

CHAPIN TOWN COUNCIL
SPECIAL CALLED MEETING & WORK SESSION
January 13, 2022
3:00 P.M.

AGENDA

1. CALL TO ORDER AND DETERMINE QUORUM
2. STATEMENT OF FREEDOM OF INFORMATION ACT COMPLIANCE
3. PUBLIC COMMENTS RELATED TO MUNICIPAL MATTERS
4. NEW BUSINESS
 - a. Ordinance - Amend Regular Town Council Meetings Date and Time – 1st Reading
 - b. Request for Action
 - i. Artist Commission for Trail Board
 - ii. Unified Zoning & Development Ordinance (UDO)
 - c. Discussion
 - i. Capital Project Sales Tax
 - ii. Old School Property
 - iii. Annexation Study
 - iv. Old Town Hall building
5. EXECUTIVE SESSION: Discussion of employment of a person regulated by a public body pursuant to SC Code section 30-4-70 (a)(1)
Note: Upon return to open session, Council may take action on matters discussed in executive session.
6. ADJOURN

PLEASE NOTE: COVID-19 protocols will be in place. Social distancing will be observed and those in attendance of the meeting are encouraged to wear a face mask/covering.

CHAPIN TOWN COUNCIL MEETING
PUBLIC COMMENT POLICY
PROCEDURE:

Persons wishing to make public comments concerning any municipal matter, with the exception of personnel and contractual matters, shall first sign in with the Municipal Clerk before the meeting and provide the following information:

1. Name, Address, and Contact Information;
2. Topic of Public Comment; and
3. Indicate whether a Chapin Resident, Chapin Water/Sewer Customer, or Reside in the Chapin Water/Sewer District.

Comments are limited to two minutes per person and no personal or verbal attacks will be entertained. The Council is interested in hearing your concerns, but speakers should not expect action or deliberation on subject matter brought up during any Public Comments on the agenda. Topics requiring further investigation may be referred to Town Staff and may be scheduled for a future agenda.

DEFINITIONS:

Chapin Resident: Reside in Town limits.

Chapin Water/Sewer Customer: Customer of the designated Chapin Water/Sewer District - Including an owner or operator of a local business.

Reside in Chapin Water/Sewer District: Reside in the designated Chapin Water/Sewer District – Area of Lexington County north of Lake Murray.

APPEARANCE OF CITIZENS

Town Code 2.212 – Any citizen of the Town shall be entitled to be placed on the agenda of any regular meeting to discuss any municipal matter, with the exception of personnel and contractual matters. Persons desiring to be placed on the agenda shall notify the Municipal Clerk not less than a week prior to the meeting. The request shall be in writing stating the reason therefor.

**TOWN OF CHAPIN
SOUTH CAROLINA**

ORDINANCE NO. _____

AN ORDINANCE AMENDING §2.201 MEETINGS. REGULAR. PLACE. OF CHAPIN TOWN CODE TO ALLOW FOR THE CHANGE OF REGULAR TOWN COUNCIL MEETINGS DATE AND TIME.

WHEREAS, §2.201 a. of Chapin Town Code was amended with Ordinance #003-02-2018 to allow for Regular Town Council Meetings to be held on the first Tuesday of each month at 7:00 p.m., unless otherwise set by the Mayor; and

WHEREAS, §2.201 b. of Chapin Town Code was amended with Ordinance #003-02-2018 to allow, in the event that an official Town holiday falls on the first Tuesday, the Regular Town Council Meeting will be held on the following Tuesday; and

WHEREAS, Chapin Town Council has rescheduled its Regular Town Council Meetings for the third Tuesday of each month at 6:00 p.m., unless otherwise set by the Mayor;

NOW THEREFORE, BE IT ORDERED by the Mayor and Council of the Town of Chapin, South Carolina, this _____ day of _____, that Chapin Town Code §2.201 be amended as follows:

2.201. MEETINGS. REGULAR. PLACE.

- a. The regular meetings of Council shall be held at the Town Hall on the third Tuesday of each month, at 6:00 p.m., unless otherwise set by the Mayor. If so, a reasonable notice shall be given to each available Council Member and a notice posted on the Town's bulletin board at Town Hall at least twenty-four (24) hours prior to the meeting.
- b. In the event an official Town holiday falls on the third Tuesday, the regular meeting will be held on the following Tuesday.

DULY ADOPTED THIS _____ DAY OF _____, 2022

Albert Koon, Jr., Mayor, Town of Chapin

ATTEST:

Shannon Bowers, Town Clerk

First Reading: _____ January 13, 2022

Second Reading: _____

DRAFT

Chapin Town Council Request for Action

Subject: Request for Proposal
Artist Commission for Trail Board

A. Purpose

The purpose of this request is to ask Town Council to approve the solicitation of proposals from local artist and designers to partner with the Town of Chapin for design and production of the display area for the Trail Board at the Chapin Town Hall.

B. Background / Discussion

The Town of Chapin values the tremendous impact our local artists have on the quality of life for our community. The Town is committed to creating opportunities to partner and invest in local artistry. We strive to support and strengthen our artist community, therefore, when creative opportunities arise it is our goal and desire to work with local creatives and infuse their talents into the landscape.

Located on the Chapin Town Hall property is a nature trail. At the head of this trail is an informational board on the trail which will feature a map of the trail and Town Hall property along with relevant information regarding the trail and Town Hall property, as well as appropriate decorative images. This provides the opportunity to work with talented local artists and designers to develop a board that is both informative and aesthetically pleasing

C. Financial Impact

Adoption by Council does not commit the Town to any financial obligation. It only authorizes staff to proceed with the bid process. A selection committee will be used to make a recommendation to Council regarding the most suitable proposal. The proposed selection committee:

- Nicholle Burroughs
- Anthony Andrade
- Shannon Bowers
- Jay Keck- South Carolina Wildlife Federation
- Cindy Chin- Chapin Garden Club

D. Alternatives

1. Authorize staff to proceed with the bid process for the Artist Commission for the Chapin Trail Board.
2. Make modifications to the selection committee.
3. No Action.

E. Recommendation

Staff recommends that Town Council authorize staff to proceed with the bid process for the Chapin Trail Board.

Recommended by: Nicholle Burroughs Department: Administration Date: 1/12/22

REQUEST FOR PROPOSALS

RFP:

TOC 022-01-001

January 17, 2022

Artist Commission for Trail Board

THE TOWN OF CHAPIN, SC



157 NW Columbia Avenue | P. O. Box 183 | Chapin, SC 29036 Tel.:
(803) 345-0416 | Fax: (803) 345-0427

January 17, 2022

REQUEST FOR PROPOSALS

RFP: TOC 022-01-001

The Town of Chapin, SC is soliciting proposals from local artists and designers to partner with the Town of Chapin for design and production of the display area for the Trail Board at the Chapin Town Hall. Applicants must submit proposals for the project in a sealed envelope. The proposal marked **“Town of Chapin Trail Board” RFP: TOC 022-01-001** will be received in a sealed envelope not later than **12:00 PM, FEBRUARY 17, 2022, at:**

The Town of Chapin

Attn: Nicholle Burroughs

Chapin Town Hall

P.O. Box 418 (Postal Service)

157 NW Columbia Ave. (UPS or FedEx) Chapin, SC 29036

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened.

Nothing herein is intended to exclude any responsible applicant or in any way restrain or restrict competition. On the contrary, all responsible applicants, local, faith-based, minority-owned and female-owned are encouraged to submit a PROPOSAL.

The Town of Chapin reserves the right to reject any or all of the proposals and/or to waive informalities for any or all proposals. Any proposals submitted **MUST** be signed by an individual authorized to bind the offeror.

QUESTIONS

Questions are allowed and encouraged in order to clarify the contents of this RFP or to offer any proposed changes. The Town will not accept telephone calls or visits regarding this RFP. No interpretation shall be binding unless in writing from the Town of Chapin. Requests for additional information and questions must be submitted in writing via letter or e-mail to:

Nicholle Burroughs

Chapin Town Hall

P.O. Box 418

157 NW Columbia Ave.

Chapin, SC 29036

e-mail: communications@chapinnc.com

The deadline for additional information and questions is Monday, January 31, 2022 at 5:00 PM.

REJECTION OF PROPOSALS

Any proposals which do not conform to the requirements of the RFP shall be rejected. Informalities or irregularities in the RFP may be waived by the Town if deemed to be in the Town's best interests.

Right of Rejection, Clarification and Additional Information

The Town is not obligated to enter into a contract on the basis of a proposal submitted in response to this RFP. The Town reserves the right, in its sole discretion, to reject submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The Town is under no obligation to make an award to Responsive Applicants showing the largest cost benefit to the Town. Information contained within the submitted proposals shall be used in evaluating the proposals. The Town may contact a Responsive Applicant after proposal opening to seek clarification of a proposal, or portion thereof. The Town reserves the right to request additional information from a Responsive Applicant if the Town deems such information necessary to further evaluate the Responsive Proposal. In the event the Town elects to negotiate a contract with a selected Responsive Applicant, the Town reserves the right to negotiate such terms and conditions of the contract, including, but not limited to scope, role, cost and staffing which may be in the best interest of the Town.

Rights to Submitted Material and Confidentiality

All inquiries or correspondence relating to or in reference to this RFP and all proposals submitted shall become the property of the Town of Chapin, when received, and subject to public disclosure unless exempt from disclosure by law. Unless required by law, proprietary or financial information submitted by a Responsive Applicant will not be disclosed if Responsive Applicant visibly marks each part of the proposal which Responsive Firm considers to be confidential or proprietary information with the word "Confidential." Any information pertaining to this project will not be revealed until after the Town has awarded the project, unless otherwise required by law.

Responsive Applicant's Duty to Inspect and Advise and Declare All Costs

Each Responsive Applicant shall become fully acquainted with the Town's requirements and the scope of the services to be provided. Responsive Applicant shall have a duty to request any information from the Town as it deems necessary to prepare the RFP. Such requests shall be made in writing prior to Monday, January 31, 2022 at 5:00 PM. No additional compensation shall be permitted if based upon information the Responsive Applicant knew or should have known as part of Responsive Applicant's duty to become acquainted with the Town's circumstances and requirements.

PUBLIC OPENING

Bids will be publicly opened at 12:00 PM on Thursday, February 17, 2022 at 157 NW Columbia Ave., Chapin, SC 29036.

Background

Located on the Chapin Town Hall property is a 1-mile nature trail. At the head of this trail is a board that the Town of Chapin will use as an informational board on the trail featuring a map of the trail and Town Hall property along with relevant information regarding the trail and Town Hall property, as well as appropriate decorative images. The Town desires this board to be both informative and aesthetically pleasing.

I. Scope of Proposal

It is the intent of the Town of Chapin to solicit proposals from local artists and designers for the design and production of the display area for the trail board in its entirety (see exhibit A).

All proposals must be complete, carefully worded & must convey all of the information requested, in order to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, the Town of Chapin will be the judge as to whether that variance is significant enough to consider the RFP non-responsive and therefore not considered for award.

Unless stated otherwise herein, the basic and governing language of the contract resulting from this solicitation shall be comprised of the RFP documents, including any attachments and amendments. In the event of a conflict between the two documents, this RFP shall govern.

II. Scope of Work and Deliverables

1. Required Professional Products and Services. The required minimum scope of services for the Trail Board Design and Production is described below.

Scope of Trail Board Project

- 1.1 Prepare a layout for the trail board display incorporating the town provided text (exhibit), map(s), imagery, and any other aspects for Mayoral approval.
- 1.2 Identify and source all needed materials and tools for the completion of the trail board display area project. Used materials should be selected in account of the board's level of exposure to the elements.
- 1.3 Provide all necessary labor and work for the completion of the trail board display project.

2. Project Time Frame.

The scope of work under this RFP should be accomplished by April 18, 2022.

3. Consultant-Town Interaction.

It is expected that development of the deliverables specified in the RFP will be based on a high degree of interaction and collaboration with Town staff and Mayor. The final product shall be subject to the approval of the Mayor.

4. Format of Deliverables.

Intermediate, review copies and comments may be distributed digitally. Any digital products must be provided in a PDF format. Consultants will need to bring any needed hard copies to meetings.

5. Required Proposal Content and Format.

5.1 Proposal Format and Copies. Respondents should provide Five (5) hard copies of the Proposal, plus a digital copy on a USB Flash Drive in PDF format, printable on standard 8.5" x 11" paper. Proposals should be no more than 20 single sided 8.5" x 11" printed pages, excluding cover/end pages, table of contents, and dividers. Proposals should use at least 11-point font. Proposals cannot be emailed or faxed.

5.2 Project Proposal. Proposals should be organized into the following seven sections, each section tab-separated and labeled accordingly:

5.2.1 Introductory Letter. Letter should include appropriate contact information, including email, to address any questions concerning the Proposal.

5.2.2 Statement of Qualifications. Provide a brief description of the designer and/or artist submitting the Proposal, and relevant qualifications.

5.2.3 Relevant Experience. A description of similar projects that the designer and/or artist has conducted should be provided along with samples of the completed work.

5.2.6 Project Schedule. Provide a project schedule, identifying beginning and end dates of each of the major phases or tasks described. Also include anticipated date for delivery of the final product.

5.3 Cost Proposal. The Cost Proposal should be with the RFP and delivered in a separate sealed enclosure. The work will be performed on a fixed price basis. Review of the cost proposal will be done after the ranking of the RFP.

5.3.1 The Cost Proposal should specify a "not-to-exceed \$1,500.00" for the entire project. The budget proposal should break this not-to-exceed cost into its component costs, including:

1. The costs for each of the project stages and tasks identified in the Proposal;
2. Costs for any optional tasks, products, or services identified in the Proposal, including printing of final product;
3. Costs for any additional tasks, products, or services beyond those requested in this RFP that are incorporated in the Proposal.

6. Proposal Terms and Conditions.

- 6.1 **Governing Law.** Applicant consents to personal jurisdiction and venue in a state court of competent jurisdiction in Town of Chapin, South Carolina. For the selected applicant, the resulting contract will be governed by the laws of the State of South Carolina.
- 6.2 Any expenses incurred by the Applicant in appearing for an interview or in any way in providing additional information as part of the response to this Request for Proposals are solely the responsibility of the Applicant. The Town of Chapin is not liable for any costs incurred by Applicant in the preparation of proposals or any work performed by the Applicant prior to the approval of an executed contract with the Town of Chapin.
- 6.3 The Town of Chapin also notifies all Applicant that the Town has the right to modify the Proposal and final selection of work product requirements as needed.
- 6.4 The Town is bound to comply with South Carolina's Public Records Law, and information submitted with any proposal, with few exceptions, is a matter of public record.
- 6.5 The Town shall not infringe upon any intellectual property right of any vendor, but specifically reserves the right to use any concept or methods contained in the Proposal. Any desired restrictions on the use of information contained in the Proposal should be clearly stated.
- 6.6 If a contractual agreement is not reached with the successful Applicant within 30 days of selection, The Town reserves the right to terminate negotiations with the selected Applicant. If this should occur, The Town would have the option of entering into contractual negotiations with the next successful Applicant or re-advertising for the RFP.
- 6.7 The Town shall not be under any obligation to return any materials submitted in response to this RFP.

Chapin Town Council Request for Action

Subject: Request for Proposal
Unified Zoning and Development Ordinance
RFP: 022-01-002

A. Purpose

The purpose of this request is to ask Town Council to approve the solicitation of proposals from qualified firms to prepare a Unified Zoning & Development Ordinance (UDO) that will comply with Title 6 Chapter 29 of the South Carolina Code of Laws [also known as the South Carolina Local Government Comprehensive Planning Enabling Act of 1994].

B. Background / Discussion

The Town of Chapin, South Carolina (population ~1,940 – ~2 sq. miles) is located within the midlands of South Carolina on Lake Murray. Chapin is about 20 miles (as the crow flies) north-west of South Carolina's capital, Columbia. It is a small town being only ~2 square miles but the surrounding area is the fastest growing in Lexington County. Lexington County has an estimated population of 290,278 as of 2019. The area around Chapin is a mix of rural and suburban residential areas, with commercial development along the major roadways. The Town is growing at a fast rate with more multiple subdivisions and more commercial development anticipated in the coming year.

In December of 2021 the Town of Chapin adopted a new Comprehensive Plan. One of the goals identified in the new Comprehensive Plan is the adoption of new zoning and development ordinances. It is the intent of the Town of Chapin, as demonstrated by this RFP, to bid out this project. Currently the Town's Zoning Ordinance and Subdivision Regulations are two separate documents. The Town seeks to combine these into a single document and update the ordinances to reflect the new Comprehensive Plan.

C. Financial Impact

Adoption by Council does not commit the Town to any financial obligation. It only authorizes staff to proceed with the bid process. A selection committee will be used to make a recommendation to Council regarding the most suitable proposal. The proposed selection committee:

- Al Koon
- Nicholle Burroughs
- Kevin Singletary
- Zach Haney- Chair of Planning Commission
- Harmon Reed- Chair of Architectural Review Board

D. Alternatives

1. Authorize staff to proceed with the bid process for the Unified Zoning & Development Ordinance.
2. Make modifications to the selection committee.
3. No Action.

E. Recommendation

Staff recommends that Town Council authorize staff to proceed with the bid process for the Unified Zoning & Development Ordinance.

Recommended by: Kevin Singletary Department: Administration Date: 1/12/22

REQUEST FOR PROPOSALS

RFP:

TOC 022-01-002

January 14, 2022

UNIFIED ZONING & DEVELOPMENT

ORDINANCE

THE TOWN OF CHAPIN, SC



157 NW Columbia Avenue | P. O. Box 183 | Chapin, SC 29036 Tel.:
(803) 345-0416 | Fax: (803) 345-0427

January 14, 2022

REQUEST FOR PROPOSALS

RFP: TOC 022-01-002

The Town of Chapin, SC is requesting qualifications from qualified firms to prepare a Unified Zoning & Development Ordinance (UDO) that will comply with Title 6 Chapter 29 of the South Carolina Code of Laws [also known as the South Carolina Local Government Comprehensive Planning Enabling Act of 1994]. Firms must submit proposals for UDO in a sealed envelope. The proposal marked **“Town of Chapin Unified Zoning & Development Ordinance” RFP: TOC 022-01-002** will be received in a sealed envelope not later than **12:00 PM, MARCH 1, 2022, at:**

The Town of Chapin

Attn: Kevin D. Singletary Jr.

Chapin Town Hall

P.O. Box 418 (Postal Service)

157 NW Columbia Ave. (UPS or FedEx) Chapin, SC 29036

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a PROPOSAL.

The Town of Chapin reserves the right to reject any or all of the proposals and/or to waive informalities for any or all proposals. Any proposals submitted **MUST** be signed by an individual authorized to bind the offeror.

QUESTIONS

Questions are allowed and encouraged in order to clarify the contents of this RFP or to offer any proposed changes. The Town will not accept telephone calls or visits regarding this RFP. No interpretation shall be binding unless in writing from the Town of Chapin. Requests for additional information and questions must be submitted in writing via letter or e-mail to:

Kevin D. Singletary Jr.

Chapin Town Hall

P.O. Box 418

157 NW Columbia Ave.

Chapin, SC 29036

e-mail: kevin@chapinnc.com

The deadline for additional information and questions is Tuesday, February 15, 2022 at 5:00 PM.

REJECTION OF PROPOSALS

Any bids which do not conform to the requirements of the RFP shall be rejected. Informalities or irregularities in the RFP may be waived by the Town if deemed to be in the Town's best interests.

Right of Rejection, Clarification and Additional Information

The Town is not obligated to enter into a contract on the basis of a bid submitted in response to this RFP. The Town reserves the right, in its sole discretion, to reject submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The Town is under no obligation to make an award to Responsive Firms showing the largest cost benefit to the Town. Information contained within the submitted proposals shall be used in evaluating the proposals. The Town may contact a Responsive Firm after proposal opening to seek clarification of a proposal, or portion thereof. The Town reserves the right to request additional information from a Responsive Firm if the Town deems such information necessary to further evaluate the Responsive Proposal. In the event the Town elects to negotiate a contract with a selected Responsive Firm, the Town reserves the right to negotiate such terms and conditions of the contract, including, but not limited to scope, role, cost and staffing which may be in the best interest of the Town.

Rights to Submitted Material and Confidentiality

All inquiries or correspondence relating to or in reference to this RFP and all proposals submitted shall become the property of the Town of Chapin, when received, and subject to public disclosure unless exempt from disclosure by law. Unless required by law, proprietary or financial information submitted by a Responsive Firm will not be disclosed if Responsive Firm visibly marks each part of the proposal which Responsive Firm considers to be confidential or proprietary information with the word "Confidential." Any information pertaining to this project will not be revealed until after the Town has awarded the project, unless otherwise required by law.

Responsive Firm's Duty to Inspect and Advise and Declare All Costs

Each Responsive Firm shall become fully acquainted with the Town's requirements and the scope of the services to be provided. Responsive Firms shall have a duty to request any information from the Town as it deems necessary to prepare the RFP. Such requests shall be made in writing prior to Tuesday, February 15, 2022 at 5:00 PM. No additional compensation shall be permitted if based upon information the Responsive Firm knew or should have known as part of Responsive Firm's duty to become acquainted with the Town's circumstances and requirements.

PUBLIC OPENING

Bids will be publicly opened at 12:00 PM on Tuesday, March 1, 2022 at 157 NW Columbia Ave., Chapin, SC 29036.

Background

The Town of Chapin, South Carolina (population ~1,940 – ~2 sq. miles) is located within the midlands of South Carolina on Lake Murray. Chapin is about 20 miles (as the crow flies) north-west of South Carolina's capital, Columbia. It is a small town being only ~2 square miles but the surrounding area is the fastest growing in Lexington County. Lexington County has an estimated population of 290,278 as of 2019. The area around Chapin is a mix of rural and suburban residential areas, with commercial development along the major roadways. The Town is growing at a fast rate with more multiple subdivisions and more commercial development anticipated in the coming year.

In December of 2021 the Town of Chapin adopted a new Comprehensive Plan. One of the goals identified in the new Comprehensive Plan is the adoption of new zoning and development ordinances. It is the intent of the Town of Chapin, as demonstrated by this RFP, to bid out this project. Currently the Town's Zoning Ordinance and Subdivision Regulations are two separate documents. The Town seeks to combine these into a single document and update the ordinances to reflect the new Comprehensive Plan.

I. Scope of Proposal

It is the intent of the Town of Chapin to solicit proposals from qualified firms for the Unified Zoning & Development Ordinance (UDO) that will comply with the South Carolina Local Government Comprehensive Planning Enabling Act of 1994. The proposal should be inclusive of all areas within the municipal boundaries of the Town of Chapin.

All proposals must be complete and carefully worded and must convey all of the information requested, in order to be considered responsive. If the statement fails to conform to the essential requirements of the RFP, the Town of Chapin will be the judge as to whether that variance is significant enough to consider the RFP non-responsive and therefore not considered for award.

Unless stated otherwise herein, the basic and governing language of the contract resulting from this solicitation shall be comprised of the RFP documents, including any attachments and amendments and the successful firm's signed Statement. In the event of a conflict between the two documents, this RFP shall govern.

The Town of Chapin shall not, under any circumstance, be liable for any pre-contractual expenses incurred by the Bidders. Bidders shall not include any such expenses as part of their proposal. Pre-contractual expenses are defined as any expenses incurred by the Bidder while: [1] preparing their proposal in response to this RFP; [2] submitting that proposal to the Town of Chapin; [3] negotiating with the Town of Chapin any matter related to this RFP, including a possible contract; or [4] engaging in any other activity related to this RFP prior to the effective date of award.

II. Scope of Work and Deliverables

1. Required Professional Products and Services. The required minimum scope of services for the Unified Zoning & Development Ordinance (UDO) is described below.

Scope of Unified Zoning & Development Ordinance

- 1.1 Identify the key project stakeholders, including policy and decision makers. Develop a full understanding of the project expectations of those stakeholders and document those expectations. This task should include interactive discussions between consultants and stakeholders. Consultants should be prepared to present and explore a range of project and scope options, concepts, approaches, and issues with stakeholder, in order to effectively draw out informed stakeholder input.
 - 1.1.1 A minimum of one stakeholder meetings will be required.
 - 1.1.2 A minimum of one public workshops to gain public input will be required.
 - 1.1.3 The bidder may include additional stakeholder and/or public meetings in their Plan.
- 1.2 Identify and document a detailed scope of work for the plan including identification of the issues that must be addressed by the final Unified Zoning & Development Ordinance (UDO), based on stakeholder and staff input, and on the Consultant's professional expertise.
- 1.3 Develop a description of the type and format of the final Unified Zoning & Development Ordinance (UDO) product(s) to be delivered at the close of the entire planning project, including descriptions of the product(s)' media, format, mapping, style, etc. Depending on the recommended types of plan products, this may include things such as: the general style and layout of plan maps, layout of web page(s)/materials, style and layout of pamphlets/brochures, table of contents for a plan document, and/or other.
- 1.4 Develop recommendations for the most effective and appropriate planning process/project approach that should be used for preparing the final Unified Zoning & Development Ordinance (UDO). The Town is open to creative approaches that will generate community goodwill and buy-in; public confidence in local government; excitement and enthusiasm among community leaders; positive press; and position subsequent neighborhood, corridor, and commercial center small area plans for success. This approach should include:
 - 1.4.1 Identify and recommend methods that should be used for public engagement and participation during the plan development. This public engagement strategy should be designed to ensure broad and enthusiastic citizen and business participation in the planning process, including a wide and representative demographic. The public engagement strategy should also

identify participation strategies for some of The Town's official boards, commissions, and elected leaders.

This is considered a key deliverable. It is anticipated that the consultant will work closely with Town staff in developing and recommending budget-appropriate approaches. Depending on the projected costs for public engagement and outreach, the Consultant may need to prepare two or three cost alternatives that can be presented for consideration.

- 1.4.2 Identify and recommend the most appropriate methods and tasks for publicizing the project and maintaining interest and communication with the public. This public communication strategy should identify each of the methods of public communication that will be used during the Plan development, the points/dates at which they will be used during the project (tied to the Project Workplan), and estimated costs for each method. (For example, if direct mailings to citizens were to be recommended, then identify the number and type of mailings, and the cost for each.) The public communication strategy should identify any optional elements that could be eliminated if necessary, to reduce the project cost.

This is considered a key deliverable. It is anticipated that the consultant will work closely with Town staff in developing and recommending budget-appropriate approaches. Depending on the projected costs for public engagement and outreach, the consultant may need to prepare two or three cost alternatives that can be presented for consideration.

- 1.4.3 A detailed breakdown of the project into project phases and tasks for each phase, including a recommended timeline for each task/phase, and estimated costs for each phase.
- 1.4.4 It is intended that Town staff will have minimal tasks in the workplan. The Zoning Administrator will provide oversight for the Consultant and the achievement of set milestones by the Consultant. It is expected that the Consultant will work in collaboration with Town staff.
- 1.4.5 The workplan should also provide cost estimates for costs other than Town staff and consultant costs, for each task. These costs may include postage, mailings, materials, equipment or rentals, etc.

- 1.5 Develop recommendations for branding the Unified Zoning & Development Ordinance (UDO) project. Create an overall project identity that successfully translates into the project's community image and includes elements such as a project name, tag line, and logo with versions appropriate for print, Web and television coverage.

1.6 Consultants are expected to assist through the adoption process. Consultants should be prepared to attend and present at Planning Commission and Town Council meetings during the adoption process. A minimum of three meetings should be expected. Consultants are not required to outline the presentation in their Proposal. Rather, it is expected that Town staff will work collaboratively with the selected Consultant on this presentation. The Consultant's presentation should:

- 1.6.1 Provide the Planning Commission and Town Council with an overview of the various types of planning approaches that have been used successfully by similar communities to develop their zoning and development ordinances, and how these approaches have been integrated into The Town's Plan;
- 1.6.2 Provide the Planning Commission and Town Council with an overview of public engagement approaches and technologies that have been used successfully by other communities and how these approaches have been integrated in The Town's Plan;
- 1.6.3 Describe the approach that the consultant is using to develop the Project Approach and Workplan. It is expected that a group discussion with the Planning Commission and Town Council about the presentation will occur.

Although the requirements above identify specific written report deliverables that might be used for certain tasks, Consultants are free to propose different types and numbers of reports/documents that will be delivered to satisfy the needs described above. At a minimum, the Consultants must provide deliverables that satisfy the required elements specified in the South Carolina Local Government Comprehensive Planning Enabling Act of 1994, as amended. Please specify in your Proposal the individual reports/documents that you propose to submit in order to meet the requirements of this RFP.

2. Modifications to the Scope to Allow Flexibility in the Development of the Unified Zoning & Development Ordinance (UDO).

It is possible that in developing the scope and approach for the Unified Zoning & Development Ordinance, the Consultant may need to assess whether or not the structure and timing of the proposed scope supports the development of the best possible Unified Zoning & Development Ordinance (UDO). This topic may be further explored in the course of stakeholder discussions. Should such discussions lead to a decision to revise the overall project scope, The Town would seek to renegotiate revisions to the scope and contract with the selected Consultant.

3. Project Time Frame.

The scope of work under this RFP should be accomplished by April 18, 2023. The Consultant will be required to assist Town staff in moving the Unified Zoning &

Development Ordinance (UDO) through to adoption once the final draft is ready for the adoption process. This will include presentations to the Planning Commission and Town Council.

4. Consultant-Town Interaction.

It is expected that development of the deliverables specified in the RFP will be based on a high degree of interaction and collaboration with Town staff, Boards and Commissions. The final products and recommendations should be tailored to the needs of the Town of Chapin, informed by discussions with key stakeholders, and based on a solid understanding of the community, its people, its local government, its development and planning history, and the capacity of The Town to execute the recommended workplan. Proposals should allow sufficient meetings, contact, and interaction with Town staff, Boards and Commissions and the Town of Chapin community.

5. Interim and Final Products.

Submitted Proposals should include sufficient interim products, report drafts, and/or key deliverables that Town staff can provide timely feedback at key milestones during the project. Key interim deliverables and/or check-in or feedback points should be identified in the Proposal.

6. Format of Deliverables.

It is anticipated that most of the products for this project will be developed digitally, as Microsoft Office Word, Excel, or PowerPoint products, depending on the specific deliverable. Intermediate and review copies and comments may be distributed digitally. Consultants will need to bring any needed hard copies to meetings. The final deliverables shall be provided in the same manner as the intermediate and review copies in digital versions of Microsoft Word, Excel, and/or PowerPoint products. Any photographs delivered for the product must be delivered in an acceptable digital format (on a USB Flash Drive). If any large-format deliverables are proposed, please limit posters to no more than 36" x 48".

7. Required Proposal Content and Format.

7.1 Proposal Format and Copies. Respondents should provide seven (7) hard copies of the Proposal, plus a digital copy on a USB Flash Drive in PDF format, printable on standard 8.5" x 11" paper. Proposals should be no more than 30 single sided 8.5" x 11" printed pages, excluding cover/end pages, table of contents, and dividers. Proposals should use at least 11-point font. Proposals cannot be emailed or faxed.

7.2 Project Proposal. Proposals should be organized into the following seven sections, each section tab-separated and labeled accordingly:

7.2.1 Introductory Letter. Letter should include the designation of a contact person, with appropriate contact information, including email, to address any questions concerning the Proposal.

7.2.2 Statement of Qualifications. Provide a brief description of the consulting firm/team submitting the Proposal, and the firm/team's qualifications.

7.2.3 Relevant Experience. A description of similar projects that the consulting firm/team has conducted for similar communities, including relevant Zoning and Development Ordinances or Land Use planning projects. For no more than three (3) of these projects provide a brief 1-2-page description of the project approach, including citizen participation and outreach methods, publicity and public communication methods, and contact names and phone numbers for the client organizations. Do not exceed 10 pages in total for this section.

7.2.4 Proposed Consultant Staff. Identify the names and qualifications of personnel proposed for the project. Identify the project manager and team structure including Town staff, boards and commissions. Identify the approximate percentage of work that each staff member will contribute to the firm/team's total project effort. Any substitution of Consultant staff must be approved by The Town after review of their qualifications.

7.2.5 Project Approach. Describe the proposed project approach and process for Unified Zoning & Development Ordinance (UDO) development. Identify the project stages and tasks, interim and final deliverables, and proposed sequence of tasks. This section of the Proposal should also clearly identify the number of trips to/from Town of Chapin required for each project phase, and personnel included.

7.2.6 Project Schedule. Provide a project schedule, identifying beginning and end dates of each of the major phases or tasks described. Also include anticipated dates for delivery of interim and final deliverables.

7.3 Cost Proposal. The Cost Proposal should be with the RFP and delivered in a separate sealed enclosure. The work will be performed on a fixed price basis. Review of the cost proposal will be done after the ranking of the RFP.

7.3.1 The Cost Proposal should specify a "not-to-exceed" amount for the entire project. The budget proposal should break this not-to-exceed cost into its component costs, including:

1. The costs for each of the project stages and tasks identified in the Proposal;
2. Costs for travel, lodging, and meals. Identify the minimum number of trips to and from Town of Chapin that will be required, the number of persons and days for each trip, and the project phase.

3. Costs for any optional tasks, products, or services identified in the Proposal;
4. Costs for any additional tasks, products, or services beyond those requested in this RFP that are incorporated in the Proposal.

7.3.2 Provide a fee schedule for supplemental charges that would be charged for additional unforeseen work tasks beyond those proposed/anticipated in the Proposal, should such services be required, such as: fees for conducting additional meetings with Town staff/general public; additional trips to and from Town of Chapin; additional iterations/revisions of product deliverables outside of the original scope. Provide per-occurrence, per-unit, or per-hour rates, as appropriate, for such additional services.

9. Proposal Terms and Conditions.

- 9.1 **Governing Law.** Consultant consents to personal jurisdiction and venue in a state court of competent jurisdiction in Town of Chapin, South Carolina. For the selected firm(s), the resulting contract will be governed by the laws of the State of South Carolina.
- 9.2 Any expenses incurred by the Consultant in appearing for an interview or in any way in providing additional information as part of the response to this Request for Proposals are solely the responsibility of the Consultant. The Town of Chapin is not liable for any costs incurred by Consultants in the preparation of proposals or any work performed by the Consultant prior to the approval of an executed contract with the Town of Chapin.
- 9.3 The Town of Chapin also notifies all Consultants that The Town has the right to modify the Proposal and final selection of work product requirements as needed.
- 9.4 The Town is bound to comply with South Carolina's Public Records Law, and information submitted with any proposal, with few exceptions, is a matter of public record.
- 9.5 The Town shall not infringe upon any intellectual property right of any vendor, but specifically reserves the right to use any concept or methods contained in the Proposal. Any desired restrictions on the use of information contained in the Proposal should be clearly stated.
- 9.6 If a contractual agreement is not reached with the successful firm within 30 days of selection, The Town reserves the right to terminate negotiations with the selected firm. If this should occur, The Town would have the option of entering into contractual negotiations with the next successful firm or re-advertising for the RFP.
- 9.7 The Town shall not be under any obligation to return any materials submitted in response to this RFP.