choices looking 20 years into the future, addressing current and future transportation needs. It will provide opportunities for citizens to engage with the process, develop a cohesive vision with actionable goals related to transportation, prioritize transportation projects, and identify potential funding sources.

### Expectations

Expectations for the new Comprehensive Transportation Plan can be summarized as follows:

#### *Engagement-based*

The planning process must include a multi-phased stakeholder engagement approach that provides multiple opportunities for citizen participation. The planning process should engage local and regional stakeholders to define the transportation vision/goals, identifying needs, opportunities, and priorities.

#### *Action-oriented*

The plan should include recommended processes and policies for ongoing decision-making as well as specific, achievable actions and strategies for both immediate and long-term transportation needs. Recommendations will be appropriate for inclusion in the next fiscally-constrained Metropolitan Transportation Plan update.

#### *User-friendly*

Deliverables should describe this planning process using language that is broadly understandable to the community. A combination of maps, graphics, tables, charts, and succinct writing should be used to convey the plan's message. Background information and planning process documentation should be limited while maps and recommendations are clear and visible.

#### *Multi-modal*

The plan must address multiple modes of transportation, including automobile, transit, bicycle, and pedestrian. Complete Streets approaches must be considered in the development of plan recommendations. Transportation Demand Management (TDM) strategies must be explored, with policy implications incorporated.

#### *Attainable*

The plan must address constraints such as natural features and assets, railroads, major utilities, special populations, and structures in development of recommendations that are reasonably attainable.

## Study Area

The generalized project study area is shown in Figure 1 below. The City of Clemson is the center of the project study area, which extends to I-85 to the south, and includes the following jurisdictions:

- City of Clemson
- City of Seneca
- Town of Central
- Town of Pendleton
- Anderson County
- Oconee County
- Pickens County

## Figure 1. Project Study Area

See attached Project Study Area Map

## Services

The purpose of this effort is to guide a holistic planning process that will result in a Comprehensive Transportation Plan (CTP) that initiates multi-generational benefits to the region. The lead and sub-consultant firm(s) shall provide monthly reporting and documentation of effort. Interested firms are encouraged to propose a planning process that addresses the expectations outlined. Major tasks in the study process are anticipated to include the following:

- Project administration and coordination of two project teams:
  - Core Technical Team (CTT)
  - Stakeholder Oversight Team (SOT)
- Data collection and review of previous transportation planning documents/resources
- Stakeholder engagement that incorporates:
  - Public meetings or pop-up events to synthesize vision and goals
  - Digital online engagement featuring project website and communications strategy to reach under-represented communities
  - Workshop or symposium to communicate draft recommendations
- Summary of existing conditions
- Scenario modeling of future development potential including:
  - Land use future growth analysis/projections for development along transportation infrastructure
  - Develop future year sub-area model (utilizing GPATS & SCDOT's Statewide travel demand model)
  - Transportation network with anticipated roadway deficiencies for the future year 2040
- Recommendations development including:
  - Roadways, Freight and Corridor/Bypass Options Element
  - Transit Element
  - Bicycle & Pedestrian Element
  - Transportation Corridor(s) Element
  - Policy, initiative, and organization recommendations
- Project prioritization and funding plan for transportation improvement alternatives
- Plan documentation in a concisely written product

## **Deliverables**

Interested firms are encouraged to identify and describe recommended project deliverables to address the expectations set forth. At a minimum, deliverables are anticipated to include:

- Establish a regional transportation plan of improvements for safety, multi-modal transportation, and projected land development patterns to sustain transportation recommendations.
- Conceptual design layout/sketches for potential hotspot areas where new or redevelopment is likely to occur during the study period.
- Validate/present recommended amendments to the proposed GPATS LRTP projects of the study area in the Horizon 2040 plan.
- Identify possible specific roadway, intersection, signalization, and corridor improvements for short-term, mid-term, and long-term periods of the 20-year analysis.
- Identify potential new corridor and/or bypass projects that may qualify for SC Transportation Infrastructure Bank investment project(s).
- Identify locations and potential routes where new and/or expanded bus transit services could be utilized to reduce traffic congestion and offer destination trip options for area residents.
- Launch project website to communicate plan development throughout the process and display results and recommendations to study participants and the general public. Website should track project events, advertise public participation opportunities, and store and manage project-related documentation.
- Plan document – in print and digital (PDF and editable) formats.
- Web content that the Study Participants can use to update their websites, as applicable.
- ArcGIS file geodatabase and GIS packages for all maps.

## **Schedule**

The study process should be completed with the delivery of a draft report within twelve (12) months of the date of notice to proceed (NTP). Interested firms should propose a schedule for the services and deliverables to be provided that addresses milestones and review periods. At a minimum, milestones should include:

- Project kick-off
- Stakeholder engagement
- Summary of existing conditions
- Summary of land use and growth scenarios and recommendations for traffic, transit or multi-modal options to reduce congestion, improve travel efficiencies and improve safety.
- Public meetings at various stakeholder locations
- Draft, revised, and final submittal of deliverables

## **Eligibility**

Firms responding to this request must be properly registered with the South Carolina State Board of Registration for Professional Engineers and Surveyors (Labor Licensing Regulation - SCLLR) as applicable. The engineers performing and in responsible charge of engineering work must be registered Professional Engineers in the State of South Carolina, in good ethical and professional standing. Additionally, any corporate subsidiaries, sub-consultants, or sub-contractors that may participate in the project must also be properly registered. It is the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a proposal.

The lead firm must have the financial resources and ability to undertake the work in its entirety and must have adequate accounting systems to identify costs chargeable to the project. The lead firm shall furnish proof of professional liability insurance coverage in the amount of \$1,000,000, general liability insurance in the amount of \$1,000,000, workers' compensation and employer's liability insurance, and automobile liability insurance. Each sub-consultant thereof shall provide proof of equivalent coverage. The lead firm shall also be required to sign a hold-harmless agreement. All proposals received are subject to review by the municipalities, counties and/or Study Participants.

## **Selection Criteria**

Proposals will be evaluated, and a consultant will be selected based on the following criteria:

- **35%** - Qualifications and experience of the firm, assigned project personnel, and subconsultants to perform the type of work required.
- **30%** - Project approach that clearly and thoroughly demonstrates a familiarity with the project and process required.
- **25%** - Knowledge and experience in the project vicinity
- **10%** - Performance of the firm, assigned project personnel and its sub-consultants on similar and/or previous projects with the municipalities, counties and/or SCDOT.

South Carolina firms qualified to do the work will be given priority consideration. A South Carolina firm is a firm that maintains an office in South Carolina staffed with an adequate number of employees judged by the Project Steering Committee and/or SCDOT to be capable of performing a majority of the work required.

## **Proposal Content and Format**

Proposals are limited to 20 pages, excluding resumes and any required forms. Proposals shall be submitted in paper or booklet style, and should be formatted on 8 ½" x 11" or 11" x 17" paper. Seven (7) printed copies should be submitted. A PDF electronic copy should be provided via email or on a flash drive. Interested firms are encouraged to use succinct writing and supporting tables or graphics in the proposal submittal. The proposal shall include the following:

- Introductory letter expressing interest in providing the requested professional services, an acknowledgment of the firm's eligibility to perform such services (including all sub-consultants), a statement citing any potential conflicts of interest, and contact information including an email address for the primary point of contact.
- Identification of project personnel and their role in the proposed project, including an organizational chart, demonstration that assigned staff have availability to undertake the work required, and tailored resumes of key staff members.
- Understanding of the project approach, deliverables, and schedule of tasks and milestones.
- Identification of similar work performed within the past seven years including points of contact (name, email, phone number) for references.
- Description of relevant work experience, capabilities, and expertise which qualify the personnel assigned to this project to undertake the project.

## Document Transmittal and Selection Procedures:

**Pre-Proposal Meeting:** A pre-proposal meeting will be held on Thursday, February 13, 2020, at 10:30 a.m., at the Community Room in Fire Station #2, 504 Issaqueena Trail, Clemson. Firms are encouraged, but not required to attend the pre-proposal meeting. Those who choose not to attend should submit a Letter of Interest regarding the RFQ in order to receive any supplemental information and answers to questions that are submitted for clarification of the RFQ document.

Questions regarding this RFQ must be received no later than 4 PM on Thursday, February 20, 2020 and may be submitted in writing (no phone calls) to Chris Shivar at City of Clemson, email address is [cshivar@cityofclemson.org](mailto:cshivar@cityofclemson.org). During the time period between advertisement and the submission of proposals, communications with elected officials or staff is strictly prohibited. A summary of submitted questions, with answers provided, will be distributed to firms that have responded with a Letter of Interest to this RFQ.

**Proposals must be received no later than 2 p.m. on Thursday, March 5, 2020** to be eligible for consideration. Proposals received after this time, or not containing all required elements, may not be considered for this project. The electronic document (one single file) of the proposal in pdf format should be addressed to [cshivar@cityofclemson.org](mailto:cshivar@cityofclemson.org). Printed copies of the proposal should be delivered to Mr. Chris Shivar, City of Clemson Engineering Department, 1250 Tiger Boulevard, Suite 3, Clemson, SC, 29631. (Phone number 864-624-1127)

A project selection committee will review and select the most qualified and responsive firm based on the combined evaluation of all members. The selection committee will schedule interviews of at least three (3) short-listed firms after evaluating proposals. All firms submitting proposals will be notified of their selection for an interview following the initial committee review.

The firm(s) selected will be notified by email or phone call. Notification will also be sent by email to firms not selected for interviews.

### Tentative Schedule

Advertise for proposals	February 6, 2020
Pre-proposal meeting for interested firms.	February 13, 2020
Deadline for questions	February 20, 2020
Deadline for submission of proposals	March 5, 2020
<i>Short-listed</i> interviews	Two weeks after evaluation
Consultant selection	TBD

