

October 4, 2021

County of Newberry

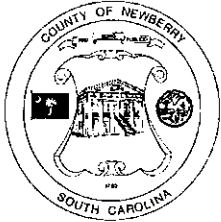
Purchasing Department

Request for Proposal # 2021-21

Planning Services/Comprehensive Plan

Proposals are due October 21, 2021, no later than 3:00 PM, Local Time

PLEASE NOTE THE VENDOR IS ULTIMATELY RESPONSIBLE FOR VERIFYING THEY HAVE RECEIVED ANY/ALL ADDENDA PRIOR TO THE PROPOSAL OPENING

<p>NEWBERRY COUNTY, SOUTH CAROLINA</p>	 <p>Mail to: Newberry County Purchasing Attn: Crystal Waldrop, CPPB Post Office Box 156 Newberry, SC 29108</p> <p>Hand Carry to: Newberry County Courthouse Annex Conference Room Attn: Crystal Waldrop, CPPB 1309 College Street Newberry, SC 29108</p>
<p>REQUEST FOR PROPOSAL PROPOSAL NUMBER: 2021-21 Planning Services/Comprehensive Plan October 4, 2021</p>	
<p>Proposals will be accepted until 3:00 PM, Thursday, October 21, 2021</p>	<p>TELEPHONE NO. (803) 321-1420</p>

VENDOR NAME: _____

VENDOR ADDRESS: _____

CITY-STATE-ZIP: _____

TELEPHONE NO. (____) _____ Email Address: _____

FEDERAL ID NO. _____

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and verify that I am authorized to sign this proposal for the proposer. I further stat that the company affiliated with this proposal currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment.

SIGNATURE

PRINTED NAME/TITLE

DATE

BACKGROUND/INTENT:

Newberry County is soliciting sealed proposals from qualified firms for professional planning services to develop a comprehensive plan consistent with the comprehensive planning requirements of Section 6-29-510, South Carolina Code of Laws. The intent is to draft a plan that will establish a solid foundation for the County of Newberry's ongoing planning program, to serve as the primary policy guide for short- and long-term range planning, zoning and development decision-making within the County of Newberry. The comprehensive plan shall also serve as a necessary first step and guideline toward systematic revision of the County's existing land use and development regulations.

The county envisions a partnered plan development process, where the County staff will provide background data and specific portions of the plan where staff knowledge, previous work efforts and time availability can be used. Interested parties may find a sense of the County's current direction indicated by the existing County Comprehensive Plans and other available Master Plans from the City of Newberry and the municipalities in the County.

RESPONSE REQUIREMENTS:

Submittals should include, as a minimum, descriptions of the firm's and individual staff member's qualifications, similar work performed, office location, as a description of the approach that the firm would take in drafting the comprehensive plan. Project Approach might include data sources, public participation, key initiatives or program suggestions, Smart Growth components, goal, and policy directions, producing a vision statement, suggesting optional elements, etc.

Applicable certification requirements will be in accordance with the American Institute of Certified Planners.

Services to included, but not limited to:

- 10-year update to the Newberry County Comprehensive Plan
- Updates to the Newberry County Zoning Ordinance
- Prepare a new and updated Subdivision Regulations Ordinance
- Review plats for Zoning compliance
- Evaluated the appropriateness of existing or proposed zoning district designations
- Matters related to the Newberry County Board of Zoning Appeals
- Matters related to the Newberry County Joint Planning Commission
- Representation, when needed, at court cases
- Staff training
- Provide expert representation at community meetings

The tentative schedule is as follows:

Deadline for Questions:	October 13, 2021 by 5:00 p.m.
Submittal Deadline:	October 21, 2021 @ 3:00 p.m.
County Council Award:	November 3, 2021

Insurance Requirements:

The awarded vendor for this contract shall provide the County with proof of the following insurance:

- General liability with not less than \$1,000,000.00 of coverage
- Worker's compensation insurance, regardless of the number of employees
- Newberry County must be listed as an additional insured on the general liability coverage

Evaluation Criteria:

Responses will be ranked on delivery time, installation, response time to technical issues, functionality, training, and costs. The most responsive, responsible proposer who best fits the needs of the scope of work in this solicitation will be selected.

Firms will be ranked based on the following criteria and points:

- 1. Experience in providing comprehensive planning services to South Carolina local governments (15)**
 - Years of experience, both as an established firm and in the combined years of SC experience *among the staff who would be assigned to the Newberry County project.*
 - Names of All SC planning clients, naming those withing counties and municipalities and the type of services such as comprehensive planning, subdivision regulations, zoning, etc.
 - Outside of comprehensive plans, what are of planning is the firm's expertise/are of specialty?
 - Examples of differences among clients' needs based on such factors as demographics, geography, economy, levels of locally-funded planning resources-including staffing levels, training, technology, etc.
- 2. Expertise in particular elements of comprehensive planning process (20)**
 - Describe your firm's strengths and weaknesses with regard to producing and analyzing information and delivering finished documents pertaining to the required elements of the comprehensive plan.
 - Reliance on County staffing to produce deliverables pertaining to elements of the comprehensive plan
 - Reliance on subcontractors to produce deliverables pertaining to elements of the comprehensive plan – name specific firms and firm types
 - What are your recommendations for handling the new required elements of the comprehensive plan?
 - What is your vision of the final deliverable for this project? (i.e. Three-ring binder/electronic document)
- 3. Qualifications of personnel assigned to the Newberry County Project (20)**
 - Describe the following aspects of your firm's personnel qualifications, *based only on those staff members who would actually be assigned to the Newberry County project.*
- 4. Suggested parameters and depth of the Newberry County Comprehensive Plan (15)**
 - Newberry County desires a planning document that will truly fulfill a guiding function with respect to development practices and policy making over the next decade.
 - Describe the following to the best of your knowledge with regards to the planning needs of Newberry County:
 - Growth patterns in Newberry County and in the surrounding area over the past ten years
 - Newberry County's potential for attracting residential, commercial and manufacturing investment over the next decade
 - Strengths and weaknesses of the existing comprehensive plan as a base from which to fashion the new comprehensive plan
 - Does the characteristic of a jurisdiction affect the comprehensive plan and your approach in developing the plan?
- 5. Level of Newberry County Planning/Zoning staff's participation in the information gathering, organizing, and publishing/presentation activities related to the comprehensive planning process (10)**
 - Specific types of data and background information the selected firm would rely upon Newberry County's planning staff to produce

- Number of County planning staff hours the firm would need in order to fulfill the terms of the comprehensive planning contract
- How will the land use mapping aspect (current and future land use) be handled and what is the County's role and responsibility regarding mapping for this project?

6. Public input review (10)

Describe how your firm would ensure success in achieving the goal of community ownership of the plan, citing particularly initiatives in the following areas:

- Recommended number of public hearings
- Dispersion of public hearings to encourage participation
- Individual attention to comprehensive plan elements
- Measures for generating interest in the comprehensive planning process
- Electronic and other means of allowing input and updating "work in progress" during the planning process
- How do you see your role in the approval process for the comprehensive plan including the public, planning commission and County Council?

7. Performance capacity and pricing (10)

- Total number of staff experienced and qualified to perform comprehensive planning services
- Distance of firm's nearest offices from Newberry
- Estimated time to perform Newberry County Project

(Total of 100 possible points)

OWNER'S RIGHTS: Newberry County reserves the right to accept or reject any, all or any part of proposals received as a result of this request, to make multiple awards, waive any informalities or to cancel in part or in its entirety this request, if it is in the best interest to do so. Newberry County will be the sole judge as to whether proposals meet all requirements. This solicitation does not commit Newberry County to award a contract, to pay any cost incurred in the preparation of proposals, or to procure or contract for goods or services.

DEADLINE TO SUBMIT: One (1) original and two (2) copies must be received by **3:00 p.m. Wednesday, October 20, 2021.**

Hand Delivered:

Newberry County
 Courthouse Annex
 Conference Room
 1309 College Street
 Newberry, SC 29108

Mailed:

Newberry County
 Attn: Crystal Waldrop, CPPB
 Post Office Box 156
 Newberry SC 29108

QUESTIONS MUST BE RECEIVED IN WRITING BY: Tuesday, October 12, 2021 by 5:00 p.m. to Crystal Waldrop via email to cwaldrop@newberrycounty.net. All questions shall be addressed in an addendum and placed on the County website at www.newberrycounty.net/departments/purchasing. It is the sole responsibility of the responder to obtain the addenda from the County website.

Crystal Waldrop, CPPB
 Purchasing Director
 Newberry County