City of Isle of Palms, South Carolina
Request for Qualifications (RFQ 2026-01)
Palm Boulevard Crosswalk Engineering and Permitting

In compliance with the City's Procurement Code, the City of Isle of Palms (the City) is requesting qualifications and separately sealed fee proposals from qualified traffic engineering firms for the evaluation, design, and permitting of three pedestrian crossings on Palm Boulevard. The selected firm will provide services through issuance of the required South Carolina Department of Transportation (SCDOT) approval and prepare documents suitable for obtaining installation prices.

Description of the project

The City intends to install pedestrian-activated rectangular rapid flashing beacons (RRFBs) at three separate crosswalks across Palm Boulevard: one at 21st Avenue, one at 25th Avenue, and one at 34th Avenue. Each location will include a complete crossing system with the equipment needed to serve both directions of traffic, subject to the engineering evaluation and SCDOT approval.

The City anticipates that SCDOT will require a brief pedestrian crossing justification memorandum to determine whether the locations are appropriate candidates. The design plans must contain sufficient detail for SCDOT to approve an encroachment permit and for future installation vendors to provide comparable prices for the work.

Scope of work

The City seeks to enter into a contract with an engineering firm to handle the justification memorandum, limited survey, design, and permitting of the project. The requested services include the following:

1 Initial coordination and justification memorandum

Meet with City staff and the appropriate SCDOT personnel to confirm the proposed locations, supporting information, applicable standards, and review process. Confirm whether one encroachment permit application or separate applications will be required and identify any ownership or maintenance agreements needed from the City.

Prepare a brief study to provide information to provide the SCDOT justification memorandum (see attached example of similar justification memorandum). Unless SCDOT states otherwise in the initial coordination, one memorandum covering all three locations is acceptable, with separate findings and a recommendation for each crossing.

Describe existing roadway and pedestrian conditions, pedestrian demand, available traffic volumes and speed information, relevant crash history, and the reason an RRFB is or is not expected to be necessary at this time. Based on the known high volume of pedestrian traffic in these areas, the City assumes that the RRFBs will be justifiable at these locations. Include a location map or photograph and a short summary of supporting data. Use available reliable information, supplemented by limited pedestrian and vehicle counts or field observations sufficient for SCDOT review. Confirm the data collection effort with the City and SCDOT before fieldwork and briefly explain seasonal or unusual conditions affecting the data.

A full traffic impact study, traffic modeling, formal signal warrant analysis, and repeated seasonal counts are outside the anticipated scope. If SCDOT requests substantially broader analysis, obtain written City authorization before expanding the work. Submit the memorandum to SCDOT for suitability review before final design. The City will authorize design for supported locations; if a location is unsuitable, document the reasons and briefly identify feasible alternatives.

2 Limited survey and field verification

Provide the targeted survey, field measurements, right-of-way research, and utility coordination needed for design, permitting, and installation pricing. Verify crossing geometry, grades, sight distance, drainage features, visible utilities, and proposed equipment locations. Identify utility conflicts and any need for easements or work outside public right-of-way. Use appropriately licensed survey personnel when required; unverified aerial mapping alone is insufficient for final design.

3 Design plans and installation pricing documents

Prepare site-specific plans and specifications under the responsible charge of a South Carolina licensed professional engineer. Apply the MUTCD, SCDOT standards, and accessibility requirements governing the project. Provide signed and sealed plans showing crosswalk alignment, dimensions, existing conditions, right-of-way, equipment locations, signs, pavement markings, and any necessary parking restrictions or sight-distance improvements.

Include the number and placement of beacon assemblies, signs, poles, and pedestrian activation devices; mounting and clearance requirements; foundation and anchorage details; and required structural calculations or approved standard details. Address power supply, controls, communications, wiring, conduit, grounding, and equipment suitability for coastal conditions. Evaluate solar power feasibility and identify any need for wired electrical service.

Include necessary accessible routes, ramps or transitions, landings, detectable warnings, and accessible activation devices, together with limited pavement, sidewalk, or drainage work needed for the crossings. Address construction traffic control, pedestrian access during installation, utility protection, erosion control where applicable, and restoration. Specifications shall address installation, testing, commissioning, warranties, and maintenance information and permit consideration of approved equivalent equipment.

Provide itemized quantities, a blank contractor pricing schedule, and an engineer's opinion of probable installation cost for each crossing and the combined project. The documents must allow vendors to price and construct the same defined work without additional traffic engineering to establish the crossing layout or obtain initial SCDOT design approval. Identify any contractor-designed or manufacturer-supplied details still required.

4 SCDOT permitting and approval

Prepare and submit the encroachment permit application or applications and obtain the related SCDOT traffic engineering approvals. Coordinate City signatures and

authorizations, attend review meetings, respond to comments, and revise and resubmit the documents as needed for approval of the agreed scope. Prepare or coordinate required ownership and maintenance agreement documents for City review and execution.

The base fee shall include routine City and SCDOT review responses and resubmissions through permit issuance. Submission of an application alone does not complete the assignment. Correct the consultant's errors or omissions without additional compensation. Material scope changes require written City approval before additional fees are incurred. If SCDOT declines a location or requires a materially different project, provide its written determination or documented direction for the City to decide how to proceed.

5 Final documents

Provide the final justification memorandum, approved signed and sealed plans, specifications, supporting calculations, quantities, contractor pricing schedule, installation cost estimate, issued permit or permits, and relevant correspondence. Deliver PDF copies and CAD, specification, and spreadsheet files, as applicable. Reconcile all documents with the approved permit and summarize permit conditions, expiration dates, required inspections, and City maintenance obligations. Include a final coordination meeting with City staff.

The City will provide available records, designate a project contact, review recommendations, and execute required owner documents. The firm shall verify the suitability of supplied information and identify any additional decisions or assistance needed from the City.

The base scope includes the limited survey, utility review, accessibility design, and supporting work reasonably needed for the crossings. It excludes equipment purchase, installation, bidding assistance, construction administration or inspection, land acquisition, major utility relocation or roadway reconstruction, and design of alternative signal systems. Identify any anticipated geotechnical investigation, subsurface utility work, separate environmental permits, or other proposed extra services. Additional work requires written City authorization.

Evaluation Criteria and Selection Process

Proposals submitted by the deadline and deemed complete will be evaluated by the City. Any firm submitting a proposal may be required to provide additional information. The award of a contract will be at the discretion of City Council. The City reserves the right to disqualify any response it deems nonresponsive or nonresponsible and to make such investigations of the proposers as it deems appropriate.

Qualifications proposals shall identify the firm, project manager, South Carolina professional engineer in responsible charge, subconsultants, and their roles. Include relevant licenses, resumes, three comparable projects with references, a work plan, and a proposed schedule. Describe the limited data collection effort, survey limits, design and permitting approach, assumptions, and requested City assistance. Distinguish consultant work time from estimated City and SCDOT review time. Limit the proposal to 12 pages, excluding the signed cover letter and resumes.

Proposals will be evaluated on the following factors:

- Relevant experience and qualifications of the firm, including RRFB projects and SCDOT approvals.
- Relevant experience and qualifications of key personnel and performance on similar projects.
- Approach to the justification memorandum, design, and permitting requirements.
- Capacity, availability, and proposed schedule to complete the work.

Selection will follow Section 1-10-7 of the City Code. When practicable, the City will discuss the work with at least three firms and rank at least three qualified firms. Fees will not be used in ranking. The City will open the highest-ranked firm's fee proposal and negotiate a fair and reasonable scope and compensation. If agreement is not reached, the City will formally terminate negotiations before proceeding to the next-ranked firm. Other fee proposals will remain unopened unless that firm is reached for negotiations. City staff will recommend an award to City Council following successful negotiations.

Timeline and Submission Procedures

The City anticipates the following general timeline. The anticipated schedule may change if it is in the City's best interest to do so.

RFQ advertisement: November 3, 2026
Deadline for written questions: December 3, 2026
Deadline for proposals: December 11, 2026, 10am
Staff evaluation and negotiations: December 11, 2026 through January 1, 2027
City Council consideration of contract award: January 26, 2027
Contract execution and notice to proceed: January 28, 2027

Proposals should be submitted to the following:

Douglas Kerr
City Administrator
City of Isle of Palms
1207 Palm Boulevard
Post Office Box 508
Isle of Palms, South Carolina 29451

Deadline for Submissions: Proposals must be received by the stated deadline at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451, in a sealed envelope clearly marked "RFQ 2026-01, Palm Boulevard Crosswalk Engineering and Permitting." Include one signed paper copy and one searchable PDF copy on a USB flash drive. Include a signed cover letter acknowledging addenda and identifying conflicts of interest, solicitation exceptions, and relationships with equipment manufacturers or installation vendors.

Fee Proposal: Submit a fixed lump-sum fee for all three crossings in a separate sealed inner envelope marked "Fee Proposal" and identified with the firm's name. Provide a breakdown by the five scope tasks and by crossing, with shared costs identified separately and counted only once. Include labor, survey, subconsultants, meetings, travel, expenses, and all agreed services through SCDOT approval and final delivery.

Identify allowances, assumptions, exclusions, and optional services separately, and provide hourly rates for authorized additional work. The fee proposal shall remain available for negotiation for 90 days after the deadline. Keep all fee information out of the qualifications proposal and its USB copy.

Proposals may be delivered by hand, courier, or mail. It is the proposer's responsibility to verify receipt by the City. No proposal will be considered unless it is actually received at the designated place by the deadline; the City is not responsible for delay, misdirection, or delivery error.

Submit written questions to Douglas Kerr at dkerr@isleofpalms.gov by the questions deadline. The City will post substantive responses and changes by addendum on its Requests for Bids and Proposals webpage. Proposers are responsible for reviewing and acknowledging all addenda.

Proprietary and Confidential Information: Proposals are public records under the South Carolina Freedom of Information Act except for information qualifying for an exemption. Clearly identify information claimed to be confidential or proprietary, mark the affected pages "CONFIDENTIAL," and state the legal basis for the claim. A confidentiality label alone does not establish an exemption from disclosure.

Proposers are responsible for all costs of preparing and submitting a response and negotiating a contract. Issuance of this RFQ, submission of a response, or the City's receipt and evaluation of a proposal does not commit the City to award a contract. The City reserves the right to reject any or all proposals, waive minor irregularities or informalities, or cancel the solicitation in the City's best interest.

The selected firm must maintain the required professional licenses, procure an Isle of Palms Business License, provide professional liability and other insurance acceptable to the City, and enter into a professional services agreement. Award is subject to required City approvals and available funding. Work shall begin only upon written notice to proceed. The agreement shall give the City the right to use and reproduce the deliverables for procurement, construction, operation, and maintenance of this project.

The City may authorize or discontinue individual locations and will pay for authorized services performed, including the applicable share of common work, with no fee for unperformed services. Additional fees require an approved written amendment.

By signing its proposal, the proposer certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and will provide documentation requested by the City to establish applicability or compliance. The proposer shall require applicable compliance by its subcontractors and sub-subcontractors.

DEPARTMENT OF ENGINEERING & DEVELOPMENT SERVICES

MEMORANDUM

To: Josh Johnson, PE, PTOE

From: James Aton, PE, PTOE, RSP1

Cc: Bradley Morrison

Date: July 15, 2021

Re: Lucy Beckham High School RRFB Justification Study

INTRODUCTION

The intent of this document is to justify the installation of rectangular rapid flashing beacon (RRFB) devices for the existing unsignalized pedestrian crossing across Whipple Road at the Lucy Beckham High School driveway access. The location of the crosswalk is shown below in Figure 1.

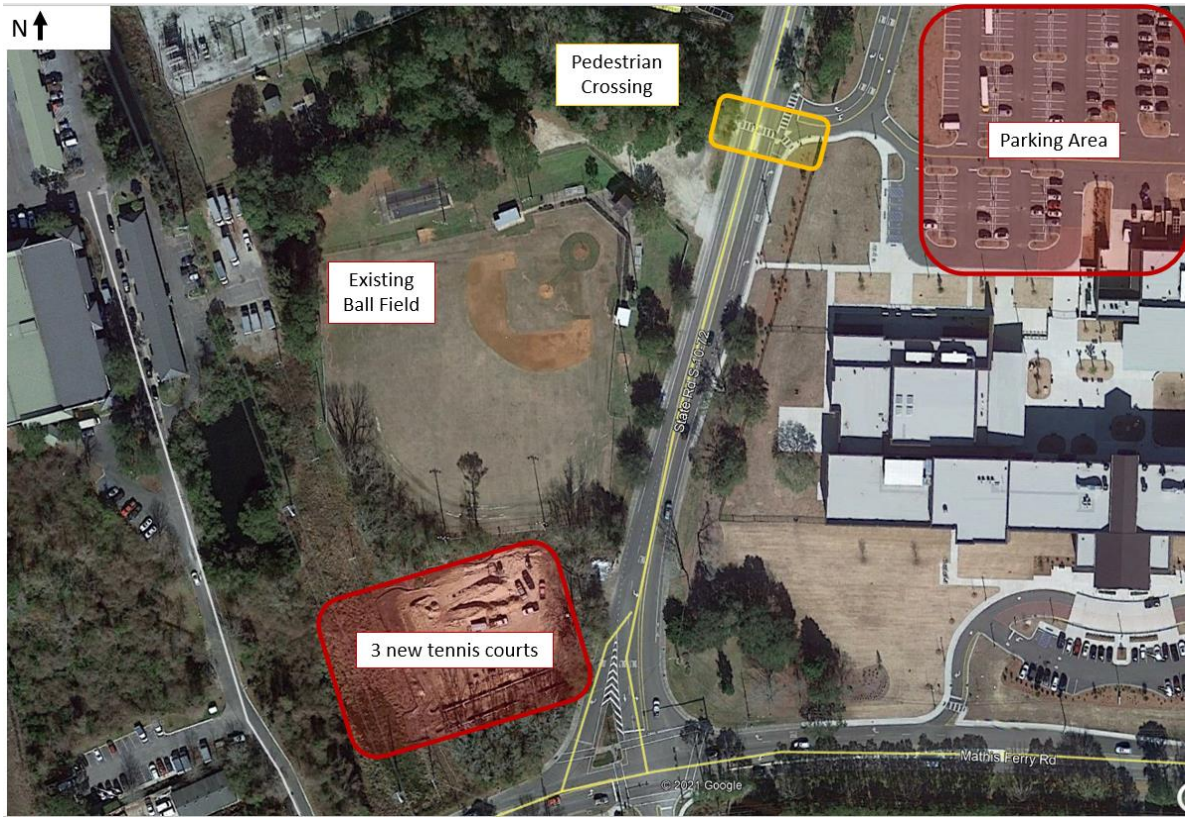


Figure 1: Project Location Map

EXISTING CONDITIONS

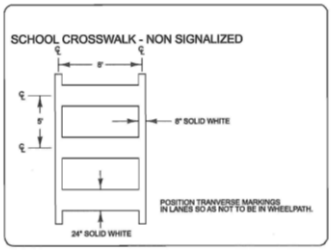
Whipple Road is a three-lane arterial roadway that serves as a main connection between Long Point Road and Mathis Ferry Road in Mount Pleasant. The posted speed limit is 35 MPH and the 2020 AADT from SCDOT's count station was 12,900 vehicles per day. The existing crosswalk location is 750 feet north of the signalized intersection of Mathis Ferry Road and Whipple Road.

PROJECT DESCRIPTION

Existing Traffic Control Devices

The existing unsignalized crossing currently includes two advanced S1-1 'School Crossing' signage with 'Ahead' plaques for each directional approach and S1-1 'School Crossing' signage with 'Down Arrow' plaques at the crossing; one for each directional approach on the shoulder and one dual-faced sign in the median. SCDOT standard school crosswalk pavement markings are installed (STD. DWG. 625-305-00) and a raised pedestrian refuge/median was designed to improve safety. The dual-faced signs in the median have already been struck by a vehicle and was knocked off its mount.





RRFB Justification

The unsignalized intersection of Whipple Road and the Lucy Beckham High School driveway very likely does not meet any of the Manual on Uniform Control Devices (MUTCD) Chapter 4C signal warrants for the installation of a traffic signal. Therefore, the RRFB devices are being proposed as an alternative to improve pedestrian safety through enhanced drive awareness.

Studies have found that RRFBs significantly increase the frequency in which motor vehicles yield to pedestrians at crosswalks. These devices will increase awareness of drivers approaching the school crosswalk along Whipple Road and therefore improve overall safety.

RRFBs utilize a flashing pattern similar to emergency vehicles that lets drivers know there is a pedestrian using that crosswalk. The RRFB will only be active when pedestrians are present which will lead to higher rates of compliance as drivers are only alerted when the RRFB is actuated by a pedestrian. A Federal Highway Administration (FHWA) sponsored study concluded that RRFBs at pedestrian crosswalks are significantly more effective at increasing driver yielding rates to pedestrians compared to traditional overhead beacons and static signage.

DATA COLLECTION

Traffic Counts

Mainline vehicular turning movement counts, and pedestrian crossing counts were collected at the unsignalized crossing of Whipple Road and the Lucy Beckham High School driveway on Wednesday, June 2, 2021. The pedestrian crossing volumes are shown in the table below (raw data available upon request).

Table 1 – Pedestrian Crossing Volumes

Time Period	Pedestrian Crossings
6:00 AM to 7:00 AM	2
7:00 AM to 8:00 AM	4
8:00 AM to 9:00 AM	2
9:00 AM to 10:00 AM	0
10:00 AM to 11:00 AM	0
11:00 AM to 12:00 PM	0
12:00 PM to 1:00 PM	0
1:00 PM to 2:00 PM	0
2:00 PM to 3:00 PM	6
3:00 PM to 4:00 PM	26
4:00 PM to 5:00 PM	0
5:00 PM to 6:00 PM	2
6:00 PM to 7:00 PM	22
7:00 PM to 8:00 PM	9
8:00 PM to 9:00 PM	4
9:00 PM to 10:00 PM	22
TOTAL	**99**

It should be noted that the school release time for Lucy Beckham High School falls within the 3:00 PM to 4:00 PM timeframe with some students having early release. On the day these counts were conducted there was also a youth baseball practice which began during the 5:00 PM to 6:00 PM timeframe and ended in the 9:00 PM to 10:00 PM timeframe.

In addition to volumes of pedestrians and vehicle turning movements, speed data was collected on the approaches to the pedestrian crossing. The 85th percentile speed recorded for northbound Whipple Road was determined to be 38.61 MPH while southbound Whipple Road was determined to be 44.19 MPH.

Projected Pedestrian Volumes

The pedestrian counts taken for this report were conducted during Lucy Beckham High School's hybrid 2020-2021 calendar school year where a maximum capacity of in-person attendance was capped at 90%. Based on those attendance restrictions, it is reasonable to project that when 100% in-person attendance is returned to, as is planned in the 2021-2022 calendar school year, that the pedestrian and bicycle activity at this crossing will also increase proportionately. Charleston County School District (CCSD) is currently constructing 3 tennis courts across Whipple Road from the Lucy Beckham High School campus that were not in use when these pedestrian counts were taken. Additionally, CCSD has solidified the purchase of the existing baseball field also located across Whipple Road from the Lucy Beckham High School campus. CCSD staff have confirmed that they intend to use both facilities as practice, match, and PE locations for the 2021-2022 calendar school year. Based on CCSD's estimates, daily practices for both tennis and baseball/softball will yield approximately 40 students/faculty each weekday. There are also four (4) PE sections with approximately 30 students/faculty for a total of 120 potential trips when these facilities are planned into those courses' curriculum. Finally, given the limited amount of parking available at these facilities it is very likely that spectators of these two sports will park in the Lucy Beckham High School parking lot on match days adding additional pedestrian trips across Whipple Road. Based on these projections, it is reasonable to anticipate upwards of 300 pedestrians utilizing this crossing.

Crash Review

According to the Town of Mount Pleasant Police Department, the past five (5) years have not yielded any accidents at this crosswalk location. The unsignalized pedestrian crossing and median were installed in the summer of 2020 and due to COVID19 restrictions, Lucy Beckham High School operated for much of the 2020-2021 calendar school year on a virtual basis. It is pertinent to note that the existing S1-1 'School Crossing' sign in the median has been struck by a vehicle, though no report was filed.

CONCLUSIONS & RECOMMENDATIONS

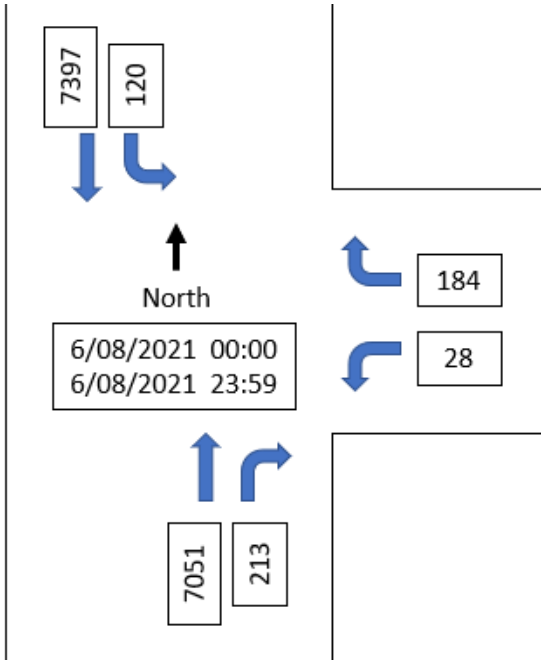
Based on the existing and imminent pedestrian volumes at this unsignalized school crossing it is the recommendation of the Town of Mount Pleasant to install RRFB devices at this location, preferably before the beginning of the 2021-2022 calendar school year. These devices will be pedestrian actuated leading to higher levels of driver compliance rates compared to existing conditions. Staff is proposing to install RRFB devices for each directional approach and one dual-faced device in the median. These devices will also include AI hardware which will enable the RRFB devices to be compatible with the Town's TravelSafely App, an ITS platform for vehicle to infrastructure communication further improving safety.

Please direct any questions to James Aton at (843) 849-5360.

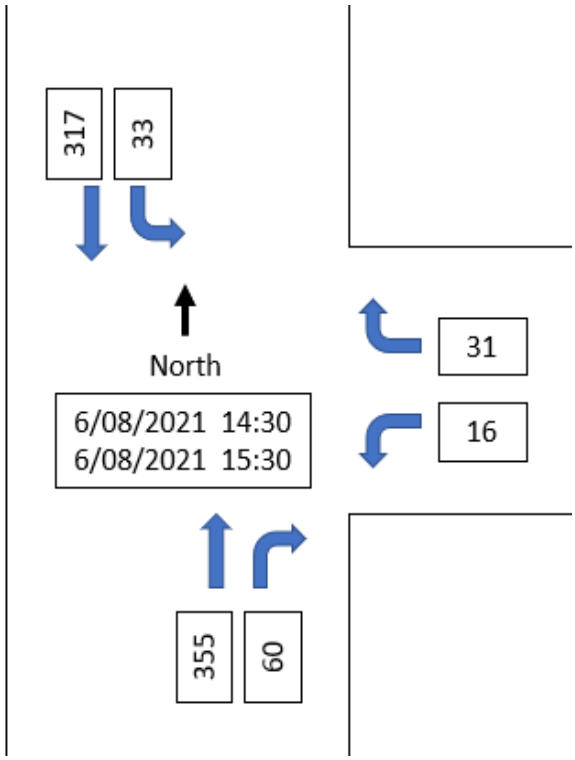
Respectfully,

James K Aton, PE, PTOE, RSP1
Operations Division Chief
Town of Mount Pleasant
JAton@tompsc.com
(843) 849-5360

Appendix



Daily Volumes



Peak Hour Volumes