

Request for Qualifications
For
Platt Springs Road Master Plan



Town of Springdale

April 2, 2015

For questions, please contact John Rabon at:

(803)794-0408 or jrabon@springdalesc.com

Introduction

The Town of Springdale is requesting a statement of qualification proposals landscape architectural / civil engineering firms that have significant experience in Streetscape Design and Construction Documents to develop the Platt Springs Road Master Plan. The purpose of this Master Plan is to transform this section of the community into a walkable thoroughfare as part of the Town's partnership with South Carolina Eat Smart Move More Coalition and Lexington County Health Partners. The Platt Springs Road Master Plan will serve as a policy document and official plan guiding growth and development of the corridor and will be integrated into the Town's Strategic Plan.

Firms interested in this project are advised to carefully review the information outlined in the RFQ and respond accordingly. All submissions must be received no later than May 1, 2015. Specific instructions regarding submission requirements are included in this RFQ.

Background Information

The Town of Springdale (incorporated in 1955) has a population 2,636 as of the 2010 census. The Town covers a geographic area of 2.76 square miles and is bordered with the City of West Columbia to the east and the City of Cayce to the south. Platt Springs Road, Watling Road, and Airport Boulevard form three of Springdale's major roadways. Springdale operates on a Council form of government with an elected Mayor and six Town Council members. The Town Council appoints the Town Administrator, Town Attorney, and Municipal Court Judge to carry out its policies and enforce its ordinances.

The Town of Springdale officially joined the Healthy SC Initiative in February 2013 when it agreed to support the efforts of Lexington County Health Partners as part of the South Carolina Eat Smart Move More campaign. The Town is committed to supporting these efforts, in part, through its Strategic Plan. The Town Council adopted the Strategic Plan for FY2015 in August, 2014. The goals of this plan include:

1. Ensure high quality public facilities and infrastructure throughout Springdale
2. Create attractive gateways at the borders of major Town thoroughfares
3. Ensure that the Town has diverse revenue sources to protect against market fluctuations and maintain high quality services
4. Create a vibrant, pedestrian-friendly area of Town with commercial and recreational attractions
5. Ensure that the residential community remains vibrant

Additionally, Springdale's Action Plan for the Active Community Environments Special Projects has the goal of conducting a multi-modal corridor study of Platt Springs Road with the aim of meeting the needs of the Strategic Plan and Lexington County Health Partners for an active, walkable area. Copies of the Strategic Plan and other related documents may be made available upon request.

Project Goals

It is the Town of Springdale's intention to procure the professional services of a qualified planning consultant to develop a Master Plan for the Platt Springs Road corridor. Ultimately, the process should produce an integrated document that reflects the goals of the Strategic Plan and Lexington County Health Partners. Springdale is also home to a number of businesses, churches, and communities that stand to be

affected by the Master Plan. It is the Town's hope that the results of the Master Plan will increase their foot traffic and visitors.

Scope of Work

The professional consulting firm selected for this project will work closely with the Town of Springdale staff and elected officials to prepare the Master Plan. The following are the major work components and elements which are expected to be provided. The final scope of services will be developed in conjunction with the firm selected for the project.

- With the assistance of Town staff and elected officials, provide an analysis and updating of local demographics, social and economic indicators, natural and historic resources, existing land use, and other data contained in the Strategic Plan FY15. The analysis should include projections for community profile data that will cover the next ten years.
- Conduct a topographical and locate survey.
- Review and propose, as needed, revisions to the Strategic Plan FY15 goals and objectives as well as Town policies, procedures, and ordinances.
- Completion of a development strategy that identifies priority projects with general cost range estimates and is in keeping with the Town of Springdale Action Plan for ACE Special Projects and the goals of South Carolina Eat Smart Move More Coalition and Lexington County Health Partners.
- Attend and participate in meetings scheduled with Town staff and elected officials as the plan evolves to provide progress reports and obtain feedback.
- Provide to Town staff and elected officials an itemized list of work to be performed on behalf of the Town of Springdale.
- Adhere to regulations for the use of Active Community Environments Grant Funds established by the South Carolina Eat Smart Move More Coalition and Lexington County Health Partners. Copies of these regulations will be provided on request.

Deliverables

The consultant will prepare the Platt Springs Road Master Plan in a format upon which the Town agrees. Additionally, the consultant will provide draft documents of the Master Plan during the draft process for review by Town staff and elected officials. Any other specific deliverables will be discussed with the selected consultant. The final Platt Springs Road Master Plan will be provided to the Town in an electronic format compatible with distribution to the Town's website and that the Town can update as necessary. Hard copies of the final Master Plan should also be made available to the Town staff and elected officials upon request.

Submission Requirements

Potential consultants are required to respond to the RFQ in the manner provided below. Applicants are advised to be succinct in their answers. Applicants should submit a hard copy as well as an electronic copy on disk in a sealed envelope to the designated contact **by 5:00 P.M. on May 1, 2015.**

Applications should include the following:

1. Company Information – Name, mailing address, and phone number of the firm as well as the names and contact information for the individual or individuals assigned to this project.
2. Availability – A brief statement as to the availability of personnel assigned to this project, individuals who may be reached in case assigned personnel are unavailable, and the firm’s ability to complete the project within the time frame set out by Town staff and elected officials.
3. Statement of Qualifications – A brief statement that summarizes the firm’s background, capabilities, experience, and qualifications. Include a synopsis of similar assignments and projects completed by the firm with emphasis on other municipalities within the Columbia Metropolitan Area and similarly-sized municipalities in the state.
4. Examples of Work – Applicant should submit complete examples of similar assignments completed for other municipalities in the region and from other municipalities from South Carolina of comparable size to the Town of Springdale.
5. Client Support – A description of the type and level of support the consultant will require from the Town during the project.
6. Insurance – a statement of appropriate insurance coverage and copies of the firm’s certificate of liability insurance.

RFQ applications must be received in a sealed envelope **by 5:00 P.M. on May 1, 2015**, addressed to:

John Rabon
Town of Springdale
2915 Platt Springs Road
West Columbia, SC 29170

Evaluation Criteria/Selection Process

A review committee will evaluate the proposals and submit the qualified candidates to the Town Council for the final determination. The Town, at its discretion, will determine whether to hold discussions with the Applicants who are in a “competitive range” or be awarded without discussion on the basis of the proposal submitted. The following are the evaluation criteria:

- Qualifications of the consultant/project manager.
- Individuals and professional staff assigned to the project.
- Demonstrated experience in Master Plan projects for municipalities.
- Clear understanding of community dynamics and the overall objectives of the project.
- Ability of the consultant to communicate effectively with Town staff and elected officials.
- Ability of the consultant to complete the project in a timely manner and within budget.
- Estimated range of fees to provide for professional services for the successful completion of the Platt Springs Road Master Plan.

Project Time Frame

The consultant firm will be expected to successfully complete all elements and scope of work to be outlined in the contractual agreement within a 7 to 8 month period. In preparing the proposal, the consultant is requested to make a recommendation on the most appropriate project time frame for best satisfying the objectives of the Town of Springdale and the Platt Springs Road Master Plan.