

# **REQUEST FOR PROPOSAL**



## **Professional Services for Comprehensive Plan Production**

**RFP-2022-PLN-01**

**Due Date: March 31, 2022  
5:00 PM EST**

**City of Seneca  
221 E. North First Street  
P.O. Box 4773  
Seneca, South Carolina 29679**



**CITY OF SENECA, SOUTH CAROLINA**

**REQUEST FOR PROPOSAL**

**Professional Services**

**for**

**Development of City of Seneca Comprehensive Plan Update**

**1. INVITATION**

The City of Seneca hereby requests for proposals from professional and experienced consultants to develop a comprehensive plan for the city that will comply with Title 6 Chapter 29 of the South Carolina Code of Laws (a.k.a. the South Carolina Local Government Comprehensive Planning Enabling Act of 1994).

**2. PROJECT DEFINITION**

The purpose of this proposal is to develop a comprehensive plan that seeks to direct growth to help retain small town charm in the face of change.

**3. PROJECT SCOPE**

The City will need an inventory and analysis of the latest Census information, along with other relevant information from the City and Seneca Light and Water. The consultants will facilitate six to eight public meetings hosted by the city to gather public input on varied issues such as transportation, local and regional economy, recreation, cultural resources, and housing. The plan will include recommendations with emphasis on directions in land use planning to help address challenges of growth and change.

**4. SUBMITTAL REQUIREMENTS**

Proposals must be submitted via mail or in person to:

Edward Halbig, Director of Planning and Development  
City of Seneca  
P.O. Box 4773  
Seneca SC 29679-4773

**5. REVIEW CRITERIA**

RFPs submitted by the deadline will be reviewed by the City of Seneca, and the responses will be evaluated on the following criteria:

- 5.1 Firm location, workload, and size. (Maximum 10 points)
- 5.2 Firm qualification and history of developing similar plans in the state. (Maximum 30 points)
- 5.3 Demonstrated experience in comprehensive plan development, experience with public engagement, and completing the work. (Maximum 20 points)
- 5.4 Key personnel qualification, availability, and role/interaction in the project. (Maximum 10 points)
- 5.5 Overall team experience in comprehensive plan development. (Maximum 30 points).

**6. GENERAL TERMS AND RESERVATION OF RIGHTS**

- 6.1 A panel will review the qualifications submitted. The panel may request additional information from respondent(s).
- 6.2 City of Seneca reserves the right, at its sole discretion, to make its selection solely on qualifications submitted and is not required to conduct a formal interview process. The panel may request an interview to clarify and/or gain additional information.
- 6.3 Proprietary/Confidential information must be clearly marked as such, and the responder shall also be prepared to justify why such information, upon request, should not be disclosed. Information and/or data labeled as proprietary/confidential information will be handled in accordance with applicable laws, regulations, and policy of the City of Seneca.
- 6.4 The City reserves the right, at its sole discretion as an independent review team; to amend its evaluation criteria as needed; to reject any or all submittals; to waive any technicality, informality or irregularity not affected by law.
- 6.5 The City reserves the right to conduct investigations of any or all of the firms and their statement of qualifications as it deems necessary or convenient, including but not limited to discussions or meetings with contact persons for firms prior or ongoing projects or with regulatory agencies.
- 6.6 Further, the City reserves the right to evaluate, in its absolute discretion, the qualification statements submitted, to make selections based solely on qualification and past experiences without an interview process, and to make rejections or awards as is deemed to be in the City's best interest.
- 6.7 Submittals will be received up until the time and place as stated herein; statements received after the specified date and time will not be considered. And at the designated time, receipt of RFPs will be close and the evaluation process will begin.
- 6.8 Each submittal is subject to the State of South Carolina's public record law unless there is a legal exception to public disclosure; RFP submittals are not subject to public inspection prior to the selection of a respondent.
- 6.9 Respondents are asked not to contact City staff or elected official in reference to this process. Information will be released at the appropriate time.
- 6.10 Written notification of the selected party will be sent to all responding parties.

**SELECTION PROCESS/SCHEDULE**

RFP Issued	Thursday March 10, 2022
Responses Due by 5:00 pm	Thursday March 31, 2022
Review	Monday April 4, 2022
Interviews (if sought)	Thursday April 7, 2022
Public Notification	Thursday April 14, 2022
Project Completion (anticipated)	Thursday September 1, 2022