REQUEST FOR PROPOSALS

REDEVELOPMENT OF 102 PARK STREET (ADMINISTRATION BUILDING)
DARLINGTON, SOUTH CAROLINA

Request for Proposals (RFP) for development proposals for A DCSD owned property located at 102 Park Street and fronting North Main Street in Darlington, SC.

DUE DATE/TIME: Friday, October 4, 2024, at 3:00 PM

POINT OF RECEIPT:
Darlington County School District
c/o Criselda Mendoza-Landa
120 East Smith Avenue
Darlington, SC 29532

Requests for information regarding this Request for Proposals should be directed in writing by either letter or e-mail to Criselda Mendoza-Landa (Criselda.Mendozaland@Darlington.K12.SC.US).

Overview: The Darlington County School District (DCSD) is accepting sealed bids for development proposals for a DCSD owned property that is currently being used as administrative offices for the Darlington County School District. Originally, the building was Central Baptist Church. DCSD is seeking a development partner to redevelop this site in a manner consistent with their vision and the goals of the City of Darlington. The building is immediately across Main Street from the new Darlington County Court House.

The bids for the Administration Building will be received in the Procurement Office, which is found at 120 East Smith Avenue, Darlington, SC 29532 until Friday, October 4, 2024, at 3:00 PM, at which time only the names of the Offerors will be announced.

Any proposal received later than the specified time and/or date will not be accepted or considered. DCSD reserves the right to accept or reject any or all bids. DCSD will evaluate the proposals and may decide to interview a short-list of applicants or begin negotiations with the preferred team. Before the final selection is made, all evaluation factors will be taken into consideration, before awarding a contract.

All proposals shall be sealed and listed under the title "Administration Building." To mail, please send the bid to: Darlington County School District c/o Criselda Mendoza-Landa, 120 East Smith Avenue, Darlington, SC 29532. Please submit Two (2) original responses and One (1) digital copy in PDF format on USB. Any negotiated contract is subject to the requirements of the Darlington County School District. Any proposed development will be subject to the regulations and approvals of the City of Darlington, South Carolina.

Pre-Proposal Site Visit: DCSD will conduct a pre-proposal site visit on Tuesday, September 3, 2024, at 3:00 PM. The site visit will include both the site and the interior of the building. Attendance at the

meeting is not required but is strongly encouraged. Questions asked during the meeting, along with formal responses from DCSD, will be posted as an Addenda.

Questions Regarding the RFP: All other questions should be sent to Criselda Mendoza-Landa by email at Criselda.Mendozaland@Darlington.K12.SC.US. Responses to all questions will be posted as an Addenda. The deadline for questions is Friday, September 6, 2024, by 3:00 PM.

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Project Site Description: The Project Site is comprised of Parcel164-14-02-038 which is currently owned by the Darlington County School District and totals approximately 0.8364 acres, The Georgian style brick building was built in 1918 for Central Baptist Church. The church sold the building to DCSD in the mid-1960s and moved to a new, larger location. The building is on the National Historic Register of Historic Places, as part of the larger St. John's Historic District. The building fronts Park Street on the West and South and fronts North Main Street on the East. The entire site is in the City of Darlington and is currently zoned R-10 (Low Density Residential). The site contains a building that has a total footprint of approximately 7,200 square feet. A portion of the building (approximately 4,800 square feet) is one story but has a higher volume. The parking lot, accessed from Main Street, has approximately twenty spaces. Professional Offices in Darlington typically have a parking requirement of one space per 250 square feet of Gross Floor Area. This building would require approximately twenty-nine spaces. However, Core Commercial is exempt from parking requirements. All calculations are approximate. The successful applicant will be responsible for generating measured drawings of the building. A recent appraisal for the property is available and may be requested by contacting Criselda Mendoza-Landa.

Project Intent: DCSD would like to see this site redeveloped in a manner generally consistent with the new master plan for the City of Darlington. This site is considered a prime site for professional offices, especially legal offices, to support the new Darlington County Court House, which is immediately across the street.

RFP Requirements: Proposals should include the following:

1. Detail the proposed use of the property.
2. State clearly whether the proposal is seeking to purchase or obtain in fee simple ownership of the site or a lease of the site. If a lease is proposed, outline the length and terms offered by the Proposer for the site. If fee simple ownership is required, detail the terms being sought for the purchase or transfer of the ownership from the DCSD.
3. Detail any actions requested of the DCSD to facilitate the proposed activity outlined in the RFP submission.
4. Include any renderings, plans, and details needed to fully explain and strengthen the proposal.

Procurement: This RFP is issued for the Darlington County School District, South Carolina. The Procurement Department is the sole point of contact for this RFP.

TYPE OF CONTRACT: A contract shall be awarded to the most qualified firm or team at compensation deemed reasonable to the Darlington County School District, utilizing standard contract form. Should it be impossible to negotiate a satisfactory contract, negotiations shall be formally terminated. It is the DCSD's intention that the most qualified bidder, based on both bid amount and bidder's qualifications, be selected for this project.

FIRM RESPONSIBILITIES: The selected firm or team shall be required to assume responsibility for all services offered under this proposal. Furthermore, the DCSD shall consider the selected firm to be the sole point of contact for contractual matters, including payment of any and all charges resulting from the contract.

EVALUATION FACTORS: The following criteria shall be used in format. The arrangement of the criteria is not meant to imply order of importance in the selection process.

1. Specialized experience or technical expertise of the firm, qualifications of its professional personnel and all parties proposed for the project, and proposed approach in connection with the type of services to be provided and complexity of the project.
2. Understanding of the overall project.
3. Proposer's responsiveness to the proposal requirements and guidelines.
4. Proposal meets the DCSD and City's vision for the site.
5. Cost.

INCURRING COSTS: The DCSD shall not be liable for any cost incurred by firms prior to issuance of a contract.

ECONOMY OF PREPARATION: Proposals should be prepared in a timely and economical manner, providing a straight-forward, concise description of the firms' ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

RESPONSE DATE: To be considered, proposals must arrive at the Procurement Department on or before the date and time specified in the cover letter. Firms mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals. It is the responsibility of the submitting entity or entity to ensure the delivery of the proposal package on time. Telefacsimile submissions are not permissible.

ACCEPTANCE OF PROPOSAL CONTENT: The contents of the proposal of the successful proposer may become part of the contractual obligations if a contract ensues. Failure of a successful proposer to accept these obligations may result in cancellation of the award. All bids are to remain in effect for ninety (90) days from the date of bid opening.

GRIEVANCE: Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Procurement Department. The protest shall be submitted in writing within fourteen (14) days after such aggrieved person knows or should have known of the facts giving rise thereto provided that grievance has been made in accordance with bid proposal requirement. The Procurement Department will consult with the Superintendent to try

and resolve the issue. If the protest is not resolved by mutual agreement, a decision will be issued in writing within 10 days after the last meeting to reach an agreement. If all attempts have failed to resolve the disagreement, the protester has the right to bring the issue to the Darlington County School Board.

INSTRUCTIONS TO PROPOSERS: Sealed proposals shall be enclosed and secured in an envelope/package and properly marked and displayed on the outside of envelope/package bearing the name, and address of proposer, and project identification. No other information shall be included or written on the outside of the proposal envelope/package. The Darlington County School District shall not be responsible for unidentified proposals. Proposals should be addressed to:

Darlington County School District
c/o Criselda Mendoza-Landa
120 East Smith Avenue
Darlington, SC 29532

Hand delivered proposals should be delivered to the above physical address.

Proposals shall be submitted no later than Friday, October 4, 2024, at 3:00 PM at the address stated above. Only the names of the offerors and bid amounts will be announced. Proposals received later than the 3:00 PM deadline will be considered "LATE PROPOSALS."

Examination of the Bid Document: Prior to submitting a proposal, each proposer shall carefully examine the RFP documents, study, and thoroughly familiarize himself/herself with the specifications/requirements thereof and notify Owner of all conflicts, errors, or discrepancies.

The proposer shall sign his proposal correctly. All offers shall be entered in ink or typewritten. Proposals may be rejected if any omissions, alteration of form, additions not called for, or any irregularities of any kind are shown. The proposer's name and solicitation number shall be included when specifications or descriptive papers are submitted with their proposal.
By submission of a proposal, the proposer guarantees that all goods and services meet the requirements of the solicitation during the contract period.

All changes to RFP documents shall be in the form of an addendum and furnished to all proposers. Verbal information obtained otherwise will not be considered in the awarding of the proposal.

Deviations - Any deviations from the RFP requirements 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 offered are in strict compliance with these requirements and successful proposer shall be held responsible therefore.

Darlington County School District reserves the right to reject any or all proposals and further reserves the right to waive technicalities and formalities in proposals as well as to accept in whole or in part such proposal or proposals where it deems it advisable in protection of the best interest of the DCSD. The DCSD shall be the sole judge as to whether proposals submitted meet all requirements

contained in this solicitation. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the DCSD. Those proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations may not be processed.

This solicitation does not commit the Darlington County School District to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for goods or services listed herein. All costs incurred by the proposer associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the proposer.

The Darlington County School District reserves the right to accept multiple proposals and to negotiate terms based upon the proposal that may be different than proposed. The City may also reject all proposals and re-offer the RFP at a later date solely at its discretion.

Freedom of Information Statement: Procurement information shall be public record to the extent required by Chapter 3 of Title 30 (The Freedom of Information Act), South Carolina Code of Laws, 1976, with the exception that commercial or financial information obtained in response to a "Request for Proposals" which is privileged and confidential if so designated by the proposer shall not be disclosed. Such information must be clearly marked as "CONFIDENTIAL" by the offeror for each section of information so affected. Privileged and confidential information in specific detail nor customarily released to the general public, the release of which might cause harm to the competitive position of the party supplying the information. Examples of this type of information would include:

1. Customer lists
2. Design recommendations and identification of prospective problem areas under an RFP.
3. Design concepts, including methods and procedures; and
4. Biographical data on key employees of the bidder/proposal.

Liability Coverage: The successful proposer shall provide certificates of all required insurance(s), including worker's compensation, premises liability and general liability. Worker's compensation shall include a minimum limit of $100,000 and comprehensive general liability coverage shall provide minimum limits of liability of $1,000,000 per occurrence. Insurance shall indemnify the Darlington County School District against any and all claims arising under or as a result of the performance of the contract. The Darlington County School District shall be named as an additional insured on all liability policies. The Darlington County School District must be provided thirty (30) days' notice prior to cancellation, modification, or reduction in limits of any stipulated insurance.

Acceptance or Rejection of Bid: The Darlington County School District reserves the right to accept or reject any/or all bids when such rejection is in the best interest of the Darlington County School District to reject Proposal of Bidder who has not met the prerequisites on the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of bidder who is, in the opinion of the Darlington County School District, not in a position to perform the contract. The Darlington County School District also reserves the right to waive any information and technicalities in bidding. The Darlington County School District reserves the right to waive irregularities and to reject any and all bids.

INFORMATION REQUIRED FOR CONSIDERATION (This exact format must be followed in the response)

Proposal Format: These format requirements were developed to aid submitters in their RFP development. They also provide a structured format so reviewers can systematically evaluate proposals. These directions apply to all proposals submitted. The purpose of the RFP is to further the development opportunities for the Administration Building. The proposer's proposal must address all the points outlined herein as required, in the following order.

1. Transmittal Letter: A transmittal letter must be submitted which shall include:

a. The RFP subject.
b. Name of the individual, team, business, or other entity responding, including mailing address, e-mail address, telephone number, and names of contact person.
c. A brief profile of the responding party, outlining the history, philosophy, and target market of the individual or team.
d. The signature of the person authorized to make representations on behalf of the submitting firm or team.

2. Statement of Understanding and Project Approach Outline: The submitter shall prepare a one-page statement of understanding of the scope of work as well as a project approach narrative that reflects the tasks outlined in the Objectives and Purposes above.
3. Project Examples: Proposer is required to provide a description of related projects of similar scope.
4. Detailed Proposal: A detailed proposal is required. This should address land uses, density, parking, open space, amenities, etc. to provide DCSD with a thorough understanding of the design intent.

THE PROPOSAL SHALL INCLUDE THE FOLLOWING:

1. Proposed Bid for Lease or Purchase of the parcels
2. Proof of liability Insurance
3. Indemnification Form
4. Non-Collusion Affidavit Form
5. Acknowledgement of Addenda
6. Bid Proposal Form
7. Three References

Make sure that all this information is included in the Proposal Package.

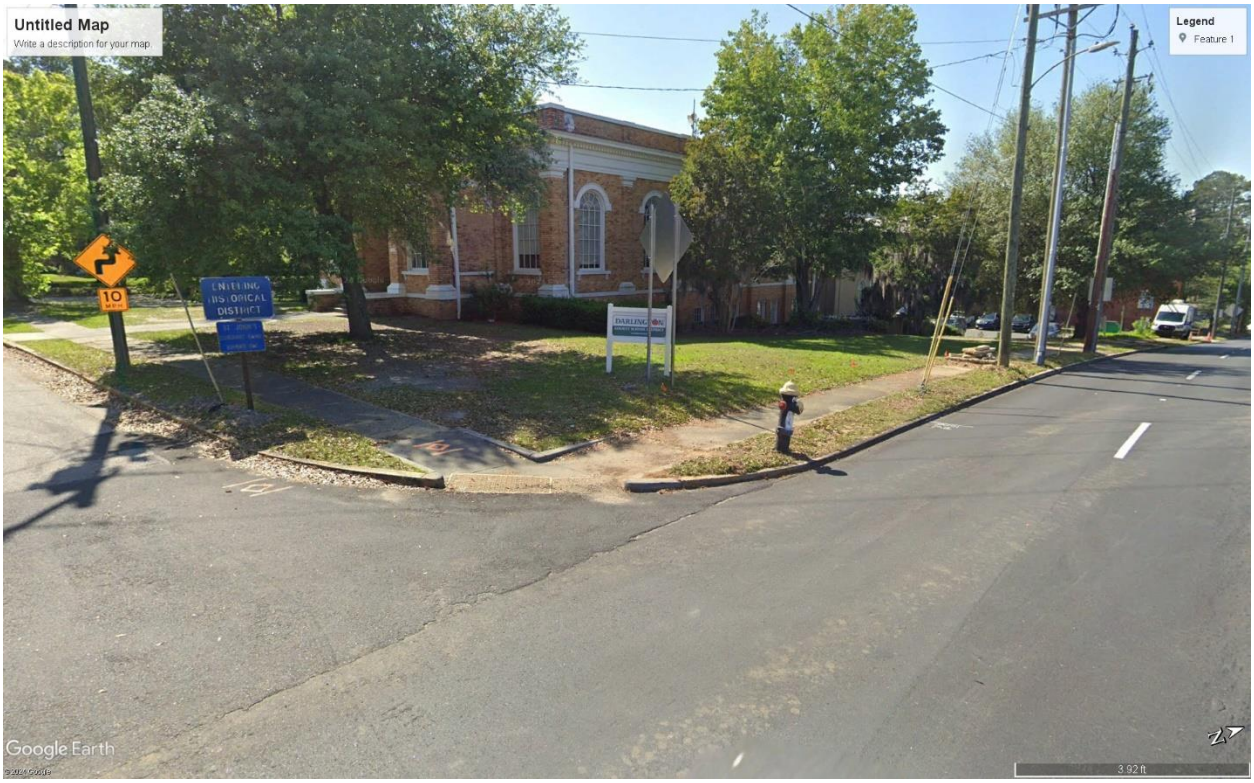
EXHIBITS:

Image from Darlington County GIS
Image from Google Earth
Street View Photos from Google Earth


PROJECT SITE
164-14-02-018
164-14-02-019
164-14-02-022
164-14-02-095
164-14-02-020
164-14-02-024
164-14-02-038
164-14-02-088
164-14-02-089
164-14-02-087
164-14-02-086
164-14-02-039
164-14-02-090
164-14-02-091
164-14-02-040
164-14-02-092
164-14-02-072
164-14-02-094
164-14-02-041
164-14-02-032
164-14-02-030
164-14-02-031
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PARK ST
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Google Earth
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