

Lady Munoz
Accounts Payable/Purchasing Coordinator

Greer City Hall
301 E. Poinsett Street
Greer, SC 29651
Telephone: 864-848-2150



**REQUEST FOR PROPOSALS
NUMBER 2016-019**

**AN UPDATE OF
HISTORIC RESOURCES SURVEY
FOR THE
CITY OF GREER, SC**



GENERAL TERMS AND CONDITIONS

SECTION 1 – GENERAL INFORMATION

PURPOSE

The purpose of this proposal request is to obtain from qualified interested offerors sealed proposals to provide the City of Greer, “City”, with a sealed proposal for **City of Greer Historic Resources Survey**. The scope of services is as set forth in specifications, Attachment II, which is titled “**City of Greer Historic Resources Survey Scope of Work**”.

DISSEMINATION OF INFORMATION DURING PROPOSAL PROCESS

Offerors are advised that oral explanations or instructions given by City personnel during the proposal process, or at any time before the award of the contract will not be binding on the City. The only information given an offeror concerning this request for proposal is that information which is furnished to all offerors who have formally notified the purchasing division of their interest in responding to this request for proposal. Written addenda will be issued when additional information is deemed necessary, and when lack of such information may prove prejudicial to uninformed offerors. All such addenda must be signed by offerors and returned with their proposals on or before the proposal closing date and time.

SCHEDULE FOR COMPETITIVE PROCUREMENT PROCESS

The procurement schedule shown below will govern the procurement process for the contract to provide **additions to the inventory of historic structures located in the City**. **The surveyors will identify those properties and districts that are eligible for listing in the National Register of Historic Places**, as described in this request for proposal and the attached specifications.

1. Issue Date: **October 9, 2016**
2. One (1) sealed original of the proposal must be received by Lady Munoz, at City Hall, 301 E. Poinsett Street, Greer, SC 29651, no later than **3:00 P.M., Friday November 4, 2016**.

OFFERORS

Offerors must have a minimum of two (2) years’ experience in providing similar services to communities with comparable projects. As noted above, one (1) copies of the firm’s proposal must be submitted. All Responses will be retained as property of the city.

The proposal must contain a manual signature of an authorized representative of the responding firm. Responding firms will not be allowed to make any changes or corrections after the proposals are submitted to the City of Greer.



PROOF OF INSURANCE

All offerors must supply with the Bid Package a certificate stating the coverage limits carried for General Liability Insurance and Worker's Compensation Insurance.

BID BOND

For proposed contracts greater than \$25,000.00, the offeror must supply a Bid Bond, or other security, in the amount of 10% of the proposed contract price.

PERFORMANCE SECURITY

For proposed contracts greater than \$25,000.00, the offeror must supply a letter certifying the offeror has the ability to obtain a Performance Bond in the amount of 125% of the proposed contract price. Upon award, the offeror awarded the contract must supply the aforementioned Performance Bond in the amount of 125% of the proposed contract price prior to commencement of the project.

COMPLIANCE WITH OSHA STANDARDS

The offeror awarded the contract must comply with all applicable OSHA Standards

I. LICENSES AND PERMITS REQUIRED

The offeror awarded the contract must obtain all applicable licenses and permits as required, including but not limited to, the City of Greer Business License and Building Permits.



SECTION II - ADMINISTRATIVE REQUIREMENTS

A. TERM OF PROPOSAL

Proposals shall remain binding ninety (90) days after the date of closing.

AWARD

The contract will be awarded to the most responsive and responsible offeror. The City reserves the right to waive any defect, omission, technicality, or informality in any proposal which does not materially affect the terms of the proposal in response to the Request for Proposal, the attached specifications (set forth in Attachment II), and to award the bid in the best interest of the City of Greer.

The City reserves the right to reject any and all proposals and to accept portions of proposals. All challenges to specifications will be prohibited if not submitted in writing five (5) days prior to bid opening. All challenges to the proposals, to include but not limited to, the proposal process, proposal opening, and award of proposal, will be prohibited if not submitted in writing five (5) days after the proposal opening. In deciding which offeror is the most responsive and responsible, the City will consider such factors, while not all-inclusive, as set forth below:

The responsiveness of the offeror's proposal in describing the services it will provide to the City in response to the requirements of this Request for Proposal and Specifications and the offeror's ability to complete the contract.

The offeror's experience in providing the services requested pursuant to the Request for Proposal and Specifications.

The experience of the offeror's personnel in providing services similar to those requested by this Request for Proposal and Specifications.

Analysis of work previously performed by the offeror on behalf of clients who have required similar services.

The general reputation of the offeror.

Whether the offeror's proposed fees are fair and reasonable.

Alternate equipment or service than those specified in Attachment II, Specifications, may be proposed by the offeror. The alternate equipment or service must be equivalent or superior in quality to the item(s) specified in Attachment II. All alternates must be clearly indicated and marked as such. Each alternate will be considered, in whole and in part on its merits, as if related to the entire proposal. The City reserves the right to accept or reject any alternate proposed equipment or service, in whole or in part, and to award the proposal in the best interest of the City.



NONDISCRIMINATION

Each offeror must submit a completed and signed Blanket Agreement Form (Attachment I) which includes an “Equal Opportunity Agreement” form.

DISCLOSURE THAT CITY OFFICIALS ARE NOT TO BENEFIT PERSONALLY FROM THE AWARD OF A CONTRACT

In compliance with the City’s financial disclosure, ethical conduct policy and ordinances, a prerequisite to any payment under the terms of a contract is that the offeror will furnish explicit statements, under oath, affirming that the City Administrator, other officers, agents and employees of the City, members of the Greer City Council, and members of employees of the commissions, boards and corporations controlled or appointed by the City Council have not received and have not been promised, directly or indirectly, any financial benefit or remuneration, by way of fee, commission, finder’s fee, or in any way or other manner, arising directly or indirectly from this contract. Upon request by the City Administrator, or other authorized agent, the offeror will provide answers, under oath, to any interrogatories concerning any possible conflict of interest or monies received directly or indirectly from the award of the contract.

WARRANTY AGAINST CONTINGENT FEES

The offeror warrants that no person or selling agency has been employed or retained on its behalf to solicit or secure this contract for a commission, percentage, brokerage, or contingent fee. If an offeror violates this warranty, the City has the right to terminate or to suspend any contract awarded to the offeror without liability to the City. Alternatively, the City may, in its discretion, deduct from the contract price or consideration, the full amount of any such commission, percentage, brokerage, or contingent fee paid by the offeror.

NON-APPROPRIATION OF FUNDS

Any contract awarded pursuant to this Request for Proposal will be conditioned upon an annual appropriation made by the Greer City Council of funds sufficient to pay the compensation due the successful offeror under the contract. The contract will provide that, if such an appropriation is not made in any fiscal year and the City lacks funds from other sources to pay the compensation due under the contract, the City will be entitled, at the beginning of or during such fiscal year to terminate the contract. In that event, the City will not be obligated to make any payments under the contract beyond the amount properly appropriated for contract payments in the immediately prior fiscal year. The City will provide the contractor with written notice of contract termination due to the non-appropriation of funds at least thirty (30) calendar days before the effective date of the termination. However, the City’s failure to provide such notice will not extend the contract into a fiscal year in which funds for contract payments have not been appropriated.



ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

The successful offeror may not assign, transfer, convey or otherwise dispose of any or all of its rights, title or interest in the contract, without the prior written consent of the City Administrator or his authorized designee.

CONTRACT ADMINISTRATION

Upon award of the contract, the City Administrator, or his designee, will administer and have the authority to enforce the terms and conditions of the contract.

DESIGNATION AND OBLIGATION

The contract awarded pursuant to this Request for Proposal will designate a firm to provide the items or services described in the Request for Proposal. The contract will be an agreement by the successful offeror to provide the services proposed to and accepted by the City. Therefore, the award will not obligate the City until such time as the contract is signed by both parties.

CONTRACT ALTERATIONS

No alterations or variables in the terms of the contract shall be valid or binding upon the City, unless made in writing and signed by the City Administrator or his authorized designee.

DEFAULT

Upon an offeror's non-performance or violation of the contract terms, the contract may be canceled or annulled by the City Administrator or his authorized designee in whole or in part by written notice of default to the offeror. Upon default, an award may be made to another offeror. In any event, the defaulting offeror (or its surety) may be liable to the City of Greer for costs to the City of more than the defaulted contract price.

TRADE SECRETS AND PROPRIETARY INFORMATION

Trade secrets and proprietary information submitted by an offeror will not be subject to public disclosure under the Freedom of Information Act. However, the offeror must invoke the protection of this section before or upon submission of the proprietary data, trade secrets or other protected materials, and must specifically identify the data or other materials which are to be protected and state the reasons why protection from disclosure is necessary.

CONTRACT PAYMENT

Monthly payments to the successful offeror for work performed under the contract will be made in accordance with the approved contract following receipt of an itemized invoice for the services rendered.



RECEIPT OF PROPOSALS AND DISCUSSION WITH OFFERORS

No proposal will be knowingly processed in a manner that permits disclosure of the identity of the offeror. The City when conducting any discussions with offerors with respect to their proposals will not disclose the identity of competing offerors or any information derived from proposals submitted by competing offerors. After the award of the contract, all proposals will be open for public inspection.



Attachment I

**CITY OF GREER, SOUTH CAROLINA
FINANCE DEPARTMENT**

BLANKET AGREEMENT FORM

Each contractor desiring to transact business with the City of Greer is required to provide the information requested below and to complete the agreements contained herein. A failure to complete this form and/or to sign the agreements that follow will be cause to declare the bid non-responsive. The agreement contains:

EQUAL OPPORTUNITY AGREEMENT STATEMENT
CERTIFIED STATEMENT OF NON-COLLUSION
SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT
MUST SUPPLY CERTIFICATE OF LIABILITY AND WORKERS COMPENSATION
INSURANCE

Please provide the information listed below and sign each of the forms that follow:

NAME OF COMPANY: _____

ADDRESS: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

Each of the following agreements must be signed individually.



EQUAL EMPLOYMENT AGREEMENT

The Contractor hereby agrees:

Not to discriminate against any employee or applicant for employment on account of race, color, religion, sex, ancestry, national origin, marital status, age or handicap, except as is otherwise provided by law.

To include in all solicitations or advertisements for employees placed by or in behalf of the contractor the words "Equal Opportunity Employer" or an approved symbol for such.

To notify each labor organization representative of employees with which said contractor is bound by a collective bargaining agreement or other contract of the contractor's obligations pursuant to this equal employment opportunity clause.

To make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the contractor can demonstrate that the accommodation would impose an undue hardship on the operation of the contractor's business. Factors to be considered include, but are not limited to, the following:

The overall size of the contractor's business with respect to the number of employees, the number and type of facilities, and size of budget.

The type of the contractor's operation, including the composition and structure of the contractor's work force.

The nature and cost of the accommodation needed.

Contractor may not deny any employment opportunity to a qualified handicapped employee or applicant if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of the employee or applicant.

To include the provision in paragraphs 1) through 5) hereof in every subcontract so that such provisions will be binding upon each subcontractor.

In the event of the contractor's non-compliance with any provision, upon a finding of such non-compliance by the City and certification of such finding by the City Administrator, the City may terminate or suspend or not renew, in whole or in part, this contract.

SIGNATURE _____



BID/QUOTE # _____

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn,
deposes and says that,

He is _____ of _____, the Bidder
that has submitted the attached Bid:

He is fully informed respecting the preparation and contents of the attached Bid and of all
pertinent circumstances respecting such Bid:

Such Bid is genuine and is not a collusive or sham Bid:

Neither the said Bidder nor any of its officers, partners, owners, agents, representatives,
employees or parties in interest, including this affidavit, has in any way colluded, conspired,
connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a
collusive or sham Bid in connection with the Contract for which the attached Bid has been
submitted or to refrain from bidding in connection with such Contract, or has in any manner,
directly or indirectly, sought by agreement or collusion or communication or conference with
any other bidder, firm or person to fix the price or prices in the attached Bid or of any other
bidder, or to secure through any other bidder, or to fix any overhead, profit or cost element of the
bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy,
connivance or unlawful agreement any advantage against the City of Greer, SC or any person
interested in the proposed contract: and

The price or prices quoted in the attached Bid are fair and proper and are not tainted by any
collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its
agents, representatives, owners, employees, or parties in interest, including this affidavit.

Signed _____

Title _____

Subscribed and sworn to before me

This _____ day of _____, 2016.

(title)

My commission expires _____



**SOUTH CAROLINA ILLEGAL IMMIRATION REFORM ACT
CONTRACTOR CERTIFICATION**

In accordance with the requirements of the South Carolina Illegal Immigration Reform Act,
_____ (“Contractor”) hereby certifies

(Print business name)

that it is currently in compliance with the requirements of Title 8, Chapter 14 of the S.C. Code Annotated and will remain in compliance with such requirements throughout the term of its contract with the City of Greer, South Carolina.

Contractor hereby acknowledges that in order to comply with requirements of S.C. Code Annotated Section 8-14-20(B), it will:

Register and participate in the federal work authorization program (E-Verify) to verify the employment authorization of all new employees; and require agreement from its subcontractors, and through the subcontractors, the sub-subcontractors, to register and participate in the federal verification and the employment authorization of all new employees.

OR

Employ only workers who:

possess a valid South Carolina driver’s license or identification card issued by the South Carolina Department of Motor Vehicles; or

are eligible to obtain a South Carolina driver’s license or identification card in that they meet the requirements set forth in S.C. Code Annotated Sections 56-1-40 through 56-1-90; or

possess a valid driver’s license or identification card from another state where the license requirements are at least as strict as those in South Carolina, as determined by the South Carolina Department of Motor Vehicles.

Contractor agrees to provide to the City of Greer any documentation required to establish the applicability of the South Carolina Illegal Immigration Reform Act to the contractor, subcontractor, or sub-subcontractor. Contractor further agrees that it will provide the City of Greer with any documentation required to establish that the contractor and any subcontractors or sub-subcontractors are in compliance with the requirements of Title 8, Chapter 14 of the S.C. Code Annotated.

Date: _____

By: _____
(Print Name)

Signature: _____

Title: _____



Attachment II
City of Greer, South Carolina
Historic Resources Survey Scope of
Work

I. BACKGROUND

The City of Greer (the City) has been awarded a Federal Historic Preservation Grant (project costs not to exceed \$50,000) to expand its historic properties survey. This project is funded, in part, by a grant from the U.S. Department of the Interior, National Park Service, and administered by the South Carolina Department of Archives and History (SCDAH).

The purpose of this project is to add to the inventory of historic structures located in the City. The surveyors will identify those properties and districts that are eligible for listing in the National Register of Historic Places. The grant products will be used by the City and SCDAH for preservation planning, promotion of economic incentives for rehabilitation, heritage tourism development, education, and compliance with local, state, and federal preservation and environmental laws.

Project Area

The survey area is the incorporated limits of the City of Greer.

Survey Priorities

There are estimated to be approximately 850 properties eligible for survey. Any property exceeding 50 years of age that was not previously included in a survey should be considered for inclusion in this survey, and the surveyors will take particular care to identify those properties, complexes, and districts that have recently become 50 years of age or that will become 50 years of age within the next ten years.

II. SCOPE OF WORK

The survey will follow the requirements and standards of SCDAH in the Survey Manual: *South Carolina Statewide Survey of Historic Places* (SCDAH, revised 2015), *Guidelines for Local Surveys: A Basis for Preservation Planning* (National Register Bulletin 24)", *Guidelines for Evaluating and Documenting Rural Historic Landscapes* (National Register Bulletin 30)", and *Guidelines for a Statement of Historic Contexts* (SCDAH, revised 2003)", where applicable, and as discussed at the initial planning meeting. The project scope of work is to include the following required elements:



- 1) **An initial planning meeting among representatives of the City, SCDAH, and the Consultant shall be conducted before work begins to discuss the scope of work, methodology and schedule.**
- 2) **The Consultant will synthesize existing research on the general historical development of the City of Greer and submit a historic context statement before beginning fieldwork.**
- 3) **The Consultant will conduct an intensive level survey, in accordance with the Survey Manual, of architecturally and historically significant buildings, structures, complexes, districts, and landscapes in the survey area that are at least 50 years old or will become 50 years of age within the next ten years and have integrity. Priority consideration for the survey will be given to those properties not previously recorded in the Statewide Survey of Historic Properties.**
- 4) **The Consultant will enter required information for all properties surveyed into a database in Microsoft Access format. SCDAH will determine the structure of the database and will provide the Consultant with a blank database file that includes all required data fields, tables, forms, and reports needed to compile and present survey data.**
- 5) **Location data for recorded properties will be provided to the City and SCDAH and in the form of digital shape files that will be integrated with the City's Geographic Information System (GIS) and SCDAH's ArchSite online GIS.**
- 6) **The Consultant will provide periodic progress reports to the City Planning and Zoning staff and the City's Board of Architectural Review to keep the public informed of the project. These reports may be provided via teleconference at meetings, if necessary.**

The Consultant will attend at least two (2) public meetings scheduled by the City. At the first meeting the Consultant will introduce the project and receive public input to assist with understanding local history and identifying appropriate properties for survey. At the second meeting the Consultant will present the survey findings and recommendations to the public.

- 7) **The Consultant will be required to submit all survey products in electronic format on a portable hard drive. All electronic files will be named according to file naming conventions determined by SCDAH that will be provided to the consultant before the project begins. Only the final report will be submitted in hard copy printed format in addition to a PDF copy. The following required products are to be submitted by the Consultant and divided equally between the City and SCDAH: ten (10) printed copies of the final report (including two unbound security copies); two (2) sets of project maps in PDF format only (using county tax map parcel-based maps); two (2) sets of survey forms**



in PDF format only; two (2) sets of property photographs in JPG format only; two (2) copies of the project database file. The City desires in addition to above methods all data be deposited into ESRI File geodatabase format. Note: the digitized survey forms will be created by exporting the data from the database, not individually scanning each paper survey form and associated photos.

III. PROPOSAL REQUIREMENTS

The format of each proposal must contain the following elements organized into separate chapters and sections, as the consultant may deem appropriate:

- 1) **Approach and Work Plan:** The proposal must address, in depth, the consultant's plan to meet the requirements of each of the tasks and activities outlined in the Scope of Work. The work plan must discuss the staffing levels required to complete each task, as well as the relative effort that each member of the proposed project team will be devoted to the project. The work plan must also include a task-by-task schedule of the time required to complete the project by August 31, 2017.
- 2) **Management Plan and Timetable:** The consultant must present a plan that clearly explains how it will manage and control all proposed activities and the resulting timetable. The firm must explain how the management and administrative processes will ensure that appropriate levels of attention are given so that work is properly performed and that milestones are met on a timely basis as proposed. This section should set forth beginning and ending dates, deliverable, and major milestones for a proposed timetable that coincides with the work plan.
- 3) **Project Team Qualifications and Experience:** This section must include the qualifications of the consultant and consultant staff assigned to this project once selected. *See Section VI below for minimum educational and professional qualification standards required by National Park Service for grant-supported projects.* At a minimum, the proposal must:
 - a) Designate a Project Manager.
 - b) Include the organization, functional discipline, and responsibilities of project team members.
 - c) Provide a complete résumé or description of each team member's educational and professional experience.
 - d) Include a statement that personnel named in the proposal shall remain assigned to the project throughout the period of the contract. No diversion or replacement may be made without submission of a résumé of the proposed replacement with final approval of SCDAH.
 - e) Clearly state if it is proposing to subcontract any of the work herein. Names of subcontractors are to be provided and by proposing such firm(s) or individuals, the consultant assumes full liability for the subcontractor's performance.



- f) Provide contact information of at least three references the consultant has served either currently or in the past two years; preferably those where one or more of the project team provided the same or similar services as requested in the Scope of Work.
- 4) 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.
- 5) Statement of compliance with the Debarment Certification, 43 CFR, Part 12, Section 12.510 and state that neither it 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.
- 6) Cost proposal. Only lump sum cost proposals will be considered. Cost-plus proposals will not be considered.

IV. ANTICIPATED PROJECT SCHEDULE (dates subject to change)

Nov. 15, 2016	Consultant will be notified of selection not later than this date.
Nov. 15-30, 2016	Initial project meeting with City, SCDAH, and the Consultant will be scheduled sometime during this two-week period.
Feb. 15, 2017	Consultant will submit draft historic context statement not later than this date.
June 1, 2017	Consultant will submit draft report and draft survey data not later than this
Aug. 31, 2017	Consultant will submit final report and final survey data not later than this

V. EVALUATION CRITERIA

The contract will be awarded to the highest ranking offer. Proposals will be evaluated on the basis of the following criteria:

- 1) Professional Qualifications: demonstrates ability to perform the work and demonstrates relevant experience. Includes documentation that personnel assigned to work on the project meet the Secretary of the Interior’s Professional Qualification Standards for History and/or Architectural History (see section VI below).
- 2) Proposed Methodology: proposes a sound methodology to accomplish project goals, demonstrates understanding of project requirements.
- 3) Management, Time and Cost: demonstrates ability to complete project of this scope and complexity according to required schedule, assigns qualified personnel to project tasks, provides detailed cost proposal within available budget.



VI. PROFESSIONAL QUALIFICATION STANDARDS

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required performing identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

HISTORY

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

ARCHITECTURAL HISTORY

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.