



**CITY OF ORANGEBURG
STATE OF SOUTH CAROLINA**

**REQUEST FOR PROPOSALS
ORANGEBURG GATEWAY PROJECT**

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REQUEST FOR PROPOSALS**

All qualified vendors are invited to submit proposals to the City of Orangeburg for the following:

**Orangeburg Gateway Project
Proposal Submission Deadline:
[3:00PM EST October 11, 2023]**

Proposal Submissions: Email proposals to sidney.evering@orangeburg.sc.us

Mailed or hand delivered proposals shall be enclosed in a sealed envelope marked “Proposal for Orangeburg Gateway Project” and mailed or delivered to:

City of Orangeburg
979 Middleton Street
Orangeburg, SC 29115
Attn: Mr. Sidney Evering II, City Administrator

Questions/Clarifications: Email questions to:
sidney.evering@orangeburg.sc.us

**Deadline for Questions
and/or Clarifications:** **12:00PM EST October 6, 2023**

All revisions to this Request for Proposal (RFP) will be issued as an addendum. All addenda, additional communications, and responses to questions pertaining to this RFP will be posted on the City of Orangeburg website at: <https://www.orangeburg.sc.us/rfqs-rfps>.

Proposals submitted after the specified time and date will not be accepted. Proposers are responsible for ensuring their proposals arrive on time. Facsimile proposals will not be accepted.

LICENSED CONTRACTOR FOR ORANGEBURG GATEWAY PROJECT REQUEST FOR PROPOSAL

1.0 Introduction

The City of Orangeburg is seeking proposals from qualified contractors for a landscaping project in Orangeburg, SC.

Please see Exhibit A for conceptual renderings of the project. The concept renderings are illustrative for visioning purposes only and require a reconciliation phase to conform with the City's specified construction budget. The Design-build firm should, as part of their proposal to the City to meet their budget, propose cost saving measures that are in-line with the current design intent. This may include any modifications proposed in some graphic form as part of their RFP response. These proposals will be considered, along with financial and other considerations, as part of the award process by the City.

Collaborative Architecture Laboratory ("CAL"), the architectural firm the City engaged to create the Project's conceptual renderings, will be available to review these proposals and provide a recommendation regarding design intent. After the contract award, CAL will participate in 2-4 workshops with the selected design-build firm to help establish a refined approach that maintains design intent and complies with the budget.

After this Reconciled Concept Design phase, CAL will engage in artistic review of the design development by the architect/engineer of record for adherence to the design intent only and shall be consulted during the design-build process for any major changes to the design that will alter the architectural character of the Project."

The purpose of this RFP is to invite interested contractors to submit their proposals outlining their qualifications, experience, and proposed approach to complete the project.

1.1 Project Background

The landscaping project aims to transform Orangeburg Gateway Project ("Project") into an aesthetically pleasing and functional outdoor space. The Project includes, but is not limited to, the following:

- Site analysis and design development.
- Landscape construction, including hardscape and softscape elements.
- Installation of irrigation systems, lighting, and other necessary utilities.
- Plant selection and installation.
- Site cleanup and maintenance plan.

1.2 Tentative Project Schedule

Item	Date
Issuance and publication of RFP	September 18, 2023
RFP Submittal Deadline	October 11, 2023
Tentative Project Start Date	November 1, 2023
Project Delivery	Q1 2024

2.0 Scope of Services

The selected vendor shall be responsible for coordinating work with all subcontractors. The selected vendor (including subcontractors) shall comply and adhere to all safety regulations and requirements. The scope of work includes, but is not limited to, the following items:

1. Equipment list and specifications, final construction plan, rendered site plan, perspectives, and costs.
2. Obtaining all certificates, licenses, and permits
3. Construction
 - a) The selected vendor shall be responsible for all aspects of the Project, including site preparation.
 - b) The selected vendor shall be responsible for ensuring the Project is compliant with all codes and regulations.
4. Post Construction
 - a) The selected vendor shall provide a written warranty for all equipment and services provided.

The selected vendor shall provide a recommended preventive maintenance plan for the entire Project.

3. RFP Requirements and Submittal

The Proposer responses must include all the information requested in the RFP. The City reserves the right to accept or reject all proposals as the interest of the City may require and waive any formalities in the request for proposals and to award the contract in whole or in part to the most qualified responder.

The City assumes no responsibility and no liability for costs incurred by proposers responding to this RFP.

Submit proposals on 8 ½” x11” paper with 12-point font (minimum). Electronic proposals should be submitted as a PDF. Proposals should incorporate the following:

1. Cover Letter and Company Overview
2. Experience, Qualifications, and References
 - a) Provide qualifications and relevant experience of the project team members (including subcontractors).

- b) Description of three (3) previous projects related to the services requested in this RFP within the last 10 years.
 - c) Provide three (3) references.
- 3. Project Approach and Schedule
 - a) Provide a description of the project approach for meeting the Scope of Services.
 - b) Proposed schedule indicating project milestones, deliverables, and overall time for completion.
 - c) Availability of the project team and resources to successfully complete the project in a timely manner.
 - d) Estimated labor hours for team members and subcontractors.
- 4. Cost Proposal.
- 5. Estimated labor hours for team members and subcontractors.
- 6. An itemized schedule of all expenses, including labor and direct expenses.
- 7. A maximum budget amount inclusive of all fees and expenses.
- 5. Warranty and Maintenance
 - a) Describe Warranty for work and any maintenance services provided post-project completion.
- 6. Health & Safety
 - a) Approach to maintaining a safe working environment and complying with relevant health and safety regulations.

All materials not clearly labeled confidential shall become property of the City and will be considered public documents.

4.0 Evaluation Criteria

The City will review all submitted proposals that comply with the requirements contained in the RFP. The criteria by which the RFP will be evaluated include:

- 1. Contractor's qualifications and experience.
- 2. Proposed approach and methodology.
- 3. Demonstrated ability to meet project requirements within the specified timeline and budget.
- 4. Cost-effectiveness and value for money.
- 5. Past performance and client references.
- 6. Compliance with health and safety regulations.

After initial evaluation, the City may determine which, if any, Proposers will be interviewed. If the City elects to interview Proposers, during the interviews, the selected respondents will be given the opportunity to discuss their proposal, qualifications, experience, and their fee proposal in more detail. The City reserves the right to interview the key personnel assigned to the Project.

All Proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the RFP or in the proposal shall be documented and included as part of the final contract.

The determination of the successful vendor will be based on various criteria, including, but not limited to, qualifications and experience, price and evaluation factors set forth in the RFP.

5.0 General Comments or Clarifications

Any cost incurred by respondents in preparing or responding to this RFP shall be the respondent's sole responsibility. All responses, inquiries or correspondence relating to this RFP will become the property of the City of Orangeburg when received (subject to Section IX - Confidentiality of Documents).

City of Orangeburg has sole discretion and reserves the right to reject all responses received with respect to this RFP and to cancel the RFP process at any time prior to entering into a formal agreement.

The City reserves the right to request additional information or clarification of information provided in the response without changing the terms of the RFP. In the event a contract cannot be negotiated with the best qualified firm the City reserves the right to terminate negotiations with that firm and initiate negotiations with the next best qualified firm.

The City of Orangeburg is an Equal Opportunity Employer.

EXHIBIT A – SITE CONCEPTS



Design images are provided courtesy of Collaborative Architecture Laboratory (“CAL”). The reproduction or use of the images without the expressed permission of CAL is strictly prohibited. CAL exclusively retains all rights in the design, intellectual property, and all copyright in all documents prepared by CAL. The client and the local professionals shall not alter, modify, vary, interpret, or further develop the preliminary or final project design or any other idea presented by CAL without prior written authorization by CAL.

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