

City of Spartanburg
Procurement and Property Division
Post Office Drawer 1749, SC 29304-1749
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RFP Legal Notice
Request for Qualification for Planning Services
for Transformation Plan for the Highland Neighborhood

April 13, 2018

NOTICE IS HEREBY GIVEN – The City of Spartanburg is issuing the following addendum:

Proposal No: 1718-04-24-01
Addendum #3

Several potential submitters have asked for clarifications to questions. Below are responses based on the collective questions requested by potential submitters:

- 1. Would you mind clarifying if we need to include a scope of work and a fee as part of our response? The document states that it is an RFP in the first few pages, but the rest of it has the requirements of an RFQ, and a scope or fee is not part of the statement of qualifications and the evaluation criteria.**

This **Request for Qualifications** does not request a price or a scope of work. A price is determined after the selection of the most qualified submitter. Please indicated “Not Applicable” or “N/A” where price is requested.
- 2. How can we access the list of documents available for review? (Page 22 of RFP/RFQ).**

Please review Addendum #2 for a list and link of available documents.
- 3. Is Exhibit C just an example or must it be filled out as part of the response?**

All Exhibits are standard forms included for most or all of the City’s procurement process. All exhibits must be completed and returned with the proposal. Exhibit C allows the City to determine the person authorized to sign contract documents.
- 4. If we are using subcontractors for some of the work, do we need to sign Exhibit G?**

All Exhibits are standard forms included for most or all of the City’s procurement process. All exhibits must be completed and returned with the proposal. Please list potential subcontractors that may be involved in the panning process. Please identify any minority contractors which may affect the scoring and selection of your submittal.
- 5. On page 7, number 5, design guidelines and a zoning ordinance are mentioned. What kind of detail for each of these items do you imagine for this planning effort – recommendations for changes to zoning and design guidelines, or fully written guidelines and zoning changes? This has the potential to change the fee substantially.**

For the Highland Transformation Plan the City, its partners and the Highland Neighborhood will need recommendations for planning and zoning changes to be consistent with a final Transformation Plan. City Planning Staff will handle any changes to the zoning text and requirements at the completion of the planning process.
- 6. Page 8, number 8 says “Develop single-family and multifamily residential designs that could be built in the community to meet any adopted design standards.” Do you mean architectural designs, or general scaled buildings on the concept plans with the numbers of units and building stories noted?**

For the Highland Transformation Plan the City, its partners, and the Highland Neighborhood is requesting conceptual design standards, conceptual front elevations, and floor plans. The

conceptual designs will need to be consistent with the discussions held in neighborhood meetings of Highland Neighborhood's desire for improved new construction housing. No architectural designs are requested.

7. On page 8, numbers 7 and 8, pro-forma for development are mentioned. How detailed do you need these to be?

All Pro-forma is not needed for the submittal at this time. All Pro-forma in the Transformation Plan will need to have sufficient detail to give the neighborhood and potential developers estimated cost of developing housing and infrastructure in the neighborhood. The neighborhood and its community quarterback or lead implementation organization need to know the sources and potential uses of funding that could develop housing in the neighborhood. The Highland Neighborhood may choose one or two catalyst areas where a detailed pro-forma will help the neighborhood implement the Transformation Plan.

8. Although on page 9, it mentions providing an outreach plan describing the number of meetings, do you have a minimum number required? Or a framework established that we can expand on?

No, the Scope of Work provided in the RFQ gives the potential submitter the work that the City, its partners, and the Highland Neighborhood is requesting in a Transformation Plan. Final details of the scope of work will be negotiated to be included in a contract with the final selected submitter. A final determination of the number and scope of meetings or charrettes will be determined during contract negotiations.

9. Do you have a specific budget range allocated for this study, and are you able to share this?

The City, its partners, and the Highland Neighborhood have budgeted approximately \$150,000 for the planning effort. While we have a budget, we are expecting the submitters, during the negotiation process and after, to provide clear cost and high quality of service that meet the goals of the neighborhood. The City, its partners, and the Highland Neighborhood Association are also applying for federal planning grants that may provide additional funds for planning services.

10. Do we need to include a fee with our submission? The chart in Exhibit G includes line items for fees in the boxes.

No fee is required at this time for this submission. Please indicate "Not Applicable" or "N/A" where exhibits and forms request a fee.

11. Is the Federal ID/SS# required on the Contractor References form on Table C?

All Exhibits are standard forms included for most or all of the City's procurement process. All exhibits must be completed and returned with the proposal. References can be listed in other areas of the submittal as well, please indicate on Table C where references are located in your document. Social Security numbers and Federal Identification Numbers are not required for References at this time.

12. For required references (#5 on page 12), do you want us to use the form provide in Table C?

All Exhibits are standard forms included for most or all of the City's procurement process. All exhibits must be completed and returned with the proposal. References can be listed in other areas of the submittal as well, please indicate on Table C the page number or area where references are located in your document.

13. On page 19, it mentions a preference for 3-ring binders for the RFQ submission. Are coil-bound booklets permitted?

There are no restrictions on the binding of the documents.

14. Table B notes a certification that we own sufficient equipment to complete the project. We assume that doesn't apply to this project. Please confirm.

All Exhibits are standard forms included for most or all of the City's procurement process. All exhibits must be completed and returned with the proposal. Please list potential subcontractors

that may be involved in the panning process. Please identify any minority contractors which may affect the scoring and selection of your submittal.

- 15. Does Exhibit C apply? It is asking for a price, but this has otherwise been structured as a statement of qualifications. Also, I have company authority to bind my company to contracts up to a certain value. Is this sufficient. (We are publicly traded so getting board action for something like this is both unusual and complicated).**

This Request for Qualifications does not request a price. A price is determined after the final selection of the most qualified submitter.

- 16. Exhibit D is asking for a certification related to the price submitted. Again, please confirm that a price is not requested at this time.**

This Request for Qualifications does not request a price. A price is determined after the final selection of the most qualified submitter.

Please submit one original, 2 printed copies, and a flash drive with one PDF document (with blank or clearly identified pages as tabs) of your sealed proposals:

Sealed Qualifications Due Tuesday, April 24, 2018 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, 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 by following the links for Invitations for bids.