

**REQUEST FOR PROPOSALS**

**Stumphouse Mountain Bike Park  
Ross Mountain Road Parking Facility  
Professional Engineering and Design Services**

**RFP #: 2021-04**

*November 29, 2021*



**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 engineering and design services for a new parking facility located on the north side of the mountain bike park.

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 design and engineering services in relation to the design of a new parking lot off Ross Mountain Road. The specific description and components are listed under the General Requirements section.

### **Project Location**

The proposed parking facility is located on Ross Mountain Road, Mountain Rest, SC 29664. Location is attached in Exhibit A.

### **General Requirements**

The intent of these requirements is not to give all technical specifications, but instead to give general requirements such that the prospective contractor will be able make a proposal to the City. It is expected the successful contractor shall professionally perform a quality job in accordance with the City's direction/standards. The contractor shall furnish all labor and transportation necessary to the perform the work specified in this request. 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 contractor responsibilities and duties are further described in this document.

The project requirements and expectations are:

1. Provide aggregate surfaced parking facility design to include:
  - a. Adequate parking for at least 30 vehicles
  - b. Adhere to all ADA requirements
  - c. One way flow of traffic (Entrance/Exit will be two-way)
  - d. Island large enough for bike racks and CXT vault toilet

- e. Drainage structure adequate to protect adjacent bike trail
  - f. Sign plan for trail head and facility
  - g. Concept plan is attached in Exhibit B.
2. Provide Construction support services to include:
    - a. Construction layout/staking
    - b. Material/submittal approval

### **Deliverables**

1. Topographic survey with property boundary lines (.dwg and .pdf format)
2. Hydrology and hydraulic report (.pdf format)
3. Design calculations (.pdf format)
4. Construction Drawings (.dwg and .pdf format)
5. Construction Specifications (.pdf format)
6. Cost Estimate and Materials Quantity (.pdf format)
7. Stake out report (.dwg and .txt format)
8. As-builts (.dwg and .pdf format)

### **Engineers/Firm Requirements**

1. Registered Professional Engineer in South Carolina
2. Proven experience in design in the natural environment and recreational areas
3. Proven experience working with small municipalities
4. Prior experience with providing City of Walhalla is desirable

### **Period of Performance**

The performance period will be Jan 1, 2022 to June 30<sup>th</sup>, 2022. Work will be evaluated monthly.

### **Acceptance and Payment**

Upon acceptance of the contractor's proposal, by the City, a Notice to Proceed will be issued. Once the Notice to Proceed is issued the contractor 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 contractor 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 pay requests. 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.

### **Proposal Submittals**

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

1. Cover letter
2. Resume that outlines:
  - a. Design Team
  - b. Experience
  - c. References
3. Examples of past work (photos, brochures, reports, narratives)
4. Proposed costs (itemized)
5. Estimated timeline (for engineering and design only)

### **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 project within budget.

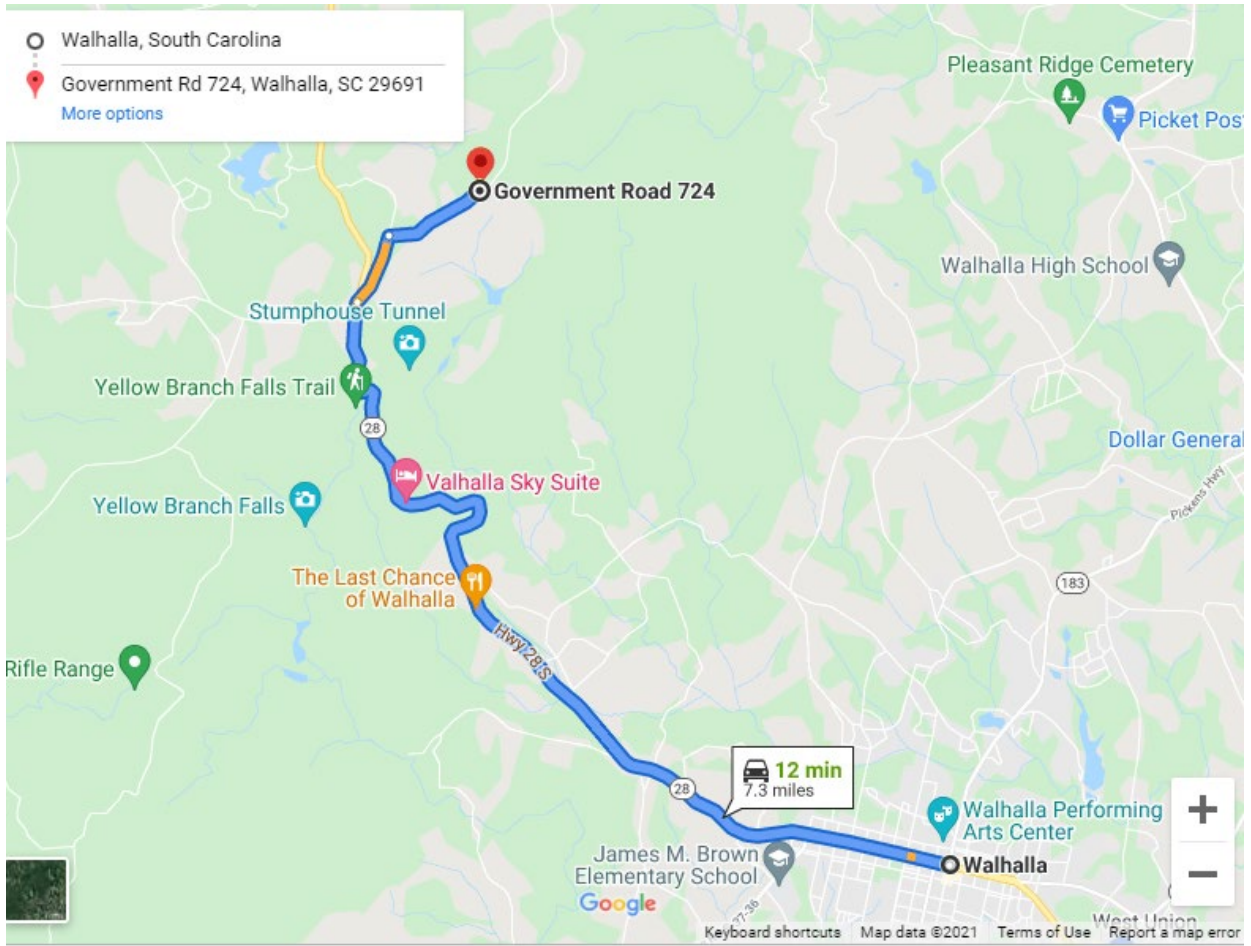
The City of Walhalla reserves the right to reject any and all proposals based on past performance or capability to perform the work.

Submit proposals in writing to **No Later than December 13, 2021:**  
(Quotations may be emailed to the address below)

City of Walhalla  
Brandon Burton, City Administrator  
206 N. Church Street  
PO Box 1099  
Walhalla, SC 29691

[bburton@cityofwalhalla.com](mailto:bburton@cityofwalhalla.com)  
864-638-4343 office

Exhibit A. Location Map



# Exhibit B. Concept Plan

