



**CITY OF TRAVELERS REST, SOUTH CAROLINA
REQUEST FOR PROPOSALS
DESIGN/BUILD**

The City of Travelers Rest, South Carolina is soliciting competitive bids from qualified vendors for Professional Design/Build Services for the design and construction of a state-of-the-art Skate Park for all types of non-motorized wheeled uses including skateboards, bicycles, scooters, and the like located near City Hall between Old Buncombe Road and the Swamp Rabbit Trail.

Proposals will be received at the City of Travelers Rest City Hall, 125 Trailblazer Dr., Travelers Rest, SC 29690 until **2:00 p.m. May 12, 2023**, 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 submitter.

No proposal may be withdrawn for a period of sixty (60) calendar days after the opening.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 Eric Vinson at eric@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 issues 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

The project scope is for the completion and approval of preliminary studies, a master plan concept, and supporting budgetary construction cost estimates. The final design of any facility will occur under a future contract to be negotiated with the firm awarded the master plan with a budget to be determined upon ultimate park programming and budgets as determined by the City of Travelers Rest.

The City of Travelers Rest has identified the need to build an environmentally friendly Skate Park that would tie into the Swamp Rabbit Trail and become a regional attraction for skating enthusiasts, with roughly six acres of area that can accommodate skating and biking for all ages and skill levels. It should also provide ample space for events and viewing. The proposed park must meet safety and design standards for skate parks, incorporating high quality materials, while being sensitive to the natural environment in and around Travelers Rest.

The facility is anticipated to be unstaffed, however consideration will be given to the potential for restroom and/or concession activities to occur on site, requiring some level of staffing and maintenance.

This Request for Proposals includes, but is not limited to, planning and design consulting services. Future work will include the public involvement process, preparation of construction drawings, feature and performance specifications, permitting and compliance with all local, state, and federal requirements (as applicable), cost estimating, consideration of solutions for funding, and construction of the project.

Consideration will be given to firms with demonstrated experience dealing with public private cost sharing partnerships as well as funding acquisition success. Existing building located on site may be relocated as part of the project scope.

Design considerations should take into account the following criteria (at a minimum):

- Design and construction of a skating facility that blends with the landscape and that incorporates creative and unique skating elements;
- Substantial green space and landscaping should be included
- Amenities for park visitors and spectators should be considered;
- Uses materials, elements, and design styles which characterizes the Travelers Rest community;
- Connection to, and incorporation of existing trail system;
- Commitment to environmentally sustainable practices for stormwater management, low impact development features, and native landscaping;
- Incorporation of safety and crime prevention through skate park design best practices;
- Additional public restrooms;
- Additional public parking considerations.

All designs must meet all the following guidelines (at a minimum):

- Americans with Disabilities Act (ADA)
- ASTM F2480-18, specifically for Skate Park Standards
- City of Travelers Rest Code of Ordinances
- Greenville County Land Development Regulations
- South Carolina Department of Transportation (SCDOT)

It is the consultant's responsibility to ascertain which regulatory standards are pertinent to the project and

be responsive to the constraints or conditions through the proposed design solutions.

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. Skate Park Master Plan Concept – provide a conceptual master plan concept sketch and supporting narrative describing the primary features and programming elements.
- D. Approach & Methodology – provide a suggested approach for the planning, design, and implementation of the new facility.
- E. 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.
- F. 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, along with any sub-consultants who will be responsible for providing the products and services.
 3. 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 two (2) 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.

