



City of Cayce, South Carolina

Request for Proposals

To Provide Professional Landscape Architecture, Engineering, and Planning Services

I. Introduction

The City of Cayce is requesting proposals from qualified landscape architecture firms to provide professional planning, design, engineering and construction management services on an “as needed” basis for a two-year term. This Request of Proposals (RFP) for Landscape Architecture services seeks to find a firm that will provide plans, specifications and estimates, review landscaping plans, assist with park design and master plan projects, and assist and/or design city beautification projects. The City of Cayce will select and negotiate with a firm whose responses meet the requirements listed below.

II. Background:

The City of Cayce is a growing community in the heart of central South Carolina along the banks of the Congaree River. With our growing population (over 14,000 and rising), the City is seeking a two-year term agreement to assist the City with professional landscape architecture consultation, design, construction management, and maintenance on an “as needed” basis. The City has six parks throughout its borders and approximately twelve miles of Riverwalk.

III. Objective:

This Request for Proposals (RFP) is for a firm or team to provide professional landscape architectural services. These services should be adaptable and updatable to account for future development and assets and locations changing over time. The firm chosen will work with the City on landscape architectural contracts for \$25,000.00 and under, in accordance with the City of Cayce procurement policy. Projects over the \$25,000.00 cost will be given priority to the chosen firm but may need to be bid on a case by case basis. Emergency projects may be exempt from the procurement policy. Deliverables should include:

1. Preparation of plans and specification for construction projects varying in complexity, for a portion or the entire project. This may include but is not limited to:
 - a. Cost estimates
 - b. Surveying
 - c. Field work
2. Professional landscape architectural services, which may include, but are not limited to review and approval of submittals.
3. Construction management, which may include, but is not limited to daily construction observation and documentation, coordinating contractor’s work and enforcing schedule commitments.

4. Preparation of permit applications for local, state, and federal requirements applicable to the projects.
5. Advice on Capital Improvement projects including consultation on development of a cost estimate and priority level.
6. Ability to work effectively with City staff, the public and regulatory agencies.

IV. Submittal Requirements:

One printed and one digital copy should be submitted to the City of Cayce by February 26, 2021 at 2:00 p.m.

Submit proposals to:

Jim Crosland
1800 12th Street Ext.
Cayce, SC 29033
jcrosland@caycesc.gov

Packages received after February 26, 2021 at 2:00 p.m. will not be considered.

The detailed requirements set forth are mandatory. Failure to respond to a specific requirement may result in disqualification. The City reserves the right to accept or reject any or all proposals. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be processed.

The City of Cayce reserves the right to enter into negotiations with a single firm OR may create a short list of firms, based upon qualifications and pricing and may conduct interviews, engage in further discussion, or negotiate pricing terms.

Responses to this RFP must include the following:

1. Cover Letter and Table of Contents

The RFP must include a cover letter giving a brief summary of the contents of the RFP and a table of contents laying out each section with corresponding page numbers.

2. Introduction and Qualifications

This section will need to contain an overview of the firm and any proposed sub-contractors. The introduction shall indicate the legal name, address, website, telephone number, and local contact. The firm will provide an overview and history of the firm including identifying all firm members who will be working with the City and their experience. The firm will also describe its history on similar landscaping and architectural projects and identify other municipalities for which it has provided similar services in the past.

3. Cost Breakdown

Provide a fee schedule, including hourly rates for professional services, construction management, surveying services, and any necessary support staff.

4. References

Provide at least three references for which the firm has performed similar services, within the last five (5) years. Provide the reference contact name, address, email address, telephone numbers, summary, and date of services provided (including specific projects related to above criteria and cost).

5. Sample Documents

Provide three (3) to five (5) examples of deliverables the firm has provided for other municipalities, within the last five (5) years.

V. Evaluation

A City Staff Team will evaluate the proposals based on the factors outlined within section IV, which shall be applied to all eligible, responsive proposals in selecting the successful submitter. The City Team reserves the right to disqualify any proposal for, but not limited to: person or persons or proposals it deems as non-responsive and/or non-responsible; a failure to respond to each section; or whose experience does not describe the competencies required. The City Team reserves the right to make such investigations of the qualifications of the proposer as it deems appropriate. Award of any project may be made without discussion with proposers after responses are received. The City reserves the right to cease contract negotiations if it is determined that the Proposer cannot perform services specified in their response. Proposals will be evaluated on the following factors:

1. Experience in professional landscaping design and construction management
2. Experience with local governments and public works related projects
3. Past performance with The City of Cayce and/or other local government agencies
4. Ability to provide “real time” service to client and projects
5. Ability to meet schedule deadlines and budget constraints
6. Ability to provide working CAD data and or PDF’s
7. Quality of submittal
8. Familiarity with State and/or Federally funded projects and requirements

VI. Questions, Contact, Timeline

Firms interested in submitting shall email a simple statement of interest by February 5, 2021 to be placed on a communications list regarding this project. Any questions about this RFP shall be submitted via email to jcroslan@caycesc.gov by February 12, 2021. The City of Cayce will provide answers to all questions to all firms who have submitted a statement by February 19, 2021. The deadline for all submissions is February 26, 2021 at 2:00 p.m. City reserves the right to extend the term of this contract.

VII. Additional Information

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to postpone receipt or selection date, accept or reject any or all proposals received in response to this RFP, or to negotiate with any of the firms submitting an RFP, or to cancel all or part of this RFP process.