



**REQUEST FOR PROPOSALS**

**for**

**Unified Development Ordinance (UDO)  
Project #2020-18**

**RFP Released  
September 20, 2020**

**301 E. Poinsett Street  
Greer, South Carolina 29651**

## GENERAL TERMS AND CONDITIONS

### **SECTION 1 – GENERAL INFORMATION**

#### **A. PURPOSE**

The purpose of this RFP is to obtain from qualified interested offerors a sealed proposal provided to The City of Greer, “City”. The City is soliciting a consultant to provide a comprehensive rewrite of the City's existing Zoning Ordinance and Land Development Regulations (LDR). The resulting Unified Development Ordinance (UDO) will provide guidelines for the City’s desired future. The City requires a UDO that is user-friendly, consistent with state and federal statutes, and reflects contemporary zoning and subdivision practices. The scope of services is as set forth in specifications, Attachment II, which is titled “Specifications for Unified Development Ordinance”

#### **B. DISSEMINATION OF INFORMATION DURING PROPOSAL PROCESS**

Offerors are advised that oral explanations or instructions given by City personnel during the proposal process, or at any time before the award of the contract will not be binding on the City. The only information given an offeror concerning this request for proposal is that information which is furnished to all offerors who have formally notified the purchasing division of their interest in responding to this request for proposal. Written addenda will be issued when additional information is deemed necessary, and when lack of such information may prove prejudicial to uninformed offerors. All such addenda must be signed by offerors and returned with their proposals on or before the proposal closing date and time.

#### **C. SCHEDULE FOR COMPETITIVE PROCUREMENT PROCESS**

The procurement schedule shown below will govern the procurement process for the contract to provide consulting services for the development of a UDO as described in this request for proposal and the attached specifications (Attachment II).

1. Issue Date: **Sunday, September 20, 2020**
2. Pre-proposal Meeting: Not Applicable
3. One (1) sealed original or One (1) electronic submittal through Vendor Registry of the proposal must be received by Tracy Fischer, City Hall, 301 E. Poinsett Street, Greer, SC 29651, no later than **3 p.m. EST on Friday, October 16, 2020.**
4. Finalist interviews are anticipated to take place the week of **November 9-13, 2020.** Virtual options will be available.
5. Project will commence January 2021.

**D. OFFERORS**

Offerors must have a minimum of five (5) years' experience in providing similar services to communities with comparable projects. As noted above, one (1) copy of the firm's proposal must be submitted. All Responses will be retained as property of the city.

The proposal must contain a manual signature of an authorized representative of the responding firm. Responding firms will not be allowed to make any changes or corrections after the proposals are submitted to the City of Greer.

**E. PROOF OF INSURANCE**

All offerors must supply with the RFP Package a certificate stating the coverage limits carried for General Liability Insurance and Worker's Compensation Insurance for their current operations. Be sure to reference the attached specifications, as they may set required coverage limits for these lines of insurance. The additional insurance requirements detailed in the Specifications must be provided before occupancy.

**F. BID BOND [Not Required for this Proposal]**

For proposed contracts greater than \$25,000.00, the offeror must supply a Bid Bond, or other security, in the amount of 10% of the proposed contract price.

**G. PERFORMANCE SECURITY [Not Required for this Proposal]**

For proposed contracts greater than \$25,000.00, the offeror must supply a letter certifying the offeror has the ability to obtain a Performance Bond in the amount of 125% of the proposed contract price. Upon award, the offeror awarded the contract must supply the aforementioned Performance Bond in the amount of 125% of the proposed contract price prior to commencement of the project.

**H. COMPLIANCE WITH ALL GOVERNMENTAL SAFETY STANDARDS**

The offeror awarded the contract must comply with all applicable OSHA and SC DHEC Standards, as well as any and all other industry safety standards that may apply.

**I. LICENSES AND PERMITS REQUIRED**

The offeror awarded the contract must obtain all applicable licenses and permits as required, including but not limited to, the City of Greer Business License and Building Permits, as applicable.

## **SECTION II - ADMINISTRATIVE REQUIREMENTS**

### **A. TERM OF PROPOSAL**

Proposals shall remain binding ninety (90) days after the date of closing.

### **B. AWARD**

The contract will be awarded to the most responsive and responsible offeror. The City reserves the right to waive any defect, omission, technicality, or informality in any proposal which does not materially affect the terms of the proposal in response to the Request for Proposal, the attached specifications (set forth in Attachment II), and to award the proposal in the best interest of the City of Greer.

The City reserves the right to reject any and all proposals and to accept portions of proposals. All challenges to specifications will be prohibited if not submitted in writing five (5) days prior to proposal opening. All challenges to the proposals, to include but not limited to, the proposal process, proposal opening, and award of proposal, will be prohibited if not submitted in writing five (5) days after the proposal opening. In deciding which offeror is the most responsive and responsible, the City will consider such factors, while not all-inclusive, as set forth below:

1. The responsiveness of the offeror's proposal in describing the services it will provide to the City in response to the requirements of this Request for Proposal and Specifications and the offeror's ability to complete the contract.
2. The offeror's experience in providing the services requested pursuant to the Request for Proposal and Specifications.
3. The experience of the offeror's personnel in providing services similar to those requested by this Request for Proposal and Specifications.
4. Analysis of work previously performed by the offeror on behalf of clients who have required similar services.
5. The general reputation of the offeror.
6. Whether the offeror's proposed fees are fair and reasonable.

### **C. NONDISCRIMINATION**

Each offeror must submit a completed and signed set of Blanket Agreement Forms (Attachment I) which includes an Equal Opportunity Agreement form, a Certified Statement of Non-Collusion form, and a Contractor's Certification Statement for the SC Illegal Immigration Reform Act.

**D. DISCLOSURE THAT CITY OFFICIALS ARE NOT TO BENEFIT PERSONALLY FROM THE AWARD OF A CONTRACT**

In compliance with the City's financial disclosure, ethical conduct policy and ordinances, a prerequisite to any payment under the terms of a contract is that the offeror will furnish explicit statements, under oath, affirming that the City Administrator, other officers, agents and employees of the City, members of the Greer City Council, and members of the commissions, boards and corporations controlled or appointed by the City Council have not received and have not been promised, directly or indirectly, any financial benefit or remuneration, by way of fee, commission, finder's fee, or in any way or other manner, arising directly or indirectly from this contract. Upon request by the City Administrator, or other authorized agent, the offeror will provide answers, under oath, to any interrogatories concerning any possible conflict of interest or monies received directly or indirectly from the award of the contract.

**E. WARRANTY AGAINST CONTINGENT FEES**

The offeror warrants that no person or selling agency has been employed or retained on its behalf to solicit or secure this contract for a commission, percentage, brokerage, or contingent fee. If an offeror violates this warranty, the City has the right to terminate or to suspend any contract awarded to the offeror without liability to the City. Alternatively, the City may, in its discretion, deduct from the contract price or consideration, the full amount of any such commission, percentage, brokerage, or contingent fee paid by the offeror.

**F. NON-APPROPRIATION OF FUNDS**

Any contract awarded pursuant to this Request for Proposal will be conditioned upon an annual appropriation made by the Greer City Council of funds sufficient to pay the compensation due the successful offeror under the contract. The contract will provide that, if such an appropriation is not made in any fiscal year and the City lacks funds from other sources to pay the compensation due under the contract, the City will be entitled, at the beginning of or during such fiscal year to terminate the contract. In that event, the City will not be obligated to make any payments under the contract beyond the amount properly appropriated for contract payments in the immediately prior fiscal year. The City will provide the contractor with written notice of contract termination due to the non-appropriation of funds at least thirty (30) calendar days before the effective date of the termination. However, the City's failure to provide such notice will not extend the contract into a fiscal year in which funds for contract payments have not been appropriated.

**G. ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS**

The successful offeror may not assign, transfer, convey or otherwise dispose of any or all of its rights, title or interest in the contract, without the prior written consent of the City Administrator or his authorized designee.

## **H. CONTRACT ADMINISTRATION**

Upon award of the contract, the City Administrator, or his designee, will administer and have the authority to enforce the terms and conditions of the contract.

## **I. DESIGNATION AND OBLIGATION**

The contract awarded pursuant to this Request for Proposal will designate a firm to provide the items or services described in the Request for Proposal. The contract will be an agreement by the successful offeror to provide the services proposed to and accepted by the City. Therefore, the award will not obligate the City until such time as the contract is signed by both parties.

## **J. CONTRACT ALTERATIONS**

No alterations or variables in the terms of the contract shall be valid or binding upon the City, unless made in writing and signed by the City Administrator or his authorized designee.

## **K. DEFAULT**

Upon an offeror's non-performance or violation of the contract terms, the contract may be canceled or annulled by the City Administrator or his authorized designee in whole or in part by written notice of default to the offeror. Upon default, an award may be made to another offeror. In any event, the defaulting offeror (or its surety) may be liable to the City of Greer for costs to the City of more than the defaulted contract price.

## **L. TRADE SECRETS AND PROPRIETARY INFORMATION**

Trade secrets and proprietary information submitted by an offeror will not be subject to public disclosure under the Freedom of Information Act. However, the offeror must invoke the protection of this section before or upon submission of the proprietary data, trade secrets or other protected materials, and must specifically identify the data or other materials which are to be protected and state the reasons why protection from disclosure is necessary.

## **M. CONTRACT PAYMENT**

Monthly payments to the successful offeror for work performed under the contract will be made in accordance with the approved contract following receipt of an itemized invoice for the services rendered.

## **N. RECEIPT OF PROPOSALS AND DISCUSSION WITH OFFERORS**

No proposal will be knowingly processed in a manner that permits disclosure of the identity of the offeror. The City, when conducting any discussions with offerors with respect to their proposals, will not disclose the identity of competing offerors or any information derived from proposals submitted by competing offerors. After the award of the contract, all proposals will be open for public inspection.

Attachment I

**CITY OF GREER, SOUTH CAROLINA  
FINANCE DEPARTMENT**

**BLANKET AGREEMENT FORM**

Each contractor desiring to transact business with the City of Greer is required to provide the information requested below and to complete the agreements contained herein. A failure to complete this form and/or to sign the agreements that follow will be cause to declare the proposal non-responsive. The agreement contains:

1. EQUAL OPPORTUNITY AGREEMENT STATEMENT
2. CERTIFIED STATEMENT OF NON-COLLUSION
3. SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT
4. MUST SUPPLY CERTIFICATE OF LIABILITY AND WORKERS COMPENSATION INSURANCE

Please provide the information listed below and sign each of the forms that follow:

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Each of the following agreements must be signed individually.

## EQUAL EMPLOYMENT AGREEMENT

The Contractor hereby agrees:

1. Not to discriminate against any employee or applicant for employment on account of race, color, religion, sex, ancestry, national origin, marital status, age or handicap, except as is otherwise provided by law.
2. To include in all solicitations or advertisements for employees placed by or in behalf of the contractor the words "Equal Opportunity Employer" or an approved symbol for such.
3. To notify each labor organization representative of employees with which said contractor is bound by a collective bargaining agreement or other contract of the contractor's obligations pursuant to this equal employment opportunity clause.
4. To make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the contractor can demonstrate that the accommodation would impose an undue hardship on the operation of the contractor's business. Factors to be considered include, but are not limited to, the following:
  - a. The overall size of the contractor's business with respect to the number of employees, the number and type of facilities, and size of budget.
  - b. The type of the contractor's operation, including the composition and structure of the contractor's work force.
  - c. The nature and cost of the accommodation needed.

Contractor may not deny any employment opportunity to a qualified handicapped employee or applicant if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of the employee or applicant.

5. To include the provisions in paragraphs 1) through 4) hereof in every subcontract so that such provisions will be binding upon each subcontractor.
6. In the event of the contractor's non-compliance with any provision, upon a finding of such non-compliance by the City and certification of such finding by the City Administrator, the City may terminate or suspend or not renew, in whole or in part, this contract.

SIGNATURE \_\_\_\_\_

**NONCOLLUSION AFFIDAVIT OF PRIME BIDDER**

STATE OF \_\_\_\_\_ )  
 )  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn,  
deposes and says that,

- (1) He is \_\_\_\_\_ of \_\_\_\_\_, the Proposer that has submitted the attached Proposal:
- (2) He is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal:
- (3) Such Proposal is genuine and is not a collusive or sham Proposal:
- (4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, form or person to fix the price or prices in the attached Proposal or of any other proposer, or to secure through any other proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Greer, SC or any person interested in the proposed contract: and
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn to before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
\_\_\_\_\_  
(title)

My commission expires \_\_\_\_\_

**SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT  
CONTRACTOR CERTIFICATION**

In accordance with the requirements of the South Carolina Illegal Immigration Reform Act,  
\_\_\_\_\_ (“Contractor”) hereby certifies

(Print business name)

that it is currently in compliance with the requirements of Title 8, Chapter 14 of the S.C. Code Annotated and will remain in compliance with such requirements throughout the term of its contract with the City of Greer, South Carolina.

Contractor hereby acknowledges that in order to comply with requirements of S.C. Code Annotated Section 8-14-20(B), it will:

- (1) Register and participate in the federal work authorization program (E-Verify) to verify the employment authorization of all new employees; and require agreement from its subcontractors, and through the subcontractors, the sub-subcontractors, to register and participate in the federal verification and the employment authorization of all new employees.

OR

- (2) Employ only workers who:
  - (a) possess a valid South Carolina driver’s license or identification card issued by the South Carolina Department of Motor Vehicles; or
  - (b) are eligible to obtain a South Carolina driver’s license or identification card in that they meet the requirements set forth in S.C. Code Annotated Sections 56-1-40 through 56-1-90; or
  - (c) possess a valid driver’s license or identification card from another state where the license requirements are at least as strict as those in South Carolina, as determined by the South Carolina Department of Motor Vehicles.

Contractor agrees to provide to the City of Greer any documentation required to establish the applicability of the South Carolina Illegal Immigration Reform Act to the contractor, subcontractor, or sub-subcontractor. Contractor further agrees that it will provide the City of Greer with any documentation required to establish that the contractor and any subcontractors or sub-subcontractors are in compliance with the requirements of Title 8, Chapter 14 of the S.C. Code Annotated.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Print Name)

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

Title: \_\_\_\_\_

## CITY OF GREER, SOUTH CAROLINA

### Specifications for Unified Development Ordinance

#### Schedule

The selected firm shall complete the below mentioned items in a 12-18 month time frame, beginning in January 2021.

#### Project Overview

The purpose of this project is to develop, draft, and adopt a new Unified Development Ordinance (UDO) combining and improving the Zoning ordinance and Land Development Regulations (LDR). The project will also consist of an extensive engagement process with the City of Greer Planning Commission, City Council and other stakeholders as well as the creation and adoption of a new Zoning Map.

#### Background

The City of Greer is a suburb with a little over 30,000 residents strategically located on the I-85 corridor with proximity to the Greenville-Spartanburg (GSP) Airport and home to the Inland Port. Greer's location, enviable transportation infrastructure, and abundance of land have made it one of the fastest growing cities in South Carolina over the past decade. Since 2000, the Greer area has grown at more than twice the pace of the larger region. While many communities in the Upstate and throughout South Carolina have limited growth potential, the City's partnership with Greer Public Works Commission (CPW) and annexation policies, combined with the characteristics outlined above, position the City for continued growth.

While the City has experienced exponential growth over the last two decades, its codes have not kept pace. While there have been additions and modifications throughout the years, the City's Zoning Ordinance and LDR have not gone through a full review or update since their inception. The two resources contain regulations that contradict each other and lack regulations reflecting current market activity (e.g. No existing regulations for attached single-family homes nor allowances for mixed-use outside of the downtown historic district).

#### Project Objectives

The following objectives should be considered in developing the new UDO:

- Draft a UDO that implements the recommendations and Future Land Use Map adopted in the City's 2030 Comprehensive Plan.
- Include innovative and user-friendly graphics and elements to facilitate ease of navigation (e.g. Table of Permitted Uses, graphics depicting setbacks, etc.).
- Recommend and incorporate updates to all elements, including but not limited to zoning districts and overlays, permitted uses, uses permitted by special exception and their provisions, development standards, sign regulations, administration, subdivision regulations, Board procedures and definitions.
- Improve technical review processes (e.g. subdivision plat review).
- Develop provisions that will facilitate mixed-use and/or neighborhood commercial development and high-quality infill projects that preserve the character of neighborhoods and special districts.

- Promote and support multi-modal transportation.

### **Scope of Services**

This RFP is requesting an approach to a rewrite process ultimately resulting in the adoption of a new Unified Development Ordinance and Zoning Map. Components should also include project orientation with City staff and other stakeholders as well as an engagement strategy/public participation plan.

### **Proposal Requirements**

Additional explanatory and supplemental materials, including resumes, may be submitted under separate cover, if desired.

*Introduction/Executive Summary* – Introduce your firm and the project team, including sub-consultants/contractors. Provide an overview of your firm's experience specific to the scope of work.

*Project Experience* – Provide three (3) reference projects that are most similar to the scope of work being sought by this solicitation. Identify three (3) references that can be contacted relative to your reference projects.

*Individual Experience* – Identify and provide relevant experience for the Principal in Charge, the Project Manager, and all other personnel assigned to the project.

*Proposal* – Provide a detailed approach on how your firm will accomplish the scope of work. Explain how your firm will coordinate and communicate with City staff and identify your firm's protocol for managing budget and scope.

*Fee Schedule* – Include a 2021 fee schedule that will be applicable to all charges (time, materials, overhead, and mark-up).

*Project Schedule* – Provide preliminary schedule for completion of project within prescribed timeframe, including but not limited to staff meetings, community and board engagement and adoption process.