

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

**NOTICE IS HEREBY GIVEN** – The City of Spartanburg is requesting qualifications for consulting Services to prepare a Five Year Consolidated Plan with First Year Annual Action Plan, including a Market Study for the City of Spartanburg in compliance with the U.S. Department of Housing and Urban Development (HUD) Regulations.

**Proposal No: 2324-11-14-01**

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.

**Please submit one original, 1 printed copy, and a flash drive consisting of one PDF of your sealed proposals:**

**Sealed Proposals are Due Tuesday, November 14, 2023, no later than 3:00 PM.** Proposals must be submitted to Carl Wright, Procurement and Property Manager, City Hall 145 W. Broad Street, at which time they will be publicly opened and read aloud in the Training Room.

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

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

City of Spartanburg  
P.O. Box 1749  
145 W. Broad Street  
Spartanburg, SC. 29304  
**Attn: Procurement and Property Division**

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

**REQUEST FOR PROPOSAL  
FOR CONSULTING SERVICES TO PREPARE:  
Five Year Consolidated Plan with First Year Annual Action Plan, including a Market  
Study for the City of Spartanburg’s Neighborhood Services  
Spartanburg, South Carolina**

**Overview**

The City of Spartanburg is the most populous city in Spartanburg County, South Carolina, and the 12th-largest city by population in the state. Much has changed since the adoption of the City of Spartanburg’s previous Consolidated Plan in 2019. Most notably, during the period between 2010 and 2020, Spartanburg grew for the first time since 1970, when it hit its historic population peak. This growth can be attributed to the region’s economic expansion, with dozens of international companies, including BMW, coming to Spartanburg County.

Spartanburg is now the second largest city in South Carolina with a majority non-white residents (Sumter, SC is the largest). It has become an increasingly diverse community, with residents from over 75 countries speaking more than 98 languages. However, with cultural diversity comes racial disparity, and the experience of living in Spartanburg varies depending on a number of demographic and socioeconomic factors, particularly race. Spartanburg’s population is expected to surpass 40,000 residents by 2025. At this rate of growth, Spartanburg will surpass its peak population of 45,000 persons by 2035.

The City of Spartanburg through the Neighborhood Services Department regularly removes unsightly buildings either through acquiring and rehabilitating existing houses or demolishing dilapidated buildings and constructing quality affordable single-family residences utilizing the CDBG and HOME grants. The result can attract families and businesses to the city.

The results of Consolidated Planning process, including needs assessments and analysis, yield the following priorities and objectives for the Five-Year Consolidated Plan:

*Priorities:*

- Removal of Slum and Blight
- Affordable Housing Development for Ownership Opportunities
- Owner Occupied Housing Rehabilitation
- Infrastructure Expansion and Improvement
- Code Enforcement and Rental Rehabilitation
- Construction and Expansion of Community Facilities
- Financial Literacy Training
- First Time Homebuyer Education
- Workforce Development and Training
- Promotion of Fair Housing

Consultants will coordinate closely with City of Spartanburg (City) staff to develop a five-year Consolidated plan (The Plan) through a series of meetings and workgroups as described below. The participation of the City’s representatives in this process is to help ensure that the final products meet the City’s vision and priorities for the Community Development Block Grant

(CDBG) program, HOME Investment Partnerships Program and that staff has the information necessary to assess progress and evaluate impacts on the community. Based on recommendations by the consultant team, City representatives will make final decisions concerning strategies, actions the City will take to address community needs, and the performance measures used to gauge progress.

The Plan will be developed using HUD's new IDIS-based e-Con Planning Suite. The Consultant team shall be aware and knowledgeable of the system and have attended all relevant HUD training webinars on the subject. HUD's IDIS-based e-Con Planning Suite provides data collection and a standardized template that will provide the basis for future Annual Action Plans by the City. This is to ensure with greater certainty that the City's planning process adheres to HUD's guidelines and vision. Consultants will utilize the con plan template to import all relevant data tables, narratives, charts, and maps into IDIS. CPD Maps will be used for spatial analysis and mapping, and where needed, ArcGIS will be utilized to create maps needed to supplement CPD Maps.

Below is a description of the major plan components that must be developed and compiled using the U.S. Department of Housing and Urban Development's Integrated Disbursement Information System (IDIS) to deliver the City a timely, quality and compliant Consolidated Plan.

***Key Components:***

**Executive Summary:** Consultant team members will meet on-site with City representatives to discuss the project, develop detailed schedules and collect necessary information, including, but not limited to, the City's existing consolidated plan, public housing authority's five-year plan, homeless Continuum of Care narrative, the City's comprehensive plan, fair housing plan and other relevant information from other local agencies. City representatives will be asked to identify and provide any other relevant data or information to ensure that all community needs, conditions, and resources are considered.

**Demographic Data Collection:** The consultant team will work with the City staff to develop a Community Profile, which will provide a general overview of the City of Spartanburg. This profile will consist of a historical overview, an overview of the present-day situation, some brief demographic and housing data, and an overview of current relevant policies. The historical overview will outline the history of the City of Spartanburg, including its foundation and important historical events. The present-day sketch will outline the City's employment situation and major employers, current urban development issues, recreational activities, and any successful development or redevelopment ventures. The demographic and housing section will give a brief overview of the current population of the City, including its ethnic and socio-economic makeup, as well as the current state of its housing situation, and land use issues. The policy section will outline any current City policies that might have an impact on affordable housing or the operation of housing agencies.

**Citizen Participation:** The consultant team will work with, the City of Spartanburg staff to schedule a minimum of three public meetings to gather information and feedback from citizens of the City of Spartanburg.

**Housing Needs Assessment:** The consultant team will utilize the recently completed Northside Redevelopment Initiative Assessment, as a starting point, for developing an updated housing needs profile specifically for the City.

Additionally, the consultant team will work with the City representatives to identify any additional data and information, including existing housing and/or homeless studies and information on special needs populations, etc., not previously considered. After obtaining this information, the consultants will use it—along with the information gathered at the initial meeting, census data and other HUD resources—to develop a needs assessment for the City’s review and approval that may result in a Neighborhood Revitalization Strategy Area (NRSA) plan.

The needs assessment will meet all of the minimum requirements of 24 CFR Part 91 and will include an estimate of the housing needs within the City of Spartanburg, and the unincorporated areas of Spartanburg. The assessment will include the specification of such housing related needs such as; a discussion of specific housing problems, assessment of the specific needs of racial and ethnic groups, the extent of homelessness in the City of Spartanburg, the characteristics and needs of low income people, existing facilities such as outreach and assessment, existence of emergency shelters and services, estimates of the number of people requiring supportive services, and a description of supportive housing needs and a description of the agencies that provide the supportive housing services.

**Housing Market Analysis:** In cooperation with City representatives, the consultant team will develop a housing market analysis, using information from interviews, surveys, public hearings, census data, consultation with local lenders, realtors, appraisers, and related GIS software. Consultants will incorporate into this analysis an evaluation of the Cities’ housing supply, the demand for housing, the current housing conditions, the cost of housing stock, and the kind of housing available to the disabled and to people with HIV/AIDS. In addition, the consultant team will provide a description of the number of housing units by income level and by type of household that currently receive assistance from local, state or federal programs and an assessment of whether any such units will be lost from the assisted-housing inventory.

**Homeless Needs Assessment:** Consultants will assist the City in providing a concise summary of the nature and extent of homelessness within the jurisdictions, (including chronic homelessness where applicable), addressing separately the need for facilities and services for homeless persons and homeless families with children, both sheltered and unsheltered, as well as the homeless subpopulations.

The summary will include the characteristics and needs of low-income individuals and children, (especially extremely low income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered. In addition, the plan will include a description of the nature and extent of homelessness by racial and ethnic group. As part of the homeless needs assessment, the consultant team will identify area facilities and services in place to provide for the homeless population. This shall include, at a minimum, the local Continuum of Care, all emergency shelters, any homeless outreach program(s) as well as available transitional and permanent housing options.

**Non-homeless Special Needs including HOPWA:** The consultants will update population data and review changes to existing programs and/or services. This will include an analysis of the number of persons in various subpopulations that are not homeless but may require housing or supportive services. That data may include the elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with HIV/AIDS and their families), persons with alcohol or other drug addiction, victims of domestic violence, and any other categories the

jurisdiction may specify and describe their supportive housing needs.

**Lead-based Paint Hazards & Remediation Programs:** The consultant team will update any changes to Lead-based paint hazards remediation programs/practices. They will estimate the number of housing units that contain lead-based paint hazards, as defined in section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, and are occupied by extremely low income, low income, and moderate-income families. Since almost three-fourths of housing built before 1978 contains lead-based paint, it poses a serious risk to occupants, particularly pregnant women and children. The consultant team will furthermore identify and, based on local conditions, provide strategies to remove or abate lead-based paint in the City's housing stock.

**Public and Assisted Housing Services & Facilities:** The consultant team will provide an updated list of publicly operated or otherwise subsidized housing facilities, to include LIHTC Tax Exempt Bond Financing, CDC, CHDO, PHA, Section 8 HCV and otherwise subsidized housing facilities and programs. In cooperation with the public housing agency or agencies located within its boundaries; the consultants will describe the needs of public housing, including the number of public housing units in the jurisdiction, the physical condition of such units, the restoration and revitalization needs of public housing projects within the jurisdiction, and other factors, including the number of families on public housing and tenant-based waiting lists and results from the Section 504 needs assessment of public housing projects located within its boundaries.

**Non-Housing Community Development Initiatives:** The consultant team will identify the City's priority non-housing community development needs eligible for assistance. This includes public facilities, public improvements, public services, and economic development. This analysis will include a look at the homebuilding industry in the City, its current neighborhood development policies, and its economic development initiatives.

This shall include but be limited to the following: public libraries and museums, parks and community centers, health facilities, historic preservation, continuing education/adult education facilities, and any additional youth, adult or senior programs. This review shall also incorporate regional planning & economic development initiatives including but not limited to the following urban development, infrastructure, public safety, public transportation, employment training, and business attraction and retention.

**Barriers to Affordable Housing:** This will be covered in the review of the Analysis of Impediments and where needed, sections will be duplicated for the Consolidated Plan.

**Strategic Plan:** The consultant team will develop a strategic plan that addresses the needs identified in the approved needs assessment and any existing City policies. The strategic plan must be consistent with the minimum HUD requirements as outlined in CFR 24 Part 91 as well as with other guidance issued by HUD. The strategic plan will detail the Cities' housing, homeless, and non-housing priorities for the next five years. Specific objectives and strategies will be developed that address stated priority needs. The City representatives will review and provide comments on the draft of the strategic plan, which the consultants will incorporate into the finalized version. The consultant team will obtain comments and direction on the draft strategic plan and discuss actions to implement the approved strategies. Consultants will compile or develop maps using information from the Cities' resources or related GIS software. Specifically, the consultants will identify and illustrate concentrations of various needs for housing, community development, and homeless services. In addition, the team will illustrate the location of essential services, historic areas, unsafe areas, and areas that are environmentally sensitive and those that offer recreation or other amenities to the community. The consultants will also identify and show areas

of minority concentration and will describe the adequacy and accessibility of facilities and services to various areas throughout the City.

**First Year Annual Action Plan:** The consultant team will develop the Annual Action Plan that supports the objectives and strategies outlined in the previous assessments and analyses. Specific benchmarks/performance measures will be developed so that the City and HUD will be able to assess and evaluate Spartanburg City's progress in reaching its goals. The one-year action plan will be consistent with the minimum requirements outlined in 24 CFR Part 91 as well as with other guidance issued by HUD. City representatives will review and provide comments on the draft of the annual action plan, which the consultants will incorporate into the finalized version

**Final Report:** The consultant team will combine all of the above consolidated plan elements and prepare additional elements as necessary or required by HUD's regulations and guidance. The draft plan will then be presented for public review. Comments received on the draft plan will be incorporated into the finalized consolidated plan, which will be presented to Spartanburg City Council for approval.

The plan will reflect a citywide approach, focusing on the city limits of Spartanburg. Adequate and appropriate performance measurement of the City's CDBG & HOME funded projects, developed in collaboration with the Project Committee, will be incorporated into the plan.

## SUPPLEMENTAL INSTRUCTIONS TO OFFERORS

Deliver one original, 1 printed copy, and a flash drive with one PDF document of the required submittals in a sealed envelope or box clearly marked with the words “RFQ – City of Spartanburg – Consolidated Plan” to the following address:

City of Spartanburg  
P.O. Box 1749  
145 W. Broad Street  
Spartanburg, SC. 29304

**Attn: Procurement and Property Division**

**Addendum and Update Procedures for the RFQ** – During the period of advertisement for this RFQ, the City of Spartanburg may wish to amend, add to, or delete from, the contents of this RFQ. In such situations, the City of Spartanburg will issue an addendum to the RFQ setting forth the nature of the modification(s). The City of Spartanburg will email and/or fax the addendum to all entities receiving a copy of this RFQ directly from the City of Spartanburg, as well as post any addenda on the City of Spartanburg website.

**Response Format** – All responses shall be submitted in 8 ½ X 11-inch format. Larger size pages or inserts may be used provided they fold to 8 ½ X 11 inches. All copies of the submittal must be identical in content and organization. Consideration should be given to the form and format of the submittal to facilitate internal duplication of the submittal. Responses shall be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Content. **Proposals shall not exceed 50 pages not including front and back cover.** All pages should be numbered.

**Acceptance of Responses** – Responses must be signed, sealed and received in completed form at the City of Spartanburg property and Procurement Office located at 145 West Broad Street, Spartanburg SC 29304 no later than the response submission time and date. Unsealed responses will not be accepted. Responses submitted after the designated date and hour will not be accepted for any reason and will be returned unopened to the originator. The City of Spartanburg reserves the right to accept or reject any or all responses, to take exception to these RFQ specifications, or to waive any formalities. Respondent may be excluded from further consideration for failure to fully comply with the specifications of this RFQ.

**Time for Reviewing Responses** – Responses received prior to the due date and time will be securely kept, unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and no response received thereafter will be considered. Responses will not be publicly opened. Responses once submitted become the property of the City of Spartanburg.

**Certification of Legal Entity** – Prior to execution of the contract agreement, the respondent shall certify that joint ventures, partnerships, team agreements, new corporations or other entities that either exist or will be formally structured are, or will be legal and binding under laws of the State of South Carolina.

**Costs Borne by Respondents** – All costs related to the preparation of this RFQ and any related activities are the responsibility of the respondent. The City of Spartanburg assumes no liability for any costs incurred by the respondent throughout the entire selection process.

**Best Available Data** – All information contained in this RFQ is the best data available to the City

of Spartanburg at the time the RFQ was prepared. The information given in the RFQ is not intended as representations having binding legal effect. This information is furnished for the convenience of respondents and the City of Spartanburg assumes no liability for any errors or omissions.

**Respondent Responsibilities** – Each respondent is presumed by the City of Spartanburg to have thoroughly studied this RFQ and become familiar with the package’s contents and the location, nature, etc. of the sites covered by the RFQ package. Any failure to understand completely any aspect of this RFQ or the proposed sites is the responsibility of the respondent.



**City of Spartanburg, South Carolina**  
**Projects Involving Federal Funds**  
**Federal Procurement Requirement – Appendix II**

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- A. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- B. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- D. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he

or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- G. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- H. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a

member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- J. See 2 CFR §200.322 Procurement of recovered materials.
- K. Government Restrictions: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful firm to immediately notify the City of Spartanburg in writing specifying the regulation which requires alteration. The City of Spartanburg reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the contract at no expense to the City of Spartanburg.
- L. Assignment or Transfer: The successful firm shall not assign or transfer any interest in the contract, in whole or part, without written approval of the City of Spartanburg. Claims for sums of money due, or to become due from the City of Spartanburg pursuant to the contract may be assigned to a bank, trust company or other financial institution. The City of Spartanburg is hereby expressly relieved and absolved of any and all liability in the event a purported assignment or subcontracting of the contract is attempted in the absence of the firm obtaining the Collaborative Partner's prior written consent.
- M. Availability of Records: The Comptroller General of the United States, the Department of Housing and Urban Development (HUD), the City of Spartanburg and any duly authorized representative of each, shall have full and free access to, and the right to audit and to make excerpts and transcripts from, any and all pertinent books, records, documents, invoices papers and the like, of the vendor, or in the possession of the firm, which shall relate to, or concern the performance of the contract.
- N. Permits and Licenses: The successful firm shall obtain all permits and licenses that are required for performing its work. The firm shall pay all related fees and costs in connection with required permits and licenses. Proof of ownership shall be made on all software used in the execution of the contract. The firm will hold the City of Spartanburg harmless for any violation of software licensing resulting from breaches by employees, owners and agents of the firm.
- O. Taxes: The successful firm is responsible for all state and federal payroll and/or social security taxes. The firm shall hold the City of Spartanburg harmless in every respect against tax liability.
- P. Standards of Conduct: The successful firm shall be responsible for maintaining satisfactory standards of its employees' competence, conduct, courtesy, appearance, honesty, and integrity. It shall be responsible for taking such disciplinary action with respect to any of its employees as may be necessary.
- Q. Federal, State, and Local Reporting Compliance: The firm shall provide such financial and programmatic information as required by the City of Spartanburg to comply with all Federal, State and local law reporting requirements.

- R. Nondiscrimination: The firm agrees that it will abide by Federal, State and Local Laws, and City ordinances incorporated by reference herein.
- S. Section 3 Clause: Every applicant, recipient, contracting party, contractor, and subcontractor shall incorporate or cause to be incorporated a “Section 3 Clause” in all contracts for work in connection with a Section 3 covered development, if applicable. All proposals must also include a Compliance Plan to include submittal of reports applicable to Section 3 requirements, if applicable.
- T. Notices: All written notices required to be given by either party under the terms of the contract(s) resulting from the contract award shall be addressed to the firm at their legal business residence as given in the contract. Written notices to the City of Spartanburg shall be addressed as provided in the contract.
- U. Cancellation: Irrespective of any default hereunder the City of Spartanburg may also at any time, at its discretion, cancel the contract in whole or in part. In the event of cancellation, the Firm shall be entitled to receive equitable compensation for all work completed and accepted prior to such termination or cancellation as shall be indicated in the contract.
- V. Contract Documents: Written contract documents will be prepared by the City of Spartanburg. Modifications may be adopted based on final negotiations and specific requirements of the contract under this particular procurement or contract.

## **SELECTION PROCESS AND PROPOSAL EVALUATION**

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

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
<b>Professional Qualifications and Experience</b> – Professional qualifications of key team members necessary for satisfactory performance work on project activities. Firm has specialized experience conducting similar research and working on similar projects, particularly in diversity of methodologies required to a variety of data to create a full picture or needs, assets, and potential solutions. Firm has adequate staff and capacity to accomplish the work for this project.	<b>5</b>
<b>Project Approach</b> – Firm has a detailed understanding of the key data sources and assets (local, state or federal; private or public) that may be used to conduct research. The selected firms approach to the project recognizes the special circumstances in working with advisory committees, public agencies and developing public-private partnerships. Adequacy in identification of actions needed to carry out the required tasks in a successful manner. Reasonability of schedule/timetable for completing various stages of the project, given the expected factors associated with each particular task. The firm and any other key participants must clearly demonstrate the financial ability to act on this opportunity in a timely manner.	<b>5</b>
<b>Past Performance / Qualifications Experience and References</b> – The firm must demonstrate a successful track record of experience in similar endeavors. Past performance on project contracts with government agencies. Demonstrated ability to work effectively with public agencies and related parties.	<b>5</b>
<b>Conformance to the requirements of this solicitation</b> - All appropriate forms included. The firms responsiveness to the proposal requirements and guidelines.	<b>5</b>
<b>Minority- and Women-Owned Business (MWBE) Participation</b> – The City encourages the participation and inclusion of Minority and Women-Owned Businesses.	<b>5</b>
<b>Total Maximum Points</b>	<b>25</b>

## **POINT OF CONTACT**

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

Martin L. Livingston, Jr.

Neighborhood Services Department

Phone: (864) 580-5323

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

**INTENT TO PERFORM CONTRACT WITH OWN WORKFORCE**

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

THE BIDDER AGREES TO PROVIDE ANY INFORMATION OR DOCUMENTATION TO THE CITY OF SPARTANBURG IN SUPPORT OF THE ABOVE STATEMENT.  
THE UNDERSIGNED HEREBY CERTIFIES THAT HE OR SHE HAS READ THIS DOCUMENTATION AND IS AUTHORIZED TO BIND THE BIDDER TO THE COMMITMENTS HEREIN SET FORTH.

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

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

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

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

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

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

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

Notary Seal

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

**Exhibit G**

**MWBE Good Faith Effort Participation Commitment Contract**

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

<b>BID NO:</b>	<b>DATE:</b>
<b>PROJECT NAME:</b>	<b>ADDRESS:</b>
<b>PRIME CONTRACTOR:</b>	<b>CITY:</b> _____ <b>STATE:</b> _____
<b>CONTACT PERSON:</b>	<b>EMAIL:</b>
<b>TELEPHONE: (    )    )</b>	<b>FAX: (    )    )</b>

**MWBE SUBCONTRACTORS**

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

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

**NON-MWBE SUBCONTRACTORS**

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