



**TOWN OF PINE RIDGE  
2757 FISH HATCHERY ROAD  
WEST COLUMBIA, S.C. 29172**

**REQUEST FOR PROPOSALS  
RFP24-03**

The Town of Pine Ridge ("Town") is requesting proposals from qualified consulting firms to provide:

**PLANNING & ZONING CONSULTANT SERVICES**

**RFP Issue Date: June 19, 2024**

**Proposal Due Date: August 1, 2024 at 3:00 PM**

The Town of Pine Ridge invites the submission of proposals for professional planning consultant services from qualified planning firms or individuals with experience in providing professional services to municipalities for planning-related work.

The proposals shall be addressed to:

Town of Pine Ridge  
Attention: Viki Miller, Town Administrator  
2757 Fish Hatchery Road  
West Columbia, S.C. 29172

Subject: RFP24-03

Proposals required	1 original; 5 copies
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It is the responsibility of the proposer to ensure that the submission is received by 3:00 PM on August 1, 2024. Proposals received after the deadline will not be considered.

## I. 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.

## II. SCOPE OF SERVICES

The Town of Pine Ridge is seeking to award a contract for consulting services for planning and zoning to provide support to the Planning Official by conducting research, processing applications, answering questions and providing information to the public by explaining the requirements, policies and procedures.

The RFP shall be inclusive but not limited to the following scope of work:

- a. Answer public inquires by telephone, mail or in person regarding planning application submittal requirements, zoning information etc.
- b. Analyze planning projects for compliance with the Town's Unified Development Ordinance
- c. Review and process administrative applications such as: Sign permits, Zoning permits, Two-Lot Minor Subdivision, Minor Subdivision, Major Subdivision, Group Development and Mixed-Use Planned Development, etc.
- d. Ability to attend pre-application conference, if requested
- e. Ability to plan and conduct required annual planning and zoning training to commission and boards.
- f. Conducts technical reviews, site inspections and makes staff reports to the Planning Commission and Zoning Board of Appeals on specific project proposals such, but not limited to special use permit applications, conditional use permit applications, zoning amendments, variances and appeals. Planning Commission meetings (once a month), Zoning Board of Appeals meetings (as needed) and Town Council meetings (as needed). All meetings are held in the evening.
- g. Knowledge and ability to process and keep track of surety bonds, subdivision agreements, performance guarantees, site plans and vested rights.
- h. Ability to review, understand, and inspect roads and roadway standards (with experience in this area), drainage and stormwater plans, and utility plans

Firm's Qualifications:

1. Please describe the firm's qualifications for delivering Planning Consultant Services as described in the sections "Scope of work" and "Delivery of Services".
2. Please list relevant client cities (and other public agencies) where similar work has been performed.
3. Please provide at least two references from current or previous clients.

Delivery of Services

The Town desires the consulting firm to provide staff person(s) who will be responsible for delivering Planning services for the Town up to ten (10) hours per week. Please describe the firm's approach for meeting that requirement.

Invoicing

Consultant will submit invoices, not more often than once a month, based on the cost for services performed prior to the invoice date.

Invoices will contain the following information:

- The beginning and ending dates of the billing period;
- Serial identifications of bills; i.e., No. 1 for the first invoice, etc.;
- Task Summary describing the services provided by person doing the work, the hours spent by each person, and a brief description of the work;
- Include the hourly billable rate charged to the Town.

**III. PRELIMINARY SCHEDULE**

The following is a preliminary schedule for the project.

Distribution of RFP	<b>June 19, 2024</b>
Deadline to submit proposals	<b>3:00 pm August 1, 2024</b>
Award of the contract	<b>August 13, 2024</b>

Note that this schedule is preliminary. The schedule may be adjusted, as needed, by the Town. The deadline for submitting proposals may be extended by 30 days if the Town does not receive adequate responses from qualified firms. Accordingly, the date for awarding the contract will change.

#### **IV. DEADLINE FOR WRITTEN QUESTIONS**

All inquiries regarding this RFP shall be directed to Viki Miller via telephone at (803) 755-2500, or, preferably, via email at [vmiller@townofpineridgesc.com](mailto:vmiller@townofpineridgesc.com)

Except as specified above, consultants and their representatives may not communicate with any officer, director, employee, or agent of the Town with respect to this RFP except as may be reasonably necessary to carry out the procedures specified in this RFP. Nothing herein prohibits consultants or their representatives from making oral statements or presentations in public to one or more representatives of the Town during a public meeting. The Town will not respond to verbal inquiries and interested consultants are specifically discouraged from contacting the town in person or by telephone during this RFP and selection process.

#### **V. PROPOSAL BUDGET**

All tasks within the enclosed Scope of Services shall be included within the proposal's fee schedule and itemized according to required and optional tasks. Please note that all reimbursable expenses (travel, phone, etc.) must be included in the hourly rates.

#### **VI. PROPOSAL CONTENT**

Proposers may submit proposals in the form of their choice. To be considered complete, however, at minimum it must include the following:

- A statement demonstrating that the Proposer understands the scope of work required and approach for meeting requirements;
- A proposed cost structure (preferably hourly rates for all proposed work to perform);
- A statement of the Proposer's two (2) references from current or past clients, preferably South Carolina agencies. References must have worked with the proposed project manager and other key staff proposed to be assigned to for such services. References should include the following:
  - Name, address, and telephone number of the agency
  - Time period for the project
  - Brief description of the scope of work
  - Reference contact name, email, and telephone number

## VII. CONSULTANT SELECTION PROCEDURE

### A. EVALUATION CRITERIA

All proposals will be evaluated using the following criteria:

- Experience and qualifications of proposer (50%)
- Quality and completeness of proposal (30%)
- Understanding of Requested Services and Approach (20%)

### B. EVALUATION PROCEDURE

Evaluation of the proposals will be performed by Town staff who will assess the qualifications, experience, and ability to perform the work of each consultant based on the criteria listed above. Town staff will evaluate submissions for substance and completeness. Staff may contact references and/or proposers in its discretion during the evaluation process to clarify and elaborate on the details set forth in the firm's proposal. The Town Council, in its discretion, shall ultimately determine to whom to award and shall not be obligated to make an award.

## VIII. GENERAL INFORMATION FOR PROPOSALS

The Town reserves the right to award the contract to any qualified responder. This solicitation in no way obligates the Town to award a contract. All submittals become the property of the Town upon submission. The cost of preparing, submitting and presenting qualifications lies solely with the responder.

- 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.
- A tie proposal shall be awarded to the Vendor selected by a majority vote of council.
- Any actual or prospective Vendor 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.
- All data, databases, reports, designs and materials in digital and hard copy format created under this project shall be transferred to the town upon completion of the project and become the property of the town.
- *If awarded, the Vendor 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 for nonconformance with RFP 2024-03 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.

#### IV. Terms & Conditions

1. Reliance on Professional Skill of CONSULTANT. CONSULTANT represents that it has the necessary professional skills to perform the services required and the TOWN shall rely on such skills of the CONSULTANT to do and perform the work. In performing services hereunder CONSULTANT shall adhere to the standards generally prevailing for the performance of expert consulting services similar to those to be performed by CONSULTANT hereunder.
2. Documents. All documents, plans, drawings, renderings, and other papers, or copies thereof, as finally rendered, prepared by CONSULTANT pursuant to the terms of this RFP, shall, upon preparation and delivery to TOWN, become the property of TOWN.
3. Relationship of Parties. It is understood that the relationship of CONSULTANT to the TOWN is that of an independent contractor and all persons working for or under the direction of CONSULTANT are its agents or employees and not agents or employees of the TOWN.
4. Indemnity. To the fullest extent allowed by law, CONSULTANT hereby agrees to defend, indemnify, and save harmless the TOWN, its Council, boards, commissions, officers, employees and agents, from and against any and all claims, suits, actions liability, loss, damage, expense, cost (including, without limitation, costs and fees of litigation) of every nature, kind or description, which may be brought against, or suffered or sustained by the TOWN, its Council, boards, commissions, officers, employees or agents caused by, or alleged to have been caused by, the negligence, intentional tortuous act or omission, or willful misconduct of CONSULTANT, its officers, employees, subcontractors or agents in the performance of any services or work pursuant to this RFP.
5. Insurance. CONSULTANT shall maintain Workers' Compensation, employer's liability, commercial general liability, owned and non-owned and hired automobile liability, and professional liability insurance coverage relating to CONSULTANT's services to be performed hereunder covering TOWN's risks. The minimum amounts of coverage corresponding to the aforesaid categories of insurance per insurable event, shall be as follows:

<u>Insurance Category</u>	<u>Minimum Limits</u>
Workers' Compensation	statutory minimum
Employer's Liability	\$1,000,000 per accident for bodily injury or disease
Commercial General Liability	\$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage

Automobile Liability	\$1,000,000 per accident for bodily injury and property damage (coverage required to the extent applicable to CONSULTANT's vehicle usage in performing services hereunder)
<sup>1</sup> Professional Liability	\$1,000,000 per claim and aggregate

It shall be a requirement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to the TOWN as an Additional Insured. Furthermore, the requirements for coverage and limits shall be the greater of either (1) the minimum coverage and limits specified or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named Insured.

<sup>1</sup> Note: Professional liability insurance coverage is not required if the CONSULTANT is not providing a service regulated by the state. (Examples of service providers regulated by the state are insurance agents, professional engineers, doctors, certified public accountants, lawyers, etc.)

Please check and initial the following if professional liability is **NOT** required for this agreement.

Recommended  Approved