



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. August 24, 2021**, from qualified companies. Details of the award will be posted on our website, <https://travelersrestsc.com/>. 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No proposal may be withdrawn for a period of sixty (60) calendar days after the opening.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 based on race, color, national origin, religion, sex, age, handicap, or veteran status and to conduct its contracting and procurement programs to prevent such discrimination and to resolve all claims of such discrimination.

City Contact: If you have any questions regarding this Request for bids contact Brennan Williams at Brennan@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 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 drafting zoning codes and design guidelines? 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

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 based on the following criteria, in no 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 amount of compensation.

City of Travelers Rest, South Carolina

Project Scope of Work

I. Introduction

The City of Travelers Rest is requesting qualified planning and urban design firms to provide consultant services to assist with the development of development standards and a downtown overlay district for its central business district.

II. Background

Travelers Rest, South Carolina is a small city of 5,000 in northern Greenville County at the foot of the Blue Ridge Mountains. The city gained its name as a popular resting point for travelers before passing into the mountains. Spurred by an 18.7 mile shared-use trail connecting the city with Greenville called the Swamp Rabbit Trail, downtown Travelers Rest experienced a revitalization. Downtown Travelers Rest continues to grow and flourish with renovation and adaptation of buildings, new infill housing development, and proposals for additional downtown revitalization.

In 2018 and 2019, the City's comprehensive plan and downtown master plan recommended the establishment of a central business district overlay. The city intends to strengthen downtown as a place for people to gather and act as the city's business, residential, and visitor center. The City's comprehensive plan and downtown master plan is available at <https://travelersrestsc.com/businesses/plans-projects/>.

III. Purpose and Goals

The project will focus on the preparation of a downtown overlay district and development standards that will guide future development within the central business district and along the Swamp Rabbit Trail.

- *Downtown Overlay District*

The downtown overlay will be a tool in the City of Travelers Rest Zoning Ordinance to supplement the zoning standards throughout the central business district without affecting the entire city. The overlay will modify the development standards in the Zoning Ordinance for the central business district only.

- *Development Standards*

The development standards will ensure designers know what is expected while encouraging creativity. The standard will convey to property owners, developers, and architects the expectation for the high quality of overall design, mass, scale and proportions, and details. Successful standards will be tailored to the more urban nature of the downtown, providing appropriate signage, the public realm, building context, and scale to maintain the character of downtown.

IV. Summary of Scope of Work

- *Background Review & Goals*

Meet with City staff to establish project goals and objectives and confirm the project schedule. Review relevant plans and policies to include: 2018 City of Travelers Rest Master Plan, 2019 Downtown Master Plan, Zoning Ordinance, and relevant design guidelines and zoning provisions from other cities.

- *Existing Conditions Analysis*

Review the central business district to get an understanding of key elements of the downtown context.

- *Identify & Prioritize Options*

Identify and analyze the Zoning Ordinance options to address specific characteristics of the downtown.

V. Major Deliverables

- City staff review
- Final product includes Downtown Overlay District ordinance changes and Development Standards