

City of Clemson, South Carolina



Request for Proposals (RFP) 2040 Comprehensive Plan



Introduction:

The City of Clemson is looking for an experienced firm willing to incorporate new, innovative and state of the art approaches to the development of the 2040 Comprehensive Plan. The firm selected will have a demonstrated use of technology for the purposes of outreach. Regular communication with the community is extremely important. The final Comprehensive Plan should inspire and create excitement. The plan should be easy to use, and easy to understand by utilizing maps, photos and illustrations, including a video, to tell the story of the City of Clemson.

Background:

Clemson is a unique community with unique challenges and opportunities. Clemson is 7.5 square miles and is home to approximately 17,000 residents (2020 Census). Clemson is located primarily in Pickens County, with a small portion located inside Anderson County and abuts Lake Hartwell. The City surrounds and is intertwined with Clemson University which exists as its own municipality. The City and University are primarily independent of each other, but a strong relationship exists between the two. Clemson University has approximately 26,000 students enrolled.

Over the past few years the City has experienced significant growth, fueled by a combination of the growth of Clemson University as well as being in the middle of one of the fastest growing regions in the country. This growth has posed challenges to the City in regard to the impact this has on traffic, infrastructure, and the overall character of the community.

Project Scope and Deliverables:

The selected consultant(s), with direction from the City, will engage the community in a participatory process; facilitate public meetings; prepare the proposed plan for review by the City; and, based on this collective information and input, finalize the updated Comprehensive Plan. The Plan will be coordinated and reviewed by the Planning Commission. Once finalized, it will be submitted to the City Council for adoption. The plan will

be used to guide, inform, and inspire thoughtful planning that will help the City reach its goal of becoming the most desirable city in the world.

The selected consultant will be responsible for the Comprehensive Plan process and scope of work included but not limited to the following items:

1. Inventory of existing conditions.
2. A statement of needs and goals.
3. The City desires an aggressive, creative, and far-reaching public input strategy. Including, but not limited to stakeholder meetings, social media, website, surveys, and other creative input mechanisms. Public Participation is essential to this planning effort and must include an outreach and public participation process designed to engage the public and specific stakeholders in visioning the future of the City. Significant public input will be required throughout the process. We anticipate that a number of public meetings will be held in order to seek the opinions and views of the public at large, report on progress as the plan develops, solicit comments on specific ideas or concepts, and identify problems or barriers that must be acknowledged and overcome. Public involvement in the planning process and acceptance of the final plan is critical to the success of this effort.
4. Prepare for and present at workshops for citizens, property owners, and stakeholders; conduct workshops and visioning sessions with residents, business owners, and City staff; and present formally to the City Council and Planning Commission for public input, plan consideration, and final adoption.
5. Hold regular meetings and calls with City staff (a steering committee) to provide updates on progress and solicit input.
6. Research and analyze existing land use patterns, development patterns, traffic patterns, and projects, environmental constraints, and regulatory codes to establish existing conditions as well as identify major issues and opportunities. Data should be used to prepare estimates, projections, and forecasts. Analysis should include identification of future growth areas. Please

include all GIS data and maps.

7. Formulate and recommend objectives and policies using goals set forth by City Council, direction in other City plans, and results of the participatory process, and data inventory and analysis.
8. Develop implementation strategies with time frames, provide a detailed framework plan for execution, and estimate costs for implementation.
9. Prepare an updated Future Land Use Map for city limits.
10. The Comprehensive Plan should be developed pursuant to the state enabling legislation, Section 6-29-510 of the South Carolina Code of Laws [also known as the South Carolina Local Government Comprehensive Planning Enabling Act of 1994]. The Plan must include, but not be limited to, the following planning elements:
 1. Population
 2. Economic Development
 3. Natural Resources
 4. Cultural Resources
 5. Community Facilities
 6. Housing
 7. Land Use
 8. Transportation
 9. Priority investment
 10. Resiliency
 11. Town and Gown
11. A final draft is to be completed prior to May 1, 2024 to allow time for all legally required votes from the Planning Commission and City Council and all public hearings.
12. Between May 1st and adoption by Council by December 3, 2024 the consultant may be asked to make revisions.
13. The Plan will include an executive summary, as well as a short video, to be highly graphic, illustrative, jargon-free, and implementable. The final Comprehensive Plan shall be presented to the Planning Commission for review and to the City Council for adoption.

14. Provide 30 bound and printed copies of the final comprehensive plan
15. Electronic version of the final Comprehensive Plan in both Word and PDF format.

Proposal Format:

The proposal should consist of the following major sections, in the order shown:

- Transmittal Letter
- Executive Summary
- Proposal Information, including firm's approach to completing project including:
 - A timeline for the completion of the Comprehensive Plan with clear deadlines and specific action items identified for each phase of the project.
 - At least three approaches for providing effective stakeholder engagement and public participation. These alternatives should represent different levels of involvement, complexity and costs.
 - A statement about the firm's experience with Diversity, Equity, and Inclusion. How does the firm ensure that all members of the community are involved and how do you reach underrepresented members of our community?
- Key Personnel Resumes and References
- A list of similar projects that the firm has completed in the past. Please include samples of your work including public participation data.
- Include the dollar value for each project task.
- Letters of recommendation and references.
- Sub-consultant Information (If Any). The preferred firm will have the in-house resources to perform work.
- Design schedule showing all critical paths and key milestones

Selection Process:

The City will use a two-step process in making its selection.

1. An RFP, 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.
2. After an evaluation of all RFP submittals received, the City intends to invite a short list of respondents to make presentations to the selection committee. The selection of the short-listed firms will be based on the criteria established in this RFP. 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:
 - a. The Respondent's work history (including work done under other names). Work history will include experience, conduct and performance on previous contracts, management skills, programming experience, and ability to fulfill the contract properly and on established schedules.
 - b. The Respondent's record of consistent client satisfaction, including projects comparable to or larger and more complex than this project. If a respondent team's member operates other related firms or has project management experience with a prior firm, the City may consider these connections in determining qualification for the Project. The Respondent, by submitting a RFP, authorizes the City and its representatives to contact the owners and others familiar within these prior qualification connections. Furthermore, the respondent authorizes anyone from the prior work relationship to provide the City with a candid evaluation of the respondent's past performance.
 - c. The Respondent's prior experience on other projects undertaken for the City to include their demonstrated ability to complete work on these projects in accordance with the contract documents and the respondent's ability to work with the City during the process and on any and all follow-up issues that arise after project completion.

- d. The City’s RFP short-list selection committee’s appreciation of the proposed approach to the project recommended by the Respondent, including all assessments and evaluations of existing and anticipated conditions.
- e. Such other factors as the City may determine reasonable or necessary at its sole discretion.

Evaluation Criteria:

The criteria used to evaluate the RFP responses will include, but not be limited to, the following:

- 20 % Qualifications of the Respondent, specifically as they relate to this Project.
- 20 % Experience of the Respondent on similar projects and the individuals who would be assigned to this Project.
- 5 % Public participation strategies and past participation results from similar projects.
- 20 % Available resources to complete the project. This criterion would include any tools, personnel, resources, or methodologies commonly used by the Respondent that may be applicable to the project categories.
- 15 % Responsiveness to the RFP.
- 10 % Professional References.
- 10 % Body of work, both completed and ongoing.

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

Submission and Delivery:

Firm(s) interested in being considered for this project should submit ten (10) bound copies and one (1) electronic copy via email or flash drive of their Statement of Qualifications no later than 2:00 P.M. on March 24, 2023.

Proposals are due no later than 2:00 P.M. on March 24, 2023. Proposals should be delivered to the attention of:

Nathan Woods
Director of Planning &
Development
City of Clemson
1250 Tiger Blvd. Suite 1
Clemson, SC 29631
Email: nwoods@cityofclemson.org
Office: 864-653-0526

Additional Questions, Notifications, and Information:

1. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials, 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.
3. 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.
4. 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.
5. RFP process progress inquiries may be directed to:
Nathan Woods
Director of Planning &
Development
City of Clemson
1250 Tiger Blvd. Suite 1
Clemson, SC 29631

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CITY OF CLEMSON COMPREHENSIVE PLAN

Email: nwoods@cityofclemson.org

Office: 864-653-0526

All inquiries must be submitted by March 24, 2023. All inquiries will be answered via addendum. Proposers should sign all addenda and include them in the RFP.

6. 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.
7. The City will not be responsible for the costs incurred by anyone in the development of the submittal of RFP responses to this solicitation or responses to the short-list RFP. No submittal documents will be returned.
8. This RFP is not to be construed as a contract or as a commitment of any kind. If this RFP 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.
9. 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.
10. 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.

11. 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.

Any questions about the RFP should be directed to:

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