

REQUEST FOR PROPOSALS

**Stumphouse Mountain Park
Professional Services**

RFP #: 2022-2

June 10, 2022



**CITY OF WALHALLA
WALHALLA, SC**

STATEMENT OF WORK

Project Background

The City of Walhalla currently manages a remote recreational park. The park has limited amenities such as a picnic pavilion, parking, vault toilet. However, it has quality viewing and recreational opportunities. The park encompasses 300 acres of woodland that has a 200 ft waterfall, a pre-Civil War railroad tunnel, and almost 20 miles of premier mountain biking trails. It is all located 6 miles west-northwest of Walhalla off SC Highway 28 (Highlands Highway)

It is desired by the City of Walhalla that a contractor provide basic custodial, light maintenance, and general park duties.

The City of Walhalla operates on a limited budget and prides itself on being good stewards of tax dollars. Costs and returns on investment will be a major consideration in submitting a successful proposal.

Project Description

The City of Walhalla, herein referred to as, the City, is requesting a proposal for providing professional services in relation to the operation of Stumphouse Mountain Park. The specific description and components are listed under the General Requirements section.

Project Location

The park is located on 150 Stumphouse Tunnel Road, Walhalla, SC 29691.

General Requirements

The intent of these requirements is not to give all technical specifications, but instead to give general requirements such that the prospective vendor will be able make a proposal to the City. It is expected the successful vendor shall professionally perform a quality job in accordance with the City's direction/standards. The vendor shall furnish all labor and transportation necessary to the perform the work specified in this request. The City will provide all materials, uniforms, and equipment necessary to perform the work. Any additional work required to complete the following tasks and not specified below is considered incidental and no additional payment will be made. Descriptions of the vendor responsibilities and duties are further described in this document.

The project requirements, options and expectations are:

1. Attend meetings (locally) that pertain to Stumphouse Mountain Park and other matters related thereto.
2. Work with partners, stakeholders, volunteer groups, city departments, and other units of government for the operation of the park.
3. Provide guidance, expertise, and clerical work in the development of the Stumphouse Mountain Management Plan.
4. Proficient in the use of email, cell phone, two-way radio, MS PowerPoint, MS Word, MS Excel.
5. Participate in search and rescues. Respond to medical emergencies within the park.
6. Maintain a current Upstate EMS Council Emergency Medical Responder and American Heart Association CPR/AED.
7. Identifies work that needs to be contracted out or handled by other departments.
8. Pickup litter, empty trash receptacles, clean toilet building, re-stock supplies.
9. Maintain sign boards and other signage.
10. Perform light trail maintenance such as removing limbs and rocks from surfaces.
11. Recognize that the work schedule is varied. Some weekend/holiday work is required.
12. Answer visitor questions in a polite and professional manner.
13. These duties are not all encompassing, other duties related to park operations may be required.
14. Contractor required to maintain the appropriate liability and workers compensation insurance.

Period of Performance

The performance period will be July 1, 2022 to June 30th, 2023. Work will be evaluated monthly.

Termination

The contract may be terminated by either party, in writing, within 60 days of termination date.

Renewal

The contract will be valid for the initial period of performance. After that, the contract may be extended for a specified period. If no action is taken by either party within 60 days of the original contract end date, then the contract will automatically renew for a period of one (1) year. If no action is taken after that, the contract will automatically renew every year with no change in terms or conditions.

Acceptance and Payment

Upon acceptance of the vendor's proposal, by the City, a Notice to Proceed will be issued. Once the Notice to Proceed is issued the vendor can begin performing services. Once a month, services will be evaluated in accordance to the terms and conditions of the contract. Upon satisfactory completion of work, the vendor shall invoice the City. All invoices must display purchase order number when submitting for payment. Payment will be made via a city issued check.

The city administrator will be designated from the City at the time of Award to administer the contract and approve invoices. Changes to the terms of the contract will require approval from the city clerk and city council. All questions shall be directed to the city administrator. The vendor shall designate a person to act as a contact for the project.

Submittals

The proposals shall include the following related to the scope of work:

1. Cover letter
2. Resume that outlines:
 - a. Education
 - b. Experience
 - c. Credentials related to park management
 - d. References
3. Examples of past work (photos, brochures, reports, narratives)

4. Proposed costs

Ranking and Award Criteria

Proposals will be reviewed and ranked based upon past experience/performance in relation to the scope of work and ability/capability to perform the work.

The City reserves the right to negotiate costs to keep the operations within budget.

The City of Walhalla reserves the right to reject any and all proposals based on past performance or capability to perform the work.

Submit proposals in writing to **No Later than June 20, 2022:**
(Quotations may be emailed to the address below)

City of Walhalla
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