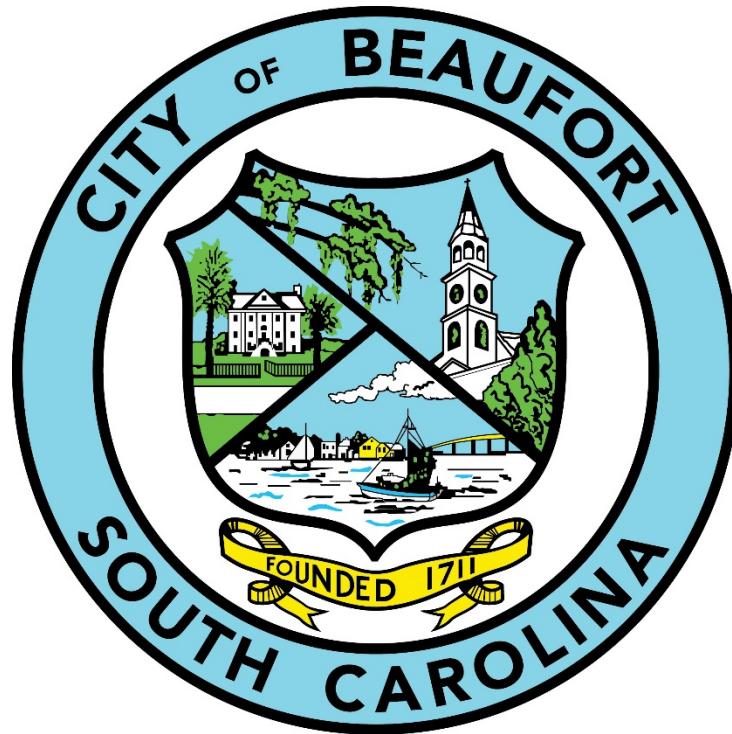


CITY OF BEAUFORT
STATE OF SOUTH CAROLINA



REQUEST FOR PROPOSAL 2022-103
SOUTHSIDE PARK COMPREHENSIVE PLAN
DUE: November 10, 2021

CITY OF BEAUFORT, SC REQUEST FOR PROPOSAL RFP NO. 2022-103

SEALED PROPOSALS will be received until **2:00 P.M. ET Thursday, November 10, 2021**. All qualified contractors are invited to submit proposals to the City of Beaufort for the following:

SOUTHSIDE PARK COMPREHENSIVE PLAN

SUBMIT: One (1) portable document format (pdf) format file as an email attachment on or **before 2:00 P.M. Thursday, November 10, 2021**. Depending upon file size limitations, a file sharing platform (i.e. Dropbox) may need to be used. After sending bids by email, bidders must send a separate email without an attachment to advise that a submission has been made. The Procurement Administrator will reply to verify receipt and advise accordingly if a Dropbox submission is necessary. Electronic submission should complete well in advance of the deadline to ensure confirmation of receipt. The City of Beaufort nor its agents are responsible for late submissions. See **DEADLINE ENFORCED** below.

OR:

TO SUBMIT HARD COPIES: deliver One (1) unbound original and three (3) bound copies of all requested documentation on or before **2:00 P.M. ET Thursday, November 10, 2021**.

ADDRESS TO: City of Beaufort, City Hall, 2nd Floor Finance Department, Attention: John Robinson

MAILING ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

OFFICE ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

EMAIL ADDRESS: procurement@cityofbeaufort.org **PHONE NUMBER:** 843-525-7035

MARK OUTSIDE ENVELOPE: "RFP 2022-103 SOUTHSIDE PARK COMPREHENSIVE PLAN - ATTN: JOHN ROBINSON".

A PUBLIC BID OPENING MEETING WILL BE HELD VIA ZOOM AT 2:01 PM ET ON NOVEMBER 10, 2021.

Join Zoom Meeting

<https://us02web.zoom.us/j/86337577498?pwd=Vmx0MGxZZ3J0VWw0N1YzeCtWQ2FIQT09>

DEADLINE ENFORCED

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE OFFEROR. IT IS THE OFFEROR'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSALS. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLIGENCE ARE RISKS ALLOCATED TO OFFERORS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. E-MAIL, TELEPHONE, OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.

Any offer submitted as a result of this RFP shall be binding on the offeror for **NINETY (90)** calendar days following the specified opening date. Any proposal for which the offeror specifies a shorter acceptance period may be rejected.

Proprietary and/or Confidential Information

Your proposal package is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your qualification.

All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. *All information not so denoted and identified shall be subject to disclosure by the City.*

This Request for Proposal is being issued by the City of Beaufort. Direct all questions or request for clarification of this RFP by email, mail, or fax to contact information listed above.

Offerors are specifically directed not to contact any other City personnel for meetings, conferences, or technical discussions related to this request unless otherwise stated in this RFP. Failure to adhere to this policy may be grounds for rejection of your proposal.

Offerors ARE CAUTIONED that any statement made by City staff persons that materially changes any portion of this RFP shall not be relied upon unless they are subsequently ratified by a formal written amendment to this RFP. Any revisions to this RFP will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the Request for PROPOSAL may be accessed on the City of Beaufort website under Quick Links – “Bid Opportunities” at www.cityofbeaufort.org.

All Offerors should consult this website for updates before submitting bids.

THE DEADLINE FOR QUESTIONS IS: 5:00 P.M., NOVEMBER 1, 2021. ANSWERS TO SUBMITTED QUESTIONS WILL BE POSTED ON THE CITY WEBSITE VIA ADENDUM BY 5:00 PM ON NOVEMBER 3, 2021

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Offeror shall immediately notify the City of such error in writing and request modification or clarification of the document. The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFP or it shall be deemed waived.

The City of Beaufort reserves the right to reject any or all proposals, or any parts thereof, waive informalities, negotiate terms and conditions, and to select an Offeror that best meets the needs of the City of Beaufort and its employees.

Compliance with the South Carolina Illegal Immigration Reform Act

Any Contractor entering into a service contract with the City of Beaufort must certify to the City of Beaufort that the Contractor intends to verify any new employees’ status and require any sub-consultants performing services under the service contract to verify their new employees’ status, per the terms of the South Carolina Illegal Immigration Reform Act, and as set out in Title 41, Chapter 8 of the Code of Laws of South Carolina, 1976.

POLICY CONCERNING MINORITY AND WOMAN OWNED BUSINESS ENTERPRISES

Intent

Businesses owned and operated by women and minority persons, in general, have been historically restricted from full participation in the nation's free enterprise system to a degree disproportionate to other businesses.

The City believes it is in the community's best interest to assist minority and woman owned businesses to develop fully, in furtherance of City's policies and programs which are designed to promote balanced economic and community growth.

The City, therefore, wishes to ensure that minority and woman owned businesses (M/WBEs) are afforded the opportunity to fully participate in the City's overall procurement process and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

Goal for Participation

The City adopts the State of South Carolina's goal for participation of M/WBEs: ten percent (10%) of annual controllable procurement expenditures which are defined as agreements between the City and a Vendor to provide or procure labor, materials, equipment, supplies and services to, for or on behalf of the City. However, a specific expectation has not been set for this RFP.

Required Forms

Contractors submitting proposals are required to include completed forms that are found at the end of the General Terms & Conditions. The City's General Terms & Conditions, a required component of all competitive procurement proposals, may be accessed on the City's website under Quick Links – Bid Opportunities – www.cityofbeaufort.org. All proposers are to certify that they have read the General Terms & Conditions and will adhere to them as a component of the contract documents.

Contractors should also be aware that, should a contract be awarded, the City will require reports of the utilization of any minority business enterprises to be filed along with requests for payment. The City reserves the right to audit accuracy of the utilization reports that are filed.

The City of Beaufort reserves the right to reject any or all bids; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the bids submitted; to award the contract according to the bid which best serves the interests of the City; or to not award the contract if the City determines that it is not in its best interest to do so.

Proposals that are not signed will not be accepted as complete and shall not be considered. Proposals must be signed in ink (not typed) in the appropriate space(s) by an authorized officer or employee of the offeror.

The words "Bidder", "Offeror", "Proposer", "Vendor", "Operator", "Contractor", and "Company" are used interchangeably throughout this RFP, and are used in place of the person, vendor, or corporation submitting a bid.

**REQUEST FOR PROPOSAL
SOUTHSIDE PARK COMPREHENSIVE PLAN**

I. INTRODUCTION

The City of Beaufort seeks proposals from a qualified design team to create a Conceptual Plan for Southside Park in Beaufort, South Carolina. Project goals include a conceptual master plan. The plan will be sensible and responsive to: Southside Park Task Force recommendations, surrounding neighborhoods, climate change, sea level rise, parking, recreation structures orientation, costs, maintenance, and operational needs. An option will also be included for pricing towards the creation of civil and architect drawings for recreation and structural elements as identified in the conceptual plan.

II. BACKGROUND

Southside Park is the City of Beaufort's largest park situated on 34+ acres in one of the most heavily populated areas of the municipality – the Mossy Oaks neighborhood. The suburban neighborhood that surrounds the park is diverse. Many single-family homes are within easy walking distance, a childcare/Head Start center is adjacent to the park, low-income apartments, a senior housing complex, and 2 public schools are all a few blocks away. Because of its size and location, as well as the popular dog park, it serves the residents of the entire city. The Park attracts visitors from the Town of Port Royal and the surrounding Beaufort County. The Town of Port Royal has a nearby municipal boundary and Beaufort County maintains a very active recreational area with a practice field, tennis and pickleball courts, and a picnic pavilion. The county-maintained recreation area is connected to Southside Park via a walking path or via a few blocks of sidewalks. Southside Park is within walking distance to the 10-mile Spanish Moss Trail. The Southside Park has long been viewed as one of the region's most under-utilized recreational assets. The site is a former Beaufort-Jasper Water Sewer Authority wastewater treatment facility which was deeded back to the city in 2009 for the sole purpose of developing a park.

Southside Park has slowly developed since 2009. A former BJWSA building was converted to restrooms in 2012-funded in part with a PARD grant; a small tree farm planted from 2015- 2017; a popular dog park created and opened in 2016; and a 1.2-mile multi-purpose trail constructed in 2018-funded in part with a SCPRT Recreational Trails Program grant. The City has also improved the grounds/landscaping and added picnic tables, but most of the park's potential lies in future improvements and amenities. A citizens' task force was formed in early 2021 to help plan the next steps for the park. They reported their findings and recommendations to City Council on May 11, 2021.

III. SCOPE OF SERVICES

The project scope of services includes, but is not limited to, the following:

- Prepare a comprehensive document containing components below for review and presentation at scheduled meetings.
- Development of a Site Improvement Plan which provides overall layout of the proposed improvements, planned construction and other site alterations, conceptual ideas regarding visitor circulation and park usage, parking, orientation, and use of the park for festivals/events.
- Regular coordination with City staff assigned to the project.
- Various meetings including three (3) Southside Park Task Force meetings, one (1) public City Council Work session meeting, and two (2) City Committee/Council meetings.
- Gather data and assemble project maps from City of Beaufort, Beaufort County, and any other sources.
- Produce site mapping of opportunities and constraints.
- Development of a Business Plan that will include probable costs for all components of the plan and recommend phasing and timeline for development.
- The consultant will be required to make a public presentation to summarize the final approved design guidelines.
- The plan should include recommendations of materials for standing improvements as well as materials used for hard surfaces (sidewalks, paths etc.)

IV. Detailed Scope of Services

Using the general scope provided in this RFP as a guide, describe the sequential work tasks planned to carry out and accomplishing each of the components including a detailed, itemized description of each task and service to be completed, meetings with staff, Task Force and Council as well as associated deliverables.

Provide a schedule for the project, including a project timeline, milestones, and payment schedule. Describe your firm's current workload and schedule of commitments during the time of the project.

V. Fees

Provide the proposed lump sum amount for the project. Also provide hourly rates for the civil/architect drawings option, the lead consultant and any other team members or subcontractors.

VI. Proposal Requirements

A. Methodology

Describe your firm's approach to master planning projects, the form or character of the final product, and suggested methodologies for issues anticipated and tasks to be completed. The City is open to any creative suggestions to the Scope of Work outlined in the RFP that will improve the project.

- 1) A discussion of the general approach to the work demonstrating basic understanding of the requirements of the project.
- 2) A detailed description of work tasks associated with each phase of the work and a preliminary assignment of key personnel, time, and costs associated with each task.
- 3) A detailed itemization of all proposed direct expenses for the project including travel, per diem expenses, printing, etc. The consultant's proposed total project costs must be for a lump-sum amount.

B. Qualifications

This section will discuss in detail the proposing team's qualifications, experience, and ability in managing municipal master planning projects. Include:

- Lead firm description.
- Sub-consultant(s) description(s).
- Team member resumes. Clearly identify the lead firm's project manager and include up to three (3) resumes of lead firm staff.
- Similar projects. Three referenced examples of relevant projects within the last 10 years. References need to include contact name, phone number and email.

C. Information relative to the consultant firm, including:

- 1) Demonstrated experience and knowledge of park planning, zoning and design guidelines, with particular emphasis in design of multi-use parks.
- 2) Résumés of key personnel included in the proposal
- 3) Capability to dedicate staff and resources to the project.
- 4) List of recent relevant projects along with reference contact information. Listed reference must be relevant. Contact information for references must include a valid e-mail address.
- 5) Statement of compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, prohibiting discrimination on the basis of race, color, national origin, disability or age in programs assisted by the U.S. Department of the Interior.

Statement of compliance with the Debarment Certification, 43 CFR, Part 12, Section 12.510 and stating that neither the consultant nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

VII. Evaluation Criteria and Selection Process.

The City will evaluate proposals based on the factors outlined within this RFP, which shall be applied to all eligible, responsive proposals in selecting the successful firm. The City reserves the right to disqualify any proposal for, but not limited to; person or persons it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the Proposer as it deems appropriate.

Award of any proposal may be made without discussion with Proposers after responses are received. The Proposers submitting sealed proposals will be evaluated by an evaluation committee. The committee will evaluate each component separately. After careful evaluation, the committee will rank the Proposers and make a recommendation to the City Manager of the highest-ranking bidder. The City reserves the right to accept or reject any and all bids that is in the best interest of the City.

The City may choose to interview one or more firm(s) responding to this RFP. The City reserves the right to request and obtain, from one or more firm(s), supplementary information as may be necessary for the City to analyze the proposal pursuant to the evaluation criteria. The City reserves the right to accept or reject any and all proposals that is in the best interest of the City.

The selection committee will evaluate proposals and rank the bidders based on the following criteria:

A. Professional Qualifications (20 POINTS)

Proposals will be evaluated for the consultant's relevant demonstrated experience and expertise.

Number of years of related business.

Successful related examples.

Certifications and Authorizations

Project Executive Summary

B. Project Approach and Scope of Work (30 POINTS)

Proposal will be evaluated for completeness and Project Offerings

Ability to address all requirements in the RFP

Ability to expand and support other needs

Ability to manage solution with minimal staff intervention

C. Reference Responses (5 POINTS)

Reference responses will be examined as proof of performance of acceptable past performance.

D. Cost of Services (15 POINTS)

Proposals will be evaluated on the lump-sum amount proposed.

E. Quality of Project Proposal (20 Points)

Proposals will be evaluated for completeness, professional appearance, and compliance with RFP format.

F. RFP Format Compliance (10 Points)

Proposals will be evaluated for compliance with RFP format.

I. ADDITIONAL DOCUMENTS

Additional documents are available online. Proposers are required to review and be familiar with any documents as they are a part of the RFP and will become part of the awarded contract. These additional documents may be accessed on the City of Beaufort website at www.cityofbeaufort.org under QUICK LINKS, PROCUREMENT GENERAL TERMS & CONDITIONS.

II. SUBMISSION REQUIREMENTS

- I. **Required content of proposal:** The detailed requirements set forth in the Proposal Format are recommended. Failure by any Proposer to respond to a specific requirement may result in disqualification. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be processed. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. This information may include documents such as a firm profile or brochure.

All costs incurred by the Proposer associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of a contract, shall be the responsibility entirely and exclusively by the proposer.

- II. **Proposal Format:** The proposal format requirements were developed to aid Proposers in their proposal development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted.

The purpose of the Proposal is to demonstrate the technical capabilities, professional qualifications, past project experiences, and knowledge within this industry. Proposer's proposal must address all the points outlined herein as required, in the following order:

- a. **Transmittal Letter:** A transmittal letter must be submitted with a Proposer's proposal which shall include:
 - i. Name of the firm responding, including mailing address, e-mail address, telephone number, and names of contact person.
 - ii. The name of the person or persons authorized to make representations on behalf of the Proposer, binding the firm to a contract.
 - iii. Prepare an executive summary stating the respondent's understanding of the project and opinion why the respondent's firm should be chosen. Include any general information the proposer wishes the City to consider about the proposal.
 - iv. An affirmative statement that the proposer has read and agrees to the General Terms and Conditions and will adhere to them as a component of the contract documents.

b. Proposer's Work History and References:

- i. Proposer should demonstrate prior work history in planning of similar project or any relevant projects.
- ii. Provide client references (name, address, e-mail and phone number) for a minimum of two (2) projects completed in the last five (5) years of a similar size and nature. Five (5) references preferred. References from South Carolina and the southeast United States are preferred. Valid e-mail addresses must be included for all references listed.
- iii. Identify any additional or unique resources, options, capabilities, or assets which the Proposer would bring to this project.

c. Required Forms:

- i. Proposals must include the required forms.
 1. Certificates of Insurance showing present coverage as described in the "Insurance" section of the General Terms and Conditions.
 2. Ethics in Public Contracting Certification
 3. Non-Collusion Affidavit
 4. Small / Woman-Owned / Minority Business Enterprise Form
 5. Non-Resident Taxpayer Affidavit (S.S. Department of Revenue I-312)
 6. RFP Signature page (must be signed in ink)
 7. Include a Price Summary Sheet which includes a lump sum for the work.

d. Other Information to Provide:

- i. List any lawsuits or arbitration proceedings that have been initiated by or against your company in the past five years. Briefly describe the nature of the action and the outcome.
- ii. Proposer shall be responsible for providing a letter from the surety company that would issue Performance and Payment bonds for the Contractor included on your team, providing information on the Contractor's bonding capacity. Performance and Payment bonds are required.

III. PROPOSAL EVALUATION

The City will evaluate proposals based on the factors outlined within this RFP, which shall be applied to all eligible, responsive proposals in selecting the successful firm. The City reserves the right to disqualify any proposal for, but not limited to; person or persons it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the Proposer as it deems appropriate.

Lowest responsible bidder. Contracts shall be awarded to the lowest responsible bidder. In determining “lowest responsible bidder”, in addition to price, the City shall consider:

- (a) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- (b) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (d) The quality of performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- (g) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
- (h) The ability of the bidder to provide future maintenance and service for the use of the subject: of the contract;
- (i) The number and scope of conditions attached to the bid.

It is the City’s intent to contract with one proposer to provide the services as detailed herein. Award of any proposal may be made without discussion with Proposers after responses are received. The Proposers submitting sealed proposals will be evaluated by an evaluation committee. The committee will evaluate each component separately. After careful evaluation, the committee will rank the Proposers and make a recommendation to the City Manager of the lowest responsible bidder. The City reserves the right to accept or reject any and all bids that is in the best interest of the City.

The City may choose to interview one or more contractor(s) responding to this RFP. The City reserves the right to request and obtain, from one or more contractor(s), supplementary information as may be necessary for the City to analyze the proposal pursuant to the evaluation criteria. The City reserves the right to accept or reject any and all proposals that is in the best interest of the City.

**CITY OF BEAUFORT
SOUTH CAROLINA
RFP SIGNATURE PAGE
RFP 2022 – 103**

PROPOSER'S NAME: _____

The undersigned, having become familiar with the existing conditions and the Proposal Scope of Services hereby proposed, agrees to complete the work as described in accordance with the Request for Proposal and Contract Documents.

Proposer warrants that no gratuities, in the form of gifts, entertainment, or otherwise, were offered or given by the **Proposer**, to any officer or employee of the City with a view toward securing the contract or securing favorable treatment with respect to any determination concerning the performance of the contract.

This offer is genuine and not made in interest of or on behalf of any undisclosed person, vendor or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; **Proposer** has not directly induced or solicited any other **Proposer** to submit false or sham bid; **Proposer** has not solicited or sought by collusion to obtain for itself any advantage over any other **Proposer** or other **Owner**.

The words "Bidder", "Offeror", "Proposer", "Vendor", and "Company" are used interchangeably throughout this solicitation, and are used in place of the person, vendor, or corporation submitting a solicitation.

Proposer has examined copies of all documents and of the following addenda (if applicable):

Addendum No.	Date
_____	_____
_____	_____
_____	_____

Address: Post Office Box: _____ Zip: _____
Street: _____ Zip: _____
City: _____ State: _____
Telephone: _____ Fax: _____
Email: _____

*Signature: _____ Title: _____

Proposal will not be accepted unless signed in ink (not typed) in the appropriate space by an authorized officer or employee of the bidder.

Printed Name: _____ Date: _____