



CHEROKEE RECREATION DISTRICT

PO Box 1119
580 Twin Lakes Rd
Gaffney, SC 29341
Tel: (864) 489-6036

Email: abi.reid@cherokeecountysc.com

REQUEST FOR PROPOSAL 2022-03

Feasibility Analysis – Outdoor Sports Complex

Issued on: Friday, August 27, 2021
Proposal Due: Friday, September 24, 2021

Cherokee County

Request for Proposals

Feasibility Analysis – Outdoor Sports Complex

**Proposal Submission Deadline: 12:00pm, Friday, September 24,
2021**

I. Purpose, General Information, Scope, and
Timeline

i. PURPOSE

Cherokee Recreation District is seeking proposals from organizations experienced in preparing feasibility studies for recreation departments specifically to identify areas of need, sustainability, and the fiscal impact of multi-use outdoor sports complexes. The study will serve as a management tool to guide the organization in envisioning and implementing its future.

ii. GENERAL INFORMATION

The Cherokee Recreation District is situated approximately 100 acres right on Hyatt Street in Gaffney, SC about ½ mile from Exit 90 on Interstate 85. The Recreation District is a legislatively created special purpose tax district managed by Director and Assistant Director who reports directly to an appointed Board of Directors.

iii. SCOPE OF WORK

The Feasibility Analysis will address long term and short-term needs for the District including market demand, sustainability, and the fiscal impact of such a facility. This plan and associated recommendations for implementation will assist the District with envisioning a sustainable future when planning and completing future complex improvements.

Scope of work will include, but may not be limited to the following deliverables:

- Assess the potential demand for multi-use diamond and/or rectangular fields and the potential for ancillary development surrounding the complex

- Develop a detailed financial model reflecting anticipated operations of the proposed sports and mixed-use complex, based on the utilization estimates developed during the market demand assessment
- Develop estimates of economic and fiscal impact related to the proposed complex, focusing on new spending to the market generated by visitors to the area

It is anticipated that the scope of work will take place over an approximate 3-4 month period.

iv. **TIMELINE**

| | |
|------------------------------|--------------------|
| RFP Release Date | Friday, 8/27/21 |
| Deadline to Submit Questions | Friday, 9/10/21 |
| Questions and Answers Posted | Wednesday, 9/15/21 |
| Proposals Due | Friday, 9/24/21 |

II. Instructions to Bidders

A. PROPOSAL SUBMISSION PROCEDURES

1. Proposals must be received on or before the Due Date (Friday, September 24, 2021 at 12:00 pm).
2. Bidders shall submit ten (10) copies of their Proposal Package to Abi Reid at 110 Railroad Avenue, Gaffney, SC 29340.
3. Proposal Packages must include:
 - ✓ Cover letter
 - ✓ Description of proposer
 - ✓ Qualifications and experience
 - Include summary of relevant experience
 - Experience working with other recreation district/departments
 - Samples of two similar completed projects and a summary of their implementation
 - ✓ Project Approach
 - Narrative of understanding of the scope of work
 - Summary of methodology to complete the scope of work
 - Estimated timelines along with anticipated partnerships and collaborations
 - ✓ Key personnel
 - ✓ Proposed fee and expenses
 - ✓ Certificate of Insurance (see IV g below for requirements)
 - ✓ Standard contract – Please submit for review a copy of the consultant’s standard contract. The County may elect to use its own contract form. The selected consultant will be provided with a copy for review if used.

Failure to provide any of the above requested information may result in disqualification of Proposal. The District reserves the right to request additional information pertaining to the Proposal Package, or any other matters related to the Request for Proposal (RFP). Proposal documents, including the Offer of Payment, must be signed by persons authorized to contractually bind the Proposer.

B. QUESTIONS REGARDING REQUEST FOR PROPOSAL

Questions regarding the RFP must be made in writing and submitted electronically to rfp@cherokeecountysc.com by noon on Friday, September 10, 2021. All questions and answers will be posted publicly on Wednesday, September 15, 2021 at 5:00 p.m at the following site: <https://cherokeecountysc.gov/finance-purchasing/>

C. OFFICIAL CONTACT INFORMATION:

Merv Bishop
Assistant County Administrator
Cherokee County
110 Railroad Ave.
Gaffney, SC 29340

III. Review and Selection Criteria

The Cherokee County Recreation District will evaluate the materials provided in response to the Request for Proposals based on the following criteria:

- ✓ Understanding of the Project
- ✓ Past experience and performance of the Consultant with similar projects
- ✓ Consultant's methodology and approach to the project
- ✓ Consultant's expertise, successful communication with clients, and demonstrated capacity to complete the project in a timely manner
- ✓ Conformance to the RFP requirements
- ✓ Proposed fee

IV. Terms and Conditions

All information contained within this RFP and all supporting documents are based upon information from a variety of sources. Additional information may be made available via written addenda throughout the RFP process. Bidders shall be responsible for their own due diligence in preparing a Proposal. No representation or warranty is made by the County with respect to the condition of the Property, the suitability of the Property for a Bidder's potential use or the information provided herein.

- A. Bidders shall be responsible for the accuracy of the information they provide to the County in connection with this RFP.

- B. The District shall not be responsible for any costs incurred by a Proposer in connection with the preparation, submission, or presentation of its Proposal.
- C. Nothing contained herein shall require the District to enter into exclusive negotiations with any Proposer and the District reserves the right to amend, alter and revise its own criteria in the selection of a Proposer without notice.
- D. The District reserves the right to request clarification of information submitted in a Proposal and to request additional information from any Proposer.
- E. The District may not accept any Proposal received after the time and date specified in the RFP.
- F. Upon selection of a Proposal, the District shall enter into negotiations with the successful Consultant.
- G. Minimum insurance coverage requirements:

APPLICABLE TO ALL VENDORS:

- ✓ Evidence of Insurance (Acord 25)
- ✓ Include Additional Insured Endorsement as specified or substitute from providing equivalent coverage. Provide copies of endorsements.

General Liability

- ✓ Commercial General Liability with a limit of not less than \$1M per occurrence and \$2M General Aggregate

General Insurance Requirements

- ✓ Notice of Cancellation (60 Days)
- ✓ Required insurance coverages does NOT represent that the coverage and limits will be adequate – and shall not be deemed as a limitation of liability under this contact or agreement.
- ✓ Any deductibles or self-insured retentions shall not apply to any Additional Insured and are the sole responsibility of the Named Insured.

Workers' Compensation

- ✓ Workers' Compensation (statutory coverage for SC)

Professional Liability

- ✓ Required for suppliers of professional services. Limit of at least \$1M

- H. **CONFIDENTIALITY:** The successful response will become part of the contract file and will become a matter of public record subject to public disclosure, as will all other responses received in response to this RFP.

The RFP process shall in all respects be governed by, and construed in accordance with, the laws of the State of South Carolina.