

City of Dillon



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The City of Dillon is seeking proposals from specialists that provide economic advisory services for local governments and are interested in contracting to provide a market analysis focused on targeted, informed recruitment and expansion of business opportunities in the historic downtown commercial district and Radford Boulevard in Dillon, SC.

The City of Dillon intends to select one (1) qualified economic advisory specialist to provide a market analysis to strengthen strategies that address our economic growth challenges.



This RFP is being publicly advertised. The city will make the selection based on responses submitted and then negotiate a final agreement with the selected economic advisory specialist.

All responses must be sealed and have "RFP No. 2024-2025 City of Dillon – Market Analysis" clearly marked on the outside of the envelope. Responses may be hand-delivered to City Manager's Office, 401 W. Main Street, Dillon, SC 29536, delivered by a third party (USPS, UPS, Fedex) or any other third party prior to 2:00pm, April 22, 2024. Qualified economic advisory specialists are requested to submit three (3) copies of the proposal. The city will not accept electronic and/or emailed proposals. Any response received later than the submission deadline will not be accepted or considered. The city will not be responsible for late submissions caused by the postal service, other carriers, or any other delivery problems regardless of the reason.

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

INSTRUCTIONS

Responses to the RFP will only be accepted from responsible and responsive companies that have an established reputation in economic development advisory services.

No response may be withdrawn for a period of ninety (90) days after the submission date.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 outlined in this RFP 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 may formally protest in writing to the Procurement 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 Procurement Director. Protests received by the city after the expiration of seven (7) day protest period will not be considered by the city.



Deviations: Any deviations from the scope of services contained herein must be stated in the response for the city's consideration.

Changes: Any changes in the RFP after a contract agreement has been awarded must be with the written consent of the City Manager; otherwise, the responsibility for such changes lies with the company. Any changes to the scope of services in this RFP 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 pursuant to this contract shall belong exclusively to the city.

Questions and Inquires: The deadline for the submission of any and all questions and inquiries concerning the RFP is April 16, 2024 at 3:00pm. All questions must be directed to Lisa Moody via email (lmoodycityofdillon@gmail.com).

PROJECT OVERVIEW

The City of Dillon has recently received a Hometown Economic Development Grant through the Municipal Association of South Carolina. This grant is to be used for a market analysis focused on targeted, informed recruitment and expansion of business opportunities in the historic downtown commercial district and Radford Boulevard. As the county seat and home of SC's Inland Port, this market analysis will strengthen strategies that address our economic growth challenges. Having completed multiple elements of our Downtown Revitalization Master Plan, this market analysis is a fitting next step of that Master Plan. The primary goal of this project is to collect market data paired with stakeholder input to target realistic market opportunities that will advance our revitalization efforts.

This project will re-examine the redevelopment opportunities, develop illustrative small area plans for key block by block sections as well as more detailed examination of specific sites and/or renderings for buildings and infill sites. It will explore the financial opportunities for redeveloping key sites and the city will receive the needed sample pro-forma, gap financing options, and incentive options to foster a climate for more robust redevelopment and infill. The market data collected during this project will allow investors and community members to work better together to continue revitalizing downtown so that everyone involved can gain a higher return on investment, both financially and socially.

PROJECT OBJECTIVES

- To explore new business development opportunities
- Define the key markets segments and market position



SCOPE OF WORK is to include (but not limited to):

- Background Review and Project Preparation
- Project Coordination
- Visioning Workshop/Kickoff
- Market Assessment
- Redevelopment Opportunities
- Development Pro-Forma and Explore Economic Incentives
- Draft Report, Comment Period, and Revisions
- Final Downtown Redevelopment Plan

SUBMISSION REQUIREMENTS

- Requirement #1: Provide tasks to accompany each point under Scope of Work
- Requirement #2: Explain how figures for the budget will be developed and used
- Requirement #3: A proposed schedule must be included and clearly expressed

EVALUATION

The proposals will be evaluated and ranked in order of their price and qualifications. Based on the proposals, the Selection Committee will select one economic advisory specialist and enter into a professional services contract.

The city shall have sole discretion in evaluating the proposals. The city reserves the right to select the proposal that it may determine to be the in the best interest of the city. The city also reserves the right to reject any and all proposals, including that of the selected team if satisfactory contract negotiations cannot be concluded.

The city intends to select and enter into a contract with the selected economic advisory specialists by May 1, 2024 to begin working immediately on the Project.