

# City of Spartanburg

Procurement and Property Division

## **RFP Legal Notice Request for Proposals for Vacant Lot – Scattered Sites**

**July 18, 2019**

**NOTICE IS HEREBY GIVEN** – The City of Spartanburg is seeking proposals from qualified firms, builders, and individuals for the development of vacant lots scattered sites in the City Spartanburg.

**Proposal No: 1920-10-22-01**

The City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the proposal will be required to obtain a City of Spartanburg Business License.

**Interest Meeting: Tuesday, September 10, 2019 at 9:00 AM - Development Services Offices - 440 South Church Street – Spartanburg, South Carolina.**

**Please submit one original, 2 printed copies of your sealed proposals:**

**Sealed Proposals Due Tuesday, October 22, 2019, no later than 3:00 PM.** Proposals must be submitted to Carl Wright, Procurement and Property Manager, City Hall 145 W. Broad Street, at which time they will be publicly opened and read aloud in the Training Room.

Technical question regarding the scope of services should be directed to Martin Livingston, Neighborhood Services Director, at the City of Spartanburg at 864-580-5323.

Proposals can be hand delivered or mailed to the following address:

City of Spartanburg  
P.O. Box 5107  
145 W. Broad Street  
Spartanburg, SC. 29304

Attn: Procurement and Property Division

For further information and complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package also available at [www.cityofspartanburg.org](http://www.cityofspartanburg.org) by following the links for Invitations for bids.

# REQUEST FOR PROPOSALS

## Vacant Lot – Scattered Sites

### **1.0 INTRODUCTION**

The City of Spartanburg, SC (City) is seeking proposals from qualified firms, builders, and individuals for the development of scattered sites vacant lots in the City Spartanburg. This RFP must be submitted by **Tuesday, October 22, 2019, by 3:00 PM.**

The City has several scattered vacant lots throughout the City that could be developed into tax producing as well as affordable housing. Please note the following regarding the listed properties:

**Neighborhood Stabilization Program (NSP) properties:** The Neighborhood Stabilization Program (NSP) was a program to purchase and demolish substandard property in the City. Funding was provided by the South Carolina State Housing Finance and Development Authority between 2010-2015 to acquire and demolish substandard properties. Properties with these designation will require participation and coordination with the South Carolina State Housing Finance and Development Authority. A South Carolina State Housing Finance and Development Authority **Debarment certification** will be required for NSP property development. Tenants or homebuyers must meet the NSP income limits of 120% Area Median Income. As a separate attachment please review the NSP property disposition and land bank documentation for the South Carolina State Housing Finance and Development Authority on the City’s website. **A NEPA required Part 58 environmental assessment will be required prior to a development agreement executed for these properties. No work or choice limiting actions may occur after the submission date. Work may only commence after an environmental review has been completed and an Authority to Use Grant Funds notification has been received from the South Carolina State Housing Finance and Development Authority or the City of Spartanburg. All income limits are subject to change. The City’s preference is for NSP properties to be converted to rental properties meeting income requirements.**

**Builder/Individual:** An individual or builder may submit a proposal for development of one lot for a home in the City. Builders selecting more than one property will be required to submit the complete RFP package.

**Development Partner:** The City is seeking development partners that will use City properties and acquire additional surrounding properties for development. The City staff or selection team will work with development partners to complete projects with this designation. Surrounding these properties are opportunities to create mixed-income or mixed use developments.

**Northside Initiative:** Properties with the Northside designation must meet the Northside Initiative and the Northside Transformation Plan requirements. The Northside Transformation Plan includes a diverse and ambitious set of outcomes and goals. The Plan has created a momentous movement and planning process focused on creating a “new Northside”, the Northside Initiative. Coordination with the Northside Development Group and the Northside Voyagers is required. Website [HERE](#).

**Hampton Heights Neighborhood:** The Hampton Heights Historic District is a significant collection of 375 residences in a neighborhood that retains historic and architectural integrity from the early 20th century. The district, which developed between 1890 and 1930, was the home of numerous middle- and upper-class citizens of Spartanburg. The district is a cohesive and intact collection of early 20th century houses, representative of the prevalent urban and suburban house types of the era, and of the nature of suburban development in a growing city. Developments within the neighborhood will be required to meet the [Historic Architecture and Review Board](#) requirements and it is also recommended that builders/developers meet with the City's Planning staff for guidance. Website [HERE](#).

The City is interested in the development of homebuyer opportunities where applicable. Eligible homebuyers that meet the City's requirement can review materials on the City's website. Builders that build for eligible homebuyers may review the income requirements on the City's website. All income limits are subject to change. Website [HERE](#).

**HOME Funds:** Eligible non-profits may be eligible to receive up to \$30,000 per unit for developments that use NSP properties. Non-profits will be required to submit a City of Spartanburg HOME Partnership funds application. No HOME funding will be provided for homeownership developments.

The city encourages proposers to consider ways for the project to further the city goals of fostering a mixed-income communities with housing options available for community members of all income levels. While not an explicit requirement for submittal, the city encourages a mix of living environments, sizes, and price points and welcomes creative strategies for the inclusion of some homeownership and rental opportunities for those with below median incomes.

The City of Spartanburg will convey the property "as is" to the successful bidder and, aside from items specified below, will not conduct any additional investigation. NSP Properties will require additional documentation and verification of builder/developer experience with the use of public funds and properties. The developer bears the sole responsibility for obtaining all permits, use, and design review board approvals. **The City reserves the right to convey with deed restrictions to make sure the goals of the City are met.**

## **2.0 SITE INFORMATION**

The following parcels listed below in Exhibit H are included in this request for proposals. The list below includes live links to the Spartanburg County tax Assessors web page. Potential builders, individuals, and developers may attach the Exhibit with the list of the properties of interest.

## **3.0 STRUCTURE OF THE TRANSACTION**

There will be no minimum purchase price set by the City for the sites. However, the bidder is to provide land cost and to justify the cost in the Project Summary or Interest letter.

The City of Spartanburg makes no warranties as to location, capacity, or condition of utility services to the Parcel. Any replacements, repairs, modifications, or upgrades to existing utility services or installation of new equipment or facilities (either on or off the parcel) will be the sole responsibility of the selected developer. The successful bidder(s) under this RFP may be required to provide a Certificate of Insurance with limits acceptable to and approved by the City of Spartanburg's Risk Manager prior to commencing work.

The City of Spartanburg, as the current property owner of record, makes no further warranties as to prior title status of the property indicated in this Request for Proposals. The City will provide title notes, if any, to the developer's attorney. At closing, the developer is to provide a title insurance binder. The City will not transfer property until all legal action necessary to obtain title insurance is completed.

In compliance with the City of Spartanburg Code of Ordinances, any company or person conducting business with, or on behalf of, the City must possess a City business license.

The individual(s), business(es), or developer(s) must be willing to enter into a development agreement outlining the terms and conditions under this RFP. If the property is not developed within the time period as indicated in the development agreement, the City of Spartanburg reserves the right to re-acquire the property.

The sale of all city-owned property must be approved by Spartanburg City Council and will have public input. Upon approval, a city ordinance will be passed transitioning ownership to the successful developer with a development agreement and possibly other restrictions.

## **4.0 SUBMISSION REQUIREMENTS**

### **4.1 Submission Details**

RESPONSE TO THIS REQUEST FOR QUALIFICATIONS MUST INCLUDE THE FOLLOWING: Those firms interested in providing professional services for this project must deliver one original, 2 printed copies to include items listed below.

### **4.2 Proposal Development**

The proposal format requirements were developed to aid Offerors 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 submission should contain the substantive information described below and conform to the following format:

1. Single Lot Purchasers
  - a. A cover letter describing your interest in the property to include contact information, phone number, email address, the address/location of the property of interest, and the final use of the property.

- b. Attachment A – Bidder Form (No other attachments are required at this time)
  - c. A front elevation of the home to be built (if applicable)
2. Builders/Development Partners
- a. Transmittal Letter – A cover letter and documentation must be submitted with the proposal which shall include:
    - i. RFP subject and Bid number;
    - ii. Name of firm responding, including mailing address, e-mail address, telephone number, and name of contact person or persons;
    - iii. Name of the person or persons authorized to make representations on behalf of the consultant, binding the firm to a contract.
    - iv. Project Summary – A written narrative of the proposed development. This narrative should describe in sufficient detail the overall scope of the project. The summary should include the following: Identification of all anticipated public and/or private partnership arrangements. The expected role of the City of Spartanburg in the development. The envisioned number, size, and anticipated price point or rent structure for all components of the development. A development budget (sources and uses); and a pro-forma is required for rental developments or development partner projects.
    - v. All attachments listed below
3. Completed Forms – The proposal format is to be completed, including the following Exhibits:
- a. Exhibit A – Bidder Form
  - b. Exhibit B – Experience/References
  - c. Exhibit C – Immigration Reform Act
  - d. Exhibit D – Insurance Requirements
  - e. Exhibit E – Authority to Execute Contract
  - f. Exhibit F – Affidavit of Non-Collusion
  - g. Exhibit G – MWBE Participation
  - h. Exhibit H – Property Listing
  - i. Exhibit I – City of Spartanburg – Income Limits – Information only

Address all information requested in Exhibits. If the answer is “None” or “Not applicable”, please indicate. Social Security Numbers and Federal Identification Numbers are not required at this time but will be required for any builder/company/individual selected to implement a development on the sites.

## **5.0 SELECTION PROCESS AND PROPOSAL EVALUATION**

A selection committee composed of City of Spartanburg employees and residents shall be formed to review and evaluate the proposals. The selection committee members shall complete evaluation forms given consideration to information provided in the proposals. The City shall have the right to designate a “short list” of qualified proposers based on the initial evaluation. These vendors will be considered “finalist” and may then be requested to appear before a Selection Committee for oral and visual presentations as applicable. Final selection will be made subsequent to such meetings, if held.

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
<b>Design and Quality</b> – Overall design quality of the plan. Compatibility and relationship with existing nearby neighborhood. Quality of amenities if any. Conformance with the aims of the City’s Housing goals.	20
<b>Financial Capability and Readiness to Proceed</b> – The developer and any other key participants must clearly demonstrate the financial ability to act on this opportunity in a timely manner.	10
<b>Qualifications Experience and References</b> – The developer must demonstrate a successful track record of experience in similar endeavors.	20
<b>Mixed- Income Developments</b> – The degree to which the project positively addresses the city’s goals of fostering a mixed-income housing options available for community members of all income levels. Does the project contain a mix of living environments, sizes, and price points or incorporate creative strategies for the inclusion of some homeownership opportunities for those with below median incomes.	40
<b>Minority- and Women-Owned Business (MWBE) Participation</b> – The City encourages the participation and inclusion of Minority and Women-Owned Businesses.	10
<b>Total Maximum Points</b>	100

## **7.0 POINT OF CONTACT**

Respondents to this RFP are specifically directed not to contact any City staff member other than the contact indicated below. It is suggested that you send a single email inquiry if there are multiple questions concerning the scope of professional services required.

Martin L. Livingston, Jr.  
Neighborhood Services Department  
Phone: (864) 580-5323  
Email: [mlivingston@cityofspartanburg.org](mailto:mlivingston@cityofspartanburg.org)

## **8.0 LIST OF EXHIBITS AND ATTACHMENTS**

1. Exhibit A – Bidders Form
2. Exhibit B – Experience/References
3. Exhibit C – Immigration Reform Act
4. Exhibit D – Insurance Requirements
5. Exhibit E – Authority to Execute Contract
6. Exhibit F – Affidavit of Non-Collusion
7. Exhibit G – MWBE Participation
8. Exhibit H – Property Listings
9. Exhibit I – City of Spartanburg – Income Limits – Information only

## **EXHIBIT A**

### **BIDDER / DEVELOPER**

I certify that I own sufficient equipment/resources to complete this project. Also below are sub-contractors that will work on this project.

---

Company / Individual Name

---

Address

---

City / State / Zip

---

Email Address

---

Office Phone Number

---

Cell Phone Number

---

Company / Individual Signature

---

Date

### **SUBCONTRACTORS**

---

Company Name

---

Office Phone Number

---

Address

---

City / State / Zip

---

Email Address

---

Cell Phone Number

---

Company Name

---

Office Phone Number

---

Address

---

City / State / Zip

---

Email Address

---

Cell Phone Number

Make additional copies of this page if necessary.



## **EXHIBIT B**

### **Company References**

**List only references you have completed work for in the last twelve months.**

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_

\_\_\_\_\_  
**Company / Individual Name**

\_\_\_\_\_  
**Contractor/Owner Signature**

\_\_\_\_\_  
**Date**

## **EXHIBIT C**

### **Immigration Reform Act:**

Read and Sign

Contractor agrees to verify the hiring eligibility of its employees as required under South Carolina's Eligible Immigration Reform Act, S.C. Code Ann., § 41-8-10, et seq. by either registering and participating in the Federal Work Authorization Program (E-Verify) pursuant to the Statute or employ only workers who at the time of their employment possess a valid South Carolina Driver's License or Identification Card or are eligible to obtain same or possess a valid Driver's License or Identification Card from another state deemed by the Director of the Department of Motor Vehicles to have requirements at least as strict as those in South Carolina. Contractor certifies that it will comply with the Statute in its entirety and agrees to provide the Owner with documentation to establish applicability of the Statute to the Contractor and compliance by same.

I \_\_\_\_\_  
Contractors Name

**certifies that it is compliant with the South Carolina Eligible Immigration Reform Act by either registering and participating in the Federal Work Authorization Program (E-Verify) pursuant to the Statute or employing only workers who at the time of their employment possess a valid South Carolina Driver's License or Identification Card or are eligible to obtain same or possess a valid Driver's License or Identification Card from another state which has been deemed by the Director of the Department of Motor Vehicles to have requirements at least as strict as South Carolina. By the signature below, the Contractor (Subcontractor, etc.) agrees to provide the City with documentation to establish the applicability of the Statute to the Contractor and by the signature below, certifies that it is compliant with the Statute with all regards. This certification and the requirements of this Statute require that the Contractor verify the hiring eligibility of its employees before and during the Project.**

\_\_\_\_\_  
Name of Company (Subcontractor, etc.)

\_\_\_\_\_  
Company Signature

\_\_\_\_\_  
Date

**EXHIBIT D**  
**Insurance Requirements**  
Winner will provide COI

**CITY OF SPARTANBURG**  
**INSURANCE REQUIREMENTS FOR CONTRACTORS AND VENDORS**  
*Revised July 1, 2016*

**NOTE: DO NOT BID ON THIS PROJECT IF YOU CANNOT MEET THE FOLLOWING INSURANCE REQUIREMENTS**

**CONTRACTOR'S/VENDORS LIABILITY AND OTHER INSURANCE:** The Contractor/Vendor shall purchase and maintain with a company acceptable to the City and authorized to do business in the State of South Carolina, such insurance as will protect him from claims under workers' compensation laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees, including claims insured by usual bodily injury liability coverage; and from claims for injury to or destruction of tangible property, including loss of use resulting there from - any or all of which may arise out of or result from the Contractor/Vendor operation under the contract documents, whether such operations be by himself or any subcontractor or anyone directly or indirectly employed/volunteering by any of them or for whose acts any of them may be legally liable. This insurance shall be written for not less than the limits of liability specified below, or required by law.

**Automobile Liability:** The amounts of such insurance shall not be less than: **Combined Single Limit - \$1,000,000; Split Limits: Bodily injury per person - \$500,000; Bodily Injury per Occurrence - \$1,000,000; and Property Damage - \$500,000**

**Commercial General Liability:** The amounts of such insurance shall not be less than: **Each Occurrence - \$1,000,000; Damage to Rented Premises - \$100,000; Med Expenses (per person) \$5,000; Personal & Advertising Injury - \$1,000,000; General Aggregate - \$2,000,000; and Products Completed Operations Aggregate - \$2,000,000.** This coverage shall be on an "Occurrence" basis. Coverage shall include Premises and Operations; Products and Completed Operations; Medical Expense in reference to General Liability, and Contractual Liability. Bodily injury and property damage liability shall protect the Contractor and any subcontractor performing work under this contract from claims of bodily injury, Personal & Advertising injury, and property damage which could arise from operations of this contract whether such operations are performed by the Contractor, any subcontractor or anyone directly or indirectly employed by either.

This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability assumed under the indemnity provision of this contract and broad form property damage, explosion, collapse and underground utility damage stating if policy is written on an occurrence basis. Any policy written on a claim made basis must be approved by the City of Spartanburg in advance.

**Property Insurance including Builders Risks-**Property coverage will name the City of Spartanburg as loss payee in instances where the City has an interest in the property unless otherwise requested.

**Workers' Compensation and Employer's Liability** – This coverage shall meet the **STATUTORY requirement of the State of South Carolina**. Employers Liability shall be in the amount of \$500,000 each accident and disease - each employee and \$500,000 disease - policy limit. Sole Proprietors, Partners, Members of LLC and Corporate officers will not be excluded from coverage.

**Employers Liability:** Each Accident - \$1,000,000; Disease each employee - \$1,000,000; Disease Policy Limit - \$1,000,000

- This is part of Workers' Compensation coverage

**Umbrella Liability: Each Occurrence – TBD; Aggregate – TBD**

This coverage should be required for high hazard operations including excavation, roofing, water tower installation, painting, repair and removal, large construction projects. Should also consider for certain high hazard special event activities such as fireworks displays, inflatables, mechanical rides, etc.

**Professional Liability: Per Occurrence - \$1,000,000; Aggregate - \$1,000,000**

This coverage should be required for professional services such as accountant, attorneys, architects, design, engineering and most consultants.

*The Contractor/Vendor shall provide the City with insurance certificates certifying that the foregoing insurance is in force; and such insurance certificates shall include provisions that the insurance shall not be cancelled, allowed to expire or be materially changed without giving the City thirty (30) days advance notice by registered mail.*

**The City of Spartanburg, its employees, and agents shall be named as additional insured under the Contractor/Vendor's general liability policies.**

*The Contractor is advised that if any part of the work under the contract is sublet, he shall require the subcontractor(s) to carry insurance as required above. However, this will in no way relieve the Contractor/Vendor from providing full insurance coverage on all phases of the project/event, including any that is sublet.*

*When certain work is to be performed inside right-of-way owned by railroads, South Carolina Department of Transportation or other Agencies, both the Contractor and any subcontractor may be required to furnish individual insurance certificates made in favor by the controlling agency, with limits as established by that agency.*

*Cancellation and Re-issuance of Insurance: If any insurance required to be provided by the Contractor should be canceled or changed by the insurance company or should any such insurance expire during the period of this contract, the Contractor shall be responsible for securing other acceptable insurance to provide continuous coverage during the life of this contract.*

*Failure of the Contractor/Vendor to maintain continuous coverage as specified herein will result in this project/event being shut down and any payments due, or to become due, withheld until such time as adequate, acceptable insurance is restored. This would be in addition to any legal recourse open to the City under breach of contract.*

*All coverage's and provisions shall be in place, and documentation of such coverage shall be provided to the City of Spartanburg, before any work can began.*

**\*\*All emailed Certificates of Insurance can be forwarded to:**  
[kbooker@cityofspartanburg.org](mailto:kbooker@cityofspartanburg.org)

**\*\* All Certificate of Insurance submitted via postal mail can be sent to:**

City of Spartanburg  
145 W. Broad St.  
Spartanburg, SC 29306  
Attn: Kenneth Booker

**EXHIBIT E**  
**Sample of Corporate / Company Resolution**

**A RESOLUTION**

FOR THE PURPOSE OF AUTHORIZING \_\_\_\_\_ TO EXECUTE AN CONTRACT  
WITH SPARTANBURG CITY

**WHEREAS,** \_\_\_\_\_ will or has submitted a bid/proposal to Spartanburg City of  
Spartanburg for the purpose of providing goods or services; and

**WHEREAS,** \_\_\_\_\_ may be or has been awarded a contract to provide good or services  
to Spartanburg City of Spartanburg ; and

**WHEREAS,** \_\_\_\_\_ Type of Organization is :

Check the applicable box):

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Corporate entity (not tax-exempt)
- ☐ Corporate entity (tax-exempt)
- ☐ Government entity (Federal, State or Local)
- ☐ Other \_\_\_\_\_

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors (or other appropriate governing body) of  
\_\_\_\_\_ does hereby approve and authorize \_\_\_\_\_ (Name of Individual) to execute a  
contract with Spartanburg City of Spartanburg in an amount not to exceed \$\_\_\_\_\_.\_\_\_.

**ADOPTED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NAME OF ORGANIZATION [ \_\_\_\_\_ ]

ATTESTED

\_\_\_\_\_

By: \_\_\_\_\_ (signature)

\_\_\_\_\_ (printed name)

Title: \_\_\_\_\_

**EXHIBIT F**  
**AFFIDAVIT OF NON-COLLUSION**

I state that I am \_\_\_\_\_ (title) of \_\_\_\_\_ (name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this Offer.

I state that:

- (1) The price(s) and amount of this Offer have been arrived at **independently and** without consultation, communication or agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) \_\_\_\_\_ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I state that \_\_\_\_\_ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on **by the City of Spartanburg** in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the **City of Spartanburg** of the true facts relating to the submission of Offers for this contract.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Name of Company/Position)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary

My Commission Expires: \_\_\_\_\_

**EXHIBIT G**  
**GOOD FAITH DOCCUMENTATION MUST ACCOMPANY THE BID DOCUMENT**

City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award. Each proposer shall attest that they engaged in good faith efforts in an endeavor to achieve the City's M/WBE goal of 10%.

Any questions or any assistance please contact Mrs. Natasha Pitts.

Contact Information

Phone 864-596-3449

Email [npitts@cityofspartanburg.org](mailto:npitts@cityofspartanburg.org)

**INTENT TO PERFORM CONTRACT WITH OWN WORKFORCE**

I HERBY CERTIFY THAT IT IS OUR INTENT TO PERFORM 100% OF THE WORK REQUIRED FOR THE ABOVE PROJECT. IN MAKING THIS CERTIFICATION, THE BIDDER STATES THAT THE BIDDER DOES NOT CUSTOMARILY SUBCONTRACT ELEMENTS OF THIS TYPE OF PROJECT, AND NORMALLY PERFORMS AND HAS THE CAPACITY TO PERFORM AND WILL PERFORM **ALL ELEMENTS OF THE WORK** PROJECT WITH HIS/HER OWN CURRENT WORK FORCES; AND IF THE BIDDER DOES NOT PERFORM 100% OF THE WORK REQUIRED, THE BIDDER WILL PROVIDE A LIST OF SUBCONTRACTORS

THE BIDDER AGREES TO PROVIDE ANY INFORMATION OR DOCUMENTATION TO THE CITY OF SPARTANBURG IN SUPPORT OF THE ABOVE STATEMENT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE OR SHE HAS READ THIS DOCUMENTATION AND IS AUTHORIZED TO BIND THE BIDDER TO THE COMMITMENTS HEREIN SET FORTH.

The listing of an MWBE shall constitute a representation by the bidder/responder to City of Spartanburg that such MWBE has been contacted and properly apprised of the upcoming City of Spartanburg project. Bidders/Responders are advised that the information contained herein is subject to verification by the Minority & Women Business Enterprise Program Coordinator and that submission of said information is an assertion of its accuracy. These documents are a part of this solicitation and contract. You are required to fill out this information.

I certify that the above information is true to the best of my knowledge:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Signature \_\_\_\_\_

Notary Seal

THIS DOCUMENT MUST BE PROVIDED WITH THE SUBMITTAL AND SIGNED BY THE PERSON SIGNING THE SUBMITTAL

**Exhibit G**



### MWBE Good Faith Effort Participation Commitment Contract

This form should be filled out completely and ***included in your bid document.*** This form should also be accompanied by an executed Letter of Intent from each Sub-Contractor firm listed in this form. You may use additional sheets if necessary.

<b>BID NO:</b>	<b>DATE:</b>
<b>PROJECT NAME:</b>	
<b>PRIME CONTRACTOR:</b>	<b>ADDRESS:</b>
<b>CONTACT PERSON:</b>	<b>CITY:</b> <span style="float: right;"><b>STATE:</b></span>
<b>TELEPHONE: (     )</b>	<b>EMAIL:</b>
	<b>FAX: (     )</b>

#### MWBE SUBCONTRACTORS

COMPANY	MWBE CLASS	CITY, STATE	CONTACT	PHONE	TYPE OF WORK TO BE PERFORMED	SUBCONTRACT AMOUNT	% OF WORK
						\$	%
						\$	%
						\$	%
						\$	%
						\$	%
Total MWBE Participation						\$	%
Total Contract Amount						\$	

MWBE CLASSIFICATION			
MBE-B - African American	MBE-S - Asian American	MBE-H - Hispanic	
American WBE - American Woman	MBE N/A - Native American		

#### NON-MWBE SUBCONTRACTORS

COMPANY	MWBE CLASS	CITY, STATE	CONTACT	PHONE	TYPE OF WORK TO BE PERFORMED	SUBCONTRACT AMOUNT	% OF WORK
						\$	%
						\$	%
						\$	%
						\$	%
						\$	%
Total Non-MWBE Participation						\$	%
Total Contract Amount						\$	

## EXHIBIT H - City of Spartanburg – Property Listing

City of Spartanburg NSP and Land Banked Properties					
	Num	Address	Tax Map Number	Neighborhood	Property Type
	668	Saxon Ave	<a href="#">7-11-08-066.00</a>	Farley Avenue Park	NSP - Income Restricted
	670	Saxon Ave	<a href="#">7-11-08-066.01</a>	Farley Avenue Park	NSP - Income Restricted
	674	Saxon Ave	<a href="#">7-11-08-067.00</a>	Farley Avenue Park	NSP - Income Restricted
	453	Zephyr St	<a href="#">7-12-09-091.00</a>	Farley Avenue Park	NSP - Income Restricted
	620	S Irwin St	<a href="#">7-16-06-008.00</a>	Hampton Heights	NSP - Income Restricted
	455	Brawley St	<a href="#">7-12-05-341.00</a>	Northside	NSP - Income Restricted
	447	Brawley St	<a href="#">7-12-05-340.00</a>	Northside	NSP - Income Restricted
	497	Brawley St	<a href="#">7-12-05-264.00</a>	Northside	NSP - Income Restricted
	465	Farley Ave	<a href="#">7-12-05-169.00</a>	Northside	NSP - Income Restricted
	779	Leonard St	<a href="#">7-11-04-110.00</a>	Northside	NSP - Income Restricted
	438	N Forest St	<a href="#">7-12-09-025.00</a>	Northside	NSP - Income Restricted
	333	Preston St	<a href="#">7-12-05-002.01</a>	Northside	NSP - Income Restricted
	154	Ridge St	<a href="#">7-12-01-157.00</a>	Northside	NSP - Income Restricted
	160	Ridge St	<a href="#">7-12-01-158.00</a>	Northside	NSP - Income Restricted
	187	Weldon St	<a href="#">7-12-05-154.00</a>	Northside	NSP - Income Restricted
	375	Arch St	<a href="#">7-11-08-161.00</a>	Northside	NSP - Income Restricted
	302	College St	<a href="#">7-12-05-261.00</a>	Northside	NSP - Income Restricted
	305	Manning St	<a href="#">7-12-05-253.00</a>	Northside	NSP - Income Restricted
	421	Crescent Ave	<a href="#">7-15-12-033.02</a>	Park Hills	NSP - Income Restricted
	169	Whiteford Blvd	<a href="#">7-12-13-148.00</a>	Park Hills	NSP - Income Restricted
	930	W St. John Street	<a href="#">7-12-13-076.01</a>	Mid-Towne Heights	Development Partner
	476	Monk Street	7-12-13-071.00	Mid-Towne Heights	Development Partner
	486	Monk Street	7-12-13-044.00	Mid-Towne Heights	Development Partner
	138	Washington St	7-12-13-059.00	Mid-Towne Heights	Development Partner
	148	Washington St	7-12-13-057.00	Mid-Towne Heights	Development Partner
	156	Washington St	7-12-13-056.00	Mid-Towne Heights	Development Partner
	172	Washington St	7-12-13-054.00	Mid-Towne Heights	Development Partner
	137	Washington St	7-12-13-069.00	Mid-Towne Heights	Development Partner
	151	Washington St	7-12-13-062.00	Mid-Towne Heights	Development Partner
	0	Washington St	7-12-13-064.00	Mid-Towne Heights	Development Partner
	164	W St. John Street	7-12-13-066.00	Mid-Towne Heights	Development Partner
	459	Stevens Street	7-12-09-257.01	Mid-Towne Heights	Development Partner
	672	Saxon Avenue	<a href="#">7-11-08-067.01</a>	Farley Avenue Park	Development Partner
	665	Saxon Avenue	7-11-08-115.00	Farley Avenue Park	Development Partner
	846	Tweed St	<a href="#">7-12-09-006.00</a>	Farley Avenue Park	Builder / Individual
	132	Everett Street	<a href="#">7-16-11-047.04</a>	Forest Park	Builder / Individual
	134	Bomar Street	<a href="#">7-16-10-173.00</a>	Forest Park	Builder / Individual
	0	Shaw Avenue	<a href="#">7-16-15-074.00</a>	Forest Park	Builder / Individual
	225	Sunny St	<a href="#">7-16-10-185.00</a>	Forest Park	Builder / Individual
	815	S Liberty Street	<a href="#">7-16-10-226.00</a>	Forest Park	Builder / Individual
	232	Hydrick St	<a href="#">7-12-14-166.00</a>	Hampton Heights	Builder / Individual

City of Spartanburg NSP and Land Banked Properties					
	Num	Address	Tax Map Number	Neighborhood	Property Type
	424	Bethlehem Dr	<a href="#">7-16-01-326.00</a>	Highland	Builder / Individual
	595	Vernon St	<a href="#">7-12-01-133.01</a>	Northside	Builder / Individual
	175	Aden St	7-12-01-122.00	Northside	Builder / Individual
	173	Aden St	<a href="#">7-12-01-123.00</a>	Northside	Builder / Individual
	339	Preston St	<a href="#">7-12-05-002.00</a>	Northside	Builder / Individual
	370	Arch St	<a href="#">7-11-08-153.00</a>	Northside	Builder / Individual
	0	Celestial St	<a href="#">7-16-03-340.00</a>	South Converse	Builder / Individual
	0	Duncan St	<a href="#">7-16-04-054.00</a>	South Converse	Builder / Individual
	0	Duncan St	7-16-04-055.00	South Converse	Builder / Individual
	0	Del Ray Dr	<a href="#">6-21-10-004.00</a>	Woodland Heights	Builder / Individual
	0	Del Ray Dr	6-21-10-002.00	Woodland Heights	Builder / Individual

# EXHIBIT I - City of Spartanburg – Income Limits

City of Spartanburg, South Carolina									
CDBG, HOME, and NSP Income Limits									
Based on U.S. Department of Housing and Urban Development (HUD) documentation									
INCOME LEVEL	HOUSEHOLD SIZE								
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	
120% of AMI NSP Program	52,150	59,600	67,050	74,500	80,500	86,450	92,400	98,350	
80% of AMI Homeownership	34,800	39,800	44,750	49,700	53,700	57,700	61,650	65,650	
60% of AMI Rental	26,100	29,820	33,450	37,260	40,260	43,260	46,260	49,200	
RENT LIMITS		Efficiency	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5 Bedrooms	6 Bedrooms	
HOME Rents		552	632	758	1,013	1,114	1,210	1,306	
Market Rents		552	632	758	1,013	1,130	1,300	1,469	
Effective: June 28, 2019									
Information subject to change without notice. Please contact the City of Spartanburg Neighborhood Services Department at (864) 596-3560 regarding updated income and rent limits.									