



MAULDIN CITY CENTER VILLAGE MASTER PLAN

REQUEST FOR PROPOSALS (RFP)

Proposals should be submitted to:

J.R. Charles
Community Development Department

5 E. Butler Road
Mauldin, SC 29662

jrcharles@MauldinCitySC.com

(864) 282-3872

CLOSING DATE/TIME

DECEMBER 13, 2023

3:00 P.M.

REQUEST FOR PROPOSALS (RFP) MAULDIN CITY CENTER VILLAGE MASTER PLAN

The City of Mauldin seeks to develop a City Center Village Master Plan to guide Council, stakeholders and the community in realizing its vision for a traditional downtown. The City desires to work with a firm that specializes in urban redevelopment and renewal to help craft a plan to transform the City's underdeveloped, crossroads downtown into a true urban village.

PROPOSAL DUE DATE: Wednesday, December 13, 2023, 3PM EDT

This Request for Proposals (RFP) plus the resulting contracts shall be consistent with and governed by the City of Mauldin's procurement policy and has been prepared in accordance with the Consolidated Procurement Code for the State of South Carolina.

The City of Mauldin's Point of Contact for this project is:

J.R. Charles
City of Mauldin
5 E. Butler Road
Mauldin, SC 29662
jrcharles@MauldinCitySC.com
(864) 282-3872

An optional pre-proposal conference will be held virtually on **Monday, November 27, 2023, at 11am EDT**. This meeting will be hosted on Microsoft Teams. See meeting information below. Answers to any questions raised will be posted on the City of Mauldin website.

Potential Offerors are required to submit all questions in writing (email, USPS, or delivery service) directly to the listed point of contact no later than **Thursday, November 30, 2023 at 12pm EDT**. Written responses, including the questions, will be provided to all Offerors via an official Addendum and posted on the City's website.

Option Pre-Proposal Conference

Microsoft Teams meeting

[Click here to join the meeting](#)

Meeting ID: 284 489 736 144

Passcode: bLZ4Cy

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

Purpose

The purpose of this Request for Proposals (RFP) is for the City of Mauldin (City) to enter into a consulting agreement through competitive negotiation with one qualified firm to create a master development plan (Plan) for the Mauldin's City Center Village. The City is looking for a consultant that has demonstrated experience creating master development plans that incorporate effective public engagement, establish visionary but obtainable goals, review/update/create ordinances that support those development goals, and deliver a development plan that outlines the necessary steps to meet the goals of the plan. The end product will be a Plan that reflects the goals that are important to the City, its citizens, and the stakeholders in the District.

Background

The City of Mauldin, located in Greenville County, South Carolina, covers approximately 12.4 square miles, and hosts a population of 26,918 (2022 U.S. Census estimate) with a growth rate increase of about 8.8% from the 2020 Census data. The City lies adjacent to the City of Greenville, South Carolina, and is located roughly equal distance along the I-85 corridor between Atlanta and Charlotte.

Since 2010, the City has desired to create an urban district/village located on the northeast corner of its central node. The City established the boundary of the District between US Hwy 276, Jenkins Street, East Butler Road, and the Carolina-Piedmont Railroad Line. Further, the City established a Multi-County Industrial Park around the planning area in order to reinvest all appreciable tax revenues into public improvements.

The City Council is committed to creating a desirable mixed-use destination, and now that developers have taken over multiple parcels within the City Center development area, the City has reached a point where its legacy plan must be updated. It is now necessary to create a new roadmap for enhancing the vision for the City Center Village.

Project Description

The City wishes to produce an updated master plan for Mauldin's City Center Village. The goal of the Plan is to entice private development of a dense urban village that delivers both residential, commercial, and retail options contained in a pedestrian-friendly environment.

The successful consultant will demonstrate an understanding of modern development practices, collaboration with public and private stakeholders, and fiscal impact analyses to present guidance for the development of the urban village. The Plan shall be presented in a way that will allow the planning area to be marketed to developers, create buy-in from property owners, and guide City officials in strategic public investments.

As a part of the Plan, the consultant will include the Main Street Four-Point Approach with the following deliverables: Design (i.e. developing new public/private assets that will enhance the appearance of the District); Organization (i.e. determine potential partnerships, provide a roadmap for implementation); Promotion (i.e. strategies to promote the Plan to developers, creation of exhibits); Economic Restructuring (i.e. market analysis to determine businesses for the District, business recruitment strategies.)

This project will be executed late 2023 through mid-2024. During the study, there will be a minimum of one progress/review meeting per month with a written summary by the consultant. The City reserves the right to schedule additional meetings as necessary depending upon need and circumstances. The study should be completed with a final Plan submitted within six months from the contract start date and presented to City Council by mid-2024. The process will conclude in a cohesive document that articulates the desired development as envisioned by the Mauldin City Council.

Project Scope and Requirements

The primary purpose of the project is to create a master development plan that City officials/staff will utilize to recruit developers to acquire and develop areas as set forth in the Plan. Specific goals and development objectives will be identified by working with various City departments, interested developers, and property owners in the planning area.

The selected Consultant and its team should have experience with infrastructure planning, high-density development planning, and fiscal impact analysis. Elements of the Plan may include, but are not limited to:

1. **Assessment of the Existing Planning Area:** A review of all properties in the existing planning area; an assessment of the zoning/ordinances that govern the area; and a Strengths, Weaknesses, Opportunities, and Tactics analysis of the existing planning area as it pertains to its development potential.
2. **Best Practices, Case Studies, and Similar Models:** Identification of similar redevelopment efforts by other local governments, any zoning/overlay district/incentives that facilitated the redevelopment effort, and all methodologies which allowed the local government to be successful in their redevelopment efforts.
3. **Creation of a Master Development Plan for the Planning Area:** A master development plan will be based on best practices of high-density urban development standards, and it will accomplish the goals of maximizing tax value relative to the physical and market-based constraints of the planning area. The Plan will create a roadmap by which a prospective developer can acquire property within the planning area, prescribe the methodologies for building the assets recommended in the Plan, and outline the fiscal and economic benefits of the development.

4. **Public-Sector Support Strategy:** The plan should identify all mechanisms by which the City can support the prospective development, including direct aid in the acquisition of real estate, necessary infrastructure improvements, strategies for financing recommended improvements, and timelines for repayment of the improvements relative to the appreciable tax value (i.e. fiscal impact analysis.)

5. **Methodologies for Implementing the Development of the Planning Area:** A recommended course of action for the successful implementation of a redevelopment plan, a task matrix that identifies responsible parties, a roadmap that outlines a step-by-step process for achieving the goals outlined in the plan, recommended incentives or public financial support that will facilitate development, or any other work plan that will guide the Mauldin City Council as it seeks to achieve its goal of creating an urban village in the planning area.

The successful Consultant will present the Plan to the City Council at intervals deemed appropriate by City staff and the Consultant, or as requested. At a minimum, the Consultant will clearly outline the contents of the final report and explain the recommendations of the Plan.

All work produced by the Consultant shall be the property of the City of Mauldin. The City requires that the Consultant provide all updated GIS layers, shapefiles, and maps developed during the process. The Consultant shall be responsible for all primary activities and deliverables, and the City's project manager will assist the Consultant by providing necessary and requested information in the form of documents, materials, and access to institutional knowledge. The City's project manager will also coordinate the internal reviews of all the work produced by the Consultant. All work must be produced in formats supported by City technology, including Microsoft Office, Adobe Creative Suite, and ESRI GIS software and applications. The project will be completed within a maximum of six months from the start of the project.

Proposal Contents and Organization

Prior to submitting a proposal, it is the offeror's responsibility to check the City's website for any addenda associated with this RFP.

In order to be considered for selection, Offerors must submit a complete response to this RFP. Include all information requested and any other information thought to be relevant to completely address the Request for Proposals requirements. Should the Offeror fail to respond to all requirements of the RFP, or fail to provide adequate or complete documentation as determined by the evaluation committee, the Offeror's proposal may be eliminated from further consideration.

All proposals submitted under this RFP shall become the property of the City of Mauldin and will be subject to public inspection in accordance with the *South Carolina Freedom of Information Act*.

The proposal package shall be organized for each of the below listed categories.

1. A **cover letter**, signed by an authorized officer of the company indicating the underlying company's philosophy in providing the requested services.
2. An **executive summary** that provides an overview of the proposed project methodology, team (including subcontractors) and any other information deemed relevant to include.
3. Offerors should outline the proposed statement of work with **major tasks** and **key milestones** outlined, **key performance indicators**, and a **schedule** for completing the work.
4. A detailed **engagement methodology** outlining the Offeror's engagement activities, frequency, and target audiences.
5. A list and description of at least **three similar projects** the company has completed, including contact information. Please describe how each project is comparable to the proposed project and include a **timeline** of project deliverable dates vs. deadlines. Applicants are encouraged to include links or samples of final work products produced for past clients.
6. The **qualifications and experience** of senior and key personnel that will be assigned to the Project Team, including sub-consultants, with each member's proposed role. A description of the Offeror's methods for disseminating work to sub-consultants shall be included.
7. A description of the Offeror's experience in working with **stakeholders and members of the public** that have differing viewpoints, and methods used to **facilitate consensus** for a common policy vision.
8. **Costs** associated with each task included in the proposal and an overall project cost.

Submission Instructions and Deadline

One proposal shall be submitted in PDF format on a pre-loaded USB flash drive delivered at the physical address below, and (3) hard copies should be delivered to the address below.

Physical deliveries may be received at:

City of Mauldin
Community Development Department
Attn: J.R. Charles
5 East Butler Road
Mauldin, SC 29662

Mailed packages to:

City of Mauldin
Community Development Department
Attn: J.R. Charles
P.O. Box 249
Mauldin, SC 29662

An optional pre-proposal conference will be held virtually on **Monday, November 27, 2023, at 11am EDT**. An announcement with a link to the preproposal conference will be posted on the City of Mauldin website. Answers to any questions raised will be posted on the City of Mauldin website. No questions will be entertained after **12pm EDT on Thursday, November 30, 2023**.

Proposals must be received by **3pm EDT on Wednesday, December 13, 2023**. A public bid opening will take place at **9am on Thursday, December 14, 2023**, in Mauldin City Hall's Second Floor Conference Room at 5 East Butler Road, Mauldin, SC 29662

The calendar for offers is as follows:

- **RFP Issuance: November 13, 2023**
- **Optional Pre-proposal Conference: November 27, 2023, at 11am EDT**
- **Deadline for Questions: November 30, 2023, at 12pm EDT**
- **Proposals Due: December 13, 2023, at 3pm EDT**
- **Public Bid Opening: December 13, 2023, at 4pm EDT**

Evaluation and Award

The approving authority for this RFP is the City of Mauldin, South Carolina. This RFP does not commit the City of Mauldin to award a contract or to pay costs or expenses incurred in the preparation of responses to this RFP. The City of Mauldin reserves the right, at any time prior to award of the contract, to reject any and all proposals, or any part thereof, to make no award, and/or issue a new RFP, or make modifications, corrections, or additions to the information contained herein. Offerors are cautioned this is an RFP, not a request for contract.

Proposal evaluations shall use the following criteria:

Evaluation Criteria	Point Value
Offeror's methodology/specific plan or approach employed to perform scope of services	30
Overall qualifications and capabilities of the project team to perform the services required, including experience with comparable projects for comparable communities	30
Schedule, availability, and ability to meet deadlines	20
Quote (price) of services offered	20

Based on the results of proposal evaluation by the Selection Committee, the highest rated Offerors may be invited by the City to make oral presentations to the Selection Committee. Such presentations may include, but are not necessarily limited to, explanations of the proposed approach, work plan, and qualifications of the Offeror. There is no specified number of Offerors that may be selected for interview. An evaluation committee will review all proposals. Following the completion of the initial evaluation, the committee may interview a limited number of firms and negotiate a contract with the firm(s) believed most capable of providing the requested services.

Terms and Conditions

- A. Once an Offeror is tentatively selected based on the “Evaluation Criteria” detailed in this solicitation, the City reserves the right to conduct further discussions/negotiations with the selected Offeror. As a result of this discussion and negotiation, the City may propose, in writing, a contract that amends the scope of the RFP or the Offeror’s proposal prior to signing the contract.
- B. This document will form part of the contract between the successful bidder and the City. The terms of this document are subject to the Request for Proposal, which shall control in the event of conflict.
- C. This solicitation is subject to the provisions of the City’s procurement policy and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the City’s procurement policy is available for review at the City Clerk’s office.
- D. This solicitation and any resulting contract shall be governed in all respects by the laws of the State of South Carolina and any litigation with respect thereto shall be brought in the courts of the State of South Carolina in Greenville County, South Carolina. The contractor shall comply with all applicable federal, state and local laws, rules, and regulations.
- E. The Offeror shall provide the City with documents bound and suitable for distribution. In addition, all electronic copies of documents shall be provided in a format compatible with the City’s hardware and software.
- F. All documents, including electronic copies, submitted in response to this solicitation shall become the property of the City. All documents, including electronic copies, prepared in conjunction with, and relating to, the work detailed in this solicitation and resulting Contract shall become the property of the City upon final payment of all fees to the Contractor as set forth in the contract.
- G. The successful Offeror (Contractor) shall assume full responsibility for the complete effort as required by this RFP. The Selected Offeror shall be the sole point of contact for the City regarding all contractual responsibilities.
- H. No offeror shall modify, revise, edit or make any unauthorized change(s) to the original Request for Proposals (RFP). The Official solicitation document and the addenda(s) are the documents posted on the City of Mauldin’s website. Any such violation as stated above may result in rejection of the RFP response. In addition, violations may result in the debarment of the offeror by the City of Mauldin.
- I. If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the person whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the City.
- J. Any bid resulting from this solicitation shall be valid for ninety (90) days. At the end of the ninety (90) days the bid may be withdrawn at the written request of the Bidder. If the bid

is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

K. The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services requested. The bidder shall furnish to the City all such information and data for this purpose as may be requested. The City further reserves the right to reject any bid.

L. The City shall not be in default of any failure in performance of this agreement in accordance with its terms if such failure arises out of causes beyond its reasonable control and without the fault of or negligence of the City. Such causes may include but are not limited to acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather. But in every case the failure to perform must be beyond the reasonable control and without the fault or negligence of the City.

M. In case of failure to deliver goods or services in accordance with the contract terms and conditions, the City, after twenty-one (21) days advance written notice, if the failure is not cured, may procure them from other sources and hold the contractor responsible for any resulting additional direct and indirect costs. This remedy shall be in addition to any other lawful remedies which the City may have.

N. The City may terminate any agreement resulting from this solicitation at any time, for any reason or for no reason, upon thirty (30) days advance written notice to the Contractor. In the event of such termination the Contractor shall be reasonably compensated for services and work performed prior to termination.

O. The Contractor shall be responsible for all property damage, accidents, injury, death, and other liabilities incurred while performing contractual duties for the City and will hold the City harmless for all resulting damages, including reasonable attorneys' fees. This duty of indemnification shall include the right of the City to select its legal counsel in any such situation.

P. Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. The City delegated agent may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method and the place of delivery. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any reasonable additional costs incurred as the result of such order and shall give the City a credit for any savings.

Q. It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, or otherwise dispose of this contract or its interest therein, or its power to execute such contract, to any other person, firm, or corporation, without the prior specific written consent of an authorized representative of the City of Mauldin; but in no case shall such consent relieve the Contractor from his obligations or change the terms of the contract.

R. All parties performing services for the City shall comply with all Occupational Safety and Health Administration (OSHA), State Occupational Health Standards, and any other applicable rules and regulations. All parties shall be held responsible for the training, supervision, and safety of their own employees. Any unsafe acts or hazardous conditions that may cause injury or damage to any persons or property shall be remedied per the regulatory agency's guidelines.

S. The City shall not indemnify or hold harmless any Contractor or other third party. The City does not waive any right or release any party from liability, whether on its own behalf or on behalf of any boards, employees, or agents. The City does not waive the right to trial by jury for any cause of action rising from the contract but may at its option submit any contract claim to binding arbitration, binding mediation, or mediation. In such event, the mediator/arbitrator shall be selected by mutual agreement of the parties and failing such agreement, then by the Circuit Court of Greenville County upon proper petition and notice. The City shall not be liable to Contractor for any special, punitive, or exemplary damages arising from the performance of the contract, including, but not limited to, incidental damages, and lost profit and lost wages, even if such special damages are reasonably foreseeable. Any provision(s) in the contract contrary to these statements is/are hereby deleted and rendered void.

T. All bids submitted shall have included in price the cost of any business or professional licenses, permits or fees required by the City of Mauldin or the State of South Carolina. The bidder must have all necessary licenses to perform the services in South Carolina and, if practicing as a corporation, be authorized to do business in the State of South Carolina.