



CITY OF TRAVELERS REST, SOUTH CAROLINA REQUEST FOR PROPOSALS

The City of Travelers Rest, South Carolina is seeking proposals from qualified companies to provide the City with design and engineering services.

Proposals will be received at the City of Travelers Rest City Hall, 125 Trailblazer Dr., Travelers Rest, SC 29690 until **2:00 p.m. October 29th, 2019** from qualified companies. Details of the award will be posted on our website; <https://travelersrestsc.com/after> the proposal opening. Proposals received after the time and date set for receipt of proposals will not be accepted and will be returned to the company.

No proposal may be withdrawn for a period of sixty (60) calendar days after the opening. Should the proposed fees be higher than the amount allocated by the City for this project, the City reserves the right to negotiate in good faith with the selected company. Failing an agreement, the City may reject all proposals and resubmit for new proposals or make any decisions it deems to be in its own best interest.

No proposal will be accepted from a consultant who is not currently licensed as applicable, by the South Carolina Department of Labor, Licensing and Regulation Contractor's License Board, in accordance with the Code of Law of South Carolina.

WMBE Statement: It is the policy of the City of Travelers Rest to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the City of Travelers Rest to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap or veteran status and to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

City Contact: If you have any questions regarding this Request for bids contact Patrea St John at Patrea@travelersrestsc.com

Upon receiving the "Notice of Award", the successful proposal has ten (10) calendar days to submit all required insurance, permits and licenses and meet with the City to discuss any problems or questions pertaining to the project.

The successful company shall comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel.

Project Scope of Work

- A. See attachment Scope of Work

Proposal Outline to be Submitted

The proposal shall be organized and submitted with the following elements:

- A. Cover Page
- B. Executive Summary - provide a brief summary describing the company's ability to perform the work requested, a history of the company's background and experience providing the products and services, the qualifications of the company's staff to be assigned to this project, any subcontractor, and/or suppliers and a brief history of their background and experience and any other information called for by this request for bids. This summary should be brief and concise.
- C. Questionnaire/Response to Scope of Work - Each company shall provide responses and information to fully satisfy each item in the Questionnaire. Each question should be reiterated before the company's response to them.
- D. Attachments

Questionnaire

- A. Company and General Information
 - 1. Company name and address
 - 2. Letter of transmittal signed by an individual authorized to bind the company stating that the company has read and will comply with all terms and conditions of this Request for Bids.
 - 3. General information about the primary contact who would be able to answer questions about the proposal. Include name, title, telephone number and email address of the individual.
- B. Qualifications and Experience of the Company
 - 1. Describe your company's history and organizational structure. Include the size of the company, location of offices, years in business, name of owner(s).
 - 2. List the office and members of your team who will be responsible for providing the products and services.
 - 3. What is your company's experience fabricating and installing the signs requested? Describe comparable projects performed by your company in the last five years, including the number of projects, scope of work and status of the projects.
 - 4. Comment on other areas that may make your company different from your competitors.

C. Questions/Response to Scope of Work

- 1. Provide a statement of the products and/or services that differentiate your company from others.

D. Fees

Phase 1 _____
Phase 2 _____
Phase 3 _____

The City acknowledges that Fees for Phase 2 and 3 may require adjustment prior to proceeding with each phase as more detail is defined in the project.

E. References

List the name, address and telephone number of references from at least three (3) recent similar projects. Include a brief description of the work provided for each reference.

F. Implementation Schedule

Include a detailed implementation schedule and note key project milestones and timelines for deliverables. Identify any assumptions used in developing the schedule.

G. Certificate of Insurance

The City will require the successful company to provide Certificates of insurance evidencing required coverage types and the minimum limits. See the attached City Standard Agreement for more information on the City’s insurance requirements.

H. Business License

The proposing organization does not require a City of Travelers Rest business license to respond to the Request for Bids however, the successful proposer will be required to acquire a City of Travelers Rest Business License during the contracting process and maintain an active license throughout the contracted period.

I. Standard City Professional Services Agreement

The City will require the successful company to execute a professional services agreement with the City. Please review the attached City Standard Agreement and identify any questions or clarifications.

Evaluation of Proposals

Proposals will be evaluated on the company’s ability to provide the services that meet the requirements set forth in this Request for Proposals. The City reserves the right to make such investigations as it deems necessary to determine the ability of the company to provide the products and services to a satisfactory level of performance in accordance with the City’s requirements. Interviews and presentations may be requested if deemed necessary to fully understand and compare the company’s capabilities and qualifications.

Proposals will be evaluated on the basis of the following criteria, in no particular order:

- 1. Qualifications and Experience
- 2. Questions/ Response to the Scope of Work

3. Fees

4. References and Schedule

As reflected above, the contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City. After evaluating all the proposals received and discussing them further with the finalists, the City reserves the right to further negotiate the scope of work and/or the fabrication and installation method and amount of compensation.

Background

The City of Travelers Rest has adopted the Poinsett Highway and Center Street Corridor Study and recently completed a Downtown Master Plan that offers a roadmap to the next phase of the City's redevelopment. The City is requesting proposals from qualified consulting firms to provide design and engineering services for several of the projects identified in these documents.

I. Introduction

The general scope of this project consists of the following:

- Site visit and field survey
- Basin analysis and drainage study
- Obtain permits from federal, state, and local agencies
- Design of proposed lake feature
- Design of proposed stormwater mitigation
- Design of streetscaping
- Preliminary Engineering Report
- Opinion of probable construction cost
- Preparation of 60%, 90% and 100% construction plans
- Meetings

II. Information Availability

- Downtown Master Plan 2019
 - Public input was gathered during this process for Gateway Park
- Poinsett Highway and Center Street Corridor Study
 - Includes conceptual cross sections and intersection improvements

III. Scope of Work

3.1 General

Travelers Rest recently completed Downtown Master Plan includes reimagining Gateway Park with a central lake feature that will create a passive park experience and green infrastructure for the downtown redevelopment. A feasibility study for this project, including lake design and consideration of stormwater concerns within the natural drainage area and outside the park site should be included. Travelers Rest currently experiences flooding along Main Street (US Route 276) and Center Street during significant rain events.

Both green and grey solutions to stormwater mitigation should be considered. Green includes Green Stormwater Infrastructure (GSI) and Low Impact Development (LID) and grey includes traditional infrastructure such as pipes and ditches.

Streetscaping and intersection improvements as proposed in the Poinsett and Center Street Corridor Plan Center Street will be part of this project scope. The City of Travelers Rest will request local control from SCDOT for Center Street, Poinsett Hwy will remain as a state road.

Gateway Park is located east of North Main Street and north of Center Street and currently consists of a baseball field, football field, basketball courts, tennis courts, picnic area, and bike pump track. The active recreation on the site is proposed to be relocated to Trailblazer Park. Gateway Park slopes to the northeast towards an on-site creek. The Swamp Rabbit Trail runs just west of Gateway Park along Main Street, switching from the west side to the east side at the intersection of Main St and Center St. All engineering and design work must meet federal, state, and local codes and standards. This includes street standards and tree planting requirements. Permitting should begin at the earliest possible phase.

3.2 Phase 1

Phase 1 of the project will include a kickoff meeting, feasibility study of the lake feature, inventory of utilities, and preparation of conceptual site designs for the streetscape and intersection improvements.

Phase 1 tasks shall include, but are not limited to the following:

1. Coordination of a kickoff meeting and site reconnaissance visit
2. Perform a Feasibility Study for the lake feature and stormwater mitigation. Greenville County LIDAR is proposed to be used in this phase of work. This study will take into account maximum development for the downtown area in Travelers Rest. Activities include the following:
 - a. Basin analysis and drainage study
 - b. Utility inventory including stormwater, sewer, electric, gas, water, communication, and roadway
 - c. Lake feature feasibility
 - i. Depth, width, and location
 - ii. Perform soil analysis to determine the retention capacity of the lake. From a quality standpoint, avoiding the need for a liner and compounding stormwater pollution concerns is preferred.
 - iii. Analysis of the lake: this will include the delineation of the drainage basin and determination of recharge flow. Groundwater pumping may be required as a makeup water source for the lake. If so, consideration of a solar powered well pump is preferred. The size and pump strength needed to keep the lake full will be approximated.
 - Confirm the estimated groundwater withdrawal does not exceed the 3 million gallons/month threshold to trigger the need for a permit from South Carolina Department of Health and Environmental Control.
 - Estimation of the maximum gallons/minute necessary during peak evaporation and driest times of year required to keep the lake full. This will help determine the size of the lake.
 - iv. Estimate freeboard amount needed for stormwater management
 - Included in this estimate should be the assumption of maximum development within the natural drainage area to the site, existing

- impervious surface, plus 15% potential increase of impervious surface on the park site.
 - The estimate will be based on the 100-year storm
 - Areas outside of the natural drainage area for additional stormwater detention should be considered.
 - Included in this portion of the analysis will be consideration of the potential negative externalities of this action, especially with respect of moving water from one watershed to another.
 - Both S. Main Street from Center Street to Roe Road and all of Center Street will be considered. The small section of N. Main Street that is in scope already drains to Gateway Park.
 - Stormwater connections to the pond, what type and the maintenance required.
 - Emergency spillway sizing
 - Consideration of downstream effects
3. Stormwater Analysis: Conceptual plans of stormwater improvements along the following corridors for both green and grey option improvements will be considered.
- a. Center Street, both sides
 - b. North and South Poinsett Highway, both sides
 - c. South Main Street from Center Street to Roe Road, along the eastern side
 - d. Coordinate streetscape details with stormwater infrastructure needs to incorporate innovative stormwater technology
 - i. Review and discuss identified opportunities for green infrastructure and innovative stormwater solutions (i.e. LID, GSI).
 - ii. Evaluate site conditions and drainage patterns and prepare a conceptual design for Gateway Park, Center Street and S. Main Street.
 - iii. Preliminary stormwater calculations will be conducted
4. Streetscape: Conceptual plans will coincide with stormwater plans and include consideration of the following:
- a. Transportation requirement
 - b. City/SCDOT landscape requirements
 - c. Zoning or site restrictions
 - d. Master Plans, Overlays, Area Plans, or other applicable design guidelines
 - e. SCDOT roadway criteria, access management, parking requirements for impacts to existing parking, service requirements for local businesses and municipal maintenance, existing/future utilities, pedestrian circulation, lighting (street and vehicular scale)
 - f. Street trees (variety and biodiversity, planting strip/grates, installation details, subsurface drainage, irrigation, soil specifications, soil volume requirements/details, ANSI standards, etc.)
 - g. Streetscape materials and site furnishings (including benches, pedestrian lights, tree grates, guards/fences, bike racks, etc.)

5. Coordination with Travelers Rest personnel and SCDOT
 - a. Coordinate streetscape details with Travelers Rest for sections of the corridor where there is local control of the right-of-way.
 - b. Inform SCDOT/Travelers Rest of identified concerns and troubleshoot potential solutions early in design process.
6. Phase 1 Deliverables
 - a. One (1) copy of the drainage study and basin analysis
 - b. Preliminary Engineering Report with Opinion of Probable Construction Cost for Lake/Stormwater Feature that can be used for RIA grant application.
 - c. One (1) copy of the stormwater conceptual site plan
 - d. One (1) copy of the streetscape conceptual site plans for the Poinsett and Center Street Corridor
 - e. One (1) copy of a Rough Order of Magnitude cost estimate for streetscape
 - f. One (1) inventory and analysis report
7. Review by the City
 - a. The City of Travelers Rest shall review the Phase 1 documents and provide comments and/or revisions.

3.3 Phase 2

Phase 2 will include schematic design and a detailed survey

1. Field Survey of critical project components may include topo, buildings, and corridors
2. Schematic Design for the stormwater and streetscape plan for each section of the corridor including:
 - a. Prior to design creation, the following will be confirmed with the City of Travelers Rest: tree species, plant palette, planting standards, furnishings, materials and maintenance considerations
 - b. Schematic Streetscape Plan for each section of the corridor will include:
 - i. Schematic Dimension Control Plan
 - ii. Schematic Materials & Site Furnishings Plan
 - iii. Schematic Cross Sections
 - iv. Schematic Details (where applicable)
 - v. Schematic Grading/Drainage and stormwater infrastructure.
3. Plans for demolition, erosion control, grading/drainage, utility, traffic control, street profile, easements, and stormwater infrastructure plans will be determined
4. Coordination with Travelers Rest personnel and SCDOT -
5. Phase 2 Deliverables
 - a. One (1) set of schematic streetscape design plans
 - b. Update Construction Cost Estimate and Proposed Construction Phasing Plan.
6. Review by the City
 - a. The City of Travelers Rest shall review the schematic streetscape design with applicable agencies and departments and provide comments and/or revisions.

3.4 Phase 3

Phase 3 will include preparation of 60%, 90% and 100% construction documents

1. Final field survey for detailed design if needed
2. Detailed lake features and feasibility will be analyzed at this time including but not limited to:
 - a. Aeration options to keep the lake feature clean, including a fountain
 - b. The need for water quality BMPs including but not limited to trash collection, oil separation, and pet waste.
 - c. Operations and maintenance cost estimates for the lake feature.
3. Coordination with Travelers Rest personnel and SCDOT - submittal for permits
4. Detailed streetscape design decisions include the following:
 - a. Tree species palette, planting standards, irrigation needs/standards, soil specifications, soil volume details, furnishings/materials and maintenance considerations prior to beginning design development.
5. Design development plan set and construction documents (100%) for each section of the corridor to include
 - a. Dimension Control Plan;
 - b. Materials & Site Furnishings Plan;
 - c. Planting Plan;
 - d. Irrigation Plan;
 - e. Details (Materials/Furnishings, Planting, Irrigation)
6. Location of lighting and signage
7. Site Construction Documents will contain the customary technical information necessary for accurate pricing/bidding and construction by qualified contractors, and be sealed by the appropriate licensed professional, i.e., landscape architect, professional engineer etc., carrying professional liability insurance.
8. Phase 3 Deliverables
 - a. One (1) copy of 60% construction plans (for review)
 - b. One (1) copy of 90% construction plans (for review)
 - c. One (1) copy of the following maps: project location, service area, existing infrastructure, proposed improvements
 - d. One (1) copy of construction cost estimates by each section of the corridor
 - e. One (1) copy of construction cost estimate for the lake feature
 - f. One (1) copy of 100% construction plans provided after review of both the 60% and 90% plans.
9. Review by the City
 - a. The City of Travelers Rest shall review the 60% and 90% construction plans and other Phase 3 deliverables with applicable agencies and departments and provide comments and/or revisions.