

TOWN OF PINE RIDGE, SC



RFP 2022-04

Comprehensive Plan Update

June 29, 2022

**2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500
(803)955-0605 fax
www.townofpineridgesc.com**

RFP2022-04

Overview

The Town of Pine Ridge requests proposals from qualified companies to update the Town of Pine Ridge Comprehensive Plan.

The RFP provides background information on the project, contact person for the project, general scope of services, required contents of the Proposal, rating/selection process, and the time and date to respond.

PROPOSALS ARE DUE BY 5:00 PM, FRIDAY, AUGUST 5, 2022.

Subject to the conditions, provisions and the enclosed specifications, proposals with “RFP2022-04” clearly marked on envelope, will be received at this office until the stated date and time and then presented to Council on August 9, 2022, @7:00pm. Any proposal received after the August 5, 2022; deadline will be immediately disqualified. The Town assumes no responsibility for delivery of proposals which are mailed.

- There is no expressed or implied obligation for the Town to reimburse responding vendors for any expenses incurred in preparing proposals in response to this request.
- The Town of Pine Ridge reserves the right to accept or reject any/or all proposals, to waive irregularities and technicalities, and to request resubmission.
- Request for proposals may be canceled by notice at any time prior to the opening of proposals.
- The determination of award for more than \$5,000 to the low responsible vendor shall be made by council after receiving the recommendation of the Finance Committee.
- A tie proposal shall be awarded to the Proposer selected by a majority vote of council.
- Any actual or prospective Proposer who is aggrieved in connection with the solicitation or award of a contract may protest to the Town Council. A protest with respect to this Request for Proposal shall be submitted in writing prior to the scheduled opening date of this proposal, unless the aggrieved person did not know and could not have been reasonably expected to have knowledge of the facts giving rise to such protest prior to the scheduled opening date of this proposal. The protest shall be submitted within seven calendar days after such aggrieved person knows or could have reasonably been expected to know of the facts giving rise thereto.
- If awarded, the Proposer will be required to purchase a Business License with the Town of Pine Ridge.
- The Town of Pine Ridge reserves the right to terminate this agreement for nonconformance with RFP2022-04 requirements.
- The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.
- Respondents are responsible for their own expense in preparing, delivering or presenting a proposal.

I. CONTACT FOR INFORMATION

Vendors responding to this solicitation should direct all inquiries to:

Viki Miller
Town Administrator
2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500
vmiller@townofpineridgesc.com

II. LOCATION OF PROJECT

The Town of Pine Ridge is located in the southeastern portion of Lexington County. The heart of the town is at the junction of S32-73 (Fish Hatchery Road) and S32-103 (Pine Ridge Drive).

III. BACKGROUND

The Town of Pine Ridge, South Carolina was incorporated in 1958 and covers just less than 4.5 square miles of rolling terrain. Elevations range from 150 feet above sea level along Congaree Creek at the northern portion of town to 350 feet in the high Sand Hills in the eastern portion of town along Pine Ridge Drive. According to the 2020 Census, the Town has 2,167 residents.

The Town's last Comprehensive Plan has received numerous updates since it was originally adopted in January 2011. In accordance with the South Carolina Local Government Comprehensive Planning Enabling Act of 1994, the Town of Pine Ridge is looking to update the Town's Comprehensive Plan.

IV. SCOPE OF SERVICES

Task 1 Public Participation

- A. Develop and obtain approval from the Town Council of a Public Participation Plan in compliance with South Carolina Local Government Comprehensive Planning Enabling Act of 1994.
- B. Organize, advertise, plan and present community engagement efforts and public hearings as approved in the public participation plan. These efforts shall include:
 - 1. An overview of the Comprehensive Plan Update process.
 - 2. Opportunities for citizen, elected and appointed/volunteer officials, businesses, community stakeholders and staff input and review.
 - 3. Draft and final presentations.

Task 2 Review Existing Conditions and Previous Planning Efforts

- A. Familiarize yourself with the Town through elected official, stakeholder, citizens and staff engagement.
- B. Review previous planning efforts, to include, but not limited to the following:
 - 1. Town of Pine Ridge Comprehensive Plan
 - 2. Town of Pine Ridge Zoning and Land Development Ordinance
 - 3. Town of Pine Ridge Zoning Map
 - 4. Town of Pine Ridge Pedestrian and Bike Plan

Task 3 Develop Required Plan Elements

- A. **Population:** The population element includes information related to historic and projected population, growth and development trends and household demographic characteristics and distributions such as age, race, sex, income, and educational attainment.
- B. **Economic Development:** The economic development element includes information on labor force characteristics, trends and projections; employment distributions by place of work; and an analysis of consumer expenditures and gross sales characteristics.
- C. **Natural Resources:** The natural resource element includes a discussion of key environmental characteristics that reflect conservation and mitigation priorities as well as physical limitations to future development. A typical inventory would include locations of floodplains, wetlands, rivers and streams, topography, soils and vegetation, agricultural and timber lands.
- D. **Cultural Resources:** The cultural resource element includes an inventory of key historic and cultural sites and districts, unique commercial, residential, natural or scenic resources, and any other feature or facility relating to the cultural aspects of the community.
- E. **Community Facilities:** The community facilities element includes a discussion of water and sewer infrastructure, solid waste collection and disposal, fire and police protection, Emergency medical services, government and educational facilities and parks and recreational resources.
- F. **Land Use:** The land use element includes an analysis of existing and future land use, environmental opportunities and constraints, transportation and infrastructure influences, development capacity, neighborhood and town center development plans, annexation priorities, and zoning and land development ordinances. This element is influenced by all of the other elements and will serve as a primary framework for documenting the development objectives of the town.

- G. Housing: The housing element includes a discussion of the location, type, age, condition, and affordability of housing as well as occupancy and ownership characteristics.
- H. Transportation: The transportation element includes an inventory of the town's current transportation infrastructure including functional class of roadways, traffic characteristics, transit options, and availability of bike and pedestrian facilities. The element will also discuss the relationship to the regional transportation system and local, regional, state and federal transportation planning process.
- I. Priority Investment: The priority investment element is intended to help prioritize and allocate funding for infrastructure improvement projects identified in the other elements of the comprehensive plan based on projected revenues. The element typically recommends the adoption of a capital improvement planning (CIP) process and the coordination of this process with the comprehensive plan. The element will recommend a list of projects identified elsewhere in the plan for inclusion in a future CIP and priority investment planning program.
- J. Resilience Element: Per the requirements of the Disaster Relief and Resilience Act of 2020, the resilience element should consider the impacts of flooding, high water, and natural hazards on individuals, communities, institutions, businesses, economic development, public infrastructure and facilities, and public health, safety and welfare. The element should also promote resilient planning, design and development; be coordinated with adjacent jurisdictions and agencies; and be coordinated with other elements and the comprehensive plan goals and strategies.

The final document shall be organized in such a way that each chapter focuses on one of the ten elements described above. Each chapter will begin with a discussion of existing conditions, including the presentation of relevant maps, tables and figures, and will conclude with a list of goals, objectives, and implementable strategies that reflect the town's needs and priorities as identified through the existing conditions analysis and discussions with the Planning Commission, Town Council and a public participation.

Task 4 Compile, Present and Deliver Town of Pine Ridge Comprehensive Plan

- A. Compile Comprehensive Plan Update in accordance with SC Code of Laws Title 6, Chapter 29.
- B. Deliver concise, user-friendly final document incorporating graphics, narrative, goals, objectives, recommendations, maps and exhibits in formats transferable to Town staff and software.
- C. Present draft and final plan elements to Planning Commission for recommendations.
- D. Present final plan to Town of Pine Ridge for adoption, via public hearing.
- E. One digital and 15 color-printed copies of the final plan document.

V. PROPOSAL FORMAT

- Scope of Services
Describe the company’s approach to accomplishing the objectives stated in the RFP and identify methodology proposed. The company is encouraged to include suggestions and supplemental tasks which may enhance the project or streamline the scope of services and improve cost effectiveness. Include the decisions, products, data and corollary information that the company expects to be provided by Town staff.

- Work Program Timeline
Include a timeline showing the estimated length of time for completion of the Comprehensive Plan. Time estimates should be expressed in number of days/weeks without reference to a specific starting date. The timeline should identify when draft and final work products will be submitted to Town staff.

- Statement of Qualifications
Summarize the reasons for which you or your company is qualified and has the experience to perform the services related to this project. The letter should identify the primary contact/project manager for the project. The letter should be limited to 2 (two) pages.

- Related Project Experience
Provide a list of clients for which your company has provided similar services over the last three years. The list should include a minimum of three entities with the focus on very similar projects. The list should include the name of the client, a client contact person and telephone number, a description of the project, and the company’s role in the project.

- Cost Summary
The costs summary shall be submitted in a separate sealed envelope. All costs should reflect “not to exceed” figures. Fee schedules, including hourly rates for the prime consultant and all sub-consultants, meetings and reproduction costs, should accompany the cost summary.

- Signature
The proposal shall be signed by an official who is authorized to bind the company and shall contain a statement which guarantees that the proposal/cost estimate is valid for ninety (90) days.

VI. RATING CRITERIA

The proposals will be evaluated according to the following criteria in order of relative importance:

- Total cost of project
- Qualifications of the Company
- Related Project experience similar in size and nature
- Demonstration of ability to deliver the Scope of Services

VII. SELECTION PROCESS

- Evaluation of Responses: The selection process will be based on the proposal that will best serve the Town of Pine Ridge. The Town of Pine Ridge reserves the right to reject any and all responses (or portions of responses), to cancel a solicitation, and to waive any technicality if deemed to be in the best interest of the Town. The Town of Pine Ridge shall reserve the right to award the project to the respondent which is most advantageous to the Town of Pine Ridge. Responses will be evaluated objectively based on the vendor's responses to the RFP. The Town of Pine Ridge will not pay costs incurred in the proposal preparation including the costs for printing, demonstration, negotiation process, etc. All costs for the preparation of the response shall be borne by the proposing vendor.
- Right of the Town of Pine Ridge to reject proposals: The Town of Pine Ridge reserves the right to reject any and all proposals or any part of any proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the Town of Pine Ridge may deem necessary in its best interest. The Town also reserves the right to negotiate with any vendor, all or part of any proposal that is in the best interest of the Town.
- Confidentiality of Documents: All responses to the RFP submitted by vendors shall be deemed public documents at the time opened by the Town of Pine Ridge. The RFP is intended to be worded in a manner so as not to elicit proprietary information from the vendor. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the Town of Pine Ridge to the submitter. Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.
- Notification of Withdrawal of Proposal: Proposals may be modified or withdrawn by an authorized representative of the vendor or by formal written notice prior to the final due date and time specified for proposal submission. Submitted proposals will become the property of the Town of Pine Ridge after the proposal submission deadline.

VIII. CONTRACTUAL OBLIGATIONS OF SUCESSFUL RESPONDENT: The successful vendor will be required to undertake certain obligations that are not limited to the following:

- Acquisition of a Business License: The successful Vendor to this RFP will be required to obtain a Town of Pine Ridge Business License prior to commencing work inside the Town limits.
- Indemnification: The successful vendor shall indemnify and hold the Town of Pine Ridge and its officers, agents, employees and assigns, harmless from any liability imposed for injury whether arising before or after completion of work hereunder, or in

any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of vendor, or of anyone acting under vendor's direction or control or on its behalf, in connection with or incident to, or arising out of the performance of this contract.

- Insurance: The successful vendor shall maintain and shall require any joining firm to maintain general aggregate insurance with limits of not less than \$1,000,000 per accident in addition to workers compensation.