



**CITY OF DILLON**  
**SOUTH CAROLINA**

**REQUEST-FOR-PROPOSALS NO. 01-2024**

**MASTER PLAN SERVICES FOR WELLNESS CENTER PARK**

**SUBMISSION DEADLINE: THURSDAY, MAY 9, 2024, 2:00 PM**

**Master Plan Services for Wellness Park**  
**RFP No. 01-2024**

City of Dillon is accepting proposals from qualified vendors to provide Park Master Planning Services for Wellness Park located behind 1647 Commerce Drive, Dillon, SC.

**PROPOSAL SUBMITTALS** Proposals can be submitted either by hand-delivery or by mail. In order for proposals to be considered, four (4) copies of the proposal must be received by City of Dillon, City Managers office, 401 West Main Street, Dillon, SC. All proposals must be received no later than 2:00p.m. ET on May 9, 2024.

Proposals received after the submission deadline will not be accepted.

Offerors mailing a proposal should allow sufficient mailing time to ensure timely receipt. The City is not responsible for proposals delayed by mail and/or delivery services of any nature.

Proposals must be made in the official name of the firm or the individual under which business is conducted (showing the official business address) with the signature by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposals. Proposals must be valid for a minimum of ninety (90) days.

Upon receipt by the City, the proposal shall become the property of the City, without compensation to the offeror, for disposition or usage by the City at its discretion. The City shall have the sole discretion in evaluating both the proposals and the qualifications of offerors. The City reserves the right to reject any and all proposals and is not bound to accept any proposals, if the proposals acceptance is contrary to the best interest of the City. The particulars of any proposals will remain confidential until a contract is signed with the successful offeror(s).

City of Dillon under Title VI of the Civil Rights Act of 1964 and related statutes ensures that no person shall on the grounds of race, color, national origin, sex, disability, and age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity administered.

Minority Business Owners (minority or woman owned businesses) will be afforded full opportunity to submit proposals in response to this invitation 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 County services to the extent practical and consistent with the efficient performance of the contract.

In accordance with the requirements of the Title II of the American with Disabilities Act of 1990 ("ADA"), the City of Dillon, South Carolina will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

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City of Dillon reserves the right to engage in discussions with any or all responsible responders who submit proposals for the purpose of clarification to assure full understanding of and responsiveness to this request.

This request for proposal does not commit City of Dillon to award a contract, to pay any cost incurred in the preparation of proposals or to procure or contract for articles of foods or services.

City of Dillon reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any or all qualified offerors, or to cancel in part or in its entirety this solicitation, if it is the best interest of the County to do so.

**PROJECT UNDERSTANDING**

City of Dillon recently acquired 40 acres of property and is looking to develop a Park Master Plan for this property. The Master Planning process will include visioning of what park facilities and programming may be able to include within this parcel, maximizing the site's potential, and incorporating park elements that City does not currently offer to the community.

Based upon previous discussions, it is the desire of the City of Dillon to develop this parcel into passive park features, such as separated equestrian and multi-use trails through the park, canoe and kayak launches, boardwalks and open field.

The City is looking for a Master Plan of the Park not only to create a vision for this park but to identify potential Continuous Improvement Programme (CIP) costs for funding purposes. The design team will work with City staff on the development of a plan and the development of an Opinion of Probable Cost based on the identified site improvements.

**SCOPE OR SERVICES**

Enclosed for your reference is a site of property (see Attachment 2).

The specific tasks of the contractor shall be as follows:



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**TASK 1: PROJECT COORDINATION & PROJECT MANAGEMENT**

This task includes the initial kick-off meeting and the various internal meetings with City staff. Public outreach tasks are detailed under Task 3, as part of the initial kick-off meeting, the successful firm will discuss the Public Engagement plan. This task includes the specific sub tasks.

**TASK 1.1: PROJECT KICK OFF MEETING**

The purpose of this task is to conduct a kick-off meeting with the City staff and Design Team to review project goals, scope and schedule. The following items will be addressed:

- Define the roles and responsibilities of the design team and City project team;
- Identify project goals and critical success factors, discuss scope of work, finalize the schedule as needed based upon information and feedback gathered during the kick-off meeting;
- Establish methods for communication, coordination and other administrative items with the Design Team and the City staff;
- Collect existing documentation that is relevant to the project, identify additional needs and develop a methodology for collecting appropriate records/reports or data for the project;
- Finalize the study area limits and identify any additional information relevant to the study area;
- Discuss key elements of the community participation efforts.

Deliverables

1. Review Team Meeting Notes
2. Produce a Draft Study Area Map
3. Detailed Project Schedule
4. Develop organizational chart showing staff assignments, roles and responsibilities
5. Draft Project Goals and Objectives

**TASK 1.2: COORDINATION MEETINGS WITH CITY**

The task includes preparing for, facilitating, and providing a summary of meetings and study sessions including upcoming tasks to ensure **the project remains on time and within the budget**. These will include regular phone calls and meetings with City staff.

Deliverables

1. Meeting notes

**TASK 2: DATA COLLECTION & SITE ASSESSMENT**

This task includes research for a better project understanding of previous work and documents provided by the City, a review of existing conditions, and preparation of a report summarizing existing conditions, issues, and opportunities and constraints. This includes the following sub-tasks.

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**TASK 2.1: REVIEW OF EXISTING DOCUMENTS AND STUDIES**

This task includes collecting and reviewing relevant plans, practices, standards, and designs identified at the kick-off meeting. Previous plans, documents and sketch drawings are to be provided by the County for review.

Deliverables

1. Summary memo of document review

**TASK 2.2: BASE MAPPING**

The successful firm will utilize existing GIS data and shapefiles to create a base map suitable for the initial planning level efforts. The successful firm will prepare a preliminary project base map for the study area that will be used through the initial planning process. The base map, developed from existing information, will include, but not limited to, the following elements/items:

- Property Ownership
- Surrounding Land Uses
- Potential Environmental Constraints (i.e. wetlands, flood zones)
- Natural Features
- Existing Roads, Sidewalks, and Trails

To augment the information provided by the City, the successful firm will coordinate with the existing utility companies to obtain the current utility maps for the study area, if available. The grid map information will be incorporated into the preliminary project base map to provide an overview of the approximate utility locations (below and above ground) within the project area. These locations will be approximate, as no survey stakes, valves, manholes, etc. will be located for this initial level effort.

Based on the information obtained, preliminary boundary mappings, will be updated to incorporate approximate easement/encumbrance areas, or other information pertinent, if available, to the planning level efforts. The preliminary boundary mapping will be incorporated into the project base map for use in the draft master plan development.

Deliverables

1. Base map for overall site including GIS-generated property boundaries, approximate easement boundaries, building locations, existing utilities and existing roads and paths.

**TASK 2.3: SITE RECONNAISSANCE**

The Project Team will conduct a site visit to document the existing conditions and to identify any potential opportunities and constraints. Field investigations will be documented using field notes, measurements, and digital photography. The successful firm will identify and document the following:

- Existing facility types (structures, infrastructure, site improvements), locations, and general condition;



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- Existing paved and unpaved trails network summarizing conditions and connections to adjacent land uses, rivers, and roadways;
- Existing biological resources in the park include vegetation communities, invasive species, stream environment zones and other sensitive habitats, and opportunities for environmental restoration or habitat enhancement;
- Site conditions such as soils, slopes, views, noise, shade, landscape features and context surrounding the site. Field-verify survey information, including the limits of existing improvements;
- Circulation and access (pedestrian, bicycle, and vehicle) and main access points; and
- Land use patterns and impacts

Deliverables

1. Additions to base map of the project area
2. Summary of site conditions with photographs

**TASK 3: CONCEPTUAL PARK PLAN, DRAFT ALTERNATIVES**

This task includes the steps for developing the preliminary and final conceptual alternatives and documentation of the Master Plan itself. The successful firm will review the content developed as part of the tasks below with City staff.

**TASK 3.1: CONCEPTUAL DESIGN ALTERNATIVES**

Upon completion of the development of a base plan and the site assessment our design team will develop up to two (2) conceptual site plan alternatives to be presented to the City staff. These alternatives will clearly illustrate unique qualities of each alternative and a comparative analysis that addresses opportunities/benefits, challenges/constraints, and preliminary opinion of probable costs.

The alternatives will include, but not limited to the following elements:

- New recreational facilities and amenities to meet identified needs;
- Site planning for locating new facilities, amenities, and landscape features;
- Space and capacity need for new facilities;
- Connectivity plan for vehicle, pedestrian, bicycle, and trail access; and
- Preliminary Opinion of Probably Costs

Deliverables

1. Two Draft Conceptual Plans for the Wellness Center Park Master Plan including preliminary opinion of probably costs.
2. Presentation materials – including imagery representing potential improvements.

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**TASK 3.2: WELLNESS CENTER PARK MASTER PLAN**

With input from City staff, the Design Team will develop a preferred conceptual site plan.

The Preliminary Master Plan will clearly illustrate the best aspects of the alternatives based on input and evaluation. At this point the successful firm will provide a draft phasing plan to support the Preliminary Master Plan along with a revised cost estimate.

**PROPOSAL INSTRUCTIONS/REQUIREMENTS**

1. The Submitted Proposal Document must address each criteria stated in this RFP, dividing each criteria with a dividing tab.
2. Please provide a least three (3) references from prior engagements of similar size and scope of the services being requested by the City.
3. Please list the most significant engagements performed in the last five (5) years that are similar to the engagement list in the RFP.
4. Proposals should be limited to no more than Thirty (30) single-sided pages. The cover page will not be a part of the 30-page limit. Additional supplemental information may be submitted, under separate document labeled "Supplemental Information".
5. Proposals must be valid for a minimum of ninety (90) days.
6. Proposals may be withdrawn by offeror prior to, but not after, the submission deadline date/time.
7. Upon receipt by the City, the proposal shall become the property of the City, without compensation to the offeror, for disposition or usage by the City at its discretion. The City shall have the sole discretion in evaluating both the proposals and the qualifications of the offerors. The City reserves the right to reject any all proposals and is not bound to accept any proposals, if the proposal acceptance is contrary to the best interest of the City. The particulars of any proposal will remain confidential until a contract is signed with the successful offeror(s).
8. All questions pertaining to this RFP must be submitted in writing via email to [gwdillon@bellsouth.net](mailto:gwdillon@bellsouth.net) 5:00 p.m. (EST) on May 1, 2024. Only written questions will be considered formal. It is the responsibility of the proposer to be look for the addendum to be posted and acknowledge the addendum in the proposal. Each bidder must check SCBO to receive all addendums in conjunction with this project. It shall be each bidder's responsibility to assure that all addenda have been received. No claim for failure to receive addenda will be considered.
9. Each Offeror shall fully acquaint itself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of the RFP. The failure or omission of the Offeror to acquaint itself with existing conditions shall in no way relieve it of any obligation with respect to the proposal submitted by the Offeror or to any contract resulting from this RFP.



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10. The successful Offeror shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work or the cost thereof. Any failure by the successful Offeror to do so will not relieve the Offeror from the responsibility for successfully performing the work without additional expense to the City. The City assumes no responsibility for any understanding and representations concerning conditions made by any of its officers, agents or consultants prior to the submission of a proposal or the execution of any contract related thereto, unless such understandings or representations by the City are expressly stated in the Contract Documents.
11. Terms required in the attached Contract are incorporated into all subcontracts.
12. The Price Proposal must include the fully completed proposal sheet fee spreadsheet (Attachment 1).

**SELECTION CRITERIA**

The following criteria will be weighed in evaluating the qualifications of each consultant:

1. Firm experience, qualifications and technical competence in the types of work required (20 evaluation points)
2. References-Post performance on projects of a comparable nature (20 evaluation points)
3. Relevant experience and qualifications or personnel to be assigned to the project (20 evaluation points)
4. Demonstration of consultant's approach to performing the work including an indication of the availability the consultant anticipates in scheduling staff to meet project needs (20 evaluation points)
5. Proposal Fee Schedule: Complete the Proposed Fee Schedule as stated in Attachment 1. (20 evaluation points)

TOTAL POSSIBLE POINTS OF EACH EVALUATION – 100 points

**SELECTION PROCESS**

The selection committee will rank each firm based on the overall evaluation point total selection criteria average.



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Upon completion of the evaluation process, the committee will recommend one (1) firm to City Council for approval.

City of Dillon reserves the right to accept or reject any or all Proposals in whole or in part and to amend or supplement this RFP.

**NOTE:** By submission of your proposal in response to this solicitation, you are certifying that neither your firm nor any or its principals are presently debarred, suspended, proposed for debarment, declared, ineligible, or excluded from participation in this procurement process by any governmental department or agency. Further, if such a debarment or suspension occurs during the course of the procurement, you shall so inform City of Dillon.

**NOTE:** No proposer shall, directly or indirectly, engage in any conduct (other than the submission of a proposal or other prescribed submissions and/or presentations before the Evaluation or Selection committees) to influence any employee or elected official of City of Dillon concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the proposer from further participation in the solicitation for services or goods sought herein, or from participation in future City of Dillon solicitations or contracts.

**PROTEST PERIOD**

It is the responsibility of the prospective offeror to review the entire RFP packet and to notify the Procurement Department if the specifications/statement of work are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received by the Procurement Department not less than five (5) days prior to the proposal submission deadline. These requirements also apply to specifications or instructions that are ambiguous.

**PROFESSIONAL INSURANCE REQUIREMENTS AND INDEMNIFICATION**

The successful firm(s) shall procure and maintain insurance for protection from claims under workers' compensation 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 City of Dillon, South Carolina, its elected and appointed officials, officers, and employees "Additional Insured" as their interests may appear but only with respect to services performed or provided by successful firm or shall, within 10 calendar days of full execution of any contract resulting from this RFP, provide the city

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Procurement Officer with a certificate(s) of insurance evidencing the coverage required above and containing an endorsement to the effect that any cancellation or non-renewal shall not be until 10 calendar 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(s) 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, and in case any such services are sublet, the firm (s) shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$1,000,000 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 firm(s) shall indemnify and hold City of Dillon, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgements, 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 RFP, including any negligent act, error or omission of any individual or entity directly or indirectly employed by the selected firm(s) to perform any of the work or anyone for whose acts, errors, or omissions the selected firm(s) may be liable, regardless of whether or not caused in part by a party indemnified hereunder.

The selected firm shall require any subconsultants (if any) 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 (if any) to assume the selected firm's indemnification obligations under any contract resulting from this RFP to the extent they relate to the subconsultant's obligations under any contract with the selected firm.



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**PROPOSAL COVER SHEET**

Firm's Name	
Firm's Address	
Firm's Phone No.	
Firm's Fax No.	
Firm's Email Address	
Signature and Date of Officer	
Name and Title of Officer and Point of Contact of Firm (please print)	
Acknowledgement	By Signing above, proposer acknowledges that he / she has carefully received read and accepted all proposal documents and addenda receipt of all of which is hereby acknowledged. The Offeror agrees that this Proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of sixty (60) days following such time.



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**PROPOSAL FEE SCHEDULE**  
**ATTACHMENT 1**

Proposed fee to provide the master plan services for Wellness Center Park as described in the scope of work for RFP 01-2024 Fees are to be invoiced monthly on a percent of completion basis. A breakdown of the proposed fee, along with the rate schedule for authorized services is as follows:

	<b>TASK FEE BREAKDOWN</b>	<b>TASK FEES</b>
Task 1.1: PROJECT KICK OFF MEETING	_____	
Task 1.2: COORDINATION MEETING WITH CITY	_____	
Task 1.3: PROJECT MANAGEMENT	_____	
<b><u>TASK 1 TOTAL: PROJECT COORDINATION &amp; PROJECT MANAGEMENT</u></b>		<b>\$ _____</b>
Task 2.1: REVIEW OF EXISTING DOCUMENTS AND STUDIES	_____	
Task 2.2: BASE MAPPING	_____	
Task 2.3: SITE RECONNAISSANCE	_____	
<b><u>TASK 2 TOTAL: DATA COLLECTON &amp; SITE ASSESSMENT</u></b>		<b>\$ _____</b>
Task 3.1: CONCEPTUAL DESIGN ALTERNATIVES	_____	
<b><u>Task 3.2: CONCEPTUAL PARK PLAN, DRAFT ALTERNATIVES</u></b>		<b>\$ _____</b>
	<b>TOTAL FEES</b>	<b>\$ _____</b>





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