

City of Spartanburg

Procurement and Property Division

Post Office Drawer 5107, SC 29304-5107 P (864) 596-2049 F (864) 596-2365

Legal Notice Request for Statement of Qualifications Traffic Engineering Consultant

September 3, 2021

NOTICE IS HEREBY GIVEN City of Spartanburg is accepting sealed statement of qualifications for a Traffic Engineering Consultant. An addendum with more information is forthcoming for this proposal, and the new opening date of September 21, 2021 has been issued.

Proposal No. 2122-09-21-01

The City of Spartanburg hereby notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties prior to awarding of the Contract. The vendor that is awarded the proposal will be required to obtain a City of Spartanburg Business License.

Sealed Proposals shall be submitted to Mr. Carl Wright, Procurement and Property Manager, on or before **Tuesday, September 21, 2021, no later than 3PM**, City Hall, 145 West Broad Street, at which time they will be publicly opened and read aloud in the Training Room, same location.

Proposals can be hand delivered to Mr. Wright or mailed to the following address:

City of Spartanburg
P. O. Box 5107
145 West Broad Street
Spartanburg, S. C. 29304
Attn.: Procurement and Property Division

For further information and complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package also available at www.cityofspartanburg.org by following the links for Invitations for bids.

The following Proposal Number **Must** be placed on the outer envelope in order for the bid to be stamped in as accepted on time:

Proposal No. 2122-09-21-01

REQUEST FOR STATEMENT OF QUALIFICATIONS TRAFFIC ENGINEERING CONSULTANT

Background

The City of Spartanburg is requesting a statement of qualification from professional traffic engineering consultants to provide services as defined in this Request.

Schedule

Qualification Statement is due to the City by 3:00 PM on Tuesday September 21, 2021. More details concerning the submission deadline is contained the **Submission of Questions and Qualifications Section** of this Request. The City anticipates that it will select a consultant by October 25, 2021 and will enter into a contract with the selected consultant for one year. This contract may be extended by mutual agreement of the City and the consultant annually for two additional years.

Scope of Work

The consultant can expect to provide services including, but not limited to, the tasks listed below:

1. Review and provide comments on traffic impact studies submitted by others for proposed development projects.
2. Develop traffic impact and safety assessments as assigned.
3. Evaluate results of traffic counts and data provided by the City. Make recommendations for improvements/modifications to traffic signals, speed limits, street/lane configuration.
4. Provide design for intersection and traffic signal improvements as assigned.
5. Conduct signal timing and traffic signal warrant studies.
6. Assist City with review of site plans.
7. Assist City with the development of plans and specifications for streetscape, median landscaping, storm drainage improvements, and intersection improvement projects.
8. Assist the City with evaluation and design of bicycle and pedestrian improvement projects.
9. Prepare reports and present findings/recommendations for senior staff and elected officials as assigned.
10. Attend public meetings and present reports and/or recommendations.
Note: The City expects that attendance will be required after 5:00 PM on weekdays in many instances.

11. Assist City in review of traffic calming measures. A copy of the City of Spartanburg's Traffic Calming Guide is available for review upon request.
12. Assist the City with other projects as assigned.

Statement of Qualifications

Statement of Qualifications must contain the following:

1. Summary of relevant experience.
2. A listing of recent consulting experience that the consultant feels is the most comparable to the services being requested by the City
3. Resumes of key personnel that will be assigned to this project.
4. Listing of any sub-consultants that are expected to be used in this project and a description of services that would be provided by the each sub-consultant.
5. A listing of three (3) references and contact information. The Statement should include a brief description of the services provided for any reference listed.

Selection of Firms for Interview

The City, at its sole discretion, may interview or request a presentation from any firm submitting a proposal. The City will act in what it deems to be its own best interest and may waive any and all irregularities or reject any Statement. A Selection Committee will be appointed by the City Manager to review qualifications to select firms for interview/presentations. Based on qualifications and presentations, the Selection Committee will make a recommendation to City Council.

The Committee will consider any factors including the experience, capacity, and past performance/references in making its recommendation.

Submission of Questions and Qualification Statement

Submit six (6) complete copies of the firm's Qualification Statement. Submittals received by facsimile machine or other electronic transmittal will not be considered. Submittals are to be in sealed envelopes or boxes marked with the caption "Statement of Qualifications for Traffic Engineering" and must be submitted to the attention of Mr. Carl Wright, Procurement and Property Manager, City of Spartanburg, P. O. Drawer 5107, Spartanburg, South Carolina 29304-5107, by 3:00 p.m., September 21, 2021. If courier service, submittals should be sent to the attention of Mr. Carl Wright, Procurement and Property Manager, City of Spartanburg, at 145 West Broad Street, Spartanburg, South Carolina 29306.

Questions regarding the scope of services should be directed to Mitch Kennedy, Assistant City Manager, (864) 596-2785, or by email to mkennedy@cityofspartanburg.org