



## **Request for Proposals**

Economic Development Strategic Plan

for

Town of Chapin

**RFP DUE DATE/TIME:** February 17, 2017 at 11:00 AM EST

**RFP NUMBER:** TOC2017- 01

**POINT OF RECEIPT:** Town of Chapin  
Attn: Karen Owens  
RFP # TOC2017- 01

P.O. Box 183  
157 NW Columbia Ave  
Chapin, SC 29036  
(803) 575-8039

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## **SECTION 1: GENERAL INFORMATION & INSTRUCTIONS**

Sealed proposals shall be enclosed and secured in an envelope/package and properly marked and displayed on outside of envelope/package bearing the name, address of contractor, and marked **RFP # TOC2017- 01**. The Town of Chapin shall not be responsible for unidentified proposals. Proposals shall be addressed to:

**Town of Chapin  
Attn: Karen Owens  
RFP # TOC2017- 01  
P.O. Box 183  
Chapin, SC 29036**

Hand delivered proposals should be delivered to:

**157 NW Columbia Avenue, Chapin, SC 29036**

Proposals shall be submitted to the Town of Chapin no later than **February 17, 2017 at 11:00 AM EST** at which time all proposals will be opened. Proposals received later than the deadline will be returned unopened. Contractors mailing their proposal must allow a sufficient mail delivery period to insure timely receipt of their proposal. The Town of Chapin is not responsible for proposals delayed by mail and/or delivery services of any nature.

Prior to submitting a proposal, each contractor shall carefully examine the RFP document, study and thoroughly familiarize himself/herself with the specifications/requirements thereof and notify Town of Chapin of any conflicts, errors, or discrepancies.

All proposals shall remain firm for at least sixty (60) calendar days from February 17, 2017.

By submission of a proposal, the contractor guarantees that all goods and services meet the requirements of the solicitation during the contract period.

Failure to submit all required information may be determined as a non-responsive proposal.

**Questions** – All questions concerning this solicitation must be submitted in writing and directed to the Director of Communications & Economic Development Attn: Karen Owens, or by e-mail, [karen@chapin.sc](mailto:karen@chapin.sc). Proper reference to this RFP is required. The deadline for submitting questions is January 27, 2017 at 2:00 PM EST. Verbal information obtained otherwise will not be considered in the awarding of the proposal.

**Addendum to Proposal** – If it becomes necessary to revise any part of this RFP, an Addendum will be issued in writing to all prospective contractors on file at the Town of Chapin Municipal Office, whom have received this solicitation. All addenda issued by Town of Chapin must be acknowledged in writing by contractor on the appropriate form, and a copy returned with their response.

**Deviations** – Any deviations from the Scope of Work indicated herein must be submitted in writing and clearly noted and explained in detail on a separate form and attached to the submitted proposal; otherwise it will be considered that items/services offered are in strict compliance with this solicitation and the successful contractor shall be held accordingly responsible.

“Deviations” simply means that if a contractor proposes something that would fall outside our Scope of Work or something that would contradict our Scope of Work, the contractor must fully explain their proposed deviations from our Scope of Work.

Any deviations within a submitted proposal between prices quoted and restated in the summation sheet shall be resolved by the Director of Finance as being the lower price, unless the contractor requests in writing, a correction or withdrawal of proposal prior to the date and time set for receipt of proposals.

**Certificate of Familiarity** – The attached Certificate of Familiarity and Non-Collusion must be completed and returned with proposal. Failure to include this form may be cause for rejection of a proposal.

**Signature** – A proposal shall be made in the official name of the contractor or individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

**Additional Information** – Contractors are to include all applicable requested information and may include any additional information they wish to be considered pertinent to this solicitation. Additional information shall be a separate section of the proposal, and shall be clearly identified as such.

**Amendments, Withdrawals, and Mistakes** – Offers, amendments, or withdrawal requests must be received by the time advertised for RFP closing. Proposals may be withdrawn by the contractor prior to, but not after, the time set for RFP closing. Mistakes may be crossed-out and corrections inserted adjacent thereto, and shall be initialed, in ink, by the person signing the proposal.

**Confidential Information** – Contractors must clearly mark as “Confidential” each part of their offer which they consider to be proprietary information that could be exempt from disclosure under Sub-article 7 Public Access to Procurement Information, Section 11-35-410, Code of Laws of South Carolina, 1976 as amended. If any part is designated as “confidential”, there must be attached to that part an explanation of how this information fits within one or more categories listed in Section 11-35-410. The Town of Chapin reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the Town of Chapin or his agents for its determination in this regard.

**Award of Contract** – If awarded, this contract will be awarded to the contractor whose proposal is within the competitive range and determined to be in the best interest of the Town of Chapin. The Town of Chapin will be the only judge as to whether a proposal has or has not satisfactorily met the requirements of this RFP.

## SECTION 2: INTRODUCTION & BACKGROUND

In 2011, the Town of Chapin adopted a Comprehensive Plan that was developed by the Chapin Planning Commission in cooperation with the Central Midlands Council of Governments. The plan serves as a general policy guide for town officials and citizens to use in planning for future growth and development in and around the Town of Chapin. It relates existing conditions to a corresponding list of short, medium and long term goals that reflect how the town should grow over the next 10 years in order to maintain and enhance the current quality of life. The plan's goal was to establish a set of guidelines and procedures that serve as a tool for making informed decisions about land development, economic growth, infrastructure improvements, housing and transportation needs, and protecting natural and cultural resources.

The plan also satisfies the requirements of the South Carolina Local Government Planning Enabling Act of 1994 which establishes the comprehensive plan as an essential first step in the local government planning process.

Over the years the Town has been involved in a number of planning exercises and public outreach efforts, including the Chapin Community Master Plan Charrette Report (2006), S-48 Columbia Avenue Corridor Study (2006), Town of Chapin Land Development Plan (2006), Town of Chapin Zoning Ordinance (2006), and Town Hall Master Plan (2011). Each of these documents were reviewed as part of the Comprehensive Plan development and policy recommendations and action strategies were presented at the end of each chapter of the plan and in a summary implementation matrix.

The chapter dedicated to economic development (Chapter 3) provided data on the town's existing labor force and an analysis of the town's economic base by inventorying employment trends by place of work and industry type. It suggested strategies of creating an economic development plan to identify strengths, weaknesses, opportunities and threats (SWOT analysis) within the local economy.

The Town of Chapin expects the service provider to develop a comprehensive economic development strategy for the Town of Chapin that will be the product of a local planning process and will be designed to guide the Town toward economic growth.

Components of the plan would include the following:

- A detailed market analysis of the area to identify commercial and industrial opportunities as well as regional retail leakages.
- A peer town review of economic development activities in communities (in-state and out-of-state) with similar socio-economic, growth and development characteristics.
- A commercial building stock survey to assess status of condition, building tenure and ownership.
- An inventory of redevelopment opportunities within the town center and mixed-use districts.

- A plan of direction as to the best methods and implementation of annexation to grow the Town's borders and tax base.
- Any recommendations for the town's branding and marketing efforts as it relates to economic development efforts.
- An action plan for coordinating with Lexington County on the recruitment for businesses to the Chapin Business and Technology Park at Brighton.
- Consideration of the viability of creating of a local Community Development Corporation (CDC) or Downtown Development District to help implement the goals and strategies identified in the Economic Development Strategic Plan.
- Recommendations and renderings of what future development should look like in conjunction with the town's newly developed overlay districts as detailed in the Zoning Ordinance.

The plan will need to include participation and feedback by key stakeholders, such as the Greater Chapin Chamber of Commerce, Lexington-Richland School District 5, post-secondary education partners, Lexington County economic development, Chapin Community Endowment, local citizens and others with a vested interest in improving Chapin's attractiveness to potential businesses and residents.

Ultimately, this plan should help create jobs and serve as a mechanism for coordinating the efforts of individuals, organizations, private industry, and local government concerned with the Town of Chapin's economic development.

### **SECTION 3: SCOPE OF WORK**

It is anticipated that the comprehensive economic development strategy plan will be provided through the completion of at least four (4) essential tasks. These essential tasks include, but may not be limited to, the following:

1)        Research & Analysis

The service provider would conduct a detailed market analysis of the area to identify commercial and industrial opportunities as well as regional retail leakages. The analysis should also include a peer town review of economic development activities in communities (in-state and out-of-state) with similar socio-economic, growth and development characteristics. The contractor will conduct a commercial building stock survey to assess status of condition, building tenure and ownership of properties in the Chapin area. This would also include an inventory of redevelopment opportunities within the town center and mixed-use districts. The review should provide recommendations for improvements that need to be made in two, five and 10 years to assist growing commercial development and serve as a strategy for future action.

Additional consideration should be given to create an action plan for coordinating with Lexington County on the recruitment for businesses to the Chapin Business and Technology Park at Brighton.

The plan should outline the rationale and approach to Product Development for the Town of Chapin by providing a framework for action that will support economic prosperity. This plan should also outline the potential commercial development and industries the Town of Chapin should target.

## 2) Steering Committee Establishment

For strategic economic development planning to be effective, the active involvement of governmental, private, and nonprofit sectors is critical at the Steering Committee level. Such a committee should be established and should reflect the interests of the community and thus incorporate the interests of businesses, education, faith-based entities, utilities, and civic groups. This group will oversee the overall planning process and work closely with the service provider. Additionally, the Committee will be tasked with identifying a comprehensive list of 25-50 persons who best reflect the Town's diversity and interests. This new group will be considered the Community Stakeholders and should incorporate individuals from the following areas:

- Town Council
- Lexington County Economic Development
- Lexington County Development Corporation
- Planning Commission
- Local Civic Groups
- Lexington /Richland School District 5
- Existing Businesses
- Lexington Medical Center
- Utilities (i.e. AT&T, SCE&G and MCEC)
- News Media
- Central SC Alliance
- Chamber of Commerce
- Local and Regional Real Estate Brokers and Developers
- Other Stakeholders and/or Groups as identified as critical to the economic development efforts.

## 3) SWOT Analysis

The service provider will be tasked with facilitating a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis with the Steering Committee. This analysis should serve to investigate a full range of economic development strategies that may serve as the best growth opportunities for the Town of Chapin. Following this analysis, the Steering Committee will provide the contractor with input regarding the major task areas for consideration and the contractor will prepare, based upon that information, a survey form to be distributed to the 25-50 member Community Stakeholders group. The contractor will be tasked with compiling this survey data, once returned, for presentation to the Steering Committee.



#### 4) Strategic Planning Session and Finalization of Comprehensive Economic Development Plan

The contractor will plan and facilitate a strategic planning session including the Steering Committee and Community Stakeholders that will involve breakout and interactive discussion about the economic development strategies/initiatives as proposed by the service provider. The contractor will provide, based on this meeting, a summary report to be used in compiling the final comprehensive economic development plan. A final meeting will be held with the Steering Committee to review the summary report. The contractor will then use the resulting analysis to provide the Steering Committee with a draft copy of the comprehensive economic development plan which will include: strategies and initiatives for development to include suggested projects to implement objectives and goals, funding sources, estimation of time frames on initiatives, performance measures that will be used to evaluate whether and to what extent goals and objective have been or are being met, etc. Following review of the draft and subsequent changes, the service provider will finalize the plan and present copies to the Steering Committee for distribution.

Ultimately, this plan should help create jobs and foster a more sustainable and diversified economy that will focus on a broad array of manufacturing, service, and tourism related industries. It should serve as a mechanism for coordinating the efforts of individuals, organizations, private industry, and local governments concerned with Town of Chapin's economic development. Additionally, the final plan should offer guidance on how the Town of Chapin can promote and "brand" itself regionally, nationally, and even internationally.

The contractor will be asked to make a formal presentation of the final Economic Development Plan at a Town Council meeting for the benefit of the council and general public.

#### **SECTION 4: COMPENSATION**

The proposal shall be stated in an all-inclusive lump sum price, to include but not limited to, personnel and materials necessary to provide research, presentations, written documentations, mailings, processing and compilation of data to produce the completed project and all overhead costs such as travel, lodging, printing, advertising, etc.

## SECTION 5: PROPOSAL PREPARATION

The proposal shall include:

- 1) A thorough summary of the contractor's qualifications to perform the work required.
- 2) Indicate the number of year(s) experience you have in the strategic planning or a related field.
- 3) Indicate who the project manager will be and his/her experience.
- 4) A thorough synopsis of how the project is to be approached and completed.
- 5) Preliminary schedule to complete the required work based upon a start date of **March 22, 2017** and completion date of no later than **July 31, 2017**.
- 6) A lump sum fee or scope of work for all outlined services, including costs to cover all overhead costs.
- 7) The proposal should make reference to the acceptance of the provisions set forth in this RFP.
- 8) A comprehensive list of similar projects completed in the past five years, to include the name and telephone number of the contractor's contact persons.
- 9) Variances to any statements included in the RFP shall be shown as specific proposal qualifications at the time the contractor responds to this RFP.
- 10) If your company requires a contract or Statement of Work, please provide with bid information. Failure to provide a sample contract request with your bid may be grounds for rejection of your bid. If accepted by the Town of Chapin, you must provide the final contract, ready for signatures, within 48 hours after notification of our intent to recommend an award.

### Public Opening

Proposals will be publicly opened at 11:00 o'clock a.m. on Friday, February 17, 2017 at 157 NW Columbia Ave., Chapin, SC 29036.

Cost information will be opened during the evaluation process by the Town. No costs will, however, be disclosed at the public opening.

## **SECTION 6: SELECTION PROCESS & CRITERIA**

The Town will use a combination of objective and subjective criteria to determine each consultant's suitability to perform this work. Evaluation criteria for the proposals are as follows:

1. Successful experience with similar types of projects (30%)
2. Previous project references (25%)
3. Quality of the proposal and understanding of the work to be completed (20%)
4. Project team and key personnel qualifications (15%)
5. Proposed time schedule and budget (10%)

The Town's selection committee will review all proposals based on the above stated criteria and expects to interview 2-3 consultant teams. Following the interview process, it is the intention of the Town of Chapin to negotiate a contract with one consultant.

**The Town of Chapin reserves the right to reject any late or incomplete submission, and all proposals for whatever reason.**

### **Commencement of Services**

The successful respondent shall commence the project within 10 days after the award of the contract. The economic development strategic plan should be completed no later than July 31, 2017.

**The successful proposer shall obtain a Town of Chapin Business License.**

## SECTION 7: INSURANCE

Prior to the commencement of any work under the contract and until completion and final acceptance of the work, the successful contractor, at its sole expense, shall procure, maintain and provide proof of the following insurance coverage for injuries and occupational diseases to persons and/or property damage as may arise from, or in conjunction with, the work performed on behalf of the Town of Chapin by the contractor, his agents, representatives, employees or subcontractors at all tiers. Proof of coverage shall include certificates of insurance and a copy of the insurer's endorsement of the policy indicating acceptance by the insurance carrier as contained herein shall be submitted fifteen (10) days prior to the commencement of work.

### 1. Commercial General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form Blanket, Commercial General Liability Form including Products/Completed Operations.

#### Minimum Limits:

\$1,000,000 General Aggregate Limit  
 \$1,000,000 Products & Completed Operations  
 \$1,000,000 Personal & Advertising Injury  
 \$1,000,000 Professional Liability  
 \$1,000,000 Each Occurrence Limit  
 \$50,000 Fire Damage Limit  
 \$5,000 Medical Expense Limit

### 2. Business Commercial Automobile Liability

Coverage sufficient to cover all vehicles owned, non-owned, used, or hired by the contractor, his agents, representatives, employees or subcontractors at all tiers.

#### Minimum Limits:

\$1,000,000 Combined Single Limit  
 \$1,000,000 Each Occurrence Limit  
 \$5,000 Medical Expense Limit

### 3. Workers' Compensation

Limits as required by the Workers' Compensation Act of SC, to include state's endorsement for businesses outside of SC. Employer's Liability, \$1,000,000.

### 4. Umbrella/Excess Liability

Minimum limits are \$1,000,000 per occurrence.

## Coverage Provisions

- 1) Town of Chapin, its officers/ officials, employees, agents and volunteers shall be endorsed and added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
- 2) The contractor's insurance shall be endorsed as primary and non-contributory over any other applicable and/or collectable insurance or self-insurance maintained by Town of Chapin.
- 3) Shall provide 30 days written notice to Town of Chapin before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
- 4) All coverage for subcontractors of the contractor shall be subject to all of the requirements stated herein.
- 5) All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by Town of Chapin. At the option of Town of Chapin, either; the insurer shall reduce or eliminate such deductible or self-insured retention; or the contractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
- 6) Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided Town of Chapin, its officers/officials, agents, employees and volunteers.
- 7) The insurer shall agree and endorse to waive all rights of subrogation in favor of the Town of Chapin, its' officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
- 8) The contractor shall furnish Town of Chapin with certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
- 9) The amount of insurance contained herein shall not be construed to be a limitation of liability on the part of the Contractor or Subcontractors at all tiers.
- 10) Any type of insurance or any increase of limits not described herein which the Contractor or any Subcontractor requires for its own protection or on account of statute shall be at its own responsibility and at its own expense.
- 11) The carrying of the insurances described herein shall in no way be interpreted as relieving the Contractor or Subcontractors of any responsibility of liability under the contract. Coverage is to be provided by insurers with a current A.M. Best rating of not less than A: VII and licensed to conduct business in the State of South Carolina, unless otherwise approved by the Town of Chapin.

## **SECTION 8: OTHER**

### **Indemnification**

Notwithstanding anything herein to the contrary, the successful Contractor shall include and forever discharge, indemnify and hold the Town of Chapin, its successors and assigns, its employees, officers, officials, contractors, agents, and/or representatives, free and harmless from and against any and all actions, causes of action, liabilities, losses, claims, demands, suits, damages, costs, judgments, causes of action and/or expenses of any kind or nature, including the payment of reasonable attorney's fees, resulting from any and all known and unknown, present or future, anticipated or unanticipated injury to or destruction of tangible property (other than the Work itself), or personal injury, sickness, disease, up to and including death, resulting from or in any way arising out of the negligence, errors, omissions, or willful misconduct of W & W Logging under this Agreement. Such losses, liabilities, expenses, damages and/or claims shall include, but not limited to, civil or criminal fines or penalties, a taking, whether direct, indirect or inverse, of for loss of use and/or service, personal injury, death, libel, slander, and attorney's fees in the underlying action through all levels of appeals. Should the Town of Chapin be named in any suit, action or claim under the terms thereof, the contractor shall appear and defend the Town of Chapin to the extent of its indemnification obligation hereunder, provided that the Town of Chapin shall have the right to appear and defend such action or claim on its own behalf. The foregoing indemnity shall survive the expiration or termination of the contract.

### **Severability**

1. If any portion, part, or provision of this Contract is to any extent found to be illegal, otherwise invalid, or incapable of being enforced, such portion, part, or provision shall be excluded to the extent of such invalidity or unenforceability; all other portions, parts, or provisions hereof shall remain fully enforceable and in effect; and,
2. To the extent permitted and possible, the invalid or unenforceable portion, part, or provision shall be negotiated in good faith by the Parties, to replace that portion, part, or provision, by a term(s) or wording that is valid and enforceable and that comes closest to expressing the original intention of the parties; and,
3. If application of this Severability provision should materially and adversely affect the economic substance of the transactions contemplated hereby, the Parties shall negotiate in good faith to amend and correct such adverse impact provided the reason for the invalidity or unenforceability of the portion, part, or provision is not due to serious misconduct by the Party who is adversely affected.

**All inquiries concerning this proposal shall be addressed to the Town of Chapin.**

**Town of Chapin  
Attn: Karen Owens  
Inquiries RFP #TOC2017-01  
P.O. Box 183  
Chapin, SC 29036  
Telephone: (803) 575-8039  
Fax: (803) 345-0427  
E-mail: karen@chapinsc.com**

**Tentative Proposal Schedule:**

- |   |                       |
|---|-----------------------|
| 1. RFP Distributed:                       | January 13, 2017      |
| 2. RFP Due Date:                          | February 17, 2017     |
| 3. Presentations by Selected Contractors: | Week of March 6, 2017 |
| 4. Contractor Selection:                  | March 21, 2017        |
| 5. Project Completion:                    | July 31, 2017         |

**The Town of Chapin reserves the right to change the above schedule.**

**ATTACHMENT #1**

**CERTIFICATE OF FAMILIARITY AND NON-COLLUSION**

The undersigned, having fully familiarized him or herself with the information contained within this entire solicitation and applicable amendments, submits the attached proposal and other applicable information to the Town of Chapin, which I verify to be true and correct to the best of my knowledge. I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

*By submission of a signed proposal, I certify, under penalties of perjury, that the below company complies with section 12-54-1020(B) of the SC Code of Laws 1976, as amended, relating to payment of any applicable taxes.*

I further certify that this proposal is good for a period of sixty (60) days, unless otherwise stated.

Company Name as registered with IRS: \_\_\_\_\_

Printed name of Authorized Agent: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_

S. C. CONTRACTOR'S LICENSE #(If applicable): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Toll-Free Number (if available) \_\_\_\_\_

Federal Tax ID Number \_\_\_\_\_ S.C. Sales and Use Tax Number \_\_\_\_\_