

**TOWN OF CHERAW
PLANNING FORWARD CHERAW RFP**

Proposals must be emailed to the Town of Cheraw's Planning & Community Development Director, Rodney S. Tucker, on or before Tuesday, March 12, 2019 no later than 4:00 pm (EST). Mr. Tucker's email address is rtucker@cheraw.com. The proposer may mail proposal to: Town of Cheraw, Attention: Rodney S. Tucker, AICP, *Planning & Community Development Director*, P.O. Box 219 (200 Market Street); Cheraw, SC 29520. **If mailed, proposer must provide an electronic file of the proposal.**

For question and information call or email Mr. Tucker at rtucker@cheraw.com or 843.537.8400 ext. 23.

Proposals received after the deadline will not be accepted. Any offer submitted as a result of the RFP is binding on the proposer for sixty (60) calendar days following the specified date.

Successful respondent shall comply with all applicable federal, state, local governmental laws, rules, regulations, and orders in the performance of its duties under this proposal.

INTRODUCTION

The Town of Cheraw is soliciting proposals from a firm/consultant to assist in identifying Opportunity Zone project site(s). Why Cheraw? Its historic homes and Revolutionary and Civil sites, friendly smiles frame its charm and sense of place. Cheraw, remarkably, still has a thriving manufacturing sector led by INA Bearing and Highland Industries, Inc. Northeastern Technical College and McLeod Hospital are added technological and health assets. Our parks and recreational facilities offer an array of outdoor and leisure activities. Despite our 5,851 population, we are strategically nestled between several larger markets. In fact, Cheraw is approximately an hour and half from Columbia, SC and Charlotte, NC and within two hours of Salisbury and Raleigh, NC. Consequently, it considers a 10-mile radius from Town Hall its market area. This market area encompasses a population of 33,175 people and potential customers extending into several counties and cities/towns.

We want to hone in on potential developments along South Carolina Highway 9 (SC 9). South Carolina Highway 9 is a major arterial that connects Cheraw to Charleston, SC and Spartanburg, SC as well as other counties and municipalities. The portion within the town limits generates approximately 20,000 trips daily. We have several assets along the corridor. The attached Opportunity Zone Prospectus Map highlights those assets and several potential Opportunity Zone (OZ) project sites. Highland Industries, Northeastern Technical College, Walmart & shopping plaza, three banks, former Bi-Lo property, and McLeod-Cheraw are the few that resonant. McLeod-Cheraw is the local hospital with associated medical offices.

Potential project sites are the former Food Lion and Walmart sites and two (2) vacant lots. Both the Food Lion and Walmart sites have been vacant for a significant time. They offer a great deal of shopping, research and development, office, and/or combination potential. Attached is the original Food Lion and Walmart site plans.

Sites B and C are vacant lots. Site B, 6.7 acres, is the former Cheraw Hospital. Zoned General Commercial, it is nestled between residential and commercial uses. This has mixed-use potential. Mixed-use options include office/commercial, residential/commercial, or single-family and higher density mixed-income housing. There is a need for affordable and moderate priced housing for working professional in and near Cheraw. Site D, 591 acres, was selected by Duke Energy as an ideal industrial development. Chesterfield County Economic Development (CCED) is working with Duke and the property owner to get the site ready to market for development. AECOM has completed or nearly completion of its environmental assessment. Duke identified this site because of its proximity to SC 9 and Northeastern Technical College (NETC). NETC is collaborating with INA, Highland Industrial, and other industries to cater job training programs to meet industry needs.

One additional potential project is the former Bi-Lo site. Listed as an asset, the buildings and site are owned by the Town. Adjacent to our OZ, it is an attractive investment for an investor or investor group. Tax, business license, facade improvement grant, and water and sewer incentives are available to this and the aforementioned sites. However, the Town desires to have another grocery store for the Bi-Lo portion. In fact, Council is willing to gift it to a potential grocer with contingencies. If the numbers are not there and there are other viable alternatives, the Town would be motivated to sell the property below market value to an investor(s). Attached is the original site plan and Cheraw Marketability Map for the Town.

SCOPE OF SERVICES

Firm/Consultant

The firm/consultant responsibilities include but not limited to:

1. The firm/consultant must demonstrate that they have expertise in the field of work directly related to the project and that they have a clear understanding of the local marketplace.
2. The firm/consultant must provide a detailed description of the process through which they will work with the unit of local government to achieve the required tasks.
3. The completed document must reflect a clearly defined, aggressive package that is acceptable to the applicant. In addition, it should also prove that the project has long-term sustainability to match the Opportunity Zone 7 - 10-year investment window.
4. Firm/consultant provide list of potential investors along with any information/guidance to connect investors to projects.

Town of Cheraw

The Town responsibilities include but not limited to:

1. provide assistance and requested data/information to selected firm/consultant.
2. contact property owners and mail any materials.
3. coordinate any meetings and any reasonable assistance required by selected firm/consultant.

PROPOSAL CONTENT (max. 7 pages)

Proposals are due on or before Friday, January 27, 2017 at 4:00 (EST). The firm/consultant proposal must contain the following:

1. Title Page: Title page must include the title – “Planning Forward Cheraw RFP” – proposers name, address, telephone, contact person with title, email, and date. The Proposer may incorporate colored pictures and/or artwork to highlight proposal presentation.
2. Table of Contents: The Table of Contents aids the evaluation process.
3. Transmittal Letter: The letter demonstrates Proposer’s understands the project, the commitment to perform the work within the time period, why the Proposer believes its firm to be the best qualified to perform the work and includes a statement that the proposal is a firm and irrevocable offer for sixty (60) calendar days. Brochures, news clippings, and etc. are optional.
4. Fee Proposal. Firm/consultant must provide hourly rate for the aforementioned services either as a flat hourly rate or for each activity for person or persons assigned to this project. A retainer fee is not to be included in response. The Town is committed to its reimbursement policy.
5. Approach and Work Plan: The proposal must address, in depth, the firm/consultant’s plan to meet the requirements of each of the tasks and activities outlined in the Scope of Work. The work plan must discuss the staffing levels required to complete each task, as well as the relative effort that each member of the proposed project team will be devoted to the project.
6. Management and Timetable: The firm/consultant must present a plan that clearly explain how it will manage and control all proposed activities and the resulting timetable. The firm must explain how the management and administrative processes will ensure that appropriate levels of attention are given so that work is properly performed and that milestones are met on a timely basis as proposed. This section should set forth beginning and ending dates, deliverable, and major milestones for a proposed timetable that coincides with the work plan.
7. Project Team Qualifications and Experience:
 - Identify person or persons assigned and their experience or brief resume.
 - List and provide a brief description of relevant or similar project experience with client names (no more than five).
 - References (no more than five).

EVALUATION

Staff will evaluate proposers' response based on above submission requirements and adherence to the terms of this proposal. The Town will notify all proposers of its selection. **Proposals must be emailed to the Town of Cheraw's Planning & Community Development Director, Rodney S. Tucker (rtucker@cheraw.com), on or before Tuesday, March 12, 2019 no later than 4:00 pm (EST).**

GENERAL TERMS AND CONDITIONS

Public Record

Your proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except for information that may be treated as confidential as an exception to disclosure under the FOIA. After an award is made, copies of the proposal will be available for public review, under the supervision of the Town's Administrative Office from 8:30 am to 5:00 pm, Monday through Friday at 200 Market Street; Cheraw, South Carolina.

Requirements

The successful proposers will comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel.

Independent Contractor

The selected firm/consultant will be legally considered an independent contractor and neither the firm/consultant nor its employees will, under any circumstances, be considered employees of the Town, and the Town will be at no time legally responsible for any negligence or other wrong doing by the contractor or its employees.

Jurisdiction

This agreement shall be governed by the laws of the State of South Carolina.

Right of Rejection and Clarification

The Town of Cheraw reserves the right to reject any and all proposals and to request clarification of information from any proposer.

Request for Additional Information

Prior to the final selection, proposers may be required to submit additional information which the Town may deem necessary to further evaluate the proposer's qualifications.

Denial of Reimbursement

The Town will not reimburse proposers for any costs associate with the preparation and submittal of any proposal, for any travel and/or per diem costs that are incurred.

Gratuity Prohibition

Proposer shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Town of Cheraw for the purpose of influencing consideration of this proposal.

Right of Withdrawal

A proposal may not be withdrawn before the expiration of 90 days from the proposal due date.

Right of Negotiation

The Town reserves the right to negotiate with the selected proposer the act terms and conditions.

Rights to Submitted Material

All proposals, responses, inquiries, correspondences, reports, charts, and other documentation relating to or in reference to this proposal all submitted by proposers shall become the property of the Town of Cheraw.

Basis of Award

Proposal will be evaluated based upon the information submitted in response to this bid proposal. Proposals shall be evaluated by staff. Staff may request additional information or clarity, which may include oral responses.

Assignment

The successful proposer will not sell, assign, transfer, or convey any contract resulting from this proposal, in whole or in part, without the prior written consent from the Town of Cheraw.

Lawsuits, Bribery

Proposer will disclose any record of pending lawsuits, criminal violations and/or convictions, etcetera, and shall not have conflicts of interest.

Conflict of Interest

The proposer attests that they presently have no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The proposer further attests that no person having any such known interest shall be employed or convey an interest, directly or indirectly, in the contract.

Business License

A business license is not required to submit proposal. However, the selected firm/consultant and/or its agents under this proposal shall be required to obtain a business license before work can begin. For further information, contact the Town of Cheraw's Clerk at 843.537.8400.

Indemnification

The selected proposer and its contractor shall indemnify and hold the Town, its employees, officers, officials, and agents free and harmless from and against any liabilities, losses, claims, demands, suits, judgments, causes of action and /or expenses of any kind, any injury or damages to any persons or to property resulting from the performance of the terms of the contract, including claims by any employees of the contractor or employees of the contractor's subcontractors, or claims by any third parties.