



# Legal Notice

**Request for Qualification  
Landscape Architectural Services  
for the Renovation and Design  
Enhancements of Morgan Square**

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

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**August 8, 2022**

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**NOTICE IS HEREBY GIVEN** – that the City of Spartanburg (“City”) is soliciting statements of qualifications from experienced consultants (“Consultant”) to provide landscape architectural services for the renovation and design enhancements of Morgan Square, as described in this Request for Qualifications (“RFQ”). The RFQ response (“Qualifications”) should serve as an indication of a consultant’s capacity to deliver the redesign as set forth in the Scope of Services (“Services”) of this RFQ. Consultant should submit sufficient information to allow the City to select one or more Consultant to provide the Services on a non-exclusive basis and to provide the requested services within approximately twelve (12) months. The selected Consultant will be expected to enter into a Professional Services Agreement consistent with the terms of this RFP. The City is looking for expertise in providing landscape architecture services for urban public spaces to design renovations and enhancements to its primary public space for downtown to better serve the community.

**Proposal No: 2223-09-08-01**

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 Qualifications 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 Qualifications or to waive any informality in the qualifications process. Qualifications may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Qualifications for the purpose of reviewing the Qualifications and investigating the capabilities 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.

Qualifications in electronic format must be submitted through the <https://www.cityofspartanburg.org/bid-opportunities> portal. Submissions cannot exceed 50 MB and must be completed no later than 3 pm on Friday, September 2, 2022 after which the portal will close and will not be reopened.

Technical questions regarding the scope of services should be directed to Craig Lewis, Urban Design Consultant to the City of Spartanburg, at [craig.lewis@crtkl.com](mailto:craig.lewis@crtkl.com).

For further information and a complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049 or via email at [cwright@cityofspartanburg.org](mailto:cwright@cityofspartanburg.org). A complete proposal package is also available at <https://www.cityofspartanburg.org/bid-opportunities>.

## RFQ Schedule

Release of RFQ:	Monday, August 8, 2022
Virtual Pre-Submittal Meeting:	Wednesday, August 17, 2022 at 10:00 am
Questions Due:	Friday, August 19, 2022
Answers to Questions Posted:	Wednesday, August 24, 2022
Electronic Submissions Due:	Friday, September 2, 2022 at 3:00 pm EDT
Notification of Shortlist:	Friday, September 16, 2022 (estimated)
Interviews:	Week of September 26, 2022 (estimated)