

CITY OF BEAUFORT
STATE OF SOUTH CAROLINA



REQUEST FOR PROPOSAL 2021-110
CONSULTING SERVICES FOR THE BEAUFORT
HISTORIC ARCHITECTURE PRESERVATION
MANUAL

DUE: OCTOBER 6, 2020

CITY OF BEAUFORT, SC REQUEST FOR PROPOSAL RFP NO. 2021-110

SEALED PROPOSALS will be received in the Finance Department, 2nd Floor, City Hall, 1911 Boundary Street, Beaufort, South Carolina until **2:00 P.M. ET Tuesday, October 6, 2020**. All qualified contractors are invited to submit proposals to the City of Beaufort for the following:

CONSULTING SERVICES FOR THE BEAUFORT HISTORIC ARCHITECTURE PRESERVATION MANUAL

SUBMIT: One (1) unbound original and three (3) bound copies of all requested documentation must be received on or **2:00 P.M. ET Tuesday, October 6, 2020**

ADDRESS TO: City of Beaufort, City Hall, 2nd Floor Finance Department, Attention: Jay Phillips

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

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

EMAIL ADDRESS: jphillips@cityofbeaufort.org, **PHONE NUMBER:** 843-525-7071

MARK OUTSIDE ENVELOPE: "RFP 2021-110 CONSULTING SERVICES FOR THE BEAUFORT HISTORIC ARCHITECTURE PRESERVATION MANUAL".

DUE TO THE IMPACT OF THE COVID-19 VIRUS AND THE STATE OF SOUTH CAROLINA EXECUTIVE ORDER 2020-12 DATED MARCH 21, 2020 REGARDING "SOCIAL DISTANCING" PRACTICES, PROPOSALS MAY BE SUBMITTED BY EMAIL.

SUBMIT: One (1) portable document format (pdf) format file as an email attachment on or **before 2:00 PM, ET Tuesday October 6, 2020**. Depending upon file size limitations, a file sharing platform (i.e. Dropbox) may need to be used. After sending the proposal by email, proposers must send a separate email without an attachment to advise that a submission has been made. The Procurement Administrator will follow up to confirm receipt or to advise accordingly if a Dropbox submission is necessary.

EMAIL ADDRESS TO: jphillips@cityofbeaufort.org

INCLUDE IN SUBJECT LINE: "RFP 2021-110 CONSULTING SERVICES FOR THE BEAUFORT HISTORIC ARCHITECTURE PRESERVATION MANUAL"

A NON-MANDATORY PRE-BID MEETING WILL BE HELD AT 2:00 PM ET, FRIDAY SEPTEMBER 25, 2020. ALL POTENTIAL OFFERORS ARE ENCOURAGED TO ATTEND.

A PUBLIC BID OPENING MEETING WILL BE HELD AT 2:01 PM ET ON TUESDAY OCTOBER 6, 2020. ALL POTENTIAL OFFERORS ARE ENCOURAGED TO ATTEND.

DUE TO THE IMPACT OF THE COVID-19 VIRUS AND THE STATE OF SOUTH CAROLINA EXECUTIVE ORDER 2020-12 DATED MARCH 21, 2020 REGARDING "SOCIAL DISTANCING" PRACTICES, THE PRE-BID AND BID

OPENING MEETINGS WILL BE CONDUCTED VIA ZOOM VIDEO CONFERENCING. ZOOM MEETING DETAILS WILL BE ANNOUNCED BY ADDENDA.

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., SEPTEMBER 29, 2020. ANSWERS TO SUBMITTED QUESTIONS WILL BE POSTED ON THE CITY WEBSITE BY 5:00 PM ON OCTOBER 2, 2020

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 CONSULTING SERVICES FOR THE BEAUFORT HISTORIC ARCHITECTURE PRESERVATION MANUAL

- I. **INTRODUCTION** - The City of Beaufort desires to ensure the continuing preservation of its 304-acre National Historic Landmark District's architectural and historic character while balancing growth, economic development and tourism with the challenges of a thriving and vibrant 21st century community.

The City invites qualified consultants specializing in historic preservation, planning, and zoning to submit proposals for the update, simplification and consolidation of the various documents that guide the preservation, renovation, and construction of new structures in the City of Beaufort into one manual/resource. To analyze and make recommendations for improving the city's zoning code and planning documents; specifically addressing incompatible, confusing or conflicting statements as they relate to historic preservation standards.

The project is funded, in part, by a grant from the U.S. Department of the Interior, National Park Service, administered by the South Carolina Department of Archives and History (SCDAH).

II. PURPOSE

The purpose of this project is to update, simplify and consolidate the various documents that guide the preservation, renovation, and construction of new structures in the City of Beaufort's Historic District (Beaufort National Historic Landmark District) into one manual/resource; and to determine any incompatibility or conflicting issues with the city's zoning code and make recommendations for improvement.

The updated manual will serve as guidance for the Historic District Review Board (HRB), City staff, developers and property owners for projects that involve additions, demolitions, new construction, renovation, or site work within the Historic District. It will build on the 3 primary manuals currently in use and incorporate up-to-date standards, practices, materials, etc.

III. BACKGROUND

The City of Beaufort is South Carolina's second oldest city, founded in 1711. The original grid pattern of the city plan with streets running to the water on both the east and south remains intact. Beaufort developed its own style of residential architecture as did Savannah and Charleston. Beaufort has a more rural character than its famous sister cities with houses facing south on raised foundations, often built in a T-shaped plan with porches or piazzas spanning the southern elevation and often wrapping three sides to catch the breezes. Beaufort houses tended to rest on larger lots with high ceilings and low-pitched roofs to trap less heat. Some have called it a "plantation style" brought into town.

In 1969 the 304 acres that comprised the 1865 town boundaries was listed on the National Register of Historic Places and in 1973, the district was designated a National Historic Landmark. Today it is one of only 4 South Carolina historic districts to be designated a National Historic Landmark. In 2001, the Secretary of Interior extended the districts period of historic significance to 1950. The City of Beaufort was one of the largest and earliest historic districts to be listed on the National Register.

Carl Feiss and Russell Wright, Washington DC based consultants, conducted the first historic inventory of Beaufort working under contract with Historic Beaufort Foundation in 1968. The *Feiss-Wright Historic Reconnaissance Survey of Beaufort, South Carolina* defined the boundaries of the historic district. At the time this area accounted for approximately one quarter of the total area of the city.

In 1972 the City of Beaufort adopted a new Zoning Ordinance establishing the Architectural Review Board and defining significant areas of the city to be protected in accordance with city's first Preservation Plan.

The Historic District Inventory and Repair Guide and the Beaufort Preservation Manual produced by John Milner Associates of West Chester, Pennsylvania was adopted by the city in 1979. The City of Beaufort contracted with Phil Thomasson of Nashville, TN to update the Preservation Plan in 1989 and in 1990 *The Beaufort Preservation Manual* by John Milner was updated, and the *Supplement* created. The firm of Lord, Aeck, Sargent -Architect & Planning for Historic Preservation created the 2009 Historic Preservation Plan.

The Beaufort Code, adopted in 2017, the City of Beaufort's most recently established zoning code combines elements of Euclidean Zoning with the modern concept of Form Based Codes. The Civic Master Plan, adopted 2014, serves as the city's most recent comprehensive planning document. Beaufort is one of South Carolina's first communities to be designated as a Certified Local Government.

IV. SCOPE OF SERVICES

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

A. Initial Meeting with City, Historic Beaufort Foundation (HBF); and Public Meetings

The consultant will schedule a meeting with the City, in association with HBF, before work begins to discuss the scope of work, methodology, schedule, data formatting issues, and other matters as necessary. All work associated with this request will be subject to review and approval by SCDAH.

The consultant will also schedule an initial public meeting with the City to introduce the project to the public and receive public comment.

The consultant will be required to make a public presentation to summarize the final approved design guidelines.

The Consultant will be required to conduct a training workshop on use and application of the updated Preservation Manual and guidelines specifically for City Council, City of Beaufort staff, members of the HRB and HBF.

B. Beaufort Preservation Manual Update

- 1) The consultant will tour the National Historic Landmark District with representatives from the city and HBF in order to understand Beaufort's city plan, street configuration, original plan with varying lot sizes, architectural styles, and the issues impacting the district's 4 distinct neighborhoods.
- 2) The consultant will review all pertinent city documents related to the historic district including those related to historic preservation and comprehensive city planning.
- 3) The consultant will analyze and make recommendations for clarifying and simplifying the preservation guidelines.
- 4) The consultant will analyze the Beaufort Code and the Civic Master Plan to ensure cohesive and complimentary guidance and recommendations, allowing for future updates as needed.
- 5) The document produced by the consultant will include guidelines for the City of Beaufort's HRB and property owners in determining appropriate design for renovation, rehabilitation and new construction. Particular attention will be paid to specific neighborhood characteristics, location, height, mass, scale and streetscape within the City of Beaufort's National Historic Landmark District.

Illustrations (may be a combination of photographs and drawings) to accompany text showing examples of appropriate and inappropriate design choices for the district.

- 6) Building Materials -The document should address national best practices and guidelines related to the use of new materials on historic buildings and in new construction - to include "do's & don'ts" of design using easy to understand illustrations.

- 7) The Consultants will present a preliminary draft of the updated manual and guidelines to a review committee including City, HBF and SCDAH. The Historic District Review Board (HRB) and the public will also be afforded the opportunity to review and comment on the draft document. The consultant will address review comments in the final draft.

Existing documents:

- *Beaufort Preservation Manual*, prepared by John Milner Associates (West Chester, PA), August 1979.
<https://sc-beaufort.civicplus.com/DocumentCenter/View/999/Preservation-Manual-?bidId=>
- *Beaufort Preservation Manual Supplement*, prepared by John Milner Associates (West Chester & Philadelphia, PA), August 1990.
<https://sc-beaufort.civicplus.com/DocumentCenter/View/1005/Preservation-Manual-Supplement-?bidId=>
- *Northwest Quadrant Design Principals*, May 1999, prepared by Winter & Company, Boulder, CO
<https://sc-beaufort.civicplus.com/DocumentCenter/View/998/Northwest-Quadrant-Design-Principles-?bidId=>
- *Secretary of Interior Standards for Rehabilitation*
<https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>
<https://www.nps.gov/tps/standards/rehabilitation/guidelines/index.htm>
- Beaufort Code:
<https://www.cityofbeaufort.org/DocumentCenter/View/976/The-Beaufort-Code?bidId=>
- City of Beaufort Comprehensive and Civic Master Plans:
<https://www.cityofbeaufort.org/DocumentCenter/View/3510/Comprehensive-Plan-Update-?bidId=>
<https://www.slideshare.net/beaufortcivicinvestment/civic-master-plan-book-final021114sm>
- Code Amendments:

<https://www.cityofbeaufort.org/DocumentCenter/View/977/Beaufort-Code-List-of-Amendments?bidId=>

<https://www.cityofbeaufort.org/DocumentCenter/View/5092/Amendment-Section-584A-Design-Standards-for-Exterior-Lighting-O-2-19?bidId=>

C. Final Products

- 1) The consultant will provide the City with twenty (20) bound copies of the final Preservation Manual update and guidelines, plus one unbound security copy. The final document should also be provided in digital format so that the City may make future additions or changes. The consultant will also provide SCDAH with three bound copies, one unbound copy, and one digital copy. Two notebooks with tear sheets and samples and specifications of appropriate building materials will be delivered to the city and HBF.
- 2) New comprehensive document that will serve as the updated Beaufort Preservation Manual (guidelines for renovation & development in the historic district) (e.g. not a supplement) that
 - a. incorporates key elements/consistency from previous manuals/guidelines, where appropriate
 - b. is written in language that is understandable by the people who will use the document (avoid excessive “planning-speak” and include a glossary)
 - c. includes “dos & don’ts”
 - d. includes good illustrations
 - e. follows national best practices and guidelines for historic preservation; including appropriate use of new materials
 - f. is as concise & easy to use as conditions allow
 - g. in digital format that can easily be edited and/or printed
- 3) List of considerations/recommendations for any incompatible or conflicting elements between the proposed updated manual and the Beaufort Code & Civic Master Plan.

III. Anticipated Project Schedule

Selection of the consultant will be completed by October 6, 2020. A draft of the design guidelines shall be submitted by the consultant not later than May 01, 2021, and the final draft of the design

guidelines shall be completed not later than June 15, 2021. The required final public meeting and training workshop shall be conducted not later than September 14, 2021.

IV. Proposal Requirements

A. Methodology

- 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. Information relative to the consultant firm, including:

- 1) Demonstrated experience and knowledge of historic preservation planning, zoning and design guidelines, with particular emphasis in designated National Historic Landmark districts.
- 2) Résumés of key personnel included in the proposal
- 3) Capability to dedicate staff and resources to the project.
- 4) If more than one firm, description of arrangements between firms for conducting the work, assignment of responsible individuals for each firm, and past experience of joint work by firms.
- 5) Capability to adhere to project schedule.
- 6) List of recent relevant projects along with reference contact information.
- 7) 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.
- 8) 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.

V. 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 (35 POINTS)

Proposals will be evaluated for the consultant’s relevant educational background in history, architecture, architectural history, or historic preservation, as well as demonstrated experience working with local governments to create historic preservation plans and guidelines. Personnel involved with managing and directing the project should have one or more of the following: a graduate degree in architectural history, art history, historic preservation, community planning or closely related field; or, a bachelor’s degree in architectural history, art history, historic preservation, planning or closely related field plus at least two years of professional experience in historic preservation. Beneficial to have knowledge and experience with form-based codes.

B. Proposed Methodology and Scope of Work (30 POINTS)

Proposals will be evaluated on the stated approach to the work, the detailed organization of tasks and schedules to implement the approach, and a demonstrated understanding of the requirements of the City of Beaufort and SCDAH.

C. Management Plan and Timetable (25 POINTS)

Proposals will be evaluated for the consultant's stated approach to managing the project, giving appropriate attention to project tasks, and the proposed timetable for the project.

D. Cost of Services (10 POINTS)

Proposals will be evaluated on the lump-sum amount proposed as outlined in IV, A, (3)

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 any or all of the follow disciplines of historic architecture, planning, design, and preservation.
- 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. References from South Carolina and the southeast United States are preferred.
- 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. Price Summary Form

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 2021 - 110**

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: _____