

City of Inman, SC Request for Proposals



Request for Proposals for Facilities and
Downtown Master Planning Services

4/29/2020

Responses due Tuesday, May 26th, 2020 at 4:00 p.m.

www.CityofInman.org

Sealed proposals, subject to the specifications and conditions herein and attached hereto, will be received in the City Administrator's Office, Inman City Hall, until, but no later than **4:00pm (EST) on Tuesday, May 26, 2020.**

If you are an individual with a disability and require a reasonable accommodation or have additional questions regarding this invitation, please contact the City Administrator, Missy House at (864) 256-6337 or mhouse@cityofinman.org.

Disclaimer

The City has, to the best of its knowledge, represented information and data that are current and applicable to this project. The City is providing the information contained herein as a courtesy to the service provider. The City does not guarantee the information contained in this RFP. It is the service provider's responsibility to use this information and verify the same during the proposal, negotiation, and contract implementation periods through its own due diligence.

This RFP does not commit the City to award a contract or to pay any costs incurred in the preparation of any proposal responsive to this RFP. While the City intends to execute an agreement with the selected firm, it is not bound to do so, and this RFP will not be interpreted as binding the City to enter into an agreement with any firm. The City reserves the right to reject any and all proposals, or to waive any informality, technical defect, or clerical error in any proposal. The City reserves the right to request additional information from any or all firms, and negotiate deviations to the proposal with the selected firm. Final execution of a Contract is contingent on the successful firm possessing the appropriate qualifications and experience to provide all specified and miscellaneous work. The City reserves the right to cancel this RFP for any reason without any liability to any Contractor.



Proposal Schedule

Schedule for City of Inman RFP for Facilities and Downtown Master Planning Services

Date	Item
4/29/2020	City sends out RFP for facilities and downtown master planning services.
5/22/2020	Window for submitting written questions closes at 12:00 pm.
5/26/2020	Responses to RFP due at 4:00 pm.
5/26/2020 - 6/3/2020	Selection committee evaluates responses to RFP, including conducting interviews (at City's option) and checking references.
6/4/2020	City Administrator submits recommendations to City Council in advance of regular June meeting.
6/8/2020	City Council selects firm at its June meeting.

Background

The City is in Spartanburg County, South Carolina, approximately 12 miles northwest of the City of Spartanburg. The City's estimated population is 2,300, with approximately 1,100 housing units. A map showing the City's boundaries can be found here:

<<https://www.cityofinman.org/planning+zoning.php>>

Inman's objective is to engage the professional services of qualified planning consultants to develop a new Facilities and Downtown Master Plan. This master plan is intended to be detailed and lasting while still being scalable enough to accomplish over a period of time. The process will conclude in a cohesive document that echoes the goals and desires of the community while helping to direct future decision making as it relates to the orderly growth, revitalization, and sustainable development of downtown and municipal facilities. The master plan will provide a framework for the development of future public policy pertaining to development, redevelopment and expansion, streetscaping, and provision of community services.

Our goal is to create a comprehensive plan for downtown Inman that recognizes its current nature by addressing major issues and focusing on:

- *create a continuing streetscape design plan to add on to recent projects.
- *Public improvement analysis and prioritization checklist.
- *Evaluate and recommend improvements for downtown landscaping and greenspace.
- *Evaluate the need for additional public facilities downtown, to possibly include a new City Hall, Farmers Market and concert pavilion, dog park, etc.
- *Evaluate and recommend best uses for the existing vacant downtown properties.
- *Evaluate and recommend best uses for existing publicly owned properties.

Scope of Services

The consulting firm selected for this assignment will work closely with City staff to prepare the Facilities and Downtown Master Plan. The master plan should examine and include best practices from communities of similar composition with thriving downtowns. While the final scope of services will be developed in conjunction with the firm selected for this project, the following are major work components and elements expected to be provided:

Downtown

- *An analysis of provided and recommendation for needed public facilities.

*An analysis of existing pedestrian amenities and crosswalks and recommendations for improvements.

*An analysis of the City's downtown existing land use.

*An analysis of the City's downtown existing Urban Design elements and recommendations.

*Review of the City's downtown landscape elements and recommendations on improvements.

*An analysis of the impact of future developments on existing parking and the need for additional downtown parking opportunities.

*Work with City staff to create new downtown land use maps and exhibits.

*Evaluate existing and potential partnerships.

*Facilitate public input meetings and focus group sessions throughout the various phases of developing the Facilities and Downtown Master Plan. Incorporate the findings into the plan document.

*Completion of a development strategy that identifies priority projects with cost range estimates and sources of funding that could be utilized. Priority projects including, but not limited to, Farmers Market and concert pavilion, public restrooms, and extended streetscape redevelopment.

*Attend and participate in meetings scheduled as the plan evolves to provide progress reports and obtain feedback.

*Recommendation on way-finding signs in coordination with our newly designed brand.

*Advise on funding opportunities to implement recommendations.

*Provide detailed plans and incremental roadmap for Implementation.

Facilities

*Sound, actionable and fiscally responsible long-term plan to address existing, and future, city government physical facility needs. This plan would include redevelopment/readapting of current facilities, as well as, planning for new facilities.

*Identify security issues and concerns in the City's current facilities and ways that they can be addressed.

*Assess whether the current space in facilities is currently adequate given the nature of the work performed therein or the function thereof.

*Assess whether the current space will be adequate into the foreseeable future (5, 10, 20 and 30 years out) given the nature of the work performed therein or

function thereof and the possible expansion of the work or the number of employees performing such work.

*Assess exterior features that support the facility on its site, including public and entry access, on-site storage, and vehicle accommodations.

*Assess parking capacity for public and staff needs.

*Assess public accessibility to public meeting spaces and departmental services.

*Using information developed to provide a facilities master plan which takes into consideration the City's anticipated future needs for space and the organizational use of each space, including development or use of space not currently owned, operated or used by the City, if such additional space is deemed necessary to the cost effective and efficient operation of City government.

*Develop a short-term (1-4 years), mid-term (5-15 years), and long-term (15-30 years) sequence of events establishing the necessary stages of design, construction, redevelopment, and/or remodeling activity, as the case may suggest, for the preferred strategy taking into consideration the need to maintain services and operations throughout implementation.

*Develop a financial plan to be used for implementation.

Themes of Study

***Commercial Uses.** Opportunities to increase the quality, quantity and variety of retail, dining and entertainment options while understanding of the personal and professional services, office and housing types found in the downtown area.

***Entertainment and Gathering Space.** Opportunities to increase the quantity and variety of programs geared toward residents and visitors with the possible creation of a new venue or outdoor gathering place located in the downtown area. Currently, several community special events take place in the downtown area by closing Main and/or Mill Streets.

***Aesthetics/Streetscape.** Opportunities to improve and enhance wayfinding and the beautification of downtown. Also developing a Phase II streetscape plan that would link downtown to The Lofts at Inman Mill, to also include alleyways around many of the buildings. Phase I of the streetscape plans that includes Main and Mill Streets was completed near the end of 2018.

All recommendations should simultaneously accommodate and strike a balance among the varied city residents, visitors, merchants, and property owners.

Proposal Requirements and Instructions

To be considered, you must submit five (5) written and one (1) electronic copies of your proposal addressing the requested services. A letter expressing an interest to be

considered for the project must be included and signed by someone authorized to bind the proposer. Proposal documents shall be returned to:

Missy House, City Administrator
Inman City Hall
20 South Main Street
Inman, SC 29349

Mark outside of envelope with RFP-Facilities and Downtown Master Plan and the opening date of the proposal, May 26, 2020.

Information is time sensitive and any proposal received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the City Administrator's Office. Late proposals received will be so noted in the proposal file and the proposal will be returned unopened. Faxed or email proposals shall not be accepted.

Nothing herein is intended to exclude any responsible vendor, his product or service, or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to bid and their bids are solicited. The City of Inman is compliant and does not discriminate on the basis of race, sex or disability in its services, programs and activities pursuant to the requirements of the Title VI of the Civil Rights Act of 1964 and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

The City reserves the right to change proposal submission requirements and to change the due date at any point during the RFP process. Any and all changes will be posted as addenda and accessible through the City's current website. It shall be the sole responsibility of respondents to check this site for any addenda. For addenda, please check www.cityofinman.org.

Proposal Content

The following criteria will be used to evaluate the proposals:

- a. Firm Experience (15%)
- b. Past experience specific to master plans and streetscape (25%)
- c. Past experience with facilities master plans (15%)
- d. Qualifications and availability of staff (15%)
- e. References (5%)
- f. Project Approach (25%)

Selection Process and Procedure

A small selection committee will review all proposals received. Proposals will be individually scored by committee members based upon the selection criteria. All individual scores will be aggregated to determine the proposal receiving the highest score. The committee will collectively discuss the proposals and scores.

The selection process may include an interview session, the cost of which shall be borne exclusively by the proposer. The City will select the respondent that in the sole judgement of the City best satisfies the requirements of the RFP and the expectations of the City and can do so at the best value to the City and its taxpayers. Selection may not be the proposal with the lowest cost. Respondents may not contest for any reason the selection of the City.

The City reserves the right to request additional information from any respondent after submission of proposal including, but not limited to, clarification of submitted materials, and/or interviews or to allow for corrections of misinformation or omitted information.

Prior to the final recommendation for an award, each proposal will remain confidential, to the extent permitted by law, and not made available to anyone except those involved in the selection process.

Upon selection, the final contract amount will be subject to negotiation once an exact scope of services has been defined and all relevant terms agreed upon by both parties. Selection does not guarantee award of the contract. In the event the selected proposer and the City fail to agree to contract terms, the City may choose from remaining respondents or put out another Request for Proposals.

General Terms and Conditions

Indemnity

The proposing firm will indemnify and save harmless the City, its officers, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorney's fees arising out of a willful or negligent act or omission of the proposing firm in the performance of this Agreement. The City will not be responsible for negligence of the proposing firm, or any of its agents, employees, or customers.

Licenses and taxes

The firm shall obtain all licenses and permits and promptly pay all taxes required by the City and State.

Compliance with laws

The firm, its officers, agents, employees, Contractors, and subcontractors, shall conform to and comply with all laws, federal, state and local. It is agreed and understood that, if the City calls the attention of the firm to any such violations on the part of the firm, its officers, agents, employees, subcontractors, then the firm shall immediately desist from and correct such violation.

Discrimination prohibited

The proposing firm, in the execution, performance or attempted performance of this service, shall not discriminate against any person or persons because of sex, race, religion, color, or national origin. The proposing firm must be an equal opportunity employer.

Cost of RFP preparation and negotiation

Firms participating in this procurement process and subsequent negotiations will prepare the RFP and any subsequent materials and submittals at their own expense, with the express understanding that there may be no claims whatsoever for reimbursement from the City for the cost associated with this process.

Public records laws

The City of Inman is subject to South Carolina public records laws. Thus, information submitted in proposals may be subject to public disclosure. Firms must identify all proprietary information in their proposal.

Withdrawing proposal

Firms may withdraw their response any time prior to the due date and time. The notice must be signed by a firm representative, along with acceptable proof of identification of the person requesting the withdrawal as verification as to that person being an authorized representative of the firm. At the request for withdrawal, the reason(s) for the withdrawal must be specifically stated.

Non-appropriation

Any contract entered into by the City resulting from this request shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation or performance in a subsequent fiscal period or appropriated year.

Illegal Immigration Reform Act compliance

By submitting an offer, the firm certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws (originally enacted as Section 3 of The South Carolina illegal Immigration Reform Act , 2008 S.C. Act No. 280) and agrees to provide upon request any documentation required to establish either: (a) the applicability of Title 8, Chapter 14 to firm and any Subcontractors or sub-Subcontractors; or (b) the compliance with Title 8, Chapter 14 by the firm and any subcontractor or sub-subcontractor.

Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Firm agrees to include in any contracts with its subcontractors language requiring the

Subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in any contracts with the sub-subcontractors language requiring the sub-subcontractor to comply with the applicable requirements of Title 8, Chapter 14. In the event any firm, subcontractor, and/or sub-subcontractor is found not to be in compliance with the SC Immigration Reform Act [hereinafter "the Act"], the firm agrees to fully indemnify the City for any loss suffered as a result of such firm, subcontractor or sub-subcontractor's failure to comply with the Act.