



CITY OF CLEMSON

REQUEST FOR QUALIFICATIONS

**Project Management and
Consulting Services for
Strategic and Master
Planning Activities**

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CITY OF CLEMSON

The City of Clemson intends to enter into a contract with the successful proposer to provide consulting services related to visioning and master planning. Please note that selection as consultant will be deemed as disqualification for consideration of eligibility for any future work/studies directly associated with advice or guidance outlined in this consultation. An individual or firm providing the consulting services outlined here shall not disqualify the applicant from any work or studies unrelated to the consultation outlined in this proposal.

All work must comply with applicable State and City regulations. Statements of Qualifications shall contain the requested information and be submitted in the format as shown on the Request for Qualifications information sheet.

All Statements of Qualifications **MUST** be received at the Clemson City Hall – located at 1250 Tiger Blvd. Suite 1 Clemson, SC 29631 – no later than 2:00 p.m. February 13, 2020. Any submission received later than the specified time/date will **NOT** be accepted/considered. Hand-delivered submissions should be delivered to the same above referenced address. No facsimile, email or telephone proposals will be accepted. Statements of Qualifications must be submitted in a package clearly marked “Project Management and Consulting Services for Strategic and Master Planning Services.”

Contact Information for this Project:

Andy Blondeau
ablondeau@cityofclemson.org
864-653-2072

INSTRUCTIONS FOR STATEMENTS OF QUALIFICATIONS

General

This solicitation will be conducted in accordance with City of Clemson procurement code and regulation. Statements of Qualifications must be received by the City of Clemson no later than 2:00 p.m. February 13, 2020. Submittals should be delivered to the attention of Andy Blondeau at the Clemson City Hall located at 1250 Tiger Blvd. Suite 1 Clemson, SC 29631. The City of Clemson is not responsible for delays in the mail. Any response received after the above stated date and time will not be considered. All submittals shall contain all information requested and shall be submitted in the format specified within this solicitation. Submissions must be packaged and clearly marked "Community Visioning and Planning Consultant." Package labeling should also include the submitter's business name, address, and license number (if applicable). The City of Clemson shall not be responsible for unidentified submittals. Respondents are to submit four (4) copies of the RFQ response document.

Examination of RFQ Document

Prior to submitting qualifications, each offeror shall carefully examine the RFQ document, study and thoroughly familiarize themselves with the requirements within, and notify the City of any conflicts, errors, or discrepancies. By submitting a Statement of Qualifications, the proposer guarantees that all services offered meet the requirements of the solicitation.

Questions/Addendum

Submit written questions to Andy Blondeau via email to ablondeau@cityofclemson.org or by phone at 864-653-2072. The deadline for questions is February 6, 2020 EST. All questions will be addressed by addendum. All addenda will be posted on the City of Clemson website. All addenda must be acknowledged with the submittal. It shall be the proposer's responsibility to ensure they have all addenda by visiting the City's website. Verbal information obtained otherwise will not be considered in the awarding of the RFQ.

PROJECT OVERVIEW

The City of Clemson (“the City”) is a municipality situated in Upstate South Carolina on US Highway 76/123, approximately ten (10) miles from Interstate 85. Located predominantly in Pickens County, a small portion of its seven (7) square-mile area lies in Anderson County. Although the City borders on some unincorporated lands, a majority of the length of its boundaries adjoin either Lake Hartwell or one of three other municipalities: The Town of Central, the Town of Pendleton, or Clemson University, which, in spite of being widely perceived to be a part of the City, was chartered as a separate municipality when established in the late-1800s. As a result, opportunities for the City to grow geographically through annexation are significantly restricted.

In July 2019, the City’s year-round resident population was estimated to be 10,000. Part of the growth Clemson is experiencing is undoubtedly the result of the ongoing increase in population across the region. However, a significant amount of the increase in population of the City is generally attributed, either directly or indirectly, to the growth of the enrollment of Clemson University, which is expected to continue to increase for a number of years to come. Among the more visible results of this change are increased traffic and growth in the number of student oriented multi-family housing complexes. As a result, a number of citizens have called for an effort to re-evaluate existing planning efforts in the City, and consider the development of a “master plan” that would address economic and adverse social impacts and mitigate, to the degree possible, the impacts of the change and help maintain or improve the quality of life our citizens enjoy.

In December 2019, City Council initiated the process to select a consultant to provide guidance and assist in a planning process intended to guide Council in determining the best next steps. The goal is to select an independent ‘third party’ consultant to manage this process and complete (or sub-contract as appropriate to complete) all items listed in the scope of on Page 6.

It should be noted that any consultant selected for this initial effort will not be considered to undertake the development of any plan or other recommended changes that may result. The consultant shall NOT be disqualified for future work and studies unrelated to this specific consultation. Residents of the City of Clemson or employees of Clemson University will not be considered.

Responses to this RFQ shall comply with the terms, conditions, and instructions set forth in the paragraphs below:

The City will use a two-step process in making its selection. An RFQ, as the first step, will be issued to all parties who respond to South Carolina Business Opportunities (SCBO) notice advising of the proposed project or who otherwise learn of the project and register their interest as instructed. After an evaluation of RFQ submittals received, the City intends to invite a short list of respondents to interview with the selection committee. The selection of the short-listed firms will be based on the criteria established in this RFQ. Firms not short-listed will be notified.

Selection/advancement to the short-list will be made at the City’s sole discretion and will consider matters that may include but not be limited to:

- Respondent’s Statement of Qualifications to include work history and relevant experience with an emphasis on projects related to the scope of work and concerns and issues outlined in this RFQ.

- Respondent’s references.
- By submitting a SOQ, respondent authorizes the City and its representatives to contact references and others familiar with the respondent’s work.
- Respondent’s ability to substantially complete the scope of work by June 30, 2020.
- Prior work with college towns is strongly preferred.
- Such other factors as the City may determine reasonable or necessary at its sole discretion.

It is not the intention of the City to receive specific proposals, plans, or other draft documents as a part of this RFQ. Respondents shall limit submittals to the information required but may certainly include documents and materials intended to represent previous work performed with relevancy to the City’s project as experience examples with the RFQ. Failure to comply will result in disqualification of a Respondent.

PROJECT SCOPE

The Project includes all work necessary to provide guidance and assistance to the City as described in this RFQ, and specifically includes the accomplishment/delivery of the following items:

1. **Assess Existing Conditions.** Evaluate current conditions as related to traffic, student housing trends, and other identified factors anticipated to significantly impact future development patterns in the City. This assessment shall include a review (that clearly outlines related opportunities and restraints) of existing data and plans the City has developed and the existing Zoning Ordinance, Zoning Map, and Land Development Regulations.
2. **Create an easy to understand summary of existing plans.** This effort should include clear, easy to understand graphics and visual presentation as appropriate and applicable. In addition, and as appropriate, develop recommendations for additional planning efforts to address concerns.
3. **Facilitate Input.** Plan, coordinate, and conduct input efforts.
4. **Prepare drafts** of new and/or changes to codes, ordinances, and policies that address concerns for consideration and adoption by Council. All proposed strategies should include consideration of economic and social impacts.
5. **Facilitate 2-3 public input efforts** to inform the public and receive feedback on proposed strategies and recommendations once they are drafted and ready for public comment.
6. **Develop a promotion and public awareness program designed to communicate the completed plan and strategies in an easy to understand format.**
7. **Develop an Estimated Budget and Timeline for Completion.** For any additional plans, studies, surveys, or other work recommended by the consultant that is beyond the scope of Items 1-6, provide an estimated time of completion and cost. Each budget should include all anticipated expenditures, other resources required, and identify potential outside sources of funding. Additionally, provide a timeline for completion of each of the items, taking into consideration likely

funding availability, and prioritization based on other known City initiatives.

Receipt of RFQ responses does not bind the City to any interviews or contract negotiations for professional services, nor does it guarantee that a contract for the project will be awarded.

SELECTION PROCESS

The City will use a Selection Panel to evaluate the RFQs. The Selection Panel will consist of the Steering Committee appointed to oversee the Project. The selection panel will select a short-list of firms to be interviewed. Following the short-list interview presentations, the Selection Panel will recommend to the Clemson City Council the selection of the Respondent to undertake the Project. The selected Respondent then will negotiate with the City on contract conditions. If a reasonable contract cannot be achieved (in the opinion of the City) with the Respondent of choice, negotiations will proceed in order of ranking with the other Respondents interviewed until a mutually agreed upon contract is negotiated.

EVALUATION CRITERIA

While no specific scoring rubric will be used to rank respondents, the following criteria will be considered but not be limited to, the following:

- Respondent's Statement of Qualifications to include work history and relevant experience with an emphasis on projects related to the scope of work and concerns and issues outlined in this RFQ.
- Responsiveness to the RFQ.
- Respondent's references. By submitting a SOQ, respondent authorizes the City and its representatives to contact references and others familiar with the respondent's work.
- Respondent's ability to substantially complete the scope of work by June 30, 2020.
- Prior work with college towns is preferred.

(Items listed above are not necessarily listed in order of importance)

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

1. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the SOQ, will be grounds for exclusion from the selection process.
2. By submitting a response, Respondents represent and warrant to the City that all information provided in the response submitted shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City for consideration in the selection process shall be excluded.
3. Respondents who are "short-listed" should expect and anticipate questions that will most likely focus not only on the Respondent team's stated approach to the project but also on an appraisal of the professionals who would be directly involved in the Project.
4. RFQ process progress inquiries may be directed to Mr. Andy Blondeau, Interim City Administrator.
5. Do not contact the Mayor, City Council, or the Selection Panel to make inquiries about the progress

- of the selection process. Respondents will be contacted when it is appropriate to do so.
6. The City will not be responsible for the costs incurred by anyone in the submittal of RFQ responses to this solicitation or responses to the short-list RFP. No submittal documents will be returned.
 7. This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City, the specific scope of work, associated fees, and other contractual matters will be confirmed during contract negotiations. The City reserves the right to make the inclusion of a “key persons” clause a part of the contract negotiations.
 8. The City reserves the right to evaluate the responses submitted, waive any irregularities therein, select candidates for the submittal of more detailed or alternate proposals, accept any submittal or portion of submittal, and reject any or all Respondents submitting responses should it be deemed in the City’s best interest, or cancel the entire process.
 9. The Respondent shall have in effect, for the duration of the contract period, the appropriate liability insurance written by an insurer authorized to transact insurance in the State of South Carolina.
 10. All parties in a Response shall, if applicable, be duly licensed to offer said services in the State of South Carolina or be capable of obtaining such license before entering into the contract.
 11. Any questions about the RFQ should be directed to:
Mr. Andy Blondeau, Interim City Administrator
Phone: 864.653.2072
Email: ABlondeau@cityofclemson.org

If necessary, as a result of any question received, an addendum to the RFQ will be issued to firms having registered to submit a SOQ. Written responses to germane questions received by 2:00 on February 6, 2020 will be sent by email to all registered Respondents.

FORMAT AND CONTENT OF SUBMITTAL

To facilitate handling and evaluation, all SOQ’s are to be the same size and be in the same order with respect to information requested. Each SOQ response shall be submitted as outlined in this section.

Format

1. SOQ’s pages must be 8.5 x 11 inches, with a “portrait” orientation.
2. Margins shall be 3/4-inch top, bottom, and sides with a 1/2-inch gutter on the left side for wire spiral binding or 3 ring note book.
3. Front and rear covers shall be heavy stock. Do not use plastic overlaid covers. Cover design shall include the name of the Project and the name of the Respondent.
4. All pages except the covers shall be numbered in the bottom right hand corner.
5. The first page after the front cover shall be a Table of Contents. Use dividers or tabs to separate the sections of the RFQ response document.
6. In addition to the above, each applicant shall submit their entire application and support materials as a single PDF.

Content

Divider #1, Introductory Letter:

1. The first page following the divider shall be an introductory letter transmitting the response to the City. The letter shall state that continued interest in the Project shall remain in effect for a period

of 90 calendar days from the submittal date.

2. All copies of the SOQ transmittal letter shall contain the original signature of a partner, principal, or other authorized official of the Respondent.

Divider #2, Firm Information:

1. Names, addresses, and telephone numbers of all Respondent firm offices having a role in the RFQ submission and any subsequent Project transactions.
2. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
3. Years firm has been in business.
4. Names of principals.
5. Primary contact.
6. Organizational description.
7. Description of firm's philosophy

Divider #3, General Company History/Qualifications

1. A brief history of the Respondent and the services routinely provided in-house on similar projects.
2. An organization chart that explains team member responsibilities.
3. Brief resumes (one page) of all persons to be assigned to the project with their prospective roles identified.
4. Documentation by Professional Registration Number of any firms and individuals on the Respondent's team that are registered in the State of South Carolina, or provide information on why they are not so registered

Divider #4, Experience and References (Portfolio)

1. Provide examples of previous work with relevance to the City's Project. Limit of ten (10) projects with no more than two (2) pages devoted to each project.
2. Identify each project by name, location, and year completed
3. Include a short description of project, noting the scope and deliverables
4. Provide client contact information

PROJECT DATES

Request for Qualifications issued:	January 31, 2020
Last date to submit questions about the project	February 6, 2020
RFQ and Statement of Qualifications due	February 13, 2020
Short list announced (on or around)	February 20, 2020
Short list interviews (to be scheduled with selected firms)	TBD
Selection announced	TBD