

CITY OF BARNWELL, SOUTH CAROLINA

REQUEST FOR QUALIFICATIONS

The City of Barnwell, South Carolina is seeking proposals from qualified companies to provide the city with design services for Fuller Park.

Proposals will be received at the City of Barnwell City Hall, 130 Main St., Barnwell, SC 29812 until 11:00 a.m. **Tuesday, January 9, 2024**, from qualified companies. Details of the award will be posted on our website; <https://cityofbarnwell.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No proposal may be withdrawn for a period of sixty (60) calendar days after the opening.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 Barnwell 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 Barnwell 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 Lynn McEwen at lsmcewen@cityofbarnwell.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.
- A. 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.

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 pavilions, 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 Barnwell business license to respond to the Request for Bids however, the successful proposer will be required to acquire a City of Barnwell 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.

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 Barnwell, South Carolina
Project Scope of Work

I. Introduction

The City of Barnwell is seeking proposals for a firm or individual to provide general landscape architecture/design for Fuller Park.

II. Background

In 2006, a Master Plan was created for the Downtown Barnwell District that included several parks. The initial idea for moving the softball/baseball fields from Lemon Park to Fuller Park was not achievable. Since then, Lemon Park was totally recreated and now has a full sports complex. Fuller Park was then enhanced with a Capital Projects Sales Tax project with a splash pad, playground and new restrooms, as well as increased parking areas. It is now the City's intention to place an additional smaller pavilion at the park for rentals for smaller events (such as family parties, etc). The city still has more park to utilize but without the plans to complete its vision. The city is in search of plans to complete the park and create a space that will be used and enjoyed by many generations.

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. Plan to meet with city representatives for ideas, suggestions and options already discussed.
2. Create (using the rest of the park space {approx.. 9 acre area} and incorporating existing facilities) several more pavilion plans, including possibly a multipurpose building that could be used as an outdoor theater.
3. Create ways to bring partners in for educational and conservation efforts.
4. Create a low maintenance landscape design, and landscape maintenance plan for Fuller Park.
5. Design plan must also include parking designs for two parking areas within the park.
6. Include lighting, either incorporating existing lighting or for additional lighting for safety purposes and aesthetically pleasing aspects.
7. Landscape designs should be innovative and must be created with the intent to minimize annual maintenance and flood mitigation (creek runs along park).
8. Develop cost estimates for the plans, specifications, and installation.
9. Provide information on known or possible grant opportunities for projects.

IV. Major Deliverables

- Final pavilions, lighting, landscape, planting, and maintenance plans
- Cost estimates, grant sources