



-THE CITY OF- EASLEY SOUTH CAROLINA

REQUEST FOR QUALIFICATIONS

Request for Qualifications:	Safe Streets for All (SS4A) Action Plan
Project Manager:	Mario DiPietro
Phone Number:	864.523.4791
Date of Advertisement:	October 16, 2025
Qualifications Due Date:	November 13, 2025 @ 2:00 PM
Direct Inquiries To:	mdipietro@cityofeasley.com

The City of Easley invites qualified private engineering firms (PEF) to submit qualifications to provide services to conduct a Safety Action Plan. The consulting firm selected for the contract will serve as an extension of City of Easley staff. This contract is intended to provide a flexible and effective way for the City to respond to a range of transportation needs with an available consultant ready to provide dimensional services, as needed.

Submittals are due **no later than 2:00 PM local time on November 13, 2025**, to the following address:

RFQ – SS4A Action Plan
Mario DiPietro
City of Easley
205 N 1st St
Easley, SC 29640

The proposals will then be opened privately and reviewed.

Section II contains the formatting, content, and other requirements for a submittal. Any submittals received after the date and time listed above will be rejected and returned unopened.

I. DESCRIPTION OF SERVICES

The requested engineering services and responsibilities may include, but are not limited to the following:

Study Area

The study area is comprised of the entire transportation network within the City of Easley. This shall include public roadways, sidewalks, trails, mixed-use paths, etc. maintained by SCDOT, Cities, and private roadways as practical.

Action Plan Components

To satisfy the FHWA's eight components of an Action Plan, the consultant shall provide an Action Plan document that includes the following:

1. Create a City Vision Zero Policy
 - Draft an official public commitment via City Council Resolution to establish a target date for achieving zero roadway fatalities and serious injuries, or a significant percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.
2. Planning Structure - Creation of a committee, task force, implementation, etc. charged with oversight of the Action Plan development, implementation, and monitoring.
3. Safety Analysis
 - Existing Conditions – Analysis and summary of existing conditions/historical trends providing a baseline level of crashes involving fatalities and serious injuries. For all crashes, the most recently available 5 years of data should be used. For vehicular crashes, identify severe and fatal crashes. For pedestrian and cyclist crashes, include all crashes. The crash data should include location, road user type, severity, crash type, contributing factor, and other relevant available information.
 - Identification of High-Injury Network – Identify and provide maps/visuals that identify the City's High-Injury Network (HIN) for vehicles, cyclists, and pedestrians. Provide GIS layers to staff showing vehicular, cyclist, and pedestrian HIN's and other crash data.
 - Determine the most frequent type of crash, cause of crash, roadway user type, pavement condition, time of day, day of week, and other relevant information for both the HIN and the total crash network.
 - Investigate existing traffic safety software currently available and make recommendations on which software may be most beneficial for the City to reduce the frequency and severity of crashes. The recommendation should include high-level costs for budgetary reasons as well as a recommendation on the scope of implementation (i.e. how many intersections/corridors for implementation) and reasoning for the selected locations.
 - Analyze and identify systemic and specific safety needs (i.e. high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of built environment, demographics, and structural issues).
 - Consideration of planned, funded projects and their projected impacts on the HIN and total crash network.
4. Public Engagement
 - Prepare and implement a comprehensive public engagement/involvement plan using social media, websites, public meetings, charettes, community meetings, interviews with key stakeholders, presentations, drop-in sessions, etc. Input received from the engagement is analyzed for trends and incorporated into the Action Plan.
 - Develop materials for public awareness campaigns to raise awareness about Vision Zero. Coordinate with City media relations office and CPD.
5. Equity Considerations – The Action Plan must be developed using an inclusive and representative process. Underserved communities must be identified through data and other means.

The selection of a PEF to provide the desired services on this specific project will be handled in accordance with the process described in Section III.

II. SUBMITTAL REQUIREMENTS

The City reserves the option to select directly from the submitted qualifications or create a short list of firms and conduct oral interviews. The City will contract with one PEF to provide Safety Action Planning services.

Submittals must conform to the following parameters:

Page #	No more than 20 pages (if double sided, front and back equals 2 pages)
Page Size	8.5" x 11"
Page Orientation	Portrait, landscape, or both
Margins	No less than 0.5"
Font Size	No less than 11-point font
Font Type	No requirement

# of Print Copies	6 (no original signatures required)
# of Electronic Copies	1 (in PDF format on USB or CD)
Tabbing	Divide with tabs, organized in accordance with the outline provided in Section IV. Tabs do not count towards the page limit.
Binding	Side bound. No binder clips, paper clips, etc. (can use spiral binding, comb binding, etc.)

Firms submitting qualifications packages are encouraged to carefully check them for conformance to the submission requirements. No exception granted.

III. SUBMITTAL CONTENT

A firm interested in submitting a qualifications package must address the firm's qualification and expertise in the general services.

Complete responses to each of the following categories are required:

Table of Contents

The Table of Contents will not be counted towards the page limit.

1. Cover Letter

Provide a cover letter addressed to Mario DiPietro. The cover letter is limited to one (1) page and should contain the following information:

- Expression of firm's interest and why you feel your firm is best suited for this contract.
- Statement regarding firms' possible conflict(s) of interest for the work.
- The name, phone number, and email address of the person who the City should contact if questions arise regarding the firm's submittal.

2. Organization of Consultant Team

- Provide a team organization chart showing all firms and names of specific staff proposed for this project, including their titles. Although there is no required goal, the City encourages use of any minority-owned, women-owned, and small business enterprises (M/W/SBE). Please identify M/W/SBE firms, if any.
- Statement indicating how the work described in this RFQ will fit into the total workload of the firm.
- Detailed resumes for key staff. Please include the office location in which each individual is located.

3. Qualifications and Experience

- Provide a summary of at least three (3) projects similar to those that may be identified under this contract. Please only include projects within the last five (5) years for which the Consultant was primarily responsible. Each of the project summaries shall include the following:
 - a. Description of the project including size and scope.
 - b. Description of services rendered by the Consultant.
 - c. Key staff involved, along with their assigned responsibilities.
 - d. Project duration.
 - e. Project references including current names, addresses, telephone numbers, and email.

4. Project Approach

- Provide a brief description of the firm's capability to perform the requested services outlined in the scope of work.
- Provide a brief description on how the City of Easley can provide in-king services.

5. Project Management

- Describe the project team's method of quality control.
- Describe the method of keeping activities on schedule.
- Approach to ensuring accurate coordination during all phases of project development.

IV. EVALUATION CRITERIA

The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order):

Team organization and structure	10%
Project personnel qualifications, experience, knowledge, familiarity and past performance with the desired services, similar experiences with local governments	35%
Specialized experience of firm and related experience on similar projects within the last five years.	15%
Core services experience	30%
Local Knowledge	10%

V. SELECTION PROCESS

Pursuant to South Carolina General Statute 11-35-3220, The City of Easley uses a “qualifications-based” selection process without consideration of fee proposals in the initial stage for selecting consultants.

VI. GENERAL PROVISIONS

- A. SUBMITTAL OWNERSHIP/COSTS:** All responses, inquiries or correspondence relating to this RFQ will become property of the City of Easley when received. Drawings, tracings, specifications, reports, models, computer discs, renderings, copyrights, and all other documents to be prepared and furnished by the Consultant pursuant to specific projects undertaken by the successful proposer, are the sole property of the City of Easley, whether the project for which they are made is executed or not, and may be used by the City of Easley as they see fit. If such documents are used on another project or for another purpose by the City of Easley, the Consultant shall not be responsible for such use and shall not receive additional compensation. All costs for development of the written submittal and the oral presentation are entirely the obligation of the Consultant and shall not be remunerated in any manner by the City of Easley.
- B. NON-WARRANTY OF REQUEST FOR QUALIFICATIONS:** Due care and diligence has been used in preparing this RFQ. However, the City shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Consultants to ensure that they have all information necessary to affect their submittals.
- C. REQUEST FOR CLARIFICATION:** The City of Easley reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.
- D. ACCEPTANCE/REJECTION OF SUBMITTALS:** The City of Easley reserves the right to accept or reject any or all submittals in whole or in part, with or without cause; to waive technicalities; or to accept submittals or portions thereof which, in the City’s judgment, best serve the interest of the City. The City of Easley reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services at any time during the period of contracts which result from this RFQ.
- E. COLLUSION:** The Consultant, by submitting qualifications, declares that the submission is made without any previous understating, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is in all respects fair and in good faith without any outside control, collusion, or fraud.
- F. CONSIDERATION OF SUBMITTALS:** Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFQ. The firm must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service for the City. The City reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms, and conditions before recommending any award.

- G. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE:** The City of Easley will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination based on a disability. The City of Easley will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. City of Easley programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify City staff.
- H. MINORITY/WOMEN/SMALL BUSINESS ENTERPRISE:** It shall be the practice of the City of Easley Government to provide M/W/SBE as well as other responsible vendors with fair and reasonable opportunity to participate in the City of Easley's business opportunities including but not limited to employment, construction development projects, and material/services, consistent with the laws of the State of South Carolina. The policy of the City of Easley prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the City of Easley to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.
- I. INSURANCE AND INDEMNITY REQUIREMENTS:** To the extent permitted by law, the Consultant shall indemnify and save harmless the City of Easley, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by injury, sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the Consultant in the performance of professional services provided to the City. The Consultant further agrees to purchase and maintain during the life of any contracts entered with the City the following insurance with an insurance company acceptable to the City of Easley and authorized to do business in the State of South Carolina.