



CITY OF HANAHAN
Request for Qualifications

TOWN CENTER MASTER PLAN

Solicitation Number:	COH# -110221
Solicitation Date:	November 2, 2021
Bid Submission Deadline:	November 30, 2021 - 2PM EST

City of Hanahan
Procurement Office
1255 Yeamans Hall Road
Hanahan, South Carolina 29410
Phone: (843) 576-5254



November 2, 2021

THE CITY OF HANAHAN

**REQUEST FOR QUALIFICATIONS
TOWN CENTER MASTER PLAN**

I. Invitation for Qualifications

The City of Hanahan has issued this Request for Qualifications for the development of a Town Center Master Plan to be received until November 30, 2021 at 2 pm (EST), at the City of Hanahan Procurement Office, 1255 Yeamans Hall Road, Hanahan, SC 29410.

II. Project Background

The city is soliciting firms to assist in the envisioning and drafting of a master plan for the Town Center (TC) zoning district, on behalf of the Administrative Staff, for the city and its residents. Noted as one of the fastest growing cities in the Lowcountry, Hanahan has doubled its population since the 2010 Decennial U. S. Census to nearly 30,000 residents. As development pressures continue throughout the Charleston Metropolitan Area, Hanahan seeks to capture this growth and channel it into a walkable, mixed-use downtown are, or “third place,” for residents and visitors alike. This district is already primed for redevelopment through generous zoning, such as higher density and relaxed parking regulations, as well as abundant infill opportunities. For a city of its size, the Hanahan community lacks basic services such as restaurants, retail, etc. The city is looking to fulfill the need by creating a “road-map” with this Master Plan, in order to address the current condition of Hanahan’s Town Center. Lastly, the city aspires to create a dense, mixed-use district, it also would like to see connections and design ideas by taking advantage of the adjacent and future Low-country Bus Rapid Transit (BRT) line, specifically, the Rivers Avenue/Remount Road stop.

III. Project Summary – Scope of Services

The following represents the scope of services anticipated for the “Master Plan.”

1. Benchmark and Comparison of city resources:
 - a. Benchmark and compare the city resources with similar cities in the region and state in regard to other “roadmaps.”

2. Community Analysis

- a. Work with Town Staff to develop a community outreach plan to increase public awareness and engagement with the master plan process.
- b. Review and interpret demographic trends and characteristics of the city and based on current growth patterns.
- c. Through the facilitation of workshops, solicit input from City staff, Advisory Committees, and City Council on survey related questions.
- d. Conduct a statistically valid citizen survey using the most appropriate and agreed upon methods of data collection. These may include mail, phone, in-person, internet, and focus group discussions. Survey should assess levels of resident satisfaction with the quality and quantity of existing service.

3. Level-of-Service Standards

- a. Use the collected data to develop level-of-service standards for the city and provide comparisons with standards from cities in the region and state with similar demographic characteristics.
- b. Develop recommendations.

4. Plan Presentation and Approval

- a. Delivery of a draft plan for internal staff review and a meeting to consider input.
- b. Delivery of a draft plan in advance of a scheduled City Council work session.
- c. Review of the draft plan with the City Council and City Administration staff – (City Planner and City Admin).
- d. Advisory Committee at a work session to provide details and answer questions related to the findings and recommendations.

IV. **Statement of Work**

The Firm/Consultant responsibilities must include but are not limited to the following:

1. Demonstrate that they possess the expertise in the field of work directly related to this project and that they have a clear understanding of the local marketplace.
2. Provide suggestions for any alternative or additional services which may enhance the value of this study or affect the overall economy and effectiveness of the project
3. Provide a detailed description of the process through which they will work with the unit of local government to achieve the required tasks.
4. The completed document must reflect a clearly defined, aggressive package that is acceptable. In addition, it should also prove that the project has long-term sustainability to match the vision.
5. Provide a list of potential investors along with any information/guidance to connect investors to projects.
6. City of Hanahan responsibilities include but are not limited to the following:
 - a. Provide overall assistance and requested data/information to selected firm/consultant.
 - b. Contact necessary residents, property owners, stakeholders, etc., and mail any materials.
 - c. Coordinate any public meetings and any reasonable assistance required by selected

firm/consultant.

V. Presentation of the final Master Plan at a City Council meeting for approval.

VI. **Proposal Submission Requirements**

Submittals shall be on 8 1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The package submitted shall not exceed twenty (20) pages single-sided, or ten (10) pages double-sided (front/back covers, Table of Contents, resumes, tab pages and photographs are excluded from these totals). Proposals shall be bound such that they lay flat when opened. The following information shall be provided, at a minimum:

Title Page: Title page must include the title: **“City of Hanahan, Town Center Master Plan”**

Contact Information of Firm:

Firm name, address, contact person, phone number and email address and any renderings.

Transmittal Letter: The letter demonstrates Proposer understands the project, the commitment to perform the work within the time period, why the Proposer believes its firm to be the best qualified to perform the work and includes an intent to perform these duties for the city is an irrevocable offer for sixty (60) days.

Budget: A total of \$50,000 has been approved for this line item in the city budget. Firms interested in this project must note and accept that if awarded this project, the cost **must not** exceed \$50,000.

Approach and Work Plan: Address in depth, the firm/consultant’s plan to meet the requirements of each of the tasks and activities outlined in the Scope and Statement of Work. The work plan must discuss the staffing levels required to complete each task, as well as the relative effort that each member of the proposed project team will be devoted to the project.

A detailed description of how the firm proposes to approach this project. Include sufficient detail of methodologies, techniques, and procedures for each work item.

Management and Timetable: The firm/consultant must present a plan that clearly explains how it will manage and control all proposed activities and the resulting timetable. The firm/consultant must show how the management and administrative processes will ensure that appropriate levels of attention are given so that work is properly performed and that milestones are met on a timely basis as proposed. This section should set forth the beginning and ending dates, deliverable and major milestones for a proposed timetable that coincides with the work plan.

Project Team Qualifications and Experience: (a) Identify person or persons assigned and their experience, education; a brief resume. (b) List and provide a brief description of relevant or similar project experience with client names (no more than five (5)); and (c) References (no more than five (5)).

- Name the project manager for this project and cite three (3) master plans similar in nature to the project described herein that this project manager has developed. Include the contact information for each client who can verify the information provided;
- Cite a maximum of three (3) other specific master plans similar in nature to the project described herein that have been completed by the firm including contact information for each client; and
- A listing of other team personnel who will be assigned to perform substantial amounts of the work on this project.

Project Schedule

- Provide a proposed time schedule for completion of the key tasks in each phase and the overall project.
- Identify methods to assure that the time schedule will be met and the person responsible for assuring schedule compliance.
- Contracts are expected to be complete in Fall 2021 and the contractor is expected to start as soon as possible after contracts are approved.

Project Cost

- Provide a cost proposal based upon the scope of work outlined in the respondent's submittal. The cost proposal should be logically presented in a task outline format.
- The cost proposal should be summarized and presented as a lump sum price for all work described herein. An itemization of man-hours required for each major task shall be included along with personnel performing the tasks.
- Not-to-exceed values can be used for applicable line items in the proposal where it more adequately reflects the best provision of those services.

VII. Selection Process

Process

The consultant will be selected in a fair and uniform manner based on a team assessment of qualifications, experience for this type of project, current workload, and proposed cost.

A Selection Committee will be comprised of City staff that may or may not be associated directly with the Project. The Selection Committee will review the proposals in detail and rank the submittals. If the Committee assessment provides a firm that the City feels best meets their needs, contract negotiations will start with that firm.

If a firm is not selected by the ranking process, the Committee will develop a "short list" of firms that appear best qualified to provide the requested service. Separate interview sessions and presentations will then be scheduled with those firms to permit the Committee to further evaluate each firm's ability to deliver the planning services. After interviews, the Selection Committee will make their selection and contract negotiations will start with that firm. In the event contract negotiations prove unsuccessful with the selected firm, the Selection Committee will select another firm with which to negotiate.

Timeline

RFQ Published and Distributed	November 2, 2021
Deadline for Respondent Questions	November 10, 2021 - 12pm
Proposal Submission Deadline	November 30, 2021 - 2pm
Selected Firm Interview Sessions (if needed)	December 6-10, 2021
Firm Selection and Contracting	January 10, 2022

The key activities and milestone dates for the selection process are listed below:

VIII. Evaluation Criteria

The following criteria will be the basis on which firms will be selected:

- Firm’s expertise and experience for performance of this type of master planning project.
- Project team members’ expertise and experience in this type of master planning process.
- Proposed approach and schedule for the project.
- Record of successfully completed similar projects as evidenced by provided references.
- Compliance with proposal format requirements.
- Familiarity with the City of Hanahan
- The project cost proposal as a part of the overall evaluation process.

IX. Submission of Proposal Packages

Three (3) complete printed packages and one (1) digital copy must be received by 2:00pm Eastern Standard Time on November 30, 2021 - 2pm [EST]. No submittals will be accepted after the deadline. Envelopes should be sealed and clearly marked as **“City of Hanahan Town Center Master Plan”** on the outside. Packages may be submitted by mail or hand delivered. **The City of Hanahan does not accept submissions by email or fax.**

Delivery Address

City of Hanahan
City Hall Procurement Office – 2nd Floor
ATTN: Kitty Farias
1255 Yeamans Hall Road
Hanahan, SC 29410

Email Address for questions: kfarias@cityofhanahan.com

X. Responsibility for Costs

The Respondent shall be fully responsible for all costs incurred in the development and submission of this submittal. Submittal documents should be prepared simply and economically, providing a straightforward and concise description of the Respondent's capabilities to satisfy the requirements of the request.

XI. General Comments

- A. All responses, inquiries or correspondence relating to this RFQ will become the property of The City of Hanahan when received.
- B. The City of Hanahan has sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the process at any time prior to entering into a formal agreement. The City reserves the right to request additional information or clarification of information provided in the responses without changing the terms of the RFQ.
- C. In the event contract negotiations prove unsuccessful with the selected firm, negotiations with that firm shall be terminated and the Selection Committee will choose another firm with which to negotiate.
- D. This agreement shall be governed by the laws of the State of South Carolina. Right of rejection and clarification. The City of Hanahan reserves the right to reject any and all proposals and to request clarification of information from any firm/consultant who has submitted interest in this project.

XII. Confidentiality of Documents

In general, documents that are submitted as part of the response to this RFQ will become public record and will be subject to public disclosure. Please make a note any "trade secret" or "proprietary" information in your submissions so that any information may be redacted with any future FOIA requests.