



REQUEST FOR QUALIFICATIONS

Hampton Park Historic District Traffic Calming Plan

Deadline for Submitting Qualifications: **Friday, March 20, 2015 by 4:00pm EST**

SCOPE OF WORK

Introduction

The City of Sumter Planning Department is seeking consultant services for the Hampton Park Historic District Traffic Calming Plan. The project consists of developing conceptual plans for physical traffic calming appropriate for the Historic District. A boundary map illustrating the district and study area is attached herein. The Hampton Park Historic District is bound by Church Street on the east, W. Hampton Avenue on the south, McQueen Street on the west, and W. Calhoun Street on the north. The purpose of the project is to address residents' complaints of "too much traffic" and "speeding vehicles" by reducing through traffic and slowing down vehicles by implementing potential traffic calming strategies.

The "too much traffic" and "speeding vehicles" are trips originating from outside the district. Thus, the examination of the impact inside the district is extended to outside the district. The study area is framed by the major thoroughfares such as N. Guignard Drive, W. Liberty Street, N. Washington Street, Broad Street, and Haynsworth Street.

The project must be consistent with the SUATS (Sumter Urban Transportation Area Study) LRTP (Long Range Transportation Plan) 2040. Two primary goals of the LRTP are: 1) "Encourage streetscape and 'built in' traffic calming in roadway design" and; 2) "Develop street design standards that promote the concept of "complete streets" by providing provisions for bicyclists and walkers and incorporate pedestrian-friendly elements such as street trees and pedestrian level lighting..."

Background

The complete street concept is not only promoted in the SUATS LRTP 2040 but also in Sumter 2030 Comprehensive Plan. In the transportation element of the Plan, the complete street concept is a part of the policy endorsed by the City and County of Sumter. The concept promotes streets having safe access for all users such as pedestrians, bicyclists, transit riders and drivers.

The Hampton Park Historic District is a locally designated residential district, due to its eclectic mix of late 19th Century architecture. A predominately residential area provides residents enjoyment of their neighborhood; families walk with their children and bicyclists ride for exercise or fun along a mile long

W. Calhoun Street. However, on the east end of the district are major employment centers including a hospital, government offices, community college and retail stores. W. Calhoun Street becomes a common cut through street to and from the employment centers. The ADT on W. Calhoun ranges from 4,800 to 5,200 in the most recent survey. Whereas, Haynsworth Street (ADT 900 west end to 850 east end) and W. Hampton Avenue (ADT 850 west end to 900 east end) also are used as cut through streets to reach destinations on the east from the west. The primary north-south streets such as Church St., Purdy St., and Salem St., also carry cut through traffic.

Purpose of the Project

The purpose of the Hampton Park Historic District Traffic Calming Plan is to:

1. Determine the magnitude of traffic problems in the District neighborhood by assessing existing conditions such as crash data, traffic volume, and delay.
2. Develop a consensus among stakeholders including district residents, the City, and our State and Federal partners regarding potential improvements which can be implemented to reduce cut thru traffic and speed; to reduce the impact of vehicles within the historic district and; to consider advantages and disadvantages of each type of improvement.
3. For each possible solution, at least four areas must be addressed: concept plan illustrative, rough cost estimates, traffic impact analyses, and a description of the advantages and disadvantages of each.

Services To Be Provided

The work will be composed of 4 stages: 1) evaluation of existing conditions; 2) identifying and analyzing the issues; 3) develop alternative solutions and assess their costs and benefits; 4) determine the preferred alternative. The Consultant will work with City Staff.

1. Evaluation of Existing Conditions

The Consultant will perform and evaluate traffic counts and surveys to determine the nature and magnitude of traffic issues in the neighborhood, advise regarding problems, and produce maps and tabular display of this data.

The preliminary collection of data is necessary to perform this task. The Consultant should collect the following data to assess existing conditions (final data scope and sources will be determined in consultation with selected consultant):

- Turning Movement Counts at Calhoun St./Guignard Dr.; Haynsworth St./Guignard Dr.; Church St./Broad St.; Washington St./Calhoun St.; W. Calhoun St./N. Purdy St.; W. Hampton Ave./Guignard Dr.; and W. Hampton Ave./Washington
- Conduct HCM analysis to determine LOS performance level
- Corridor ADT's (City Staff can assist)

- Roadway Geometric Data (can be extracted from the City Staff's Preliminary Traffic Assessment at Historic District Report, 2013)
- Collect Speed Data (floating car/radar)
- Determine trip origin and destination

2. Problem Analysis

The consultant will present its findings in visual comprehensive format. The presentation must be clear and easy to understand by lay persons.

3. Development of Potential Solutions

The solutions must directly address the traffic issue findings whether it is speeding, crashes, or traffic volumes. There should be at least two solutions.

Once the traffic issue(s) is (are) identified, a full range of measures from simple signage to partial street closure--such as semi-diverters--should be considered. Consultation with public safety entities is required to ensure that potential delays can be minimized and quantified.

The Consultant will make a presentation to the City, and to a neighborhood meeting of the range of available measures that can reduce speeding and/or traffic volumes and/or the number of accidents. The presentation must address the relative effectiveness and the disadvantages of each potential solution.

4. Identification of Final Alternatives

Based upon input from the City and the public, the consultant will narrow the number of potential solutions to two final alternatives, ranging from minimum to maximum restrictions on traffic movement, prioritized according to public input. City staff will assist the consultant in this analysis.

The consultant will develop rough cost estimates for each of the final two alternatives.

The Consultant will compile a document and presentation materials showing the conceptual designs, advantages and disadvantages, rough cost estimates and traffic impact analyses for each of the final alternatives, for distribution to the public and presentation to the City.

5. Public Meetings

The Consultant shall participate in a number of meetings as listed below. The Consultant will be responsible for preparing presentation materials and conducting the neighborhood meetings. City Staff will be responsible for photocopying and mailings and will assist the Consultant during the meetings.

- Neighborhood Meetings
- Interagency Meeting
- Sumter Planning Commission/Sumter City Council Presentation
- SUATS

Services and Information to be provided by the City

The City of Sumter Staff will provide the list of services stated below:

- Assistance in problem analysis and solution development
- Assistance in meetings
- Mailing invitation and information brochures to historical district residents
- Photocopying
- The past and the most current AADT
- Aerial photos of neighborhood
- 2010 Census data
- Maps of zoning, parcel dimensions, public rights of way and utilities
- SUATS Long Range Transportation Plan , if applicable
- Meeting rooms
- Print enlarged maps for display

Schedule and Resources

Nine months after the Consultant is selected, the plan should be ready for presentation to the City of Sumter for approval. All submittal should clearly demonstrate how well the consultant can meet this schedule. The source of funding of this project is FHWA PL funds.

RFQ Guidelines

A request format for the consultant's response to the Request for Qualifications (RFQ) is indicated below. These guidelines are intended to facilitate the City Staff, SCDOT and FHWA selection process.

1. **Executive Summary.** Include key elements of the proposal.
2. **Consultant's Background.** The consultant's general background and technical capabilities and experience with studies of this nature and scale.
3. **Project Statement.** Prepare a brief, general statement indicating the consultant's overall understanding of the project and the services to be provided.
4. **Proposed Work Program.** Identify the work elements to be undertaken, the procedures and methodology the consultant will employ to accomplish each work element and the output or work products to be provided. Identify any information needed from the City.
5. **Schedule.** Prepare a work schedule indicating the total time and staging for each work task and identify key milestone dates.
6. **Resource Summary.** Present a summary of the estimates of person-days and total dollar costs for each work element.
7. **Staffing.** Identify specific individuals proposed for this project, including: (a) their project responsibilities, (b) their specific experience related to the responsibilities for this project, (c)

estimated level of effort (person days) and (d) personal resumes. This shall include subcontractors, if any, proposed as part of the project team. Identify the Project Manager.

8. **Past Projects.** Provide a list of all traffic calming projects designed by the consultant that have been implemented.
9. **References.** Identify three references (name, address and phone) for recent similar consulting work.

Evaluation Criteria

The following criteria shall be used by the City of Sumter to evaluate responses to the RFP and to select consultants. Please note, interviews may be requested.

1. Responsiveness to the requirements of the RFP. (30%)
2. Completeness and general quality of the written submittal (organization, format understandability, soundness of methodology). (10%)
3. Composition and expertise of the consultant team, including specific individuals who will perform the work and the time to be spent by each. (10%)
4. Demonstrated recent experience reflecting the type of work, quality of work and ability to complete work within budget and schedule. (10%)
5. Demonstrated experience and skill in designing traffic calming techniques. (30%)
6. Demonstrated experience and skill in working with City Staff and community groups. (10%)

Each evaluation criteria will be given a score. The total maximum score is 100%.

Project Coordinator

The Sumter City's project manager for this study is Allan Yu, Senior Transportation Planner, Planning Department, (803)774-1612, ayu@sumter-sc.com

Submittal of Qualifications

Please deliver **five (5) copies** of the completed Submittal by 4:00pm EST on Friday, March 20, 2015 to:

City of Sumter
Alice C Bailey, Purchasing Manager
21 North Main Street
P O Box 1449
City Hall/Opera House
Sumter, SC 29150

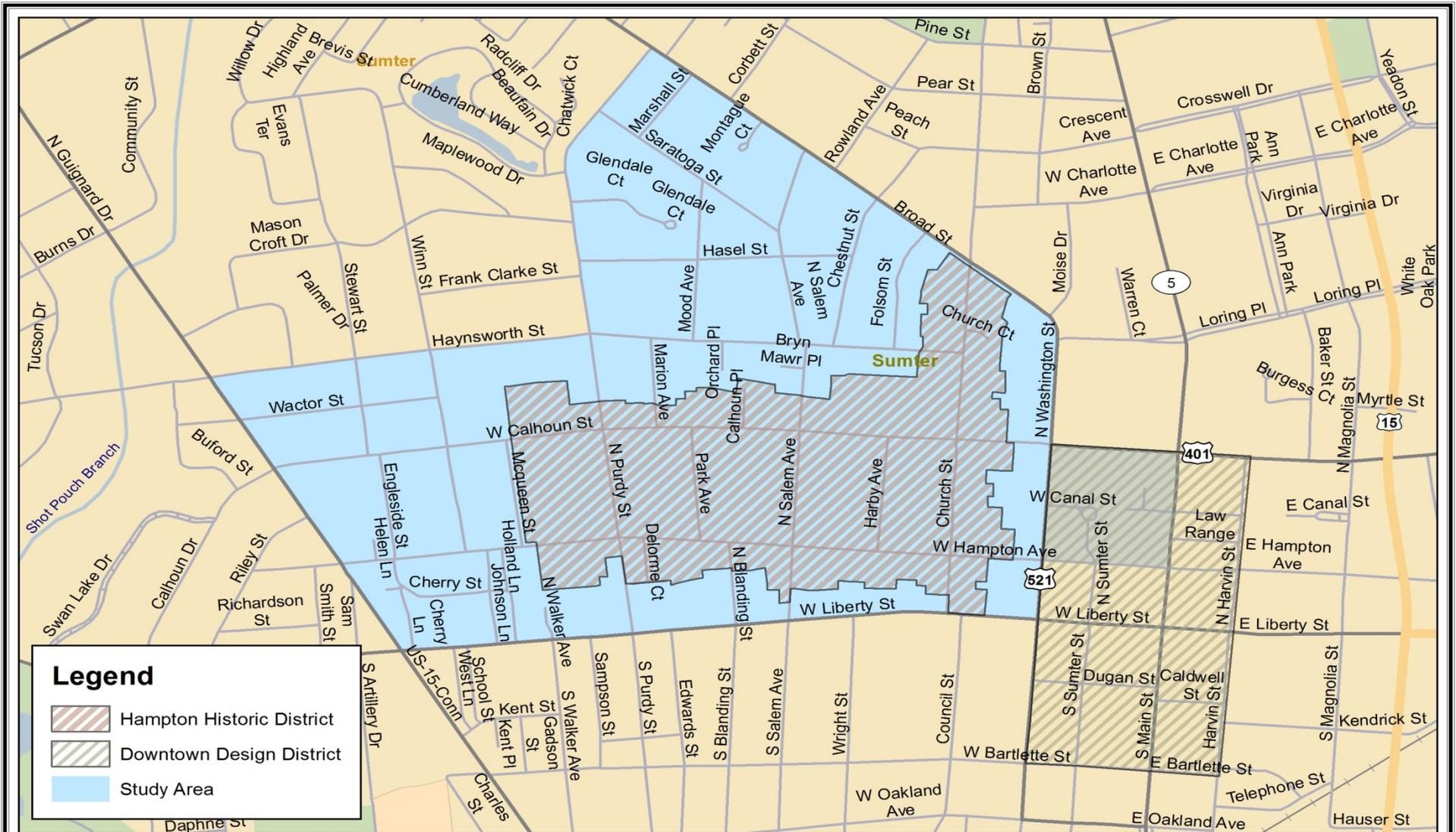
Any responses received after the specified time will not be considered. Faxed responses will not be accepted. The City of Sumter assumes no responsibility for unmarked or improperly marked envelopes.

The City is not responsible for any expenses incurred in preparing and submitting a response or taking any action in the election process, or for the cost of any services performed by any responder prior to the execution of a contract with the City.

The City reserves the right to reject any and all responses, in whole or in part, with or without cause, to waive any informalities and technicalities, and to award the contract on such terms it deems to be in the best interests of the City.

Questions regarding this request must be submitted to Alice Bailey in writing no later than 10:00 a.m. EST on Monday, March 16, 2015 EST. Questions may be emailed to abailey@sumter-sc.com.

ATTACHMENT 1



DISCLAIMER:
 While the data of this map has been tested for accuracy, the Sumter-City County Planning Commission disclaims any or all responsibility for the exact accuracy or correctness of the map. The Sumter-City-County Planning Commission shall not become liable to the user(s) of this map for any reason(s).

In using this map, the user(s) agrees to hold the Sumter City-County Planning Commission harmless of any or all liabilities arising from the use of this map and/or its data.

Map Prepared by: Sumter Planning Department
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 February 09, 2015
 Name: Hampton_Park_Traffic_Calming_Plan

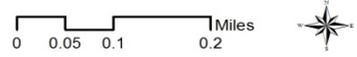


Figure 1
Study Area Limit