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Office of Purchasing/Contracting\*324 W. Evans Street\*Florence, South Carolina 29501

**REQUEST FOR PROPOSALS NO. 2024-76  
HIGH HILL CREEK BIKE AND RUN TRAIL EXTENSION  
SUBMISSION DEADLINE: SEPTEMBER 5, 2024, 2:00 pm**

**PURPOSE OF THE REQUEST FOR PROPOSALS**

The City of Florence, SC (the City) is seeking proposals from qualified firms for construction services for an extension to the High Hill Creek Bike and Run Trail. Responses should be submitted based on the information and guidelines provided in this Request for Proposals (RFP).

This RFP is being publicly advertised. The City will make the selection based on the responses submitted, interviews, and then negotiate a final agreement with the selected firm. Responders are welcome to establish consortiums or teams of firms in connection with this RFP. The final selection of the firm will be based on the criteria set forth in this RFP.

All responses must be sealed and have “**RFP 2024- Bike and Run Trail**” clearly marked on the outside for ease of identification by the City. Responses may be hand-delivered prior to the submission deadline at the address listed above. The City does not accept electronic/emailed responses. Directions may be obtained by calling (843) 665-3165. Any response received later than the submission deadline will not be accepted or considered.

Responses submitted by mail should be addressed to: **City of Florence, Attn: Lynwood F. Givens, Purchasing Agent, 324 W. Evans Street, Florence, SC 29501**. The City will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason.

This solicitation does not commit the City of Florence to award a contract, to pay any costs incurred in the preparation of a response, or to procure or contract for services. The City of Florence reserves the right to accept or reject any or all submissions received as a result of this Request for Proposals, or to cancel it in part or in its entirety if it is in the best interest of the City of Florence.

Lynwood F. Givens  
Purchasing Agent

## **MINORITY AND WOMAN OWNED BUSINESS**

Minority Business Owners (minority or woman owned businesses) will be afforded full opportunity to submit a response to the Request for Qualifications and will not be discriminated against on the grounds of race, color, creed, sex or national origin in consideration for an award. It is the policy of the City that minority business and women owned business enterprises (MBE/WBE) have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract. Please indicate that you are a minority or woman owned business with your proposal submission.

The successful contractor(s) must ensure that all subcontractors, agents, personnel assigned by or employees of prime company and subcontractors are not discriminated against because of their race, color, religion, sex or national origin. The successful contractor(s) must make positive efforts to provide equal employment opportunity for minority and women owned businesses.

All submitted materials shall become the sole property of the City of Florence. Contractors will relinquish claim for return of submitted material. The City shall have sole discretion in evaluating the responses. The City reserves the right to reject any and all responses, and is not bound to accept any response if it is contrary to the best interest of the City.

## **INSTRUCTIONS**

Responses to the Request for Proposals will only be accepted from responsible and responsive companies that have an established reputation in the field of design and building of municipal parks and facilities.

No response may be withdrawn for a period of ninety (90) days after the submission date.

A responsible company is defined as one that has the capability in all respects to perform fully the requirements mentioned in the RFP document and the integrity and reliability which will assure good faith performance.

A responsive company is defined as one that has submitted a response which conforms in all respects to the RFP requirements.

**PROTEST PERIOD:** Any actual or prospective company that is aggrieved in connection with the solicitation or award of a contract/purchase order may formally protest in writing to the Finance Director. The protest may be submitted at any time during the procurement process. However, if a prospective company wishes to protest, the formal protest must be submitted in writing and must be received by the City no later than seven (7) days from the date that the aggrieved actual or prospective company has been informed of the proposal results by the Purchasing Agent. Protests received by the City after the expiration of the seven (7) day protest period will not be considered by the City.

**DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets scope of work, the decision of the City of Florence shall be final and binding on all parties. The Purchasing Agent may request in writing, the recommendation of the head of the department of the end user or other objective sources.

**DEVIATIONS:** Any deviations from the scope of services contained herein must be stated in the response for the City of Florence's consideration.

**CHANGES:** Any changes in this Request for Proposal after a contract agreement has been awarded must be with the written consent of the Purchasing Agent or the City Manager; otherwise, the responsibility for such changes lies with the company. Any changes to the scope of services in this Request for Proposals package shall be in writing and an addendum will go out to all prospective respondents so each respondent can compete equitably.

**OWNERSHIP OF MATERIAL:** Ownership of all data, material and documentation originated and prepared for the City of Florence pursuant to this contract shall belong exclusively to the City of Florence.

**QUESTIONS AND INQUIRIES:** The deadline for the submission of any and all questions and inquiries concerning this RFP is August 26, 2024 at 5:00 pm. All questions must be directed to Lynwood F. Givens, Purchasing Agent in written format and e-mailed to [lgivens@cityofflorence.com](mailto:lgivens@cityofflorence.com).

A complete copy of the City of Florence Purchasing Policies and Procedures Manual can be downloaded from the City of Florence website at [www.cityofflorence.com](http://www.cityofflorence.com).

### **PURPOSE OF THE RFP**

The addition of High Hill Creek Bike and Run Park in 2020 has further diversified the City's recreational amenities and has created additional opportunities to promote outdoor activity and wellness within the community. The existing trail provides over four miles of single-track for biking, running, and hiking and was installed on an 80-acre tract of land owned by the City with favorable topography for the trail system.

The City was able to purchase an additional 32 acres of adjacent property which will allow for the construction of a three-to-four-mile extension of the High Hill Creek single-track network. It is the expectation that the firm will use the concept plan (attached) and site evaluation to guide the construction of a mountain bike optimized, shared-use trail.

The City intends to select one (1) firm to provide professional construction and design services for this project. It is anticipated that the City and the selected firm will discuss and define a detailed scope of work and negotiate a contract for the project.

### **PROJECT BUDGET**

Funding for the project is partially supported through the Recreational Trails Program via the South Carolina Department of Parks, Recreation, and Tourism. The overall project budget could be positively impacted by other grant opportunities and current fund-raising efforts of the local Southern Off-Road Bicycle Association (SORBA) affiliates (Atomic Mountain Bikers and Midlands SORBA). The City does have "in-house" capabilities such as GIS/mapping and light construction abilities that could be used to maximize the overall project budget to ensure that the trail meets or exceeds expectations.

Parking lot construction, signage, and landscape requirements will be performed by the City outside of the scope of this contract. To ensure delivery within budget, the firm shall provide up-to-date and professionally developed cost estimates; provide clear, detailed and unambiguous construction documents; specify cost-effective materials and construction techniques; develop bid schedules that, if necessary, allow flexibility in making post-bid adjustments to the size and scope of the construction. The City intends to utilize best commercial practices to accomplish the goals of this project, expects the firm to proactively address risks and challenges in the

process, and participates in improvement activities to achieve project success. The City also expects to work with the firm to maximize the overall quality, cost savings, and goals to be outlined by the City.

## **PROJECT DESCRIPTION**

The City owns a 112 acre tract of land which is accessible from a public road and bordered to the north by High Hill Creek. The existing trail was constructed on the original 80 acres of land and has subsequently added an additional 32 acres for additional trail development. The land is currently forested with pine and mixed hardwood and has a general topography of 25% floodplain/swamp, 30% steep bluffs, 30% flat/little slope, and 15% low rolling hills. The site is characterized by three zones: a reforested borrow pit (steep slopes with a relatively flat bottom), a powerline right-of-way, and stream/wetland associated with High Hill Creek.

In conjunction with the local SORBA affiliates a conceptual layout (attached) has been designed and consists of approximately three (3) miles of single-track trail. The firm should use this concept to guide the design and construction; however, the firm will be expected to maximize the potential of the landscape, and creativity is encouraged. The project should ultimately serve a wide range of users, from families with children to skilled cyclists. The trails should be primarily natural surface and should incorporate sustainable trail principles as recommended in the Bureau of Land Management Guidelines for a Quality Trail Experience. The overall trail tread width should be 24-42 inches. The trail features should progress in difficulty and incorporate means for less experienced users to bypass more difficult technical features.

## **SCOPE OF SERVICES TO BE PROVIDED**

### **Site inventory and Evaluation**

1. Environmental site assessments have already been completed as part of the Recreational Trails Program requirements.
2. Preliminary evaluation of site conditions and trail topography and provide recommendations on constructability, time, labor and scheduling related to project cost.

### **Design Improvement**

1. Based on the conceptual design (see attached), the firm will begin to refine the design to include the following information:
  - a. Optimal trail path: The conceptual plan should be adjusted to utilize natural terrain contours to maximize trail flow and the efficiencies of bicycle momentum.
  - b. Trail Features: Natural and manmade features such as berms, rollers, table-tops, drops, wooden bridges, or other obstacles should be incorporated to enhance the trail's functionality and entice more skilled riders.
2. Meet with City staff as needed.
3. Review, update and confirm project schedule.
4. Provide consistent updates to the projects projected cost to insure project within the limits of the budget.

### **Permitting, Review and Approvals**

1. Submit plans and applications to regulatory agencies.
2. Secure approvals from all other state or local agencies to include, but not limited to: SCDHEC, etc.

3. Attend meetings, as necessary, for all approvals.

### **Construction Documents**

1. Based on the approved Design Development plan, resolve all review comments from prior design phases, and all comments from state, local and other agencies.
2. Prepare and finalize all construction drawings and specifications to include, but not limited to: trail layout, trail feature specifications, erosion control and all drawings necessary to sufficiently complete the project and conform to the budget.
3. Obtain necessary permits to construct the project.
4. Conduct a final design meeting(s) to present final design to the City of Florence.

### **Construction**

1. Conduct a preconstruction meeting with the necessary agencies.
2. Conduct project meetings on an as needed basis, not to exceed one per month.
3. Site work to include, but not limited to:
  - a. Clearing and grading as deemed necessary by the final approved trail plans.
  - b. Any sediment and erosion control as required
  - c. Installation of trail features and other site features included in final approved construction plans.

### **Post Construction Phase/Deliverables**

1. Assist in project closeout, establishment of warranties and guarantees.
2. Provide GPS data points or GIS .shp file of completed trail, depending on contractor's capabilities. The City of Florence can provide a handheld GPS device for contractor to complete this activity.

### **CONTENT OF PROPOSALS**

Proposals of interested firms should provide the following information, which will be used to establish qualifications and to select a firm.

#### **1. Firm's experience and qualifications- 25 points**

Points for this criterion will be awarded based on an evaluation of the qualifications and experience of the proposed firm. The firm's personnel experience, track record for meeting budget, quality workmanship, experience with similar projects, and all other aspects will be taken under consideration. It is preferable that the firm be a Professional Trail Builders Association (PTBA) member in good standing and be familiar with sustainable trail construction as illustrated in The Bureau of Land Management Guidelines for a Quality Trail Experience.

#### **2. Project Understanding and Approach- 15 points**

This criterion will award points for the firm's understanding of the goals and objectives for the project and their proposed methodology for meeting those goals and objectives. The team is expected to provide a comprehensive narrative statement illustrating their clear and concise understanding of the project, potential issues, proposed solutions, and an overall project schedule. The team should also provide its approach in completing each project phase including deliverables, proposed construction schedule, and any other items deemed necessary. An on-site viewing/survey of the property may be scheduled with the City prior to proposal submittal.

**3. Not to Exceed Three (3) Previous Project Examples- 20 points**

Provide up to three (3) previous project examples that illustrate the concept, style, budget, and objectives of the proposed projects. Previous projects can include photos, conceptual renderings, and project descriptions.

**4. Statement of the Teams Commitment- 15 points**

Points awarded for this criterion will be based upon the team's statement of their commitment to the project, budget, and timely completion. Provide the team's current workload and projected timeline to begin and complete the project.

**5. Previous Work Experience with or within the Southeastern United States and the Location of Office- 5 points**

Provide a statement describing past experience of the teams work within the Southeastern United States, and furthermore, any experience with trail design or construction specific to the coastal plain geographic region. Provide the location(s) of the office(s) in which the work will be performed.

**6. Proposed Cost of the Project- 20 points**

The amount of funding available for this project is a set amount and cannot be overrun. Provide a detailed cost of the project outlining unit costs for items such as trail layout, tread construction, and technical feature construction. A cost worksheet is attached to this document.

**Right to Reject Responses. Waive Irregularities, and Conduct Ex Parte Communications with Contractors:** The City reserves the right to accept or reject any and all responses, at its sole discretion, received as a result of this RFP, to waive minor irregularities, and to conduct discussions with any or all prospective applicants, in any manner necessary, to secure helpful information.

**Right to Request Additional Information from Any or All Responders:** The City reserves the right to request additional information from any or all prospective applicants, if necessary, to clarify that which is contained in the proposals.

Responders are requested to submit six (5) copies of the proposal. Due to time limitations of the Selection Committee members, **responses should be limited to no longer than fifteen (15) single-sided pages**. Please include tab dividers for easy access to each section of the proposal (tab dividers do not count toward the 15-page limit). **Additional supplemental information may be submitted, under separate cover, in order to aid in firm selection. This information may include staff resumes, descriptions of similar municipal projects, project references, etc.**

**SELECTION PROCESS**

The City has formed Selection Committee to review the proposals and recommend a firm. The Selection Committee will be composed of the following members:

1. Director of Parks, Recreation, and Sports Tourism
2. Assistant City Manager
3. Planning Director
4. Purchasing Agent
5. Representative from Atomic Mountain Bikers (local Southern Off-road Bicycle Association affiliate)

Any questions regarding this RFP should be addressed to the Purchasing Agent, Lynwood F. Givens in writing to [lgivens@cityofflorence.com](mailto:lgivens@cityofflorence.com). Please do not attempt to contact members of the Selection Committee.

Based upon its review of the evaluation and selection criteria itemized in the content of the proposals section, above, the Selection committee may short-list three firms deemed to be best suited to the needs of the City. If selected, these three firms will then be interviewed by the committee. During the interview process, the short-listed firms will be given the opportunity to discuss anticipated methods and their approach for furnishing the required services, and to seek further clarification of the project elements.

Based on the proposals and interviews with the short-listed firms, the Selection Committee will select one firm for contract negotiation. Based upon the firm's price proposal the Committee will attempt to negotiate a scope of services and contract price that is satisfactory to the City and firm. Upon completion of the negotiations, the committee will make its recommendation to the City Manager.

**The City shall have sole discretion in evaluating the responses and the suitability of responder to meet the City's needs. The City reserves the right to select the response or responses deemed to be in the best interest of the City. The City also reserves the right to reject any and all responses.**

A Selection Committee will review all responses in accordance with the Evaluation Criteria outlined herein and make a final selection. All submissions must conform to this RFP. The Selection Committee reserves the right to interview any or all of the respondents if it is determined to be in the best interest of the City.

The submissions will be evaluated based on organization, completeness, and sufficiency of information requested throughout the submission. The factors for award directly correspond to the RFP requirements as previously outlined and have been assigned a point value:

### **PRE-PROPOSAL CONFERENCE**

The City will not host a Pre-Proposal Conference. Potential responders to the Request for Proposals are encouraged to visit the project site at their convenience by appointment only. To schedule an appointment contact The City of Florence Planning Director, Mr. Jerry Dudley, at 843-665- 2047 or by email to [jdudley1@cityofflorence.com](mailto:jdudley1@cityofflorence.com).

### **PERFORMANCE/PAYMENT BONDS**

A performance and payment bond, each in the amount of 100% of the final contract price of the construction portion of this project will be required of the successful firm. The successful firm will be required to furnish the required performance and payment bonds within ten (10) business days after written notice of formal award of contract. (The City of Florence may consider alternatives to the bonding requirement.

### **BUSINESS LICENSE REQUIREMENT**

**Entities that provide goods and services within the City limits are required to have a business license. The successful contractor/company will be required to contact the Business License Office, 324 West Evans Florence, SC 29501 prior to commencement of work. The Business License Office's phone number is (843) 665-3173 and the fax number is (843) 665-3171. The City's business license application can be viewed at the following URL:**

<https://www.cityofflorence.com/business-licenses/licenses-and-fees>

## **TAXES**

The City of Florence pays SC Sales Taxes in the amount of 8%. However, the City of Florence is exempt from Federal Excise Taxes and will issue exemption certificates, if requested. **Include all taxes with your response.**

## **PROFESSIONAL INSURANCE REQUIREMENTS AND INDEMNIFICATION**

The successful company 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 company shall name the City of Florence, 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 company on behalf of the City under Consultant's commercial general liability insurance policy. The successful company shall, within 10 days of the full execution of any contract resulting from this RFP, provide the City's Purchasing Agent 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 company gives written notice to the City.

Without limiting the provisions of paragraph above, the selected company 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 company 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 company 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.

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

Professional Liability Insurance - \$1,000,000 per claim / \$1,000,000 general aggregate

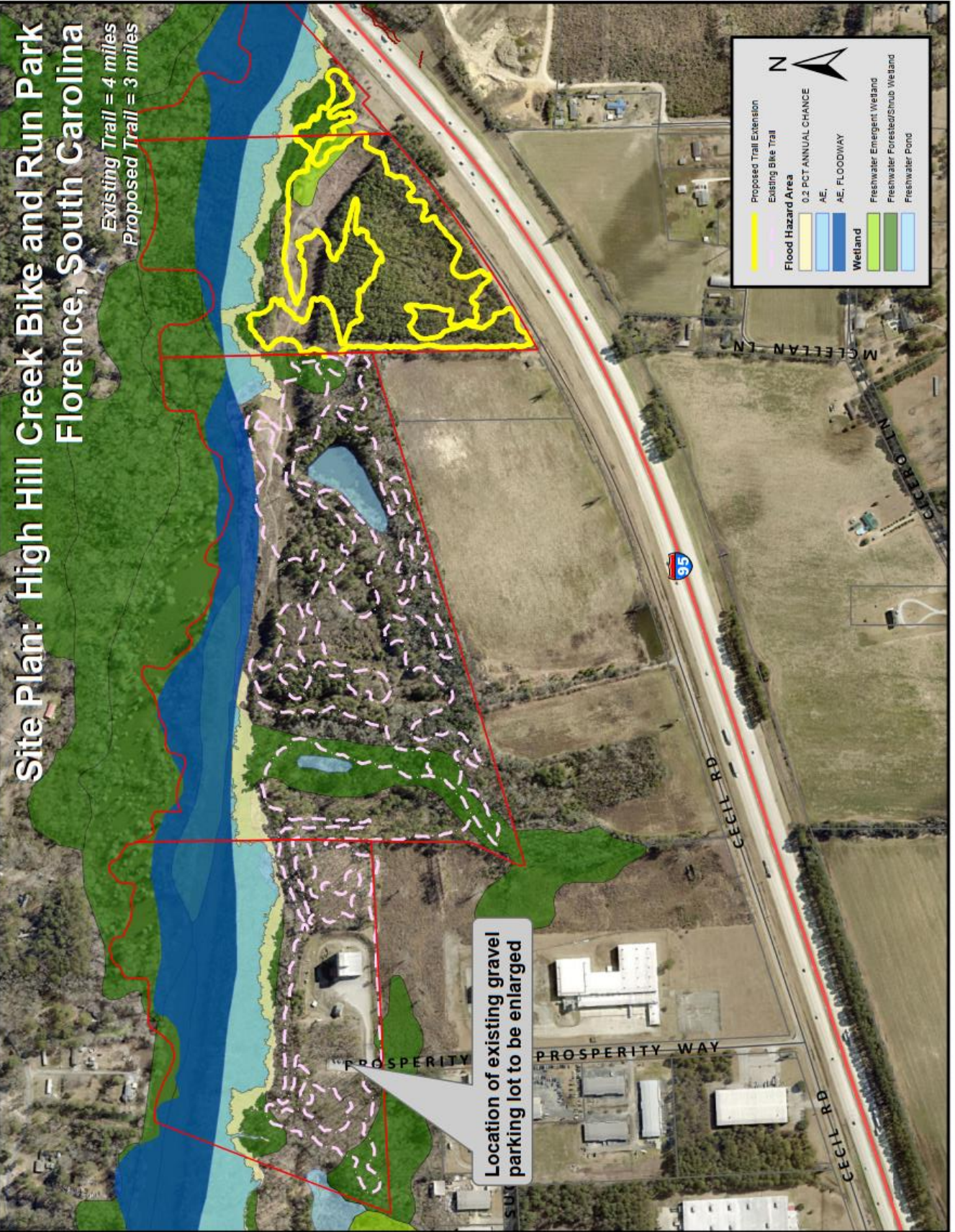
*Professional Services:* The selected company shall indemnify and hold the City of Florence, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable 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 company's professional services under any contract resulting from this RFP, including any negligent act, error or omission of any individual or entity directly or indirectly employed by the selected company to perform any of the work or anyone for whose acts, errors,



or omissions the selected company 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 company, or any individual or entity directly or indirectly employed by the selected company to perform any of the work or anyone for whose acts, errors, or omissions the selected company 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 company shall indemnify and hold the City of Florence, 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 company's negligent acts of commission or omission (or those of or any individual or entity directly or indirectly employed by the selected company to perform any of the work or anyone for whose actions or failure to act the selected company may be liable) during the performance of this Agreement.

The selected company 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 company. In addition, the selected company shall require any subconsultants and subcontractors to assume the selected company'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 company.



**PROPOSED COST WORKSHEET**

Name of Firm \_\_\_\_\_

Type of Work	Unit of Measure	Est. Quantity	Price/Unit	Est. Cost
Field Layout/Flagging	linear feet	15,840		
Trail/Tread Construction	linear feet	15,840		
Bridge (wood)	linear feet	TBD		
Features (price generally or list specific features with cost in blank fields below)	each	30		
	each			
	each			
	each			
	each			
	each			
	each			
Other (please list)				

*Field Layout/Flagging* - A flag line will be pre-installed by the firm (at a minimum of every 50 feet) marking the desired corridor for the trail. The attached trail map only suggests the tread location based on preliminary surveys of the property. The firm should use this concept to guide the layout; however, the firm will be expected to maximize the potential of the landscape and base the actual tread location on finer analysis of the property. Actual linear footage may vary based on final trail layout.

*Trail/Tread Construction* - The trails should be primarily natural surface and should incorporate sustainable trail principles as recommended in the the Bureau of Land Management Guidelines for a Quality Trail Experience. The overall trail tread width should be 24-42 inches,. Actual linear footage may vary based on final trail layout.

*Wooden Bridges* – Natural low areas may require the addition of wooden bridges to be 24-36

inches in width and of length to avoid standing water.

Features – Natural and manmade features such as berms, rollers, table-tops, drops, or other obstacles should be incorporated to enhance the trail's functionality and entice more skilled riders. Proposed cost of features can be listed generally or specifically itemized as per the type of feature.

*Other* – Please specify any other costs associated with the firm's proposal.



City of  
**FLORENCE**  
SOUTH CAROLINA

**REQUEST FOR PROPOSALS NO. 2024-76**  
**Contact Information**

The following form should be completed and submitted with your proposal.

**Company Name:**

**Address:**

**City, State, Zip:**

**Phone Number:**

**Fax Number:**

**E-mail Address:**

**Printed Name of Authorized Agent:**

**Title:**

**Date:**