



BERKELEY-CHARLESTON-DORCHESTER
COUNCIL OF GOVERNMENTS

PLANNING, PARTNERSHIP & PROSPERITY

REQUEST FOR QUALIFICATIONS

REGIONAL MICROMOBILITY PLAN UPDATE

Issued: September 1, 2026

Responses Due: September 30, 2026

CONTACT:

Jason McGarry
Procurement/Contracts Administrator
jasonm@bcdcog.com

I. INTRODUCTION TO AGENCY

The Berkeley-Charleston-Dorchester Council of Governments (BCDCOG) is an association of local governments that assists in planning for the common needs of its three counties and 27 municipalities. BCDCOG, one of ten designated regional councils in South Carolina, creates regional plans, assists in the development of local plans, and provides technical support to improve the quality of life in the region. In addition, BCDCOG is responsible for carrying out the urban transportation planning process for the Charleston Area Transportation Study (CHATS), the designated Metropolitan Planning Organization, and provides oversight of two public transit systems: CARTA and TriCounty Link.

II. PROJECT BACKGROUND

BCDCOG seeks to update its regional micromobility plan and create a 10-year implementation framework. The primary purpose of this planning process will be to identify regionally significant corridors to serve as the backbone of the micromobility network. The secondary purpose of the planning process will be to consolidate locally identified micromobility projects to identify gaps and opportunities for connections to each other and/or the corridor backbone. This process will create a foundation for more detailed micromobility planning at the local level in the future.

The selected Consultant should bring a collaborative approach that aligns the Micromobility Planning process with related BCDCOG initiatives; including but not limited to the regional safety action plan, updated Complete Streets policies, the Remount Road Complete Streets Study and Lowcountry Rapid Transit project.

III. PROJECT DESCRIPTION

The BCDCOG is seeking consultant support from qualified planning and design professionals to assist with an update and advancement of the current regional micromobility plan ([WalkBike BCD, 2019](#)). The selected Consultant will collaborate with BCDCOG staff on this initiative to provide for a robust public engagement process, policy analysis, identification of multimodal needs and design alternatives, recommendations of projects for prioritization and implementation, along with an update to the COG's regional design guidelines.

The primary objectives of the Regional Micromobility Plan update are as follows:

- An analysis of existing micromobility-related policies within the region, identify local legislative gaps, and highlight model legislation to fill those gaps.
- Coordination with a steering committee, stakeholders and the general public to develop a regional micromobility plan with recommendations to address safety needs identified during the parallel regional safety action planning process.
- An analysis of regionally significant corridors and segments for comparison of existing versus desired levels of multimodal service to identify gaps in modal performance.
- Alternative infrastructure designs with an analysis of safety benefits, mode-shift benefits, and co-benefits along with planning-level cost estimates for recommended projects and/or strategies to support the BCDCOG prioritization process.
- Graphics and other visualization tools to reinforce proposed design standards included within the plan and updated regional design guidelines

Selection of the consultant/consultant team will be based solely on professional qualifications, experience demonstrating competence with the needed assistance, and the ability to achieve BCDCOG's stated objectives. Scope and price negotiations will occur only after selection of the most qualified firm. The consultant/consultant team selected to provide this support will assist in achieving the following desired outcomes:

- An inclusive engagement process that provides the public and stakeholders a voice in shaping the future of micromobility within the region, including but not limited to, in-person Spanish translation services during community workshops.
- Documentation of the successful completion of projects, policies, and programs between 2017 and 2025, as well as identification of ongoing needs.
- An analysis of technical findings of needs and strategies to address safety, multimodal connectivity, and right-of-way constraints that informs decision-making for near- and long-term improvements of regionally significant corridors and segments
- Identification of recommendations from previously adopted local adopted plans, high-level gaps, and a design framework for selecting appropriate facilities based on existing or future street conditions.
- Evaluation of project priorities using a Complete Streets framework.
- An update of the regional street design guidelines, integrating a Complete Streets framework, with illustration of existing and potential street typologies.
- Planning-level cost estimates of design alternatives, including documentation of unit costs and other assumptions.
- A roadmap for prioritization and implementation of recommended projects, including partnerships, funding strategies, and pilot opportunities.

IV. DESIRED QUALIFICATIONS

The consultant must demonstrate qualifications and experience with successful micromobility planning including the following:

- Public and stakeholder engagement, including bilingual facilitation and culturally-competent outreach strategies.
- Micromobility policy development.
- Multimodal systems planning addressing Complete Street corridors.
- Visual communication of conceptual design, including illustrations and short animations to clearly communicate design concepts, including graphic design support Planning-level cost estimation

The qualifications should provide specifics on the experience of each staff assigned to key tasks including level of involvement and names of contact persons for similar or comparable projects.

V. REQUEST FOR QUALIFICATIONS

BCDCOG, in coordination and cooperation with the counties and local municipalities, hereby issuing this Request for Qualifications (RFQ) to firms that have the capability and interest in undertaking and performing the **Regional Micromobility Plan Update**. Consultants should submit proposals digitally to Jason McGarry, Procurement/Contracts Administrator BCDCOG no later than 3:00 p.m. September 30, 2026 to jasonm@bcdco.com

Any proposal package that is received after the date and time specified will not be considered and marked as non-responsive.

Proposals must not be more than the equivalent of 25 single-sided 8 ½ by 11-inch pages in length (not counting the front and back covers of the proposal, letter of interest, SF 330 forms).

V. PROPOSAL OUTLINE (NON-SF 330 MATERIALS)

In addition to submitting Standard Federal Form 330 (Parts I and II) for the Prime Consultant and all Subconsultants, each respondent shall submit a narrative organized in the order outlined below. This section is intended to supplement the SF 330 by providing BCDCOG with a clear understanding of the Consultant's qualifications, relevant experience, and overall capacity to perform Micromobility planning support services.

1. Cover Letter of Interest

Provide a brief, signed letter on firm letterhead that includes:

- Identification of the Prime Consultant and all proposed Subconsultants
- Identification of the primary point of contact
- Acknowledgement of receipt of any addenda issued for this RFQ

2. Firm Qualifications and Experience

Provide an overview of the Prime Consultant and any Subconsultants, including:

- Firm background, organizational structure, and areas of technical specialization
- Demonstrated experience providing micromobility planning services for public sector clients
- Summary of relevant projects completed within the past ten (10) years

3. Understanding of the Services

Provide a narrative demonstrating the Consultant's understanding of the general nature and purpose of the Regional Micromobility Plan update, including:

- The role of micromobility in supporting transportation planning and decision-making
- Typical challenges associated with identifying design alternatives
- Coordination with agency staff and stakeholders
- General approach to achieving the desired outcomes

4. Key Personnel and Technical Expertise

Identify key personnel who may be assigned to perform services under this contract, including:

- Primary technical leads and subject-matter experts
- Areas of specialization relevant to micromobility planning
- Anticipated roles under a task-order arrangement
- Detailed resumes shall be provided in the SF330s.

5. Capacity and Availability

Describe the firm's ability to provide timely and reliable support, including:

- Availability of staff resources
- Internal coordination practices

6. Additional Information (Optional)

Respondents may include any additional information they believe will assist BCDCOG in evaluating qualifications.

VI. SELECTION PROCESS

All proposals received shall be evaluated by a Selection Committee following the format

below.

1. Understanding of the Services and Agency Needs – 30 Points
This criterion evaluates how well the Consultant demonstrates an understanding of the project's goals, challenges, and context.
2. Relevant Project Experience– 30 Points
This measures the overall soundness, clarity, and feasibility of the Consultant's experience on projects of a similar scope and complexity, and experience of staff assigned to the project.
3. Capability and Expertise – 40 Points
This criterion evaluates the strength and suitability of the Consultant team. Consideration will be given to the firm's approach, the qualifications of the Project Manager, and the expertise and availability of key personnel who will work on the project.

VII. ADDITIONAL INFORMATION

Consultants may ask questions to clarify the contents of this RFQ and expectations of the BCDCOG related to this project. All questions or request for clarifications shall be submitted by email no later than September 16, 2026. All questions submitted and their answers will be promptly placed on the BCDCOG website at www.bcdco.com after the deadline for questions. No telephone inquiries shall be accepted.

If, in the judgment of the BCDCOG, changes in the content of the RFQ are required, an addendum will be issued by the BCDCOG.

Due to potential conflict of interest, no Consultant or person representing a Consultant may arrange or meet with individual members of the BCDCOG or the review committee to discuss any items or matters related to this RFQ during the period of time between the date of the release of this RFQ and the date the BCDCOG makes the decision selecting the successful Consultant.

NOTICE OF AWARD

Selection of the successful Consultant will be made solely by the BCDCOG. BCDCOG reserves the right to contact a firm to obtain written clarification of information submitted and to contact references to obtain information regarding performance reliability and integrity. Based on evaluations of the submitted proposals, the BCDCOG will select the top ranked firm and negotiations will begin to finalize the scope of work, personnel, hours, hourly rates, use of sub-Consultants, and other direct costs that will be required to complete the agreement between BCDCOG and the selected firm.

If an agreement cannot be reached with the top-ranked firm, BCDCOG will identify the next most responsive and qualified firm, and the negotiation phase will be repeated. This process will be continued until an agreement is reached with a qualified firm that can provide the required services.

PROPRIETARY/CONFIDENTIAL INFORMATION

Trade secrets or proprietary information submitted by a Consultant in connection with a procurement transaction shall not be subject to public disclosure under the Freedom of Information Act; however, the Consultant must invoke the protections of this section prior to

or upon submission of the data or other materials and must identify the data or other materials to be protected and state reasons why protection is necessary. Disposition of such material after award is made should be requested by the Consultant. No information, materials or other documents relating to this procurement will be presented or made otherwise available to any other person, agency, or organization until after award.

All Consultants must visibly mark as "Confidential" each part of their proposal that they consider to contain proprietary information. All unmarked pages will be subject to release in accordance with the guidelines set forth under Chapter 4 of Title 30 (The Freedom of Information Act) South Carolina Code of Laws and Section 11-35-410 of the South Carolina Consolidated Procurement Code.

Privileged and confidential information is defined as "information in specific detail not customarily released to the general public, the release of which might cause harm to the competitive position of the part supplying the information." The examples of such information provided in the statute includes: customer lists, design recommendations and identification of prospective problem areas under an RFQ, design concepts to include methods and procedures, and biographical data on key employees of the Consultant.

Marking the entire proposal confidential/proprietary is not in conformance with the South Carolina Freedom of Information Act.

Attachment A – Required Federal Clauses

This contract is funded in whole or in part with Federal Highway Administration funds. The Consultant and all Subconsultants shall comply with all applicable federal laws, regulations, policies, and requirements, including 2 CFR Part 200 and 23 CFR Part 172, as applicable.

The Consultant shall include all applicable federal requirements in each subcontract and shall be responsible for Subconsultant compliance.

1. Compliance with Federal Requirements

The Consultant shall comply with all applicable federal statutes, regulations, executive orders, policies, and requirements governing this FHWA-assisted contract. Applicable federal requirements are incorporated into the contract by reference and shall control over conflicting contract provisions to the extent required by law.

2. No Federal Government Obligations to Third Parties

The Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to BCDCOG, the Consultant, any Subconsultant, or any other party arising from this contract. The Consultant shall include this provision in each applicable subcontract.

3. False Statements and Claims

The Consultant shall comply with the Program Fraud Civil Remedies Act, 31 U.S.C. §§ 3801–3812, 49 CFR Part 31, the False Claims Act, and other applicable federal fraud statutes.

Any false, fictitious, or fraudulent statement, claim, invoice, submission, or certification may result in civil, criminal, administrative, or contractual penalties.

4. Remedies for Breach of Contract

If the Consultant violates or breaches any contract requirement, BCDCOG may exercise any available administrative, contractual, or legal remedy, including withholding payment, requiring corrective action, rejecting deficient work, terminating the contract, or pursuing damages or other remedies allowed by law.

5. Consultant Reporting Requirements

The Consultant shall submit all reports, certifications, schedules, invoices, progress updates, cost information, Subconsultant information, and other documentation required by BCDCOG, SCDOT, FHWA, USDOT, or the contract.

All submitted information shall be complete, accurate, timely, and supported by adequate records.

6. Copyrights and Rights in Data

All reports, plans, maps, graphics, databases, models, drawings, digital files, and other work products developed under this contract shall be provided to BCDCOG.

To the extent the Consultant retains copyright, the Consultant grants BCDCOG, SCDOT, FHWA, and USDOT a royalty-free, nonexclusive, irrevocable, and perpetual license to use, reproduce, publish, modify, distribute, and create derivative works from the work products for governmental purposes.

7. Access to Records and Record Retention

The Consultant shall provide BCDCOG, SCDOT, FHWA, USDOT, the USDOT Office of Inspector General, the Comptroller General of the United States, and their authorized representatives access to all records directly related to the contract.

The Consultant shall retain all contract records for at least three years after final payment and closure of all pending matters.

If litigation, a claim, an audit, or an investigation begins before the end of the retention period, the affected records shall be retained until the matter is fully resolved.

8. Title VI and Nondiscrimination

The Consultant shall comply with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, 23 CFR Part 200, the USDOT Standard Title VI Assurances, and all other applicable federal nondiscrimination requirements.

The Consultant shall not discriminate on the basis of race, color, national origin, sex, age, disability, or any other status protected by applicable federal law.

The Consultant shall include applicable nondiscrimination requirements in each subcontract.

9. Disadvantaged Business Enterprise Requirements

The Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.

The Consultant shall comply with applicable requirements of 49 CFR Part 26 in the award and administration of this USDOT-assisted contract.

Failure to comply with these requirements is a material breach of contract and may result in termination, withholding of payments, sanctions, or other appropriate remedies.

The Consultant shall include this assurance in each subcontract.

10. Prompt Payment to Subconsultants

The Consultant shall pay each Subconsultant for satisfactory performance no later than ten calendar days after receiving payment from BCDCOG for the Subconsultant's work.

The Consultant shall release any retainage owed to a Subconsultant no later than ten calendar days after satisfactory completion of the Subconsultant's work.

Payment may be delayed only for good cause and with prior written approval from BCDCOG.

11. Allowable Costs

Costs charged to this contract shall be reasonable, allocable, adequately documented, consistently treated, and allowable under applicable federal cost principles, including 48 CFR Part 31, 23 CFR Part 172, and 2 CFR Part 200, as applicable.

Unallowable costs shall not be billed and, if paid, shall be refunded or credited to BCDCOG. Payment of an invoice does not prevent later audit, adjustment, recovery, or disallowance.

12. Consultant Errors and Omissions

The Consultant is responsible for the professional quality, technical accuracy, coordination, and completeness of all services and deliverables.

The Consultant shall promptly correct, without additional compensation, errors, omissions, deficiencies, or nonconforming work attributable to the Consultant or its Subconsultants.

BCDCOG's review, approval, acceptance, or payment does not relieve the Consultant of responsibility for errors or omissions.

13. Conflicts of Interest

The Consultant shall avoid actual, apparent, potential, personal, and organizational conflicts of interest.

The Consultant shall promptly disclose in writing any conflict or circumstance that may impair, or appear to impair, its objectivity, independence, judgment, or ability to perform in BCDCOG's best interest.

The Consultant shall not begin or continue affected work until BCDCOG provides written direction.

14. Termination for Convenience

BCDCOG may terminate the contract, in whole or in part, at any time by written notice when BCDCOG determines termination is in its best interest.

The Consultant shall stop the terminated work, deliver completed and partially completed work products, protect work in progress, and take reasonable steps to minimize termination costs.

BCDCOG shall pay the Consultant for acceptable work performed through the effective termination date and allowable closeout costs. The Consultant shall not be paid anticipated profits on work not performed.

15. Termination for Cause

BCDCOG may terminate the contract for cause if the Consultant fails to perform, fails to make adequate progress, fails to comply with a material contract requirement, becomes ineligible for federal participation, or otherwise materially breaches the contract.

The Consultant shall be paid only for acceptable services properly performed through the effective termination date, subject to BCDCOG's rights of offset and recovery.

If a termination for cause is later determined to be improper, it shall be treated as a termination for convenience.

16. Debarment and Suspension

The Consultant shall comply with 2 CFR Parts 180 and 1200.

The Consultant represents that it, its principals, affiliates, and applicable Subconsultants are not debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise disqualified from participating in federally assisted transactions.

The Consultant shall verify eligibility before entering into applicable lower-tier transactions.

17. Lobbying

For contracts and subcontracts exceeding \$100,000, the Consultant and applicable Subconsultants shall comply with 31 U.S.C. § 1352 and 49 CFR Part 20.

Federal appropriated funds shall not be used to influence or attempt to influence federal officials in connection with the award, continuation, renewal, amendment, or modification of a federal award. The Consultant shall submit the required lobbying certification and Standard Form LLL when disclosure is required.

18. Clean Air and Clean Water

For contracts and subcontracts exceeding \$150,000, the Consultant shall comply with all applicable standards, orders, and regulations issued under the Clean Air Act and the Federal Water Pollution Control Act.

The Consultant shall report violations to BCDCOG and include this requirement in applicable subcontracts.

19. Energy Conservation

The Consultant shall comply with mandatory energy-efficiency standards and policies contained in the applicable State energy conservation plan issued under the Energy Policy and Conservation Act.

20. Prohibition on Certain Telecommunications Equipment or Services

The Consultant shall comply with 2 CFR 200.216 and shall not use federal funds to procure, obtain, extend, renew, or enter into a contract for covered telecommunications or video surveillance equipment or services prohibited by federal law.

The Consultant shall include this requirement in applicable subcontracts.

21. Domestic Preference

To the greatest extent practicable and consistent with applicable law, the Consultant shall provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States in accordance with 2 CFR 200.322.

This provision applies only when covered goods, products, or materials are purchased under the contract.

22. Recovered Materials

When applicable, the Consultant shall comply with federal requirements regarding the procurement of products containing recovered materials under Section 6002 of the Solid Waste Disposal Act and 2 CFR 200.323.

23. Rights to Inventions

If the contract includes experimental, developmental, or research work subject to 37 CFR Part 401, rights to inventions shall be governed by applicable federal patent requirements.

24. Notice of Legal Matters

The Consultant shall promptly notify BCDCOG of any major dispute, breach, default, investigation, litigation, allegation of fraud, or other legal matter that may materially affect the federal interest in this project.

This requirement shall apply to applicable Subconsultants.

25. Survival

Provisions concerning records, audits, rights in data, payment obligations, remedies, false claims, and other provisions that by their nature should survive shall remain in effect after completion, expiration, or termination of the contract.

CERTIFICATION AND RESTRICTIONS ON LOBBYING

I, _____, hereby certify (Name and title of official)

On behalf of _____ that: (Name of Bidder/Company Name)

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.

Name of Bidder/Company Name _____

Type or print name _____

Signature of Authorized representative _____ Date ____/____/____

Signature of notary and SEAL _____

GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

Instructions for Certification: By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

1. It will comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 CFR part 180.
2. To the best of its knowledge and belief, that its Principals and Subrecipients at the first tier:
 - a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:
 1. Debarred
 2. Suspended
 3. Proposed for debarment
 4. Declared ineligible
 5. Voluntarily excluded
 6. Disqualified
 - b. Its management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for:
 1. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction,
 2. Violation of any Federal or State antitrust statute, or
 3. Proposed for debarment commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property
 - c. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding subsection 2.b of this Certification,
 - d. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification,
 - e. If, at a later time, it receives any information that contradicts the statements of subsections 2.a – 2.d above, it will promptly provide that information to FTA,
 - f. It will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
 1. Equals or exceeds \$25,000,
 2. Is for audit services, or
 3. Requires the consent of a Federal official, and
 - g. It will require that each covered lower tier contractor and subcontractor:
 1. Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
 2. Assure that each lower tier participant in its Project is not presently declared by any Federal department or agency to be:
 - a. Debarred from participation in its federally funded Project,
 - b. Suspended from participation in its federally funded Project,
 - c. Proposed for debarment from participation in its federally funded Project,
 - d. Declared ineligible to participate in its federally funded Project,
 - e. Voluntarily excluded from participation in its federally funded Project, or
 - f. Disqualified from participation in its federally funded Project, and
3. It will provide a written explanation as indicated on a page attached in FTA's TrAMS-Web or the Signature Page if it or any of its principals, including any of its first tier Subrecipients or its Third Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

Certification

Contractor _____
Signature of Authorized Official _____ Date ____/____/_____
Name and Title of Contractor's Authorized Official _____

Disadvantaged Business Enterprise (DBE) Certification

Has your firm been certified by the state of South Carolina as a Disadvantaged Business Enterprise?

_____ Yes

_____ No

If no, has your firm been certified by any other US State, Territory or Protectorate as a Disadvantaged Business Enterprise?

_____ Yes

_____ No

If yes, attach copy of current certification letter.

I hereby certify that the information provided on this form is true and accurate to the best of my knowledge

Firm/Organization: _____

Signature: _____

Name & Title: _____

Date: _____