

City of Newberry, SC

Request for Proposals (RFP) for Assistance with a USDOT Safe Streets and Roads for All Grant Application March 27, 2024

1. Introduction

The City of Newberry is a municipality of 10,691 residents and serves as the county seat for Newberry County. The City of Newberry is seeking a qualified firm to assist in a needs assessment, developing a project scope, developing a project budget, and assisting as needed in the submission of a USDOT Safe Streets and Roads for All grant application for an Action Plan and possibly Supplemental Planning and Demonstration. The City plans to meet the May 16, 2024, deadline for application. Please note that if the application is selected for funding, a separate Request for Proposals will be issued for grant implementation.

2. Scope of Work

All anticipated and future work performed by the selected firm will be expected to perform the following tasks on an as-needed basis:

A. Needs Assessment

- Assist the City in conducting a needs assessment and prioritization inclusive of all types of roadway safety interventions across the Safe System Approach.
- Assist the City in determining if Supplemental Planning and Demonstration is currently needed.

B. Developing a Project Scope

- Assist the City in developing a project scope, identifying goals, constraints, and strategies.

C. Developing a Project Budget

- Assist the City in developing a feasible budget to address the City's needs.

D. Submission of Application(s)

- Assist the City in the development and submission of Safe Streets and Roads for All grant application(s) by the May 16, 2024, submission deadline.

3. Deliverables as Detailed in the Scope of Work

- A. Needs Assessment
- B. Project Scope
- C. Project Budget
- D. Support as Needed in Developing and Submitting Application(s)

4. Selection Process

The City will utilize a selection committee to review and evaluate all responses to this RFP. Each response will be evaluated based on the selection criteria outlined in this RFP. The City reserves the right to award based on the initial RFP response without oral presentations, but oral presentations may be requested.

Of all proposals submitted, the best may be invited to make oral presentations to the selection committee. The number of oral presentations will depend on the strength of the proposals. The selection committee will choose one of the responding firms with which to negotiate to enter into contract.

The selection committee reserves the right to issue a new RFP should it determine whether the proposals submitted, or the subsequent oral presentations indicate the firms are not able to meet the City's needs.

The City reserves the right to reject and/or honor any and all proposals.

5. Evaluation and Selection Criteria

The City will select a firm based on history and experience of the firm, qualifications of key staff assigned to the project, project approach, previous experience with USDOT Safe Streets and Roads for All grants, and cost. The selection committee will evaluate, and rank all submitted proposals using the criteria below.

A. Firm Description, Experience, and Key Staff Assigned to the Project (30 Points)- Provide a description of the firm, including legal name, business structure, location of parent firm and branches, total number of employees, organizational chart, and a brief history. Describe the firm's successful experience in developing successful USDOT Safe Streets and Roads for All grant projects. Describe examples of previous similar projects completed by the firm within the last five (5) years. Summarize the scope of the work, budget, timeframe, and provide client contact information.

Identify specific personnel to be assigned to the project and describe their current capacity to serve the project. Indicate similar projects completed by the respective team members, including project budget and timeframe. Project staff must meet all local, state, and federal requirements to perform work. Experience working with the USDOT and municipalities similar to the City will be strongly considered.

B. Proposed Methodology and Scope of Work (20 Points)- Provide a description of the stated approach to the work demonstrating the basic understanding of the requirements of the project. A detailed description of work tasks associated with each phase of the work, a preliminary assignment of key personnel and the timeframe associated with each task. The proposal must demonstrate that the consultant understands the requirements of the City of Newberry.

C. Management Plan and Timetable (20 Points)- Provide a description of the firm's approach to managing the project and completing the items identified in the Scope of Work, including a project time schedule ensuring that the May 16, 2024, deadline is met.

- D. **Cost (30 Points)**- Provide an itemized list of all proposed direct expenses. The firm's proposal shall be the total cost as a lump sum.

Also provide a fee schedule for supplemental charges that would be charged for additional unforeseen work tasks beyond those proposed/anticipated in the proposal, should such services be required.

- E. **MBE, WBE, and Small Business Participation (5 Points)**- Describe the firm's plan, if any, to utilize MBE's, WBE's, and small businesses in executing the project. Provide information and documentation as to whether the firm or any proposed subconsultant or subcontractor is MBE, WBE, small business, or is a small business located in a rural area.

6. Submittal Instructions and Deadline

One (1) original and five (5) copies of an interested party's sealed proposal must be submitted by **12:00 p.m. EST on April 19, 2024**. Please include a digital copy via USB drive or to be emailed to jdwick@cityofnewberry.com. Please clearly mark the outside of the submission to indicate it is in response to the Safe Streets and Roads for All RFP. The document should utilize 12-point font and not exceed fifteen (15) pages in total, to include cover page. Proposals received after the deadline will not be considered.

Questions related to this RFP may be directed to Jeff Wicker at jdwick@cityofnewberry.com.

The mailing address is:

City of Newberry
Attn: Jeff Wicker
P.O. Box 538
Newberry, SC 29108

The hand delivery address is:

City of Newberry
Attn: Jeff Wicker
1330 College Street
Newberry, SC 29108

7. Proposed Timeline

The proposed timeline for completion of this RFQ is outlined below. Please note on-site oral presentations and the subsequent notification of award by the City may be adjusted as needed to account for unexpected issues arising with the selection committee. Notification of award may also be moved up in the event the selection committee determines oral presentations are not necessary.

March 27, 2024	Formal announcement date for RFP.
April 19, 2024- 12:00 p.m.	Deadline for submittal of proposals.
April 25- April 26, 2024	On-site oral presentations (if necessary).
April 29, 2024	Notification of award of contract by the City.

8. Notification of Award

The City intends to select a firm and award the contract by April 29, 2024. Should either party fail to execute a contract within 30 days of notification of award, the City reserves the right to rescind the award and select services from another interested firm.

9. Other General Conditions

- A. Response Period-** All responses to this solicitation shall be good for a minimum period of thirty (30) calendar days subsequent to the proposal closing date.
- B. Response Withdrawal-** Any responses may be withdrawn prior to the established submission date and time, but not thereafter, without proper approval from the project coordinator.
- C. Governing Laws-** The laws of South Carolina shall govern this Agreement.
- D. S.C. Law Clause-** Upon award of a contract under this solicitation, 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 in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful firm from requirements that it be authorized and/or licensed to do business in this state, by submission of this solicitation, the firm agrees to subject himself 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.
- E. Indemnification-** The Town, its officials and employees shall be held harmless from liability from any claims, damages and actions of any nature arising from the use of any materials furnished by the firm, provided that such liability is not attributable to negligence on the part of the Town or failure of the Town to use the materials in the manner outlined by the firm in descriptive literature or specifications submitted with the firm's submission.
- F. Gratuities/Kickbacks-** It shall be unethical for any money, fee, commission, credit, gift, gratuity, thing of value or compensation of any kind to be provided, either directly or indirectly, as an inducement for the awarding of current and subsequent contracts or employment offers pertaining to this project.