

**City of Spartanburg**  
**Procurement and Property Division**  
**Post Office Drawer 1749, SC 29304-1749**  
**Phone (864) 596-2049 - Fax (864) 596-2365**

**Request for Proposals**  
**Surveying**

**NOTICE IS HEREBY GIVEN** – The City of Spartanburg is soliciting proposals from firms interested in providing Surveying services for the Cammie Clagett Courts Redevelopment Area. The area encompasses 28 buildings that will be sub-divided. The selected firm will survey the property included in the Redevelopment area as labeled on the enclosed maps to provide a boundary survey, a topographical survey, and a new subdivision survey, as well as preliminary and final plats.

**Proposal No: 1617-07-26-01**

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.

**Tour of site will be scheduled Tuesday, July 19, 2016 at 9AM at the site 300 Highland Ave.**

**Sealed Bids Due Tuesday, July 26, 2016 no later than 3 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 Lynn Coggins, Construction Project Administrator, and City of Spartanburg at 864-596-2914.

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 FOR LAND SURVEYING SERVICES CAMMIE CLAGETT COURTS REDEVELOPMENT**

The City of Spartanburg is soliciting proposals from firms interested in providing Surveying services for the Cammie Clagett Courts Redevelopment Area. The area encompasses 28 buildings that will be sub-divided. The selected firm will survey the property included in the Redevelopment area as labeled on the enclosed maps to provide a boundary survey, a topographical survey, and a new subdivision survey, as well as preliminary and final plats.

### Scope of Services

1. Research information for boundary surveys
2. Prepare boundary survey on state plane coordinate system
3. Prepare topographical survey (include all trees 12" or larger)
4. Locate and show utilities, property corners, monitoring wells, and all other structures.
5. Prepare preliminary plat with new property lines based on concept plan by city
6. Provide preliminary plat for review by e-mail and two hard copies, also digital files (in .asc format) with all point data
7. Revise preliminary plat after city review (up to 3 revisions)
8. Set new property pins one time and provide plat on CD and four signed and stamped copies after review

Upon successful negotiation of rates and fees, the City of Spartanburg will select one Firm based upon qualifications in accordance with the proposal elements set forth below. Work will be coordinated and approved by appropriate City personnel. All plats and field points shall become the property of the City of Spartanburg and shall not be given to any other party without written permission of the City of Spartanburg.

### Proposal Elements (please include this information in a one page letter)

1. Project experience performing land surveying services
2. Key personnel that will complete the scope of services
3. Total cost for services
4. Commitment that Scope of Services items 1 through 7 will be complete within 45 days of contract approval.

### Submittal Process

1. The City of Spartanburg may make changes to this RFP. Changes will be made by written addendum, which will be issued to all RFP holders
2. Submittals shall become the property of the City of Spartanburg.

**Tour of site will be scheduled Tuesday, July 19, 2016 at 9AM at the site 300 Highland Ave.**

**Sealed proposals must be submitted Tuesday, July 26, 2016 no later than 3 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 Lynn Coggins, Construction Project Administrator, and City of Spartanburg at 864-596-2914.

**FEE SCHEDULE FOR SURVEYING**

**MY PRICE FOR EVERYTHING LISTED IN THE SCOPE OF WORK IS**

**INDIVIDUAL UNIT PRICE .....\$**

**TOTAL PRICE FOR ALL WORK.....\$**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Owner or Company Representative Signature**

\_\_\_\_\_  
**Company Address**

\_\_\_\_\_  
**Cell Phone** **Office Phone**

\_\_\_\_\_  
**Email**

## References

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

Company Name:	_____	Federal ID or SS #:	_____
Street Address:	_____	Telephone #:	_____
City, State, Zip:	_____	Fax #:	_____

Company Name:	_____	Federal ID or SS #:	_____
Street Address:	_____	Telephone #:	_____
City, State, Zip:	_____	Fax #:	_____

Company Name:	_____	Federal ID or SS #:	_____
Street Address:	_____	Telephone #:	_____
City, State, Zip:	_____	Fax #:	_____

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**Company Name**

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**Contractor/Owner Signature**

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**Date**

## **Immigration Reform Act**

### **Each Contractor and Sub-Contractor must complete one of these forms.**

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.

Furthermore, The City of Spartanburg will have the right to request and receive legal status verification within five working days of any person working under Contract with Contractor or Sub Contractor. Failure to comply can result in the immediate cancellation of the contract.

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Contractor Name

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Subcontractor

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.

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Name of Contractor or (Subcontractor, etc.)

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By

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Date

**CITY OF SPARTANBURG**  
**INSURANCE REQUIREMENTS FOR CONTRACTORS AND SUB CONTRACTORS**  
**AND ALL VENDORS**  
**September 30, 2010**

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

**Each sub-contractor must also complete this form and furnish a Certificate of Coverage.**

**CONTRACTOR'S LIABILITY AND OTHER INSURANCE:** The Contractor 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's operation under the contract documents, whether such operations be by himself or any subcontractor or anyone directly or indirectly employed 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** - Bodily injury and property damage liability covering all owned, non-owned and hired automobiles for limits of not less than \$1,000,000 **minimum** for bodily injury each person/each accident and \$1,000,000 property damage, or \$1,000,000 combined single limit - Bodily injury and property damage combined.

**Comprehensive general liability** – 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. The amounts of such insurance shall not be less than \$1,000,000 per occurrence / personal & advertising injury, \$2,000,000 general aggregate / Products completed operations aggregate, \$100,000 damages to rented premises, and \$10,000.00 medical expense (any one person) in reference to General Liability.

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 \$1,000,000 each accident and disease - each employee and \$1,000,000 disease - policy limit. Sole Proprietors, Partners, Members of LLC and Corporate officers will not be excluded from coverage.

The Contractor 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 canceled, 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'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 from providing full insurance coverage on all phases of the projects, including any that are 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 to maintain continuous coverage as specified herein will result in this project 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.

## SEE ATTACHMENTS

### ClammieClagett

MAPNUMBER	StreetNumb	StreetName
7-16-01-299.22	405	S DANIEL MORGAN AVE
7-16-01-211.18	300	HIGHLAND AVE
7-16-01-211.00	501	S DANIEL MORGAN AVE
7-16-01-211.01	503	S DANIEL MORGAN AVE
7-16-01-211.02	505	S DANIEL MORGAN AVE
7-16-01-211.03	507	S DANIEL MORGAN AVE
7-16-01-211.05	511	S DANIEL MORGAN AVE
7-16-01-211.06	513	S DANIEL MORGAN AVE
7-16-01-211.07	515	S DANIEL MORGAN AVE
7-16-01-211.08	517	S DANIEL MORGAN AVE
7-16-01-211.09	519	S DANIEL MORGAN AVE
7-16-01-211.10	521	S DANIEL MORGAN AVE
7-16-01-211.11	523	S DANIEL MORGAN AVE
7-16-01-211.12	525	S DANIEL MORGAN AVE
7-16-01-211.13	527	S DANIEL MORGAN AVE
7-16-01-211.14	529	S DANIEL MORGAN AVE
7-16-01-211.15	531	S DANIEL MORGAN AVE
7-16-01-211.16	533	S DANIEL MORGAN AVE
7-16-01-211.17	535	S DANIEL MORGAN AVE
7-16-01-211.19	302	HIGHLAND AVE
7-16-01-211.20	304	HIGHLAND AVE
7-16-01-211.21	306	HIGHLAND AVE
7-16-01-211.22	308	HIGHLAND AVE

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MAPNUMBER	StreetNumb	StreetName
7-16-01-211.23	310	HIGHLAND AVE
7-16-01-211.24	312	HIGHLAND AVE
7-16-01-211.25	314	HIGHLAND AVE
7-16-01-211.26	211	BUNKER ST
7-16-01-211.27	209	BUNKER ST



7-16-01-211.28	207	BUNKER ST
7-16-01-211.30	203	BUNKER ST
7-16-01-211.31	201	BUNKER ST
7-16-01-211.04	509	S DANIEL MORGAN AVE
7-16-01-211.29	205	BUNKER ST
7-16-01-088.00	350	BEACON ST
7-16-01-096.00	410	BEACON ST
7-16-01-325.00	420	BETHLEHEM DR
7-16-01-299.20	401	S DANIEL MORGAN AVE
7-16-01-299.21	403	S DANIEL MORGAN AVE
7-16-01-299.23	407	S DANIEL MORGAN AVE
7-16-01-299.24	409	S DANIEL MORGAN AVE
7-16-01-299.25	411	S DANIEL MORGAN AVE
7-16-01-299.00	311	HIGHLAND AVE
7-16-01-299.06	323	HIGHLAND AVE
7-16-01-299.07	325	HIGHLAND AVE
7-16-01-299.09	345	BUNKER ST
7-16-01-299.08	343	BUNKER ST
7-16-01-299.11	349	BUNKER ST
7-16-01-299.10	347	BUNKER ST
7-16-01-299.12	351	BUNKER ST

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MAPNUMBER	StreetNumb	StreetName
7-16-01-299.13	353	BUNKER ST
7-16-01-299.15	339	N FOREST ST
7-16-01-299.14	341	N FOREST ST
7-16-01-299.17	335	N FOREST ST
7-16-01-299.16	337	N FOREST ST
7-16-01-299.18	333	N FOREST ST
7-16-01-299.19	331	N FOREST ST
7-16-01-088.01	352	BEACON ST
7-16-01-088.02	354	BEACON ST
7-16-01-088.03	356	BEACON ST
7-16-01-088.04	358	BEACON ST
7-16-01-088.05	360	BEACON ST
7-16-01-152.00	351	BEACON ST
7-16-01-152.01	353	BEACON ST
7-16-01-152.02	355	BEACON ST

7-16-01-152.03	357	BEACON ST
7-16-01-152.04	361	BEACON ST
7-16-01-152.05	363	BEACON ST
7-16-01-152.06	365	BEACON ST
7-16-01-152.07	367	BEACON ST
7-16-01-152.08	350	CONCORD AVE
7-16-01-152.09	352	CONCORD AVE
7-16-01-152.10	354	CONCORD AVE
7-16-01-152.11	356	CONCORD AVE
7-16-01-247.01	351	CONCORD AVE
7-16-01-247.02	353	CONCORD AVE

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MAPNUMBER	StreetNumb	StreetName
7-16-01-247.00	400	HIGHLAND AVE
7-16-01-169.00	410	CONCORD AVE
7-16-01-096.01	412	BEACON ST
7-16-01-096.02	414	BEACON ST
7-16-01-096.03	416	BEACON ST
7-16-01-096.04	418	BEACON ST
7-16-01-096.05	420	BEACON ST
7-16-01-096.06	440	BEACON ST
7-16-01-096.07	442	BEACON ST
7-16-01-096.08	444	BEACON ST
7-16-01-096.09	446	BEACON ST
7-16-01-096.10	448	BEACON ST
7-16-01-096.11	450	BEACON ST
7-16-01-169.01	412	CONCORD AVE
7-16-01-169.02	414	CONCORD AVE
7-16-01-169.03	416	CONCORD AVE
7-16-01-169.04	420	CONCORD AVE
7-16-01-169.05	422	CONCORD AVE
7-16-01-169.06	424	CONCORD AVE
7-16-01-169.07	426	CONCORD AVE
7-16-01-169.08	428	CONCORD AVE
7-16-01-169.09	430	CONCORD AVE
7-16-01-169.10	415	BEACON ST
7-16-01-169.11	417	BEACON ST
7-16-01-325.01	422	BETHLEHEM DR

7-16-05-007.00	107	NORRIS ST
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MAPNUMBER	StreetNumb	StreetName
7-16-05-007.01	447	HIHGLAND AVE
7-16-05-007.01	449	HIGHLAND AVE
7-16-05-008.00	105	NORRIS ST
7-16-05-008.01	456	BETHLEHEM DR
7-16-05-008.02	458	BETHLEHEM DR
7-16-01-299.01	313	HIGHLAND AVE
7-16-01-299.02	315	HIGHLAND AVE
7-16-01-299.03	317	HIGHLAND AVE
7-16-01-299.04	319	HIGHLAND AVE
7-16-01-299.05	321	HIGHLAND AVE



