



## REQUEST FOR PROPOSALS

City of Spartanburg  
Comprehensive Plan

City of Spartanburg  
P.O. Box 5107  
145 W. Broad Street  
Spartanburg, SC. 29304  
Email: cwright@cityofspartanburg.org

**NOTICE IS HEREBY GIVEN** The City of Spartanburg (“City”) is soliciting proposals from qualified consultants (“Respondent(s)”) to provide a completely new Comprehensive Plan considering the conditions of the day as described in this Request for Proposals (“RFP”). The RFP response (“Proposal”) should serve as a complete approach to providing the Plan Update as set forth in the Scope of Services (“Services”) of this RFP. Respondent(s) should submit sufficient information to allow the City to select one or more Respondent(s) to provide the Services on a non-exclusive basis and to provide the Plan Update within approximately twelve to eighteen months. The selected Respondent(s) will be expected to enter into a Professional Services Agreement consistent with the terms of this RFP and in a form similar to that set forth as Attachment A.

The City is looking for expertise in creating a twenty-five-year Comprehensive Plan, as the current comprehensive plan is from 2004 and no longer pertinent to today’s conditions and has not been updated.

### **Proposal No: 1920-08-06-01**

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.

**The pre-bid tour is scheduled for July 16, 2019 at 10:00AM Sealed Bids Due Tuesday, August 6, 2019 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.

**\* Please submit three (3) copies of your sealed proposals:**

Technical questions regarding the scope of services should be directed to Natalia Rosario, Senior Planner, City of Spartanburg at 864-596-2071.

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.

# City of Spartanburg Planning and Community Development **Comprehensive Plan**

Reference Number: **Proposal No: 1920-08-06-01**

RFP Title: City of Spartanburg Comprehensive Plan

RFP Location: City of Spartanburg, South Carolina

Submission Deadline: 3:00 PM Eastern Standard Time, August 6, 2019

Question Deadline: 5:00 PM Eastern Standard Time, July 15, 2019

Submission Place:  
(Mail or Hand Delivery) City of Spartanburg  
P.O. Box 5107  
145 W. Broad Street  
Spartanburg, SC. 29304  
Attn: Procurement and Property Division

RFP Description: The City of Spartanburg Comprehensive Plan Update is a contract for a qualified and experienced consultant to analyze current conditions/desires of the community and to propose an overhaul of the Comprehensive Plan as warranted, with an integrated Racial Equity Plan and strong implementation recommendations, for the entire current and future growth areas of the City of Spartanburg. The comprehensive plan will also merge the comprehensive plan with the Northside Master Plan and Highland Master Plan and follow up with the modernization of the Zoning Ordinance. Depending upon qualifications, a Downtown Master Plan Update, Transportation Plan, and a Housing Action Plan may be requested after completion of the Comprehensive Plan and Zoning Ordinance.

Project Manager: Natalia C. Rosario  
Senior Planner  
o: 864.596.2071  
e:nrosario@cityofspartanburg.org

**Respondents:** Carefully read all instructions, requirements, and specifications. Give all requested information properly and completely. Proposals received after the submission deadline will not be considered.

## 1. INTRODUCTION & INVITATION

The City of Spartanburg (“City”) is soliciting proposals from qualified consultants (“Respondent(s)”) to provide a completely new Comprehensive Plan considering the conditions of the day as described in this Request for Proposals (“RFP”). The RFP response (“Proposal”) should serve as a complete approach to providing the Plan Update as set forth in the Scope of Services (“Services”) of this RFP. Respondent(s) should submit sufficient information to allow the City to select one or more Respondent(s) to provide the Services on a non-exclusive basis and to provide the Plan Update within approximately twelve to eighteen months. The selected Respondent(s) will be expected to enter into a Professional Services Agreement consistent with the terms of this RFP and in a form similar to that set forth as Attachment A.

The City is looking for expertise in creating a twenty-five-year Comprehensive Plan, as the current comprehensive plan is from 2004 and no longer pertinent to today’s conditions and has not been updated.

Since the last accepted Comprehensive Plan, the City has grown and community desires and priorities have evolved and changed. To ensure the Comprehensive Plan becomes a useful policy document that represents the vision and collective desires of the community, the City is interested in pursuing a comprehensive plan to respond to changing conditions and community values.

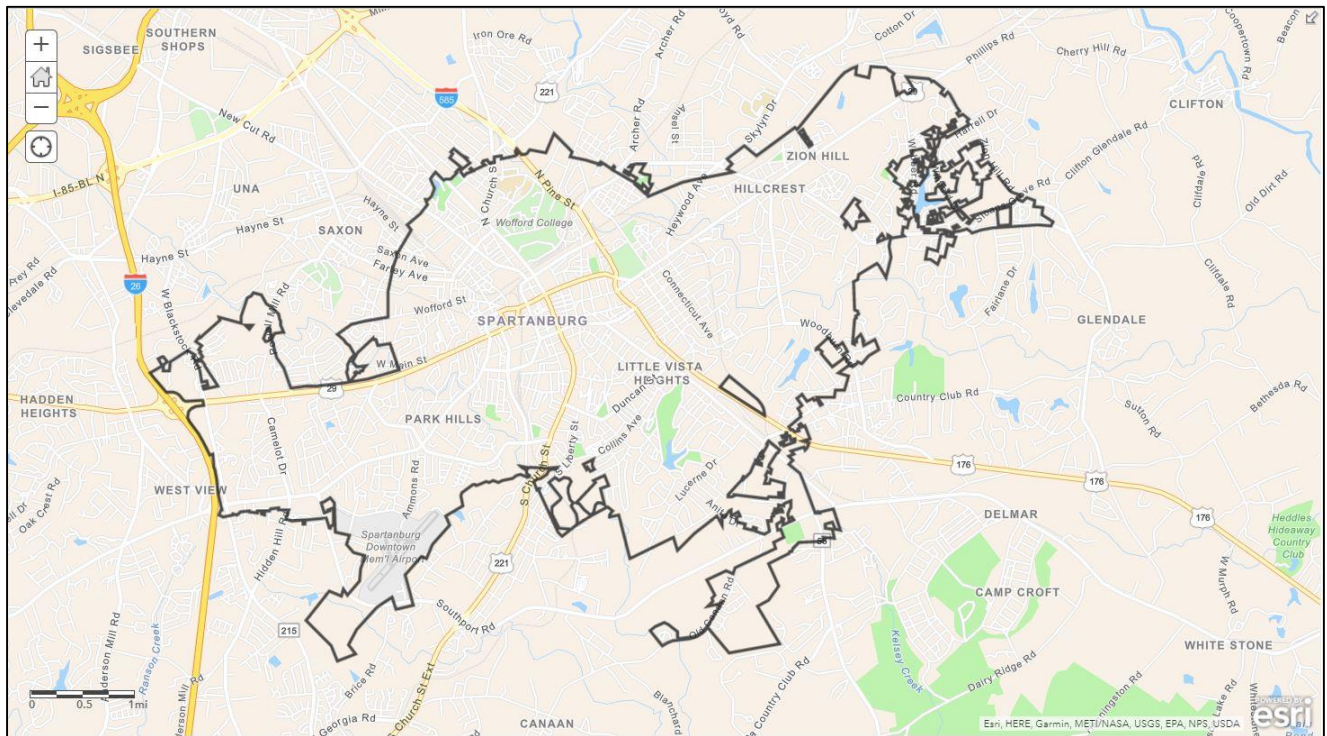
The purpose of the project is to produce an updated Comprehensive Plan that, derived from citizen and stakeholder input, provides a clear direction for development policy decisions, City services, and City projects for the next twenty-five years. It is the City’s desire that there be meaningful community participation in the preparation of the plan and that the consulting team includes substantial opportunities for citizen participation in the planning process. Of paramount importance will be merging the Comprehensive Plan with the City’s Council Goals and existing neighborhood master plans. The City also requires a Racial Equity element to be woven throughout the plan.

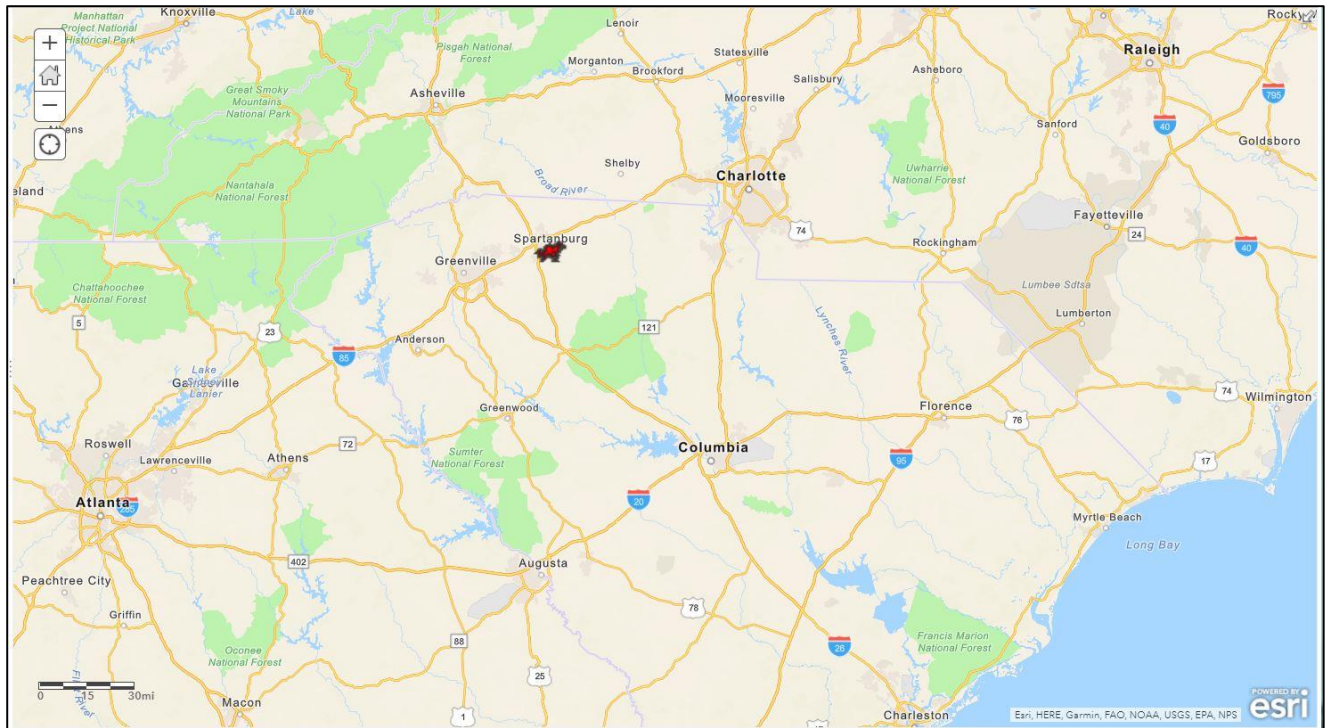
The City would prefer for the same Respondent to propose to manage, potentially through sub-consultants, the updating of up to three subsequent city-wide plans depending on funding availability. These plans include the City’s Transportation Plan (“Transportation Plan”), Downtown Master Plan Update (“Downtown Plan Update”) and Housing Action Plan which will all be informed by the Comprehensive Plan Update. The work on these plans will occur outside of the initial Plan Update timeframe of twelve to eighteen months, though some overlap is encouraged. Topic-specific city-wide plan updates will not commence until an appropriate framework has been identified during the Plan Update process. A favorable Proposal would include the Plan Update as well as the subsequent updating for these three plans.

## 2. CITY OF SPARTANBURG INFORMATION

### Community Context

The City of Spartanburg, South Carolina is located in the rapidly growing Upstate South Carolina, in Spartanburg County. The city is surrounded by the communities of Boiling Springs, Spartanburg County to the north, the City of Greenville SC in Greenville County to the west, the City of Rock Hill, SC to the northeast in Cherokee County, and is 1.5 hours northwest of Columbia, SC, 1.5 hours southwest of Charlotte-Mecklenburg, NC, and 4 hours east of Atlanta, GA.





A key feature of the city is its location along major regional travel routes (interstates I-85 and I-26), railways; including the Greer Inland Port – an extension of the Port of Charleston into the Upstate by Rail, and air by the Greenville-Spartanburg Airport which has helped to retain a strong industrial and manufacturing base for Spartanburg County’s economy.

### **About City of Spartanburg:**

The City of Spartanburg is redefining itself for the next generation, building on values of community, industry, education, economic development, and racial equity. Located in the Upstate of South Carolina, the City of Spartanburg is driving distance from the major southern cities of Charlotte, NC and Atlanta, GA, as well as the regional cities; Asheville, NC, Greenville, SC, Rock Hill, SC, Columbia, SC, and Charleston, SC. more at [cityofspartanburg.org](http://cityofspartanburg.org).

### **City of Spartanburg Organization:**

City of Spartanburg is a home-rule municipality operating under a Council-Mayor form of government, where an elected City Council appoints a City Manager, who serves as the Chief Executive Officer of the organization. The City Manager administers and implements the vision and objectives established by the City Council, ensuring the City of Spartanburg’s vision is realized.

### **City of Spartanburg Population and Growth:**

There has been a small drop in the City of Spartanburg’s population since the year 2000. At the time of the 2000 census, the City was estimated at roughly 40,000 residents. In the 2010 census, the City was estimated at approximately 37,000 residents. In the year 2018, the City of

Spartanburg was estimated to have a little over 37,500 residents. Although the City proper has not seen large amounts of population growth, it does service over 100,000 residents within a 1 mile radius of its boundaries and serves as the County Seat for Spartanburg County, population 314,000. The City is looking to ensure fiscal stability with responsible growth for non-residential use and residential in order to preserve a healthy jobs-to-housing balance while providing a variety of housing for people at all life-stages and all income levels.

### **Comprehensive Plan Background:**

The City's first Comprehensive Plan was created in 1950 in conjunction with the County, to set up an explicitly racially discriminatory zoning pattern. Subsequent Comprehensive plans have not deviated from the land-use schema set up in that plan, and the zoning ordinance is based on a 1970's era update, now several decades out of date to current best practices and planning theory. An in-house comprehensive plan was accepted by City Council in 2004, although much of the data gathering occurred in the late 1990's, with weak public input or support, resulting in a plan that neither supplies aspirational vision or backbone to guide development. The community has continued to evolve since that time, and since the end of the Great Recession, has experienced somewhat of a renaissance Downtown, due to the careful planning and implementation of the Downtown Master Plan (2011). New information, technologies, and industries face the community now, along with complex development & equity issues that must be dealt with in order to manage growth in a responsible and respectful way. Therefore, a concerted effort must be taken now to establish new goals moving forward and identify elements that have not been successfully implemented City-wide.

Additionally, several different City-wide related studies, plans and reports that were developed after the adoption of the Comprehensive Plan have been completed, which impact the Plan's creation. The Respondent(s) will need to review these studies and reports to ensure the recommendations contained therein are considered in this updated Comprehensive Plan as well as use the Plan Update to inform updates of these other city-wide plans, particularly the Northside Master Plan, the Highland Master Plan (in development) and the Operational Transit Analysis for the SPARTA Transit System (in development). Updates to these plans should be contemplated as part of the Proposal.

### **Project Goals**

City of Spartanburg's Comprehensive Plan provides a vision for the future and serves as the foundation upon which the City's systems and services are built. The Comprehensive Plan provides a basis for the coordination among all of City of Spartanburg's departments, plans and implementation programs.

The goal of the Plan Update will be to incorporate policy statements, goals, objectives, guidelines, maps, and graphics that will serve as a working framework for the development of future land use public policy. This framework will provide clear and predictable guidance to developers, stakeholders and citizens; help maintain collaborative and respectful relationships within the community; establish policies and priorities for coordinated development/redevelopment and

potential infrastructure expansion, and provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the City of Spartanburg's residents and businesses.

This Plan Update will merge the City's Council goals at the outcome level. It should set aspirational goals and community benchmarks for future work plans. It will include a detailed fiscal impact analysis and an integrated racial equity element throughout. It will set the stage for updates to the Downtown Master Plan Update, Transportation Plan, and Housing Action Plan.



### 3. SCOPE OF SERVICES

#### **General Requirements:**

The Respondent(s) will have overall responsibility for the creation of the Plan Update, lead the Plan Update efforts, and be responsible for the timely completion of the Plan Update. All work shall be completed in accordance with applicable City standards and within the agreed upon timeline. This includes, but is not limited to, preparing and maintaining a detailed project timeline (the general timeline of the project is fourth quarter of 2019 to second quarter of 2021), conducting outreach for the Plan Update, leading public hearing and study session presentations, conducting technical analysis with subsequent recommendations for the Plan Update, and document creation. While creative design is encouraged, all documents related to the Plan Update shall be consistent with the City's branding standards and will be owned by the City.

#### **Project Management:**

The Respondent(s) shall prepare and submit to the City for approval a project management plan that specifies a schedule of work, the roles and responsibilities of the Respondent(s) and any sub-contractors, identifies specific work tasks, milestones, review/comment milestones, and a public outreach plan. Additionally, Respondent(s) will be available to participate in meetings at least every two weeks with the City's Project Manager and meetings with specific City Departments, key stakeholders, and outside agencies as necessary.

#### **➤ *Deliverables and Expectations:***

1. Respondent(s) will conduct a kick-off meeting with city staff to discuss the relevant studies, plans, advisory groups, outreach plans, and any other information (e.g. GIS data) that is needed to complete the project.
2. Respondent(s) will submit a project management plan for City approval.
3. Respondent(s) will conduct meetings at least every two weeks with the City's Project Manager (either in-person or via telephone). As the project progresses, Respondent(s) and the City's Project Manager have the ability to re-evaluate the need and timing for meetings.

#### **Coordination of City Departments:**

The Respondent(s) will primarily coordinate with the City's Planning Department and Community Services Department for the Plan Update. However, there are several other City Departments/Divisions that have a vested interest in the outcome of the Plan Update, so a Staff Working Group (SWG) will be created. Members will include representatives from the city manager's office, economic development, parks and recreation, neighborhood services, police, public works, communications, and finance. The Respondent(s) will be responsible for running these meetings to coordinate input from these City Departments/Divisions. It is anticipated that these meetings will occur on a monthly basis to start however this may be re-evaluated as the Plan Update progresses.

#### **➤ *Deliverables and Expectations:***

1. Respondent(s) will submit an engagement strategy for the SWG for City approval.

2. Respondent(s) will develop a schedule for meetings with the SWG with a minimum of five meetings throughout the process.
3. Respondent(s) will conduct meetings with the SWG to get input from the appropriate City Departments and Divisions.
4. Respondent(s) will take the lead role in all workshops and meetings. City staff shall be available to the Respondent(s) in a supporting role during this period.
5. Respondent(s) will create meeting notes from each meeting, summarizing all responses and comments provided by the SWG.

**Coordination of Outside Agencies:**

The Respondent(s) will coordinate with outside agencies that provide services and/or expertise within City of Spartanburg. A Technical Advisory Committee (TAC) will be created and include representatives from various non-profits, philanthropic partners, the hospital system, Spartanburg Water and Sewer system, Spartanburg Area Transportation Study, etc.

➤ ***Deliverables and Expectations:***

1. Respondent(s) will submit an engagement strategy for the TAC for City approval.
2. Respondent(s) will develop a schedule for meeting the TAC for City approval with a minimum of five meetings throughout the process.
3. Respondent(s) will conduct meetings, as needed, to get input from the appropriate outside agencies.
4. Respondent(s) will take the lead role in all workshops and meetings. City staff shall be available to the Respondent(s) in a supporting role during this period.
5. Respondent(s) will create meeting notes from each meeting, summarizing all responses and comments provided by the TAC.

**Coordination of Key Stakeholders:**

The Respondent(s) will coordinate with key stakeholders from the community to provide input on the Plan Update and community vision through the creation of a Citizen’s Advisory Committee (CAC). All members will be appointed by City Council and the committee will be made up of representatives from existing Boards and Commission and additional members (Residents, Business Owners, Property Owners Developers, etc.). It is envisioned that the CAC will meet every six to eight weeks throughout the Plan Update process.

➤ ***Deliverables and Expectations:***

1. Respondent(s) will submit an engagement strategy for the CAC for City approval.
2. Respondent(s) will develop a schedule for meeting with the appropriate outside agencies and key stakeholders for City approval with a minimum of five meetings throughout the process.
3. Respondent(s) will conduct meetings, as needed, to get input and feedback from the CAC.
4. Respondent(s) will take the lead role in all public forums, workshops, and meetings. City staff shall be available to the Respondent(s) in a supporting role during this period.

5. Respondent(s) will create meeting notes from each meeting, summarizing all responses and comments provided by the CAC.

### **Coordination of Public Outreach:**

Respondent(s) will coordinate and conduct public outreach for the Plan Update. There will be an extensive public participation process program, including surveys, public meetings, and topic-specific focus groups as necessary. Resources for Spanish speaking individuals will be provided with all public outreach opportunities.

#### ➤ *Deliverables and Expectations:*

1. Respondent(s) will submit a public engagement strategy for City's approval and coordinate with the City's Communications Division.
2. Respondent(s) will schedule and conduct outreach meetings including, but not limited to, determining locations, creating activities and meeting materials, and advertising the meetings. A minimum of six community meetings is imagined with twelve more targeted "meet and greets" or open houses.
3. Respondent(s) will identify creative approaches for successful public engagement.
4. Respondent(s) will take the lead role in all public forums, workshops, and meetings. City staff shall be available to the Respondent(s) in a supporting role during this period.
5. Respondent(s) will coordinate with the City's Communications Division to allow for Council Members to host a series of community-based outreach meetings as described in the City's Communications Plan.
6. Respondent(s) will create meeting notes from each meeting, summarizing all Responses and comments provided during the neighborhood meetings and through written comments.

### **Public Hearing and Study Session Presentations:**

It is expected that Respondent(s) will conduct meetings with key elected officials. The Planning Commission, who is tasked by the City Charter to oversee the Comprehensive Plan, and the City Council, who will provide key policy direction at critical milestones as well as be the ultimate approval authority. The Respondent should plan to make multiple presentations at study sessions for the two groups (separate and/or combined) and one presentation to each group during the public hearings for the Plan adoption.

#### ➤ *Deliverables and Expectations:*

1. Respondent(s) will develop a schedule for obtaining input from both Planning Commission and City Council for City approval.
  - a. Tentatively, Respondent(s) will conduct the first study sessions at approximately 15% of the project, with additional study sessions as needed, and the final presentations at regular meetings for adoption. A minimum of four study sessions is anticipated.

- b. Respondent(s) will provide all materials required for such meetings no less than 10 days prior to such meetings.
2. Respondent(s) will obtain input from both Planning Commission and City Council.
3. The Respondent(s) will take the lead role in all study sessions and hearings. City staff shall be available to the Respondent(s) in a supporting role during this period.
4. Respondent(s) will create meeting notes from each meeting, summarizing all responses and comments provided by the Planning Commission and City Council.

**Plan Update Preparation:**

Respondent(s) will develop and deliver a professional Plan Update that the City can realistically implement to provide clear direction for development policy decisions, City services, and City projects for the next twenty-five years. The scope of work for this update includes, but is not limited to, the tasks listed below to be detailed and agreed upon in the final contract with the selected Respondent(s).

➤ *Deliverables and Expectations:*

1. Plan Creation

- a. Data inventory and analysis of the existing conditions of the community such as current demographics, land use, transportation, public services, sustainability, fiscal stability, etc., and rational projections of the community in 2045.
- b. A renewed vision for the City of Spartanburg and its surrounding areas.
  - Set-up vision and goals to inform subsequent planning efforts such as the Transportation Plan, Housing Action Plan, Downtown Master Plan Update, etc.
- c. Policy development, goals, and objectives for each of the topic areas/plan elements.
- d. Develop goals, objectives, and implementation strategies based on public input, and community desires.
- e. The identification of community needs and projects of City-wide, local, and regional significance.
- f. Review existing Comprehensive Plan and update various elements to reflect the changes that have occurred within the City.
- g. Analyze the consistency of current City ordinances, the Land Development Code, and City Policies in relation to the goals and objectives developed through this Plan Update process to create an implementation program.
- h. Draft elements are to be completed and submitted to the City for review, comment, and approval individually, based upon a schedule developed at the beginning of the planning process. This will enable the project to remain at a manageable scale and allow the City Staff to effectively monitor the progress of the work program.
- i. Prepare a "Public Draft" document and present draft to the Planning Commission, City Council, public and various City committees.

- j. Prepare a "Final Draft" document and make a final presentation at a City Council hearing and before any other body necessary or in any other meeting as asked to secure adoption of the Plan.
2. Plan Format
- a. The Respondent(s) is tasked with merging the City's Comprehensive Plan with the City Council Goals at the outcome level.
    - May require an innovative approach and format for the Plan Update.
      - Will impact policy development, goals, and objectives.
    - Plan Update will set aspirational goals and community benchmarks for future work plans.
  - b. The Respondent should integrate racial equity elements throughout the plan.
    - Racial Equity should be explored and considered in all plan elements.
      - Includes racial & environmental equity for both the community and the city organization.
      - A unique approach to racial equity should be contemplated given the City's history of urban renewal/displacement of the black community and racially motivated zoning.
      - Special consideration should also be given to the City's residential districts for future investment of market-rate and affordable housing, as well as adjacent and complimentary commercial areas.
    - The Plan Update should include a robust racial equity focus that is factored into every element of the plan.
      - Content, information, and recommendations should be similar to a stand-alone equity plan but woven throughout the updated comprehensive plan document.
      - A separate plan chapter or element may be warranted for items that do not fit under any of the more traditional comprehensive plan elements.
      - Include a process to track, monitor, and report City-wide racial equity impacts and include potential points of friction in the decision making process and/or recommendations for approaching the matter in all decision making moving forward.
  - c. The Respondent(s) must include an Implementation Program.
    - The Implementation Program will set forth actions necessary to achieve the objectives of each element of the Plan, including short- and long-term implementation strategies, capital improvements

programming, new or updated development regulations, and identification of public funds potentially available.

- The Implementation program will serve as a primary method to integrate the City's work plan and comprehensive plan.
  - The Respondent(s) will include a template for a yearly report the City can use to illustrate implementation progress, i.e. an indicators report.
- d. The Respondent(s) must include an executive summary as part of the final document.
- e. The Plan Update will utilize city established branding with creativity.
- The Respondent(s) should consider whether the final document should also be available in Spanish.
3. Plan Elements:
- a. The following is a list of Plan Update elements detailing assistance required of the Respondent(s). The Respondent(s) shall take primary responsibility for completion of these elements. While the information in the Plan Update must include these elements, and all information as required by the City, the City encourages the Respondent(s) to take a creative approach to maximize the accessibility of the document and the potential for successful implementation of the recommendations.
- b. The Plan Update shall consider not only the current and future boundary limits of the City of Spartanburg, but also contiguous land uses and issues with Spartanburg County. Each element listed below shall identify any pertinent commonalities with those municipalities and recommend specific opportunities and methods to partner and cooperate with governments. When necessary, representatives from adjacent municipalities should be contacted to obtain information.
- c. Introduction/Background
- The introductory section will orient the reader to the community, history, general existing conditions, current and anticipated trends, and demographics of City of Spartanburg, as well as describe the goals and purpose of the comprehensive planning process. This introductory section should include demographic studies which inventory the population of the community. Population statistics should characterize the past and present size, density, distribution, data by sex, age, racial and ethnic compositions, human movement patterns, and other special sociological characteristics including future trends. This statistical inventory should be laid out in detail and referenced throughout the remainder of the document to describe conditions and support recommendations.
  - Respondent(s) should also describe the public participation and feedback processes. Include the techniques used to identify and engage key participants, level of participation, number of meetings,

interviews, etc. Also list and summarize the results of the public participation process including major areas of consensus and dissent.

- Respondent(s) should provide an orientation to the reader on the framework of the document.

d. Land Use and Growth

- This element will establish the land use history of the City and identify the amount and intensity of current land use and its location. It will designate the future distribution, location, and interrelationship of public and private land uses. This element shall also illustrate past, current, and anticipated population density, past and future development trends, and the areas of land available for new development and potential redevelopment, with special emphasis on airport-related development. There should also be a component that focuses on the benefits of healthy communities with increased walkability, connectivity, and land use patterns that work collaboratively with transportation networks.
- Respondent(s) will create an updated future land use plan map.
- Respondent(s) will examine districts, including creative, arts, energy, etc.
- Respondent(s) will evaluate areas of stability versus areas of change within the community.

e. Economic Development

- The Economic Development Division's goal is to attract, retain and expand quality commercial office, retail, and industrial businesses; for the long-term economic vitality and sustainability of the city. The results of meeting this goal provide the community with increasing and diversified city revenues, well-paying jobs, and new commercial development for residents.
- When developing the Plan, the Economic Development goals should be taken into account in relation to land use, transportation planning, lifestyle amenities, and other elements of the Comprehensive Plan, which impact effective economic development.
- The city needs a comprehensive plan that will consider the economic needs of the city while addressing all of the following areas: 1) a land use plan that provides for specific areas for residential, commercial and retail business growth; 2) a transportation plan that provides a good multi-modal transportation system and access points for industrial, commercial, retail, residential; and 3) the potential for mixed-use districts outside of the Downtown Area.
- This element should include market studies of the pertinent metro area.

f. Fiscal Stability

- Respondent(s) will create a detailed fiscal impact analysis of the proposed future land use plan. The analysis will include assessment of development scenarios that would have a negative impact on the City's revenue and should be avoided. It should also include recommendations for maintaining a balanced fiscal growth pattern and maximizing efficiency in infrastructure and service delivery.

g. Housing and Neighborhoods

- This element will address the needs of present residents and those individuals and families anticipated to reside in the City in the future. It will present strategies to ensure that housing opportunities are provided within diverse high quality neighborhoods that are safe and well planned. Efforts should continue to be made to provide a mix of housing at various densities and price ranges to allow people of all ages and sociodemographic status to enjoy the high quality of life in City of Spartanburg. It may include recommendations regarding conservation of presently sound housing, rehabilitation of existing housing, and anticipated new housing.
- Respondent(s) should consider if the City should implement code updates to allow for accessory dwelling units (ADUs).
- Information should tie into City's Housing Plan and recent Housing Assessment and not duplicate efforts.
- Respondent(s) will make recommendations for neighborhoods to focus on for future planning areas such as Saxon, South Converse, and other heavily residential areas on the east and west sides of the City.
- An anti-displacement plan should be formulated throughout the process to ensure that residents can remain in place as their neighborhoods change and grow.

h. Redevelopment/Reinvestment

- The element will provide guidance on City of Spartanburg's Downtown and create a plan to approach issues such as the utilization of large single family zoned lots, encouraging market rate & subsidized housing in stable as well as destabilized neighborhoods, changes in neighborhood character through mixed use development, the availability of rental and market rate residential, and other issues pertinent to mature communities. Redevelopment of industrial, institutional, and commercial areas should also be considered. Points from other elements that relate to redevelopment may be incorporated to support recommendations.
- Respondent(s) will provide recommendations on brownfields redevelopment.

i. Transportation

- This element will inventory and analyze all transportation modes and



systems. Not only will vehicular access, circulation and traffic be addressed, but also public transportation, pedestrian and other non-motorized assessment and needs. The existing trail network should be reviewed and recommendations for additions should be made. Recommendations on implementation and maintenance should be included. Neighboring jurisdictions, county and state plans should be reviewed to ensure regional trail connectivity and networks. This section will also examine regional and state-planned large scale transportation projects, if any, in the City. The Respondent(s) should also propose ways to better coordinate efforts on transportation and trails projects between the City and surrounding areas.

- This element should set the stage for a Transportation Plan and consider the lack of amenities in minority-majority census tracts.
- This element may also set the stage for updates to the Partners for Active Living Trail Plan.

j. Safety and Resiliency

- This element should consider emergency services within the City. The Respondent(s) should propose safety enhancements and make recommendations to promote community resiliency. Coordination with the Police Department as well as local fire districts and stormwater should be included.

k. Homelessness

- A Homelessness element should be included and build off/compliment recent attempts to address the issue.
- Public assistance programs and health and human services could also be considered through a homelessness prevention lens.
- This could be a separate plan element or could be incorporated within other plan elements.

l. Healthy Community/Wellness

- This element will focus on not only the benefits to citizens, but to encourage businesses and other stakeholders to prioritize active living and healthy lifestyles with regard to business location and employee retention. The City encourages development that maximizes the advantages of enhanced pedestrian, bicycle, and transit elements being considered for the City.
- Respondent(s) will work with committee members to further identify the scope for this element.

m. Parks, Open Space, and Recreation

- The Respondent(s) should evaluate how the proposed future land use plan will impact the City's Parks, Recreation and Open Space facilities and services and propose changes that are warranted. This element

will also provide an inventory of environmentally sensitive areas and resources.

n. Public Facilities and Infrastructure

- Public services and utility facilities represent the public's investment in the design, development, and delivery of services and programs to the community. This element shall address the provision of utilities to serve existing and future land uses. It shall consist of the general location, proposed location, and capacity of all existing municipal and non-municipal utilities in the planning area. This element shall address water supply, storage and distribution, wastewater conveyance, solid waste management, electrical power supply, natural gas supply, and telecommunications facilities. The element shall profile the existing conditions, deficiencies, planned improvements and outlook for accommodating growth over the twenty-five-year planning horizon.
- Significant consideration should be given to the City's specific stormwater infrastructure and drainage needs.
- Extensive coordination with Spartanburg Water and Sanitary Sewer System is expected.

o. Appearance/Design

- This element will examine ways in which the City of Spartanburg can differentiate itself from other jurisdictions by demanding excellence in the physical appearance of the built environment without creating an undue burden. The appearance of the City gives residents, property owners and those traveling through a lasting impression of the community. Recommendations for specific programs and policies that can be implemented to achieve the highest possible standards of design in the built environment while balancing the needs of residential and industrial activity in the City.
- Respondent(s) should provide recommendations specific to urban design elements for commercial corridors and select residential areas, to be determined by the steering committee of the City.

p. Cultural Facilities and Tourism

- This element will provide an updated inventory of existing facilities available to the public, including municipal buildings, libraries, public school buildings, fire protection and emergency services facilities, art centers, community or recreation centers, and environmental and cultural resources. Privately-owned facilities that are open to the public should also be included in this inventory. Forecasted needs for maintenance and expansion of these facilities, utilities, service providers, and municipal government adequacies and projections should also be included. Here, the strength and needs for types of

the development of new facilities should be provided. This section will also examine local and regional tourism components that can benefit the City at large, and should be coordinated with the Spartanburg County Convention and Visitors Bureau (CVB)

- Respondent(s) should strategize ways to encourage arts and culture within the city.
- Respondent(s) should make recommendations on ways to further incorporate historical preservation/recognition in the community.
- Element should include innovative ways to market the city's assets and promote awareness of these assets.

q. 9. Priority investment element.

- This element requires an analysis of projected federal, state and local funds available for public infrastructure and facilities during the next 10 years and recommends the projects for those funds. These recommendations must be coordinated with adjacent and relevant jurisdictions and agencies (counties, other municipalities, school districts, public and private utilities, transportation agencies, and any other public group that may be affected by the projects). Coordination simply means written notification by the local planning commission or its staff to those groups of proposed projects and opportunities to provide comment.

4. Final document creation

- a. Within 30 days of adoption by City Council, Respondent(s) will deliver one unbound copy of the Plan Update, one electronic copy of the Plan Update in Microsoft Word, and one electronic copy of the Plan Update in the software in which it was drafted.

**NOTE: It is expected that the chosen Respondent(s) will have experience in determining an appropriate length of time for the completion of the Downtown Master Plan Update, Housing Action Plan, and Transportation System Plan component. These are not expected to commence until an appropriate framework has been identified during the Comprehensive Plan process. Respondent(s) will be expected to work with staff members of the City of Spartanburg to further clarify the scope for plan updates once it is closer to the time to begin work on them.**

**Review, Analysis, & Recommendations:**

Respondent(s) will review all relevant local plans, programs, and initiatives as part of the development of the Plan Update and subsequent city-wide subject specific plans. These documents include, but are not limited to those listed below.

➤ *Deliverables and Expectations:*

1. Respondent(s) will be expected to summarize, the key goals, strategies, needs, and priorities of all applicable planning documents, to be provided by the city. These

include the

- a. Northside Master Plan (2015)
- b. Downtown Master Plan (2011)
- c. Highland Master Plan (2020)
- d. SPARTA Operational Transit Analysis (2020)
- e. 2019-2023 Consolidated Plan
- f. Fair Housing Analysis (2019)
- g. Housing Market Study (2019)
- h. Partners for Active Living Bike/Ped Plan
- i. Others as identified by City Staff or other organizational partners

**City Assistance:**

One of the City's Senior Planners will be assigned as the City's Project Manager. The City's Project Manager will be responsible for day-to-day oversight and management of the Respondent(s). The City will provide reasonable assistance to the Respondent(s) in the scheduling of meetings, interpretation of policy and procedural requirements, research relating to the Comprehensive Plan Update, coordination with outside agencies and City staff, but the City's obligation will not limit the Respondent(s) obligations to perform the Services as specified. The City will rely on the personnel, experience, and expertise of the Respondent(s) to ensure all necessary components of the process and the Plan Update are completed. Subsequent project managers may be assigned by the City for each of the three subsequent plans (Downtown Master Plan Update, Housing Action Plan, and Transportation Plan).

**Budget:**

The Comprehensive Plan Update is expected to be completed in approximately twelve to eighteen months from the contract award date. The project is budgeted and Respondent(s) are encouraged to submit their most cost effective bids. The contract will include language addressing the completion of three additional city-wide plan updates, should funding become available. These subsequent plans are the Downtown Master Plan, Housing Action Plan, and Transportation Plan, and will be completed outside of the timeline for the Plan Update though some overlap is encouraged. The budget should address these subsequent plans as add alternates. The award, funding and completion of the three additional plans is at the City's sole discretion and is not guaranteed.

**Contract Requirements:**

The Respondent(s) shall perform all Services in accordance with the executed Professional Services Agreement. The contract will include language addressing the completion of three additional city-wide plan updates, if included in the proposal, should funding become available. These subsequent plans are the Downtown Master Plan Update, Housing Action Plan, and Transportation Plan, and will be completed outside of the timeline for the Plan Update though some overlap is encouraged. ***Please refer to Attachment A for all contract requirements, including insurance, indemnification, and payment requirements.***

#### 4. METHOD OF SUBMITTAL

Respondent(s) must submit a complete Proposal (five paper copies and one electronic copy on a thumb drive) including all information requested in this RFP. Proposals that do not meet the RFP requirements will be considered incomplete and will be rejected.

**An optional Pre-Proposal Conference to discuss the Plan will be held at 10:00 a.m., July 16, 2019, in City Hall at the address provided below for submittals. Please notify the City by July 12th, 2019 if you would like to attend so the City can provide specific meeting information. If possible, please hold all questions concerning this RFP until that time, otherwise the deadline for questions is 5:00pm on July 15, 2019.**

Responses to questions will be on the City's website as an addendum to the RFP. Late questions will not receive a response. Individual responses will not be provided. Questions must be submitted to:

Natalia Rosario, Senior Planner  
440 S. Church Street  
Spartanburg, SC 29306  
o: 864 596 2071  
e: [nrosario@cityofspartanburg.org](mailto:nrosario@cityofspartanburg.org)

#### **Email is preferred.**

**Proposals must be received prior to 3:00 p.m. Eastern Standard Time on, August 6, 2019.** Proposals shall be submitted in a sealed envelope/box and plainly marked "Proposal for Comprehensive Plan" on the outside of the sealed envelope/box. Fee proposals must be submitted in separate sealed envelopes clearly marked "Fee Proposal" and inserted into the main proposal submittal envelope/box. Proposals must be submitted to:

City of Spartanburg  
P.O. Box 5107  
145 W. Broad Street  
Spartanburg, SC. 29304  
Attn: Procurement and Property Division

It is the sole responsibility of Respondent(s) to ensure its Proposal is received by the City by the date and time stated in this RFP. Proposals not received by the deadline will be considered late and will not be accepted. Proposals shall not be submitted via facsimile or e-mail.

Proposals, including thumb drives, will not be returned.

## 5. SELECTION SCHEDULE /KEY DATES

The solicitation and selection process includes the following steps and schedule:

Publication and distribution of RFP:	June 20 <sup>th</sup> , 2019
Question submission deadline:	July 15 <sup>th</sup> , 2019
Pre-Proposal Conference (Q/A Session)	July 16 <sup>th</sup> , 2019 10:00 AM Eastern Standard Time
Responses to questions posted (anticipated):	July 19 <sup>th</sup> , 2019
Proposal submission deadline:	August 6 <sup>th</sup> , 2019 3:00 PM Eastern Standard Time
Review period (anticipated):	Week of August 5 <sup>th</sup> , 2019
Interviews (anticipated):	Week of August 12 <sup>th</sup> , 2019
Notification of intent to award (anticipated):	Week of August 19 <sup>th</sup> , 2019
Complete draft contract (anticipated):	Week of September 9 <sup>th</sup> , 2019
Execute contract (anticipated):	Week of September 23 <sup>rd</sup> , 2019
Project start date (anticipated):	Week of September 30 <sup>th</sup> , 2019
Project completion (anticipated):	Week of March 29 <sup>th</sup> , 2021

The City reserves the right to modify this schedule as needed. The date for responses to questions and the dates after the submission deadline are anticipated dates; modifications of those will not be posted.

## 6. PROPOSAL FORM

The Proposal must be typed or computer generated and submitted in the format described below. Proposals (not including examples of previous work) shall be no more than 30 pages (8.5" x 11"), with a minimum font size of 10 point. Marketing materials are discouraged and will count toward the 25-page maximum. The City requests that only information relevant to the Proposal be included.

### Cost Proposal:

Respondent(s) must submit a financial bid in a separate sealed envelope (this does not count towards the 30-page maximum). The City seeks proposals that create maximum value, innovation, and cost-effective implementation within the available funding. The Cost Proposal should include:

- **Fee Proposal.** The fee proposal should be in the form of a total not-to-exceed fixed fee format for labor, equipment, time, materials, and other items necessary to meet the requirements of the Scope of Services and Project Deliverables, including the requirements of the Professional Services Agreement. Rates should include all costs of performing the Services (including without limitation, mileage, travel, equipment, supplies, permits, licenses, overhead, profit, etc.) Although the City does not anticipate compensating Respondent(s) for any additional items or expenses, any such additional amounts to be charged to the City must be identified in the fee proposal.
- **Detailed Cost Breakdown.** A cost and hourly rate for various job classifications for each task identified in the Scope of Services and the Project Deliverables section of this RFP including an estimate of manpower hours needed to complete the work. All cost assumptions must be clearly documented in this portion of the submittal. A budget for direct expenses needs to be included. An overall estimate for any travel expenses should be included, if applicable. All prices shall be firm and not subject to increase during the period of this contract.
- **Payment Schedule.** A proposed payment schedule based on pre-established benchmarks will be negotiated prior to issuance of the contract. A percentage of this contract (15%) may be held by the City until the Plan Update is approved by the City Council and the final documents are delivered to the City.
- The Cost Proposal should address the three subsequent plans (Transportation, Parks, and ED) as add alternatives. Separate fee proposals should be created for these plans if they are included in the proposal. Alternatively, the costs for these plans can be clearly delineated in the overall fee proposal.

### Proposal Outline:

**Letter of Transmittal.** The letter of transmittal should include an introduction of the Respondent(s), including the name, address, email address, and telephone number of the person to contact, along with other contact information for those authorized to represent the Respondent(s). The letter of transmittal should also include:



- A signature by an authorized representative of the Respondent(s) empowered with the right to bind the Respondent(s) for the amounts estimated and terms proposed.
- Any criteria expected by the City, but cannot be provided by the Respondent(s).
- Any proposed changes to the draft Professional Services Agreement (Exhibit A).
- Any other information not appropriately contained in the body of the Proposal should also be included in the letter of transmittal.

**Approach to Services.** A detailed description of the approach that will be used to deliver the Plan Update as defined by the Scope of Services and Project Deliverables is required. The City is seeking creative and proven techniques to produce an updated Comprehensive Plan that provides a clear direction for development policy decisions, City services, and City projects for the next twenty-five years. Key issues for Respondent(s) to focus on include, but are not limited to:

- Approach to effective community outreach (i.e. materials, presentation formats, Spanish services, and media to be used).
- Innovative ideas for maximizing the value and amount of work that can be completed within the agreed upon budget.
- Experience creating comprehensive plans and plan updates. Specifically, the ability to identify creative, realistic, and cost-effective implementation strategies.

The approach should address the three subsequent plans (Transportation, Parks, and ED) as add alternatives. A separate approach for these plans should be created if they are included in the proposal. Alternatively, the approaches for these plans can be very clearly delineated in the overall approach.

**Draft Project Timeline.** Respondent(s) must submit a proposed project timeline that identifies project milestones and a completion date. The project timeline shall also include information as to how the project milestones will be achieved for each phase of the project timeline. A narrative of the approach that will be used to perform the Scope of Services and Project Deliverables within the project timeline shall be included.

The timeline should address the three subsequent plans (Housing, Downtown Update, and Transportation Plans) as add alternatives. A separate timeline for these plans should be created if they are included in the proposal. Alternatively, the timelines for these plans can be very clearly delineated in the overall proposal.

**Resume and Qualifications.** Respondent(s) shall submit a description of the history, experience, and qualifications of the firm and any proposed subcontractors to perform the Scope of Services and Project Deliverables. The City expects that proposed personnel and subcontractors will remain assigned to the Services until the Plan Update's adoption. Note any subcontractors that will be specific to each of the three subsequent plans (Housing, Downtown Update, and Transportation Plans), if included in the proposal.

Please provide the following:

- Names and addresses of all firms involved in the project
- History, size, and structure of the firm(s)
- Name(s) of principals of the firm(s)
- Identification of the Principal in Charge, the Project Manager, and the roles and responsibilities of each as they relate to the Project. Include relevant project experience and copies of resumes of all personnel to be assigned to the Project. If any aspect of the project will be subcontracted, please provide the same information for all team members.
- A list of projects currently under contract and being worked on by the Respondent's project team.

**References.** Respondent(s) shall provide at least three references from communities where they have previously or are currently working on comprehensive plans or plan updates (this will not count towards the maximum page requirement).

**Example of Previous Work.** Respondent(s) shall provide one paper copy, and a digital file on the thumb drive, of two previous comprehensive plans or plan updates that were completed for other jurisdictions (this will not count towards the maximum page requirement). Please also include one example of previous downtown master plans, transportation plans, and housing action plans created for other jurisdictions or special districts, if the subsequent plans are included in the proposal (this will not count towards the maximum page requirement).

**Miscellaneous.** Respondent(s) should provide any supplemental information and attachments relevant to the Project.

## **7. SELECTION & INTERVIEW PROCESS**

All proposals will be reviewed and evaluated by the Selection Committee consisting of staff members of various city departments, community partners, board members, and council members. The City reserves the right to request clarification or additional information from individual Respondent(s). The City may also consult additional resources for subject matter, expertise, and reference.

By submitting a Proposal, Respondent(s) authorize the City to undertake such investigation as may be necessary to verify Respondent(s)' qualifications and reputation. Respondent(s) will execute releases as requested by the City to enable the City to obtain necessary information.

As part of the evaluation process, the City expects to interview some, but not necessarily all, of the Respondent(s). If selected for an interview, presentations will be limited to 35 minutes with up to an additional 45 minutes for questions. Respondent(s) may also be asked to supplement their initial submittals.

The Selection Committee, subject to the approval of the City Manager or his designee, will select Respondent(s) determined to be the best overall value by the City in its sole discretion according to the Evaluation Criteria set forth in the RFP. In addition to the criteria stated below, the City determination may consider, without limitation, the Bidder's financial resources, ability to comply with all legal and regulatory requirements, ability to perform the work and complete the Project on time, history of performance, reputation, ability to obtain necessary equipment, data, and facilities, and any other factor deemed important by the City, including location within the City. The City may select multiple Respondents to provide Services as needed by the City.

The City will enter into a negotiation with the selected Respondent(s) regarding fees and Scope of Services. If an agreement cannot be reached with the chosen Respondent(s), the City may initiate negotiations with other Respondent(s). This process may continue until an agreement is reached with a Respondent(s). If the chosen Respondent(s) do not execute a contract within a specific deadline, the City reserves the right to award the contract to other Respondent(s).

The successful Respondent(s) shall commence work only after execution of an acceptable contract and direction from the City to proceed. The Respondent(s) must submit insurance documentation, a completed W-9, and additional documentation as requested by the City before the execution of any contract.

## 8. EVALUATION CRITERIA

In addition to the elements previously stated in this RFP, Proposals will be evaluated by the Selection Committee using the following criteria:

<i>Criteria</i>	<b>Value</b>	<b>Score</b>
<p><b>Approach.</b> The Respondent(s)' approach, the plan of work, the recommended schedules, and the suggested responsibility of assignments. Will include the approach identified to incorporate the City's Work Plan and incorporate sustainability elements. Will also include approaches for the subsequent Housing Action Plan, Downtown Master Plan Update, Transit, if included in the proposal.</p>	1-20	_____
<p><b>Qualifications/Experience.</b> Qualifications and experience in providing the requested Services (including comprehensive plan updates, subject specific city-wide plans, public outreach, project management, and plan adoption) as exemplified by past projects, credentials, references, and client contacts. References and provided examples demonstrate a thorough understanding of the creation of a plan update as well as subsequent city-wide subject-specific plans.</p>	1-20	_____
<p><b>Outreach Approach.</b> The Respondent(s)' proposal, as well as, proven success with engaging the community through innovative and meaningful outreach efforts</p>	1-20	_____
<p><b>Proposed fee schedule and cost proposal.</b> Reasonableness of proposed price.</p>	1-20	_____
<p><b>City of Spartanburg Context.</b> Demonstrated understanding of the City of Spartanburg's unique history and the opportunities and challenges facing the community, including non- traditional resources, demographic changes, and language barriers.</p>	1-20	_____
<p><b>Innovation/Creativity.</b> Examples of unique approaches to problem solving and plan creation; and how creative solutions were implemented.</p>	1-20	_____

## **9. MISCELLANEOUS**

### **Reservation of Rights**

The City reserves the right to modify this RFP or the selection process, to cancel this RFP, to reject or accept any Proposal, and to waive any informalities or irregularities in any Proposal or in the selection process, without liability, at any time. The issuance of this RFP, the receipt and evaluation of Proposals, and the selection of or negotiation with any Respondent(s) does not obligate the City to select a Respondent(s) or enter into any agreement. This RFP does not commit the City to award any contract.

### **No Commitment by the City**

The City will not pay any costs associated with this RFP, including the preparation or submission of a proposal, interviews, supplemental proposals or the negotiation of a contract, or to procure or contract for any services. The decision of the Selection Committee and the City with respect to this RFP is final and without recourse to any Respondent(s).

### **Administrative Guidance**

The information provided in this RFP is designed to provide interested Respondent(s) with sufficient information to submit Proposals meeting minimum requirements, but is not intended to limit the Proposal's content or to exclude any relevant or essential data therefrom. Respondent(s) are at liberty and are encouraged to expand upon the specifications to give additional evidence of their ability to provide the Services requested in this RFP.

### **Contract Terms and Conditions**

Respondent(s) will be required to enter into a Professional Services Agreement, substantially in the form of Attachment A, including the negotiated scope of services and fee sheet. By submitting a proposal, Respondent(s) confirm that it has reviewed and accepts the terms and conditions of Attachment A subject to explicit revisions identified in the Respondent(s)' Proposal. All Proposals must clearly set forth any restrictions or provisions deemed necessary by the Respondent(s) to effectively perform the Services. No contract modifications or proposals shall be deemed accepted by the City unless explicitly incorporated into the contract.

### **Confidentiality**

All Proposals shall become property of the City, will not be returned, and will become a public record. Respondent(s) may request parts of their Proposals to remain confidential by indicating such in the Proposals and on the appropriate proprietary or financial pages. The City will keep confidential only documents protected from disclosure under the South Carolina Open Records Act (the "Act"). An entire proposal shall not be marked or identified as confidential. By submitting a Proposal, each Respondent agrees to hold the City harmless from any claims arising from the release of confidential information not clearly designated as such by the Respondent or from the release of documents not protected from disclosure under the Act.

### **Substantive Proposals**

By submitting a Proposal, Respondent(s) certify that: (a) the Respondent(s)' Proposal is genuine and is not made in the interest of, or on behalf of and undisclosed person, firm, or corporation; (b) the Respondent(s) have not directly or indirectly induced or solicited any other Respondent(s) to put in a false Proposal; (c) the Respondent(s) have not solicited or induced any other person, firm, or corporation to refrain or abstain from proposing a Proposal; and (d) the Respondent(s) have not sought by collusion to obtain for themselves any advantage over any other Respondent(s) over the City.

### **Addendum to the RFP**

Revisions to this RFP will be made through the addenda published and made available to all Respondent(s) on the City's website. Any other communication, spoken and written, formal and informal, received by any representative of any Respondent(s) from sources other than official addendum shall not be effective to vary any term of the RFP.

### **Communication with the City**

Respondent(s) are cautioned to not undertake any activities or actions to promote or advertise their submittal, other than discussions with City staff as described in this RFP. After release of this RFP, Respondent(s) are not permitted to make any direct or indirect contact with members of the Selection Committee, the City Council, or media on the subject of this RFP, except in the course of City sponsored presentations or to submit questions as provided by the RFP. Violation of these rules is grounds for disqualification of the Respondent(s).

### **No Recourse against the City**

The City's decisions with respect to this RFP are final and without recourse to any Respondent(s).

### **Conflict of Interest**

No employee, officer, or agent of any Respondent(s), or any immediate family member or partner of such, shall participate in the selection or award under this RFP. No employee, officer, or agent of the selected Respondent(s), or any immediate family member or partner of such, shall participate in the administration of the contract. No employee, officer, or agent of the City, or any immediate family member or partner of such, shall solicit or accept gratuities, favors, or anything of monetary value from, or on behalf of, any Respondent(s). Respondent(s) will be disqualified if any violation of these provisions is identified by the City. Any employee, officer, or agent of the City found to be in violation of these provisions will be subject to such penalties, sanctions, or other disciplinary actions provided by City policy.

**Debarment**

Respondent(s) will be disqualified, and must disclose to the City, if the Respondent(s) or any of its principals are debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any contract by any Federal department or agency.

