



Request for Proposals

City of Camden, South Carolina
Post Office Box 7002
Camden, SC 29021

PROJECT: Property Research of Abandoned Rail Corridor

The City of Camden, South Carolina (the “City”) invites interested and qualified consultants specializing in development of rails-to-trails projects to submit a proposal (the “Proposal” or “Proposals”) to determine the status of the abandoned Norfolk Southern rail corridor that extends through the City of Camden and research property titles related to the corridor.

Sealed Proposals shall be delivered under the terms and conditions of this RFP, via mail or hand-delivery, as follows:

By Mail:

City of Camden, South Carolina
Attention: Shawn Putnam
Post Office Box 7002
Camden, SC 29021

Hand-Delivery

City of Camden, South Carolina
Attention: Shawn Putnam
1000 Lyttleton Street
Camden, SC 29020

Proposals will be accepted until 12:00 PM, September 25, 2015. Any Proposals received after 12:00 PM, September 25, 2015 shall not be accepted. Further, any delay in receipt of the Proposal, whether by mail or hand-delivery, or any incompleteness or illegible portions of any Proposal, will be the responsibility of the bidder.

Background

The City of Camden, founded in 1732, is South Carolina's oldest inland municipality. The City is located in the central portion of the State, within the area often referred to as "the Midlands." The City is the county seat of Kershaw County, and it is located approximately thirty miles northeast of the City of Columbia.

In 2013 a coalition called Eat Smart Move More Kershaw County (ESMMKC) completed the Kershaw County Bicycle, Pedestrian and Greenway Plan. The plan combines past planning efforts with new research and analysis, and includes a full public input process. A proposed on- and off-street bikeway, walkway, and trail network is included in this Plan, as well as recommended policies and programs to encourage usage of the bikeway, walkway, and trail network and to promote safe bicycling, walking, and driving practices. These combined elements establish a complete, up-to-date framework for moving forward with improvements to Kershaw County's active transportation and recreation environment. A priority project in the plan is to install a greenway along the Norfolk Southern abandoned rail corridor within the City of Camden. Issues related to status and property ownership of the abandoned rail corridor need to be determined and resolved before any other work could begin on the greenway.

Part I

General Information

- A. Only those Proposals that are timely submitted (in accordance with first page of this RFP) and address the terms and conditions of this RFP shall be considered.
- B. Proposals must be made in the official name of the firm or individual under which the business is conducted (showing official business address) and must be executed by the manual signature of a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal.
- C. Proposals are to include all applicable requested information and any additional information the proposer wishes to be considered. RFP submittals are limited to 20 sheets of paper. All sheets in excess of the 20 sheet limit shall not be considered. The front and back of each sheet may be used, but each side shall constitute a sheet for purposes herein. Tab dividers and cover page shall not be counted in the 20 sheet limit. All written information on a sheet shall, at a minimum, be double spaced and 12 point font.
- D. One (1) original and three (3) copies of your proposal are required.
- E. Due to the possibility of negotiation with any consultant submitting a proposal which appears to be eligible for contract award pursuant to the selection criteria set forth in this RFP, prices will not be divulged at time of opening.
- F. Notice of initial award of the contract will be posted at www.cityofcamden.org.
- G. Proposals shall be submitted in writing via mail or hand-delivery as provided on the first page of this RFP. Proposals submitted via fax or electronic mail will not be accepted.

Part II

Proposal Requirements

A. Methodology

1. A discussion of the general approach to the work demonstrating basic understanding of the requirements of the project.
2. A detailed description of work tasks associated with each phase of the work and a preliminary assignment of key personnel, time, and costs associated with each task.
3. A detailed itemization of all proposed direct expenses for the project including travel, per diem expenses, printing, and the like. The consultant's proposed total project costs must be for a lump-sum amount (see Part II, C below).
4. A schedule for the completion of work, including time for review by City staff.

B. Information relative to the consultant firm, including:

1. Resumes of key personnel included in the proposal, including any subcontractors.
2. Capability to dedicate staff and resources to the project.
3. If more than one firm, description of arrangements between firms for conducting the work, assignment of responsible individuals for each firm, and past experience of joint work by firms.
4. Capability to adhere to project schedule.
5. At least three, but no more than five, recent (within last 5 years) relevant projects along with contact information for a reference.

C. Estimated project cost information shall be used to determine appropriate lump-sum contract amounts to assist in the evaluation of the consultant's understanding of the work and final negotiations of a contract.

Part III

Scope of Services

The project scope of services will include the following:

A. Corridor Assessment

The Consultant will work with the City of Camden to determine the current status of the Norfolk Southern railroad right-of-way that traverses through the east side of the City of Camden. Building on the initial research conducted by the Rails to Trails

Conservancy, the Consultant will provide a high-level assessment of the corridor's status with the federal Surface Transportation Board (STB) and potential for property ownership revision. The results of this study will allow the City of Camden to make an informed decision regarding the value of the Adjacent Property Title Research described below.

As part of this assessment, the Consultant will develop a GIS base map of the railroad corridor within the City of Camden. This GIS base map will be based on information provided by the City of Camden, including but not limited to, property boundaries, topography, wetlands, and floodplain.

B. Adjacent Property Title Research

The Consultant will work with the City of Camden to determine adjacent property title results associated with up to ten (10) miles of the railroad right-of-way. See attached map showing location of corridor. Working from tax and deed information, the Consultant will examine the fee simple ownership and easements that comprise the land holdings of the corridor. The Consultant will obtain the most recent legal descriptions of the properties that adjoin the railroad corridor in Kershaw County.

The Consultant will summarize our work in a written report that describes our findings and provide a set of maps that depict current ownership status and a typology defining the status of each parcel. The Consultant will provide the City of Camden one (1) digital PDF for review and comment.

C. Final Products

The Consultant will provide the City of Camden one (1) hardcopy and one (1) digital copy in PDF format of the report and associated maps.

Part IV

Evaluation Criteria

The City will evaluate proposals and select the consultant based of the following criteria:

A. Professional Qualifications (30%):

Proposals will be evaluated for the consultant's relevant experience working with rails-to-trails projects, including but not limited to, rail corridor assessment, property title research, and experience with legal issues concerning rail-trail acquisition and the development of written materials on legal issues relating to rail-trail conversions.

B. Proposed Methodology and Scope of Work (30%):

Proposals will be evaluated on the stated approach to the work, the detailed organization of tasks and schedules to implement the approach, and a demonstrated understanding of the requirements of the City.

C. Management Plan and Timetable (20%):

Proposals will be evaluated for the consultant's stated approach to managing the project, giving appropriate attention to project tasks, and the proposed timetable for the project.

D. Proposed project costs (20%)

Your proposal must include all information requested in the RFP. Failure to do so may be cause for rejection of the proposal.

The City reserves the right to reject any or all proposals and to award the contract based on the established criteria and according to the proposal that best serves the interest of the City.

Part V

Additional Information

- A. This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of the Proposal, or to procure or contract for other goods or services. The City reserves the right to accept or reject any or all Proposals received as a result of this request, or to cancel in part or in its entirety this proposal if it is in the best interest of the City to do so, which interests shall be determined in the City's sole discretion.
- B. The successful firm, prior to execution of the contract, must possess or obtain a Business License from the City. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City, if the vendor is not currently doing other business inside the City limits. If the vendor is currently doing other business within the City, and does not possess a business license, then the fee for the license is based on total gross receipts from customers within the City.
- C. This services requested by this RFP shall be subject to the availability and appropriation of funds by the Council.
- D. Any questions regarding this RFP should be directed in writing, via e-mail, to Shawn Putnam, City Planner, at the following email address: putnam@camdensc.org. All questions will be answered via e-mail with a copy to each firm.
- E. By submitting your Proposal, you recognize that the information in the Proposal may be subject to disclosure under the provisions of the South Carolina Freedom of Information Act (codified at S.C. Code Ann. §§ 30-4-10 et seq. (1976, as amended) ("FOIA"). To avoid dissemination of potentially private or proprietary information, any confidential, protected or otherwise private materials must be specifically stated as such in the Proposal and an applicable exemption under the FOIA shall apply.

