

**REQUEST FOR PROPOSAL TO HIRE A TRANSPORTATION PLANNING AND  
ENGINEERING DESIGN FIRM TO UPDATE A LONG RANGE PLAN TO ACCOMMODATE TRAVEL  
DEMAND IN THE FLORENCE AREA TRANSPORTATION STUDY (FLATS) AREA**

**RFP# 05-15/16**

The Florence Area Transportation Study (FLATS), the Metropolitan Planning Organization (MPO) for the urbanized area of Florence County, South Carolina, USA, is seeking to hire a transportation planning and engineering design firm to update a long range plan to accommodate present and future travel demand in the FLATS study area. The resulting plan should address both immediate problems and long term scenarios detailing future land use and consequent transportation demands from 2017 to 2040. FLATS is seeking firms who have a long experience in transportation planning as well as experience dealing with the SCDOT and sensitivity to local political and land use issues. The purpose of this RFP is to allow the FLATS Policy Committee to assess the professional qualifications of the firm, its understanding and awareness of the region's overall goals, and its ability to complete the project in a timely matter.

The preparation of this document will allow for collaborative public involvement of local stakeholders, including local residents, neighborhood associations, governmental entities, members of the business and industrial community, and freight and transportation providers who should all be involved in a meaningful and productive manner throughout the preparation of this plan. All required federal and state guidelines applicable to an effort of this nature will be followed. The consultant will provide research, planning, design and engineering services sufficient to accomplish the goals of this project. In addition, the consultant shall be required to ensure that the public is properly notified regarding the proposed study and given the opportunity to provide input throughout the planning process. The consultant will coordinate activities with the Planning Director and Senior Planner of the Florence County Planning Department.

The Request for Proposal summarizing the Scope of Work, a map delineating the FLATS Study Area Boundary, in addition to the current Long Range Transportation Plan (FLATS 2035 Long Range Transportation Plan) is available for viewing on the Florence County website at: <http://florenceco.org/offices/planning/flats/>.

**SCOPE OF WORK**

Enclosed for your reference is a map delineating the FLATS area.

The specific tasks of the contractor shall be as follows:

**Task 1 – Study Design and Administration**

The consultant shall work with the FLATS staff to develop a project schedule and to determine the desired features of the analysis and the required deliverables. The FLATS Long Range Plan steering committee, an advisory group, shall be organized and the consultant will be available to meet with them on a periodic basis to update them on the study progress. This advisory group will establish appropriate goals and criteria for the analysis and for selection of recommendations. The consultant will provide written and oral communications, as requested, to FLATS, SCDOT and others deemed necessary to communicate the findings of the study. Appropriate public involvement will be incorporated into all phases of the project.

**Task 2 – Identify Existing Transportation Systems and Facilities**

The consultant in cooperation with local planners and the MPO staff will identify the existing transportation facilities; roadways (minor collectors, major collectors, arterials, highways and freeways),

major intersections (signalized and unsignalized) and interchanges, sidewalk and bikeway/path systems, public transit routes and current land use.

### **Task 3 – Develop Demographic Data by Traffic Analysis Zones**

The consultant will review the estimates of the 2040 demographic data and the base year's data used to calibrate the travel demand model by Traffic Analysis Zones. The consultant will utilize whatever methods that they deem appropriate to confirm that the data is as good of an estimate as can possibly be made for both years.

If the consultant sees data in any of the Traffic Analysis Zones that they judge to not be a good estimate, they will change that data and produce a report of all of the demographic data needed by both years to run the model (according to the South Carolina Department of Transportation, [SCDOT]) by every zone. If demographic data for both years is not available for any or all of the Traffic Analysis Zones, the consultant will develop these estimates in whatever way they deem appropriate.

Before developing the 2040 demographic data estimates by Traffic Analysis Zones, the consultant will give the base year data to the SCDOT for them to calibrate the model for that year. If the SCDOT finds that any of this data does not appear to be accurate, the consultant will amend the data until the model is calibrated.

### **Task 4 - Analyze Existing Transportation Systems and Facilities**

Using the FLATS travel demand model which will be run with the data referred to in Task 3, and additional traffic count data and information about planned and projected development, the consultant will provide an analysis of traffic flow in the FLATS study area. The consultant will assess the need for additional capacity in existing traffic corridors. Operational and connectivity issues should be emphasized. The consultant will identify deficiencies in the current transportation system.

### **Task 5- Assess Future Travel Demand**

The consultant in cooperation with local planners, the MPO staff, SCDOT staff and the Long Range Plan Steering Committee will identify these future travel demand needs based on current and projected land use patterns and current and projected regional travel patterns. These future travel demand needs will also include sidewalk and bikeway/path systems, public transit routes and freight.

### **Task 6 – Identify and Evaluate Alternatives to Meet Travel Demand**

The consultant, by analyzing various forces (economic, environmental, transportation, land use, etc.) that affect growth, will develop future alternatives that meet community needs to include sidewalk and bikeway/path systems, public transit routes and freight. The consultant, in cooperation with FLATS staff and the Steering Committee, and considering input from public meetings, will evaluate and rate the various scenarios. The scenarios will be run in the travel demand model (using data referred to in Task 3) to examine alternatives to meet the future year travel demand on all the different types of travel facilities and modes in the FLATS area.

### **Task 7- Design Concepts and Cost Estimates**

The consultant will develop design concepts and development strategies for the various transportation improvements identified in Task 5. Goals should be identified for short range (2-5 years), mid range (5-15 years) and long range (20-30 years) development strategies. Based on these design concepts the consultant will derive preliminary cost estimates for various alternatives.

### **Task 8 - Identification of Funding Options**

- A. The consultant will state all current method/sources of funding transportation (roadway, transit, etc.) projects within the FLATS Study Area. The consultant will project these funds to year 2040.

- B. The consultant will review how other areas, within South Carolina and the United States, have funded transportation improvements by innovative means. The consultant will identify potential funding sources and potential revenues from each source.

### **QUALIFICATIONS**

The consultant must demonstrate qualifications in the areas of land use analysis and planning and transportation planning and engineering, including road design, environmental screening, public involvement and cost estimation.

The staff assigned to the project must have extensive experience in urban planning and specifically, urban transportation planning and engineering. The proposal should give specifics of the experience of the staff assigned to the project, including level of involvement in previous projects and names of contact persons for similar projects.

The contract for the Scope of Work will be based on a fee schedule with a not-to-exceed amount. Costs will be negotiated with the selected firm.

### **SELECTION CRITERIA/SELECTION PROCESS**

The following criteria will be weighed in evaluating the qualifications of each consultant:

1. Firm experience, qualifications and technical competence in the types of work required (25%).
2. Past performance on projects of a comparable nature (25%).
3. Familiarity with FLATS region (20%).
4. Relevant experience and qualifications of personnel to be assigned to the project (15%).
5. Demonstration of consultant's approach to performing the work including an indication of the availability the consultant anticipates in scheduling staff to meet project needs (15%).

A committee of FLATS and County staff will review and rank each proposal. This Selection Committee will contact the first ranked firm for additional information concerning the proposal, contractual information and fees. Upon agreement of the terms, the proposal will be taken to the FLATS Policy Committee for approval.

### **REQUESTED PROPOSAL FORMAT**

One (1) original and nine (9) copies of your firm's qualifications should be delivered to Florence County Planning Department, Attn: Debi Matthews, Senior Planner, 518 South Irby Street, Florence, SC 29501. No faxed or emailed submissions shall be accepted. No submission shall be over twenty-five (25) pages (front side only, 11x17 only for maps and illustrations, cover and tabs not included in 25 page limit) including maps and other illustrations. Funding for this project will be provided through Florence County Government.

Statement of Qualifications shall include the following information:

1. The name, address and telephone number/fax number of the prime firm, as well as a contact person, should be included.
2. Description of specialized experiences and technical competence of the firm and its proposed personnel.
3. The resumes of the proposed personnel.
4. A list of five (similar) projects completed by the firm with references.
5. A description of the ability of the firm to perform the work within a reasonable time. It is anticipated that the study will take 12 months from Notice to Proceed (NTP).
6. Description of Project Understanding and Project Approach.

7. Evidence of authorization to do business in South Carolina including financial element that will give a clear explanation of the financial soundness of the firm.
8. SF 254 and 255 forms for primes and subs.

An authorized officer of the prime consultant firm shall sign all qualification submissions.

#### **ADDITIONAL INFORMATION**

FLATS retains the right to reject all proposals and to re-solicit if deemed to be in their best interests. Selection is also dependent on the negotiation of a mutually acceptable contract with the successful responder.

Each proposal shall state it is valid for a period of not less than ninety (90) days from the date of receipt.

All plans, calculations, maps, digital files, reports, correspondence, minutes of meetings and related data generated for the plan will be included in the final documents submitted to FLATS. The successful consultant shall comply with the requirements of Title 49 CFR Part 21 and Title VI of the Civil Rights Act of 1964. The successful consultant shall provide services in compliance with the Americans with Disabilities Act of 1990. FLATS strongly encourages the use and involvement of Disadvantaged Business Enterprises (DBE) on this project.

Federal funds received by FLATS will be used as a component of the overall funding of this project. Accordingly, the selected consultant will be required to comply with all applicable Federal regulations and contracting provisions required by the federal funding authority, including 49 CFR, Part 31 – Allowable Costs, Civil Rights, Minority Business Enterprise and other applicable assurance provisions. Additionally, the contract must be in compliance with state and local requirements applicable to such contracts.

#### **PROPOSAL SUBMISSION**

There will be no pre-statement of qualification meeting. However, all questions submitted and their answers will be promptly emailed to all firms submitting a question. All questions regarding this RFP shall be submitted by email to [dmatthews@florenceco.org](mailto:dmatthews@florenceco.org) no later than 5:00 PM on January 26, 2016.

Proposals will be received no later than 3:00 PM on February 5, 2016. Please submit a digital copy to Debi Matthews at: [dmatthews@florenceco.org](mailto:dmatthews@florenceco.org) and mail one (1) original and nine (9) copies to:

Debi Matthews, Senior Planner  
Florence County Planning Department  
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Florence, SC 29501