

Request for Proposal (RFP) **LS 09-2024-01** for a Town Sign Beautification Landscaping project:
September 3, 2024

Request for Proposal (RFP) Town Sign Beautification Landscaping

1. Project Title: Town Sign Beautification Landscaping

2. Project Overview: The Town of South Congaree is seeking proposals from qualified landscaping firms to enhance the aesthetic appeal of the town's electric sign. The goal of this project is to create a visually appealing and welcoming environment around the town's sign through thoughtful landscaping. The selected firm will be responsible for designing, installing, and maintaining the landscaping around this sign.

3. Requirements and Deliverables:

- **Design Plan:** Develop a comprehensive landscaping design for the sign located on Main Street. The design should incorporate seasonal plants, durable materials, and align with the town's aesthetic guidelines.
- **Installation:** Execute the approved design plan, including planting, installation of any required irrigation systems, and the use of high-quality materials.
- **Maintenance:** Provide ongoing maintenance services for a period of 9 months to ensure the landscaping remains in optimal condition. Maintenance tasks include weeding, pruning, watering, and replacing any dead plants.
- **Budget and Timeline:** Provide a detailed budget and timeline for the design, installation, and maintenance phases.

4. Timeline:

- **Proposal Submission Deadline:** September 10, 2024
- **Selection of Contractor:** September 17, 2024
- **Project Start Date:** ASAP
- **Project Completion Date:** ASAP
- **Maintenance Period:** September 2024-June 30, 2025

Options for Bid Package

Option 1: Standard Package

Description: This package provides a foundational solution to enhance the aesthetics of the area with essential landscaping features.

- **Scope of Work:**
 - Backfill and sod installation to match the current aesthetics of the site.
 - Installation of one shrub or evergreen to effectively hide or cover the electrical pole and box.
- **Materials/Equipment:**
 - Sod and backfill materials.
 - One shrub or evergreen plant of suitable size and variety.
- **Timeline:**
 - Estimated duration for completion: ASAP.
- **Additional Notes:**
 - The selected shrub or evergreen will be chosen to complement the existing landscape and meet functional needs.

Option 2: Premium Package

Description: This package offers an enhanced landscaping solution with comprehensive features and aesthetically pleasing additions.

- **Scope of Work:**
 - Backfill and installation of a retaining block wall.
 - Planting of flowers and additional plants to create visually pleasing aesthetics.
 - Inclusion of an evergreen plant to effectively cover and obscure the electrical pole and box.
- **Materials/Equipment:**
 - Sod, backfill materials, retaining blocks, a selection of flowers and plants.
 - Evergreen plants of suitable size and variety.
- **Timeline:**
 - Estimated duration for completion: ASAP.

- **Additional Notes:**

- The selection of plants and flowers will be curated to ensure a harmonious and attractive landscape design.

5. Budget:

- The budget for the project is estimated at \$2000- 6000 Proposals should include a detailed breakdown of costs for design, installation, and maintenance.

6. Proposal Submission Guidelines:

- **Format:** Proposals should be submitted in sealed envelopes (6 copies).
- **Length:** Proposals should not exceed 10 pages with project examples.
- **Required Documents:**
 - Cover Letter
 - Company Profile
 - Design Concept
 - Detailed Cost Estimate
 - Timeline
 - References from Previous Projects
 - Proof of Insurance
 - Licenses and Certifications

7. Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Quality and creativity of the design
- Cost-effectiveness and adherence to budget
- Experience and qualifications of the firm
- Proposed timeline and ability to meet deadlines
- References and past performance

8. Contact Information: For any questions or clarifications regarding this RFP, please contact:

Kerri Charlton
Municipal Clerk
803-755-2760 ext. 101
townclerk@southcongarree.org
119 West Berry road
West Columbia, SC 29172

9. Submission Deadline: All proposals must be received by September 10, 2024, at 3:00 PM.

10. Additional Information:

- Site visits are encouraged
- The Town of South Congaree reserves the right to reject any or all proposals and to negotiate with the selected bidder to achieve the best possible outcome.

RFP Evaluation Rubric for Town Sign Beautification Landscaping

Project Title: Town Sign Beautification Landscaping

RFP Number: LS 09-2024-01

Evaluation Date: September 10, 2024

Total Score: 100%

1. Design Plan (30%)

Creativity and Quality (15%): How innovative and aesthetically pleasing is the design? Does it align with the town's aesthetic guidelines?

Excellent (15-13 points): Highly creative, exceptional quality, perfectly aligns with town aesthetics.

Good (12-10 points): Creative, high quality, mostly aligns with town aesthetics.

Fair (9-7 points): Somewhat creative, acceptable quality, partially aligns with town aesthetics.

Poor (6-0 points): Lacks creativity, low quality, does not align with town aesthetics.

Incorporation of Seasonal Plants and Durable Materials (15%): Does the design utilize appropriate seasonal plants and durable materials suitable for the local climate?

Excellent (15-13 points): Uses high-quality, seasonally appropriate plants and materials.

Good (12-10 points): Uses good quality, mostly seasonally appropriate plants and materials.

Fair (9-7 points): Uses some appropriate plants and materials, but with limitations.

Poor (6-0 points): Uses inappropriate plants and materials or lacks durability.

2. Cost-effectiveness and Budget Adherence (20%)

Detailed Cost Estimate (10%): How clear and comprehensive is the cost breakdown for design, installation, and maintenance?

Excellent (10-9 points): Detailed and transparent cost estimate with clear justification.

Good (8-7 points): Adequate cost estimate with some detail.

Fair (6-5 points): Basic cost estimate, lacking detail.

Poor (4-0 points): Incomplete or unclear cost estimate.

Adherence to Budget (10%): Does the proposal fit within the estimated budget of \$2,000-\$6,000?

Excellent (10-9 points): Well within budget with cost-effective solutions.

Good (8-7 points): Within budget with minor adjustments needed.

Fair (6-5 points): Slightly over budget or cost-effectiveness is a concern.

Poor (4-0 points): Significantly over budget or not cost-effective.

3. Experience and Qualifications of the Firm (20%)

Relevant Experience (10%): Does the firm have a history of successful projects similar in scope and scale?

Excellent (10-9 points): Extensive experience with numerous relevant projects.

Good (8-7 points): Some experience with similar projects.

Fair (6-5 points): Limited experience with a few relevant projects.

Poor (4-0 points): Little to no relevant experience.

Qualifications and Certifications (10%): Are the firm's qualifications, licenses, and certifications appropriate for this project?

Excellent (10-9 points): Fully qualified with all necessary licenses and certifications.

Good (8-7 points): Mostly qualified with required licenses and certifications.

Fair (6-5 points): Some qualifications but missing key licenses or certifications.

Poor (4-0 points): Lacks necessary qualifications, licenses, or certifications.

4. Proposed Timeline and Ability to Meet Deadlines (15%)

Project Timeline (15%): Is the timeline realistic and does it align with the project start and completion dates?

Excellent (15-13 points): Detailed, realistic timeline with clear milestones.

Good (12-10 points): Mostly realistic timeline with minor adjustments needed.

Fair (9-7 points): Basic timeline with potential for delays.

Poor (6-0 points): Unclear or unrealistic timeline, likely to miss deadlines.

5. References and Past Performance (15%)

Quality of References (15%): Are the references strong and do they reflect positive past performance on similar projects?

Excellent (15-13 points): Strong references with highly positive feedback.

Good (12-10 points): Positive references with some relevant feedback.

Fair (9-7 points): Mixed references with limited relevant feedback.

Poor (6-0 points): Negative or insufficient references.

Total Score Calculation:

Design Plan: /30

Cost-effectiveness and Budget Adherence: /20

Experience and Qualifications of the Firm: /20

Proposed Timeline and Ability to Meet Deadlines: /15

References and Past Performance: /15

Final Score: _____ /100

Evaluator Name: Ted Luckadoo

Evaluator Signature: _____

Date: _____