



REQUEST FOR QUOTATIONS

RFQ NO. 240729

Master Plan for

Downtown Streetscape / Tree Management

RESPONSES ARE DUE NO LATER THAN

Monday, July 29, 2024 at 12:00 PM (Local Time)

SEND TO

Amber Matthews
Procurement & Risk Manager
PO Drawer 2497
Hartsville, SC 29551

Amber Matthews
Procurement & Risk Manager
100 E Carolina Ave
Hartsville, SC 29550

Properly submitting a response to this solicitation to City Hall on or before the due date and time will be the sole responsibility of the proposer. The City of Hartsville will in no way be responsible for delays caused by overland or electronic delivery systems. It is the sole responsibility of the proposer to confirm that a response has been received on or before the due date and time.

Contact Person: Philip Bethea, Public Services Director

Email: philip.bethea@hartsvillesc.gov

Phone: 843.992.0177

REQUEST FOR QUALIFICATIONS

SCOPE OF SERVICES: The City of Hartsville Public Services Department is pursuing a Quotations-Based selection process to secure the services of an experienced Firm ("Firm") for the development of a master plan for a streetscape and tree management plan for the downtown district, located in Hartsville, SC 29550 ("Project"). Services may include developing a plan to incorporate new tree planting/management and streetscape design while incorporating green infrastructure practices and lighting designs. The master plan intends to improve the walkability of the downtown district with a focus on pedestrian safety, improve visibility of downtown storefronts, improve lighting, improve subsurface root management, mitigate stormwater impacts in a flood-prone area, and incorporate green infrastructure practices to assist with underground utilities and walkways while improving the viability of the newly proposed trees.

PROPOSAL CONTENTS: The proposal submittal should contain the following:

- a) Name and address of firm, years in business; a brief list of references; name and qualification of the proposed project manager;
- b) An estimated start date and timeframe for completion;
- c) A description of the approach to be taken in addressing the proposed scope of work;
- d) Proof of required insurance to perform the proposed work as well as evidence of current required state licenses and certifications; and
- e) Provide a Conflict of Interest Statement that the prime firm, its consultants and sub-contractors have no conflicts of interest with the City of Hartsville, and the City's employees, and that no member of the proposed team has a family member employed, elected or appointed to any public position with the City of Hartsville who may have influence over this project or would benefit financially by the selection of this proposed team.

Selection Criteria: The City of Hartsville will evaluate the proposals based on several criteria. Proposals will be weighted for evaluation purposes as follows:

Cost Estimate	30%
Proposal Content & Timetable	25%
Project Approach & Understanding Scope of Work	25%
Past Performance & Experience with Like Projects	20%

An evaluation panel will rank the proposals based on the above requested information.

PROPOSALS WILL BE RECEIVED UNTIL July 29, 2024, 12:00 PM, IN CITY HALL, LOCATED AT 100 EAST CAROLINA AVENUE, HARTSVILLE, SOUTH CAROLINA, 29550.

Each responding firm must submit three (3) copies of their proposal. The proposals must be submitted in sealed envelopes and clearly marked as follows: **Proposal for Tree Management/Streetscape Master Plan – Downtown District.**

After all the Requests for Quotations have been screened and ranked by the City of Hartsville committee, the Number 1 ranked firm will be invited to negotiate a contract with the City of Hartsville. The contract may be cancelled by either party for any reason at any time.

Any questions that you may have should be addressed to Philip Bethea, Public Services Director, via email at Philip.bethea@hartsvillesc.gov. The owner reserves the right to waive any information and/or technicalities or to reject any or all proposals.

The City of Hartsville does not discriminate on the basis of handicapped status in its federally assisted programs or activities. The City is also an Equal Opportunity Employer and minority and female owned firms are encouraged to submit proposals.

PROFESSIONAL INSURANCE REQUIREMENTS AND INDEMNIFICATION

The successful firm shall procure and maintain insurance for protection from claims under workers' compensations acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees or of any person other than such employees; claims for damages because of injury to or destruction of property, including loss of use resulting therefrom; claims caused by professional errors, acts, or omission; and any other insurance prescribed by law. The successful firm shall name the City of Hartsville, South Carolina, its elected and appointed officials, officers, and employees "Additional Insureds" as their interests may appear but only with respect to services performed or provided by successful firm on behalf of the City under Consultant's commercial general liability insurance policy. The successful firm shall, within 10 days of the full execution of any contract resulting from this RFQ, provide the City's Risk Management Office with a certificate(s) of insurance evidencing the coverages required above and containing an endorsement to the effect that any cancellation or non-renewal shall not be until 10 days after the insurer or the selected firm gives written notice to the City.

Without limiting the provisions of paragraph above, the selected firm shall during the term of any contract resulting from this purchase and maintain insurance with limits not less than those set forth below:

The successful firm shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the firm shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$1,000,000.00 for all of the

subcontractor's employees to be engaged in such. The worker's compensation insurance shall contain no exclusions for anyone who will be working "on site".

Employer's Liability Insurance:

- \$1,000,000 each accident
- \$1,000,000 disease policy limit
- \$1,000,000 disease each employee

Commercial General Liability Insurance:

- \$1,000,000 per occurrence (bodily injury and property damage)
- \$1,000,000 general aggregate Automobile Liability Insurance
- \$1,000,000 combined single limit (bodily injury and property damage), each accident.
- The City of Hartsville will need to be listed as an additional insured.

Professional Liability Insurance:

- \$1,000,000 per claim
- \$1,000,000 general aggregate

Professional Services: The selected firm shall indemnify and hold the City of Hartsville, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by any negligent act, error, or omission in the performance and furnishing of the selected firm's professional services under any contract resulting from this RFQ, including any negligent act, error or omission of any individual or entity directly or indirectly employed by the selected firm to perform any of the work or anyone for whose acts, errors, or omissions the selected firm may be liable, regardless of whether or not caused in part by a party indemnified hereunder.

Other Than Professional Services: With respect to all acts or omissions of the selected firm, or any individual or entity directly or indirectly employed by the selected firm to perform any of the work or anyone for whose acts, errors, or omissions the selected firm may be liable, which do not arise out of or result from the performance of professional services, and which may be covered by employer's liability insurance, commercial general liability insurance, automobile liability insurance, or other general liability insurance, the selected firm shall indemnify and hold the City of Hartsville, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by or arising out of the selected firm's negligent acts of commission or omission (or those of or any individual or entity directly or indirectly employed by the selected firm to perform any of the work or anyone for whose actions or failure to act the selected firm may be liable) during the performance of this Agreement.

A separate performance and/or materials bond may be required.

The selected firm shall require any subconsultants and subcontractors to purchase and maintain insurance with limits not less than those required above to be purchased and maintained by the selected firm. In addition, the selected firm shall require any subconsultants and subcontractors to assume the selected firm's indemnification obligations under any contract resulting from this RFQ to the extent they relate to the subconsultant's or subcontractor's obligations under any contract with the selected firm. Additionally, any subconsultant and subcontractor must be able to provide evidence of current required state licenses and certifications as well as obtaining a City of Hartsville Business License.

The City of Hartsville reserves the right to reject any or all Proposals with or without cause; to waive any and all irregularities with regard to the specifications; and to make awards in the best interest of the City.

All inquiries regarding the RFQ must be directed to Philip Bethea, Public Services Director, City of Hartsville via email to Philip.bethea@hartsvillesc.gov. Contacting any other employee of the City of Hartsville or its elected officials regarding this solicitation may be considered to create a conflict of interest and jeopardize a firm's response.