

# City of Spartanburg

Procurement and Property Division

## **RFP Legal Notice Request for Proposals for the sale of 232 Hydrick Street**

**May 16, 2019**

**NOTICE IS HEREBY GIVEN** – The City of Spartanburg is seeking proposals and highest and best price for the purchase of property located at 232 Hydrick Street.

**Proposal No: 1819-06-18-01**

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 may be required to obtain a City of Spartanburg Business License.

**Please submit one original, 2 printed copies, of your sealed proposals:**

**Sealed Proposal due Tuesday, June 18, 2019, 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 questions regarding the scope of services should be directed to Martin Livingston, Neighborhood Services 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 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.

# **REQUEST FOR PROPOSALS**

## **232 Hydrick Street**

### **1.0 INTRODUCTION**

The City of Spartanburg, SC (City) is seeking proposals from qualified firms or individuals for the purchase of property located at 232 Hydrick Street in the City of Spartanburg.

The site is composed of one parcel located in the [Hampton Heights Historic District](#) on the edge of a vibrant central business district. The Hampton Heights Historic District is a significant collection of 375 residences in a neighborhood that retains historic and architectural integrity from the early 20th century. The district, which developed between 1890 and 1930, was the home of numerous middle- and upper-class citizens of Spartanburg. The district is a cohesive and intact collection of early 20th century houses, representative of the prevalent urban and suburban house types of the era, and of the nature of suburban development in a growing city.

Predominant architectural styles and modes include Queen Anne, Bungalow, Craftsman, Four-Square, and Neo-Classical. The buildings in the district are primarily single-family frame residences, which vary in scale. Large residences boast well-matured grounds, outbuildings, and deep setbacks. Smaller and later houses were built with small, uniform setbacks, narrow lots, and uniform orientation and scale, expressive of the consistent development of the area as an inner-city residential area in the 1910-1930 period. The district was listed in the National Register on January 27, 1983.

### **2.0 SITE INFORMATION**

The property is located at 232 Hydrick Street (TMS: [7-12-14-166.00](#)) in the Hampton Heights Historic District. All developments on this site must comply with the Hampton Heights Historic District guidelines found on the City [website](#) and conferring with the City of Spartanburg's Planning Department (864) 596-2068.

### **3.0 STRUCTURE OF THE TRANSACTION**

There will be no minimum purchase price set by the City for the site. However, the bidder is to provide land cost and to justify the cost in the submitted documents.

The City of Spartanburg makes no warranties as to location, capacity, or condition of utility services to the parcel. Any replacements, repairs, modifications, or upgrades to existing utility services or installation of new equipment or facilities (either on or off the parcel) will be the sole responsibility of the selected individual or organization.

The City of Spartanburg, as the current property owner of record, makes no further warranties as to prior title status of the property indicated in this Request for Proposals. The City will provide title notes, if any, to the individual's or organization's attorney. At closing, the individual or organization is to provide a title insurance binder. The City will not transfer property until all legal action necessary to obtain title insurance is completed.

In compliance with the City of Spartanburg Code of Ordinances, any company or person conducting business with, or on behalf of, the City must possess a City business license.

The individual or organization must be willing to enter into a development agreement outlining the terms and conditions under this RFP. If the property is not developed within the time period as indicated in the development agreement, the City of Spartanburg reserves the right to re-acquire the property.

The sale of all city-owned property must be approved by Spartanburg City Council and will have public input. Upon approval, a city ordinance will be passed transitioning ownership to the successful individual or organization with a development agreement.

#### **4.0 SUBMISSION REQUIREMENTS**

The successful proposal will include a price for the property and the following information:

1. Letter or summary of the proposal to include:
  - a. The Name of the owner
  - b. Contact information for the bidder/proposer
  - c. The Name of the builder if different
  - d. Plans for the site (for sale Homeownership, Rental, primary domain)
  - e. Sales price of the home if for sale
  - f. Rental information including rents if for rental housing
  - g. Experience of the company/individual
  
2. Site Plans or drawings
  - a. Color front elevation of the proposed home to be built
  - b. Site plan of the home to be built (if available)
  
3. All Exhibits and attachments listed below

## **5.0 SELECTION PROCESS AND PROPOSAL EVALUATION**

A selection committee composed of City of Spartanburg employees shall be formed to review and evaluate the proposals based on the criteria listed below. 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 proposer’s based on the initial evaluation scores. These vendors will be considered “finalist” and may then be requested to appear before the Selection Committee for oral and visual presentations as applicable. Final selection will be made subsequent to such meetings, if held.

## **7.0 POINT OF CONTACT**

Respondents to this RFP 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., AICP, CPM  
Neighborhood Services Director, City of Spartanburg  
Phone: (864) 580-5323  
Email: [mlivingston@cityofspartanburg.org](mailto:mlivingston@cityofspartanburg.org)

## **8.0 LIST OF EXHIBITS AND ATTACHMENTS**

1. Exhibit A – Bid/Price Schedule
2. Exhibit B – Insurance Requirements
3. Exhibit C – Authority to Execute Contract
4. Exhibit D – MWBE Participation
5. Exhibit E – Site Map

# Exhibit A



## Request for Proposals For the sale of 232 Hydrick Street

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

Proposer has examined this Request for Proposal, the Advertisement for this Request for Proposal, and the following Addenda (receipt of which is hereby acknowledged):

Addenda Number: \_\_\_\_\_ Date: \_\_\_\_\_

Addenda Number: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPANY/INDIVIDUAL NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

### MY PRICE FOR PURCHASE OF THE PROPERTY

LOCATIONS: 232 Hydrick Street – Hampton Heights Neighborhood

SERVICES	Bid Amount
Vacant Lot Price / 232 Hydrick Street	

**EXHIBIT B**  
**Insurance Requirements**  
Winner will provide COI

**CITY OF SPARTANBURG**  
**INSURANCE REQUIREMENTS FOR CONTRACTORS AND VENDORS**  
*Revised July 1, 2016*

**NOTE: DO NOT BID ON THIS PROJECT IF YOU CANNOT MEET THE FOLLOWING INSURANCE REQUIREMENTS**

**CONTRACTOR'S/VENDORS LIABILITY AND OTHER INSURANCE:** The Contractor/Vendor shall purchase and maintain with a company acceptable to the City and authorized to do business in the State of South Carolina, such insurance as will protect him from claims under workers' compensation laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees, including claims insured by usual bodily injury liability coverage; and from claims for injury to or destruction of tangible property, including loss of use resulting there from - any or all of which may arise out of or result from the Contractor/Vendor operation under the contract documents, whether such operations be by himself or any subcontractor or anyone directly or indirectly employed/volunteering by any of them or for whose acts any of them may be legally liable. This insurance shall be written for not less than the limits of liability specified below, or required by law.

**Automobile Liability:** The amounts of such insurance shall not be less than: **Combined Single Limit - \$1,000,000; Split Limits: Bodily injury per person - \$500,000; Bodily Injury per Occurrence - \$1,000,000; and Property Damage - \$500,000**

**Commercial General Liability:** The amounts of such insurance shall not be less than: **Each Occurrence - \$1,000,000; Damage to Rented Premises - \$100,000; Med Expenses (per person) \$5,000; Personal & Advertising Injury - \$1,000,000; General Aggregate - \$2,000,000; and Products Completed Operations Aggregate - \$2,000,000.** This coverage shall be on an "Occurrence" basis. Coverage shall include Premises and Operations; Products and Completed Operations; Medical Expense in reference to General Liability, and Contractual Liability. Bodily injury and property damage liability shall protect the Contractor and any subcontractor performing work under this contract from claims of bodily injury, Personal & Advertising injury, and property damage which could arise from operations of this contract whether such operations are performed by the Contractor, any subcontractor or anyone directly or indirectly employed by either.

This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability assumed under the indemnity provision of this contract and broad form property damage, explosion, collapse and underground utility damage stating if policy is written on an occurrence basis. Any policy written on a claim made basis must be approved by the City of Spartanburg in advance.

**Property Insurance including Builders Risks-**Property coverage will name the City of Spartanburg as loss payee in instances where the City has an interest in the property unless otherwise requested.

**Workers' Compensation and Employer's Liability** – This coverage shall meet the **STATUTORY requirement of the State of South Carolina.** Employers Liability shall be in the amount of \$500,000 each accident and disease - each employee and \$500,000 disease - policy limit. Sole Proprietors, Partners, Members of LLC and Corporate officers will not be excluded from coverage.

**Employers Liability:** Each Accident - \$1,000,000; Disease each employee - \$1,000,000; Disease Policy Limit - \$1,000,000

- This is part of Workers' Compensation coverage

**Umbrella Liability: Each Occurrence – TBD; Aggregate – TBD**

This coverage should be required for high hazard operations including excavation, roofing, water tower installation, painting, repair and removal, large construction projects. Should also consider for certain high hazard special event activities such as fireworks displays, inflatables, mechanical rides, etc.

**Professional Liability: Per Occurrence - \$1,000,000; Aggregate - \$1,000,000**

This coverage should be required for professional services such as accountant, attorneys, architects, design, engineering and most consultants.

*The Contractor/Vendor shall provide the City with insurance certificates certifying that the foregoing insurance is in force; and such insurance certificates shall include provisions that the insurance shall not be cancelled, allowed to expire or be materially changed without giving the City thirty (30) days advance notice by registered mail.*

**The City of Spartanburg, its employees, and agents shall be named as additional insured under the Contractor/Vendor's general liability policies.**

*The Contractor is advised that if any part of the work under the contract is sublet, he shall require the subcontractor(s) to carry insurance as required above. However, this will in no way relieve the Contractor/Vendor from providing full insurance coverage on all phases of the project/event, including any that is sublet.*

*When certain work is to be performed inside right-of-way owned by railroads, South Carolina Department of Transportation or other Agencies, both the Contractor and any subcontractor may be required to furnish individual insurance certificates made in favor by the controlling agency, with limits as established by that agency.*

*Cancellation and Re-issuance of Insurance: If any insurance required to be provided by the Contractor should be canceled or changed by the insurance company or should any such insurance expire during the period of this contract, the Contractor shall be responsible for securing other acceptable insurance to provide continuous coverage during the life of this contract.*

*Failure of the Contractor/Vendor to maintain continuous coverage as specified herein will result in this project/event being shut down and any payments due, or to become due, withheld until such time as adequate, acceptable insurance is restored. This would be in addition to any legal recourse open to the City under breach of contract.*

*All coverage's and provisions shall be in place, and documentation of such coverage shall be provided to the City of Spartanburg, before any work can began.*

\*\*All emailed Certificates of Insurance can be forwarded to:  
[kbooker@cityofspartanburg.org](mailto:kbooker@cityofspartanburg.org)

\*\* All Certificate of Insurance submitted via postal mail can be sent to:

City of Spartanburg  
145 W. Broad St.  
Spartanburg, SC 29306  
Attn: Kenneth Booker

**EXHIBIT C**  
**Sample of Corporate / Company Resolution**

**A RESOLUTION**

FOR THE PURPOSE OF AUTHORIZING \_\_\_\_\_ TO EXECUTE A CONTRACT WITH THE CITY OF SPARTANBURG:

**WHEREAS,** \_\_\_\_\_ will or has submitted a bid/proposal to Spartanburg City of Spartanburg for the purpose of providing goods or services; and

**WHEREAS,** \_\_\_\_\_ may be or has been awarded a contract to provide good or services to Spartanburg City of Spartanburg ; and

**WHEREAS,** \_\_\_\_\_ Type of Organization is :

Check the applicable box):

- Sole Proprietorship
- Partnership
- Corporate entity (not tax-exempt)
- Corporate entity (tax-exempt)
- Government entity (Federal, State or Local)
- Other \_\_\_\_\_

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors (or other appropriate governing body) of \_\_\_\_\_ does hereby approve and authorize \_\_\_\_\_ (Name of Individual) to execute a contract with Spartanburg City of Spartanburg in an amount not to exceed \$\_\_\_\_\_. .

**ADOPTED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NAME OF ORGANIZATION [ \_\_\_\_\_ ]

ATTESTED

\_\_\_\_\_

By: \_\_\_\_\_ (signature)

\_\_\_\_\_ (printed name)

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



## **EXHIBIT D**

### **GOOD FAITH DOCCUMENTATION MUST ACCOMPANY THE BID DOCUMENT**

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 bids 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. Each proposer shall attest that they engaged in good faith efforts in an endeavor to achieve the City's M/WBE goal of 10%.

Any questions or any assistance please contact Mrs. Natasha Pitts.

Contact Information

Phone 864-596-3449

Email [npitts@cityofspartanburg.org](mailto:npitts@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 appraised 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: \_\_\_\_\_

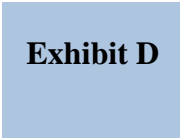
Date: \_\_\_\_\_

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



**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						\$	%



**EXHIBIT E**  
**232 HYDRICK STREET – SPARTANBURG**

