



## 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 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. Thursday, December 9, 2021**, from qualified companies. Details of the award will be posted on our website; <https://travelersrestsc.com/> 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No proposal may be withdrawn for a period of sixty (60) calendar days after the opening.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 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](mailto: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. The consultant shall **submit three copies** of their proposal for consideration by the City.

### **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 designing landscape, irrigation, and maintenance plans? 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/or the fabrication and installation method and amount of compensation.

## **City of Travelers Rest, South Carolina**

### **Project Scope of Work**

#### **I. Introduction**

The City of Travelers Rest is seeking proposals for a firm or individual to provide general landscape architecture/design and installation services for the North Poinsett Highway streetscape improvements.

#### **II. Background**

In 2018 and 2019, the City's Master Plan, the Poinsett Highway + Center Street Corridor Study, and Downtown Master Plan recommended streetscape improvements along Center Street and Poinsett Highway. The city recently was awarded funding to retrofit a segment of North Poinsett Highway to provide sidewalks and curb lawns among other improvements. The city intends to beautify, landscape, and prioritize user connectivity and safety along this corridor. The City's comprehensive plan, corridor study, and downtown master plan is available at <https://travelersrestsc.com/businesses/plans-projects/>.

#### **III. Summary of Scope of Work**

The scope of work for this project is outlined below. Additional tasks and work elements may be added during contract negotiations. It is also possible that tasks or elements could be removed through negotiations.

1. Create a low maintenance landscape design, and landscape maintenance plan for the North Poinsett Highway streetscape improvements.
2. Landscape plan must provide street lighting placement and street furnishing layout.
3. Landscape designs must feature drought tolerant perennials, native grasses, and trees.
4. Landscape designs should be innovative and must be created with the intent to minimize annual maintenance.
5. Develop cost estimates for the plans, specifications, and installation.
6. Bid and manage installation contract.

#### **IV. Major Deliverables**

- Final lighting, landscape, planting, and maintenance plans
- Cost estimates