REQUEST FOR PROPOSALS

MASTER BICYCLE, PEDESTRIAN, AND GREENWAY PLAN
for
KERSHAW COUNTY, SOUTH CAROLINA

The SC Eat Smart Move More Coalition coordinates obesity prevention efforts across the state and leads the implementation of South Carolina’s Obesity Prevention Plan. The intent of this coalition is ongoing collaboration between state agencies, business and industry, health care organizations, schools, academia, community based groups and coalitions, and a broad range of other stakeholders to capitalize and leverage differing areas of expertise, skill, and resources to impact obesity in South Carolina. Eat Smart Move More Kershaw County (ESMMKC) became a coalition member in 2009 and has been working on a number of projects to promote a healthy lifestyle for Kershaw County citizens.

ESMMKC is requesting proposals from qualified firms to develop a comprehensive Master Bicycle, Pedestrian, and Greenway Plan (BPG Plan) for a ten-year horizon. The Plan will identify the process of technical and public input; describe existing facilities; examine the potential demand for bicycle, pedestrian, and equestrian use; and identify potential funding sources. The Plan should identify potentials to integrate bicycle and pedestrian facilities with the existing and future transportation network.

KEY CONSIDERATIONS

Transportation Planning
The BPG plans should provide bicycle and pedestrian transportation components that can be used by SCDOT, Kershaw County, the County Transportation Committee, Kershaw County municipal governments, the Santee Lynches Regional and Central Midlands Council of Governments, and other organizations in designing and funding transportation projects.

Connectivity
The current state of sidewalks, bike lanes, trails, and other bike/ped facilities are disconnected segments that do not serve as viable transportation routes. A focus of the BPG Plan should be to identify all opportunities to develop a connected system of bike/ped facilities that provide bicycling and walking as viable alternatives to the automobile. Such systems will vary depending upon the types of streets and land use, the current amount of pedestrian and bike activity, and the anticipated volume of bicycle and pedestrian activity new facilities would generate.
Recreation and Exercise
The update to the Recreational Master Plan in Kershaw County, SC was completed in April and adopted by County Council May 8, 2012. The number one response from the public surveys conducted in the course of crafting the plan was the desire for outdoor jogging and walking tracks. The plan recommended “identification of a route and commencement of a first phase (approximately 5 miles) of the regional recreation hard-surface trail or walking tracks, totaling upon completion, fifteen (15) miles or greater. A possible component could be an interconnected multi-use trail with existing parks.” This component should be included in the BPG Plan.

Equestrian Use
The equine industry is very important to Kershaw County. The BPG Plan should include equestrian use of the BPG system and recommend policies governing appropriate equestrian use of the facilities.

DELIVERABLES

Evaluation of Existing Conditions.
- Inventory and evaluate existing sidewalks, bike lanes, park trails, and other bicycle, pedestrian, and equestrian facilities.
- The consultant should obtain and evaluate pertinent transportation data including, but not limited to, traffic counts, bike/ped crash data, and other statistics relevant to cyclist and pedestrians.
- Kershaw County and the City of Camden will make accessible to the consultant available documents, statistics, GIS, and other data pertaining to existing BPG facilities in the County. Kershaw County has data bases of all county-owned facilities and of recreation facilities located in the County.

Evaluation of BPG Capital Improvement Needs
- Utilizing key consideration criteria, develop a methodology for assessing and prioritizing BPG capital improvement needs based on existing facilities and amenities, population density, traffic, safety, policy, current usage, and stakeholder input.
- Depending upon location, projects should be defined on the neighborhood or district level or corridors scale in which the creation of a viable transportation and/or recreation network is possible. However, specific intersection safety improvements are appropriate. In rural areas, larger scale projects may be appropriate.
- Provide unit cost per facility type. For those projects identified as high priority, provide more detailed cost estimates and identify potential funding sources
- Provide graphic renderings of proposed and conceptual facilities; maps showing proposed facilities; and conceptual map of what a fully implemented BPG could look like.

Develop BPG Design Manual
This is a detailed document that concisely lays out the steps to designing an effective BPG facility. This document will not only be utilized in the implementation of the capital improvement projects identified in the BPG Plan, but will also be employed to incorporate BPG elements during street construction, maintenance, and improvement projects; land development and re-development projects; and other opportunities as they arise. The manual will not only
provide overall principals of good design, but provide specific elements to accommodate the range of environments anticipated for Kershaw County. The overall goal of the design manual is to provide a guidance document for creating a welcoming environment for bicycle, pedestrian, and in some cases equestrian usage; to provide facilities that will be widely used and enjoyed to the ultimate benefit of Kershaw County residents and visitors.

Although the consultant will recommend elements and best management practices to be included in the Design Manual, specific recommendations are required on how to maintain and increase connectivity among the various networks of sidewalks, bike lanes, trails, bridal paths, and other BPG facilities. Also to be included are standards and best management practices for equestrian use of facilities, and when mixed bicycle, pedestrian, and equestrian uses are and are not appropriate.

PROJECT OBJECTIVES AND TIMETABLE

ESMMKC has received a Healthy South Carolina Initiative grant which will, in part, pay for the BPG Plan. The proposal must demonstrate the ability of the consultant (contractor) to meet these objectives within the designated grant timeframes (August 2012 – May 2013). The following tables are the final approved Healthy South Carolina Community Action Plan Templates for the “Kershaw County Greenways/Trails Plan.”

<table>
<thead>
<tr>
<th>Name of Coalition:</th>
<th>Eat Smart Move More Kershaw County</th>
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</thead>
<tbody>
<tr>
<td>Strategy:</td>
<td>2.4 Active Community Environments</td>
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<tr>
<td>SMART Objective:</td>
<td>By May 2013, a Kershaw County Greenways/Trails Plan will be developed through public and governmental input to identify current and potential walking and biking routes and green spaces. Specifications for development and cost of implementation will be completed, compiled, and presented to county officials.</td>
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<tr>
<td>Objective Description:</td>
<td>Comprehensive County-wide Greenways/Trails Plan to improve access to physical activity</td>
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**Phase 1: May 1 - September 30, 2012**

<table>
<thead>
<tr>
<th>Project Objective:</th>
<th>Activities</th>
<th>Start – End Dates</th>
<th>Milestone/Measures</th>
<th>Partners</th>
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<tr>
<td></td>
<td>Develop request for proposals (RFP) for development of comprehensive greenways/trails plan; advertise RFP and obtain bids; establish written agreement with chosen contractor</td>
<td>May 2012 – July 2012</td>
<td>RFP developed and ready for release; bids received; contract signed</td>
<td>Kershaw County Planning and Zoning (KCPZ) and ESMMKC Steering Committee</td>
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<td></td>
<td>ESMMKC, Kershaw County Planning and Zoning Commission, Camden Planning Commission, Kershaw County Council and other municipal councils to receive regular updates on progress of plan development including public input meetings</td>
<td>August 2012 – September 30, 2012</td>
<td>Updates</td>
<td>KCPZ/Contractor</td>
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Phase 2: October 1 2012 – September 30 2013

Project Objective:

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<th>Milestone/Measures</th>
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<tr>
<td>ESMMKC, Kershaw County Planning and Zoning Commission, Camden Planning Commission, Kershaw County Council and other municipal councils continue to receive regular updates on progress of plan development including public input meetings.</td>
<td>Continued from August 2012 – December 2012</td>
<td>Updates</td>
<td>KCPZ/Contractor</td>
</tr>
<tr>
<td>Draft plan presentation to KCPZ, ESMMKC, and planning commissions</td>
<td>December 2012 - February 2013</td>
<td>Presentations occur</td>
<td>Contractor</td>
</tr>
<tr>
<td>Final plan compiled and presented to KCPZ, ESMMKC, planning commissions, Kershaw County Council and other municipal councils with projects prioritized and costs estimated</td>
<td>March 2013 - May 2013</td>
<td>Final plan</td>
<td>Contractor</td>
</tr>
<tr>
<td>Add identified current trails to the Explore Kershaw County mobile website</td>
<td>May 2013 – June 2013</td>
<td>Explore KC updated</td>
<td>Contractor</td>
</tr>
<tr>
<td>Governmental collaboration to identify projects from plan that can be completed as part of other projects or need additional funding to complete plan implementation</td>
<td>May 2013 – September 2013</td>
<td>Projects implemented or commitments to implement</td>
<td>KCPZ (in collaboration with county and municipal governments, SC DOT, and school district</td>
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EXPERIENCE AND QUALIFICATIONS

- Provide an outline of the firm’s history, location(s), and size.
- Provide a project list with descriptions of similar and related projects completed by the firm. Projects completed by key firm staff while not at the firm may be included, but clearly noted as such. Provide name, address, and telephone numbers of contacts involved in the listed projects.
- Provide a professional resume of key staff that will be assigned to the project.

SELECTION CRITERIA

Eat Smart Move More Kershaw County anticipates selecting a consultant from the respondents to this Request for Proposals (RFP) with whom we will negotiate a contract for preparing the Master Bicycle, Pedestrian and Greenway Plan. The selection process will include the following considerations:

- The experience, qualifications, and technical competence in all areas required for a successful completion of the project
- Past performance on similar types of projects
- Strength of proposal in addressing all items requested in this RFP with understanding, expertise, and creativity
- Availability of key personnel to mobilize quickly and to complete the project within the prescribed timetable.
- Total cost of the project
This solicitation does not commit Eat Smart Move More Kershaw County to award a contract or to pay any costs incurred in the preparation of the proposal. Eat Smart Move More Kershaw County reserves the right to reject any, all, or part of this proposal and negotiate with all qualified respondents. Eat Smart Move More Kershaw County may cancel this Request in part or all if it is deemed in the best interest of ESMMKC.

SUBMISSION DEADLINE
Consulting firms being considered for this work must respond with complete proposals no later than 4:00 p.m. on Wednesday August 1, 2012. The outside of the envelope must be marked “BICYCLE, PEDESTRIAN, GREENWAY PLAN”. Please submit one original and seven (7) copies to:

John Newman
Kershaw County Planning and Zoning
515 Walnut Street
Room 160
Camden, SC 29020

Electronic Submission
Please submit an electronic copy (PDF or MS Word) to john.newman@kershaw.sc.gov. A signed electronic submission will be accepted as meeting the deadline providing that it has been received and receipt acknowledged by confirmation e-mail by 4:00 p.m. on Wednesday August 1, 2012.

CONTACT
Direct all questions to:

John M. Newman
Kershaw County Planning and Zoning Director
515 Walnut Street
Room 160
Camden, SC 29020
John.newman@kershaw.sc.gov
803-424-4044