

Request for Qualifications

RFQ #2025-14

***Engineering/Consulting Services
Newberry County – Safe Streets and Roads for All (SS4A)
PLANNING AND DEMONSTRATION***

September 11, 2025



County of Newberry

**Department of Procurement
Crystal Waldrop, CPPB – Purchasing Director
Newberry County Courthouse Annex
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Web Site Address: www.newberrycounty.gov**

**NEWBERRY COUNTY - Safe Streets and Roads for All (SS4A)
PLANNING AND DEMONSTRATION
REQUEST FOR QUALIFICATIONS (RFQ)**

1. INTRODUCTION AND PURPOSE

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

2. SCOPE OF WORK

Newberry County, South Carolina (COUNTY) is requesting qualified firms to provide Statements of Qualifications (SOQ) for engineering and planning services for the development of Newberry County Safe Streets and Roads for All (SS4A) Action plan. The comprehensive safety action plan will 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, 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 be shaped and focused on the scope of work but are not intended to be the sole focus of the plan development process.

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

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

Services required under this contract may include, but not be limited to:

1. Project Management:

a. The CONSULTANT will be responsible for providing a monthly status report along with a monthly invoice that details the month's activities and reports upcoming project milestones. The CONSULTANT will assist the COUNTY with all necessary forms and progress reports required by the grant program.

- b. Following the kick-off meeting, the CONSULTANT will provide a detailed work plan to the COUNTY within 20 working days. At a minimum, the 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 County Council.

2. Current Conditions 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 Involvement:

- a. After initial data analysis, the CONSULTANT will develop and implement a program to engage Newberry County stakeholders in understanding the data and trends of the communities.
- b. Public engagement will include public in-person meetings, presentations to County 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.

Implementation Plan

- a. The CONSULTANT will use the information gathered and analyze 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 will include performance measures that can be tracked over time.
- c. The safety action plan will include, at a minimum: the identification of the highest risk locations (High-Injury Network (HIN) development), 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 will assist with the identification and prioritization of projects and strategies for spot and system improvements. At a minimum, the projects will include corridor access management, intersection improvements, and non-motorized enhancement projects. Each project will include a conceptual benefit-cost analysis.

Supplemental Planning and Demonstration Projects

The CONSULTANT will assist in planning and organizing demonstration projects, to the extent that the data and analysis support the demonstrations.

- a. Design and develop potential safety improvements at a conceptual level for high-risk locations as agreed upon with the county.
- b. Review and incorporate comments from the authority having jurisdiction for each roadway affected by the potential safety improvement.
- c. Identify required permits, approvals, right of way or environmental impacts, and interagency coordination.
- d. Provide a rough order of magnitude cost estimate for each potential improvement.
- e. Consider geographic, social, and economic equity when recommending locations for safety improvements.
- f. Create designated rideshare drop-off/pick-up zones to reduce pedestrian traffic on main roads.

3. COST PROPOSAL

Cost proposals will be received upon award of a contract and will not be a criterion 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 solicitation. 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 response will be considered from any firm that has failed to perform acceptably on any other contract with Newberry County.

5. EVALUATION OF PROPOSALS

- a. The County reserves the right to accept or reject all or any part of any response, waive minor technicalities, and award the contract to the consultant deemed to best serve the interests of Newberry County; and adopt any part, or all, of a response if it is judged to be in the best interest of the County.
- b. Each submission will be evaluated on the content of the CONSULTANT'S qualifications, 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 County Evaluation Committee shall have the right to request from CONSULTANTS any other information or evidence, which it deems necessary for evaluation of the response 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 their submittal to this solicitation.

d. Newberry County 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. Responses 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". Responses found not to be acceptable will be classified as "unacceptable" and no further discussion concerning the same will be conducted.

6. EVALUATION CRITERIA

Newberry County intends to award a contract resulting from this Request for Qualifications to the most responsive and responsible CONSULTANT whose submittal is determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth herein.

The County reserves the right to reject any and all responses to this solicitation. Newberry County shall be the sole judge of whether a submittal meets the requirements of this Request for Qualifications.

7. OWNERSHIP OF MATERIAL

All responses submitted to this Request for Qualifications become the property of Newberry County. Responses may be reviewed and evaluated by any person(s) at the discretion of Newberry County. Ownership of all data, material, and documentation originated and prepared for Newberry County pursuant to this solicitation shall belong exclusively to the County.

8. SUBMITTAL OF SOQ

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

1. Letter of Interest
2. Direct Response to each of the selection criteria (up to 25 pages)
3. Organization and personnel qualifications
4. Teams demonstrated ability to provide the services defined herein
5. Past performance with Newberry County and/or other local governmental agencies
6. Relevant prior project experience

8.1 STATEMENT OF QUALIFICATIONS

- All persons who are assigned to this project must have all licenses required to complete the tasks listed in this RFQ when the firm's response is submitted to the County.
- Each response shall substantially meet compliance requirements of the content and format of this RFQ.

8.2 REFERENCES

Provide a listing of at least three (3) current clients 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, name, and telephone number of contacts 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 may 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 solicitation.

9. CONTRACTUAL REQUIREMENTS

9.1 CONSULTANT RESPONSIBILITY

The CONSULTANT shall provide all of the proposed work and services finally agreed upon and accepted by Newberry County. 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 solicitation. It is expected that on-site observation will be required. 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 solicitation 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, 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 within 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 a signed response, 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 County, 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 County, 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 response, 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 your compliance with Newberry County.

10. EVALUATION CRITERIA

Request for Qualifications 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: 3:00 PM (EST) October 2, 2025.

Four (4) copies of the response must be submitted in a sealed envelope marked "Newberry County: Safe Streets and Roads for All (SS4A) Planning and Demonstration–RFQ" to:

Newberry County

Attn: Crystal Waldrop, Purchasing Director

P.O. Box 156 – 1309 College Street

Newberry, SC 29108

The submittal deadline is 3:00 PM (EST) on October 2, 2025. Electronic submissions will not be accepted.

12. CONTACT INFORMATION

The deadline for submitting questions, in writing, regarding this RFQ is: September 25, 2025, by 5:00 p.m. to:

Crystal Waldrop

cwaldrop@newberrycounty.gov

(803) 321-2100

The contract award shall be at the sole discretion of the County. The award(s) shall be based on evaluating all information the County may request. The County reserves the right to accept or reject any or all qualifications in whole or part and waive any informalities in the RFQ. Further, the County 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 County intends to make every effort to be fair and equitable in its dealings with all candidates for selection. However, the County reserves the right to reject all Qualifications. Issuance of this Request for Qualifications does not commit Newberry County to award a contract, to pay any costs incurred in preparing an RFQ, or to procure related services or supplies.