

CITY OF EASLEY STATE OF SOUTH CAROLINA



REQUEST FOR PROPOSAL March 2nd, 2026

Downtown Parking Lot Renovation 118 N. 2nd Street, Easley, SC 29640

The City of Easley (“the city”) is requesting proposals to identify vendors, to ensure that it is receiving the optimum level of services at a competitive price.

Responses shall be returned on or before March 25th, 2026, at 2:00 PM EST

**CITY OF EASLEY STATE OF SOUTH CAROLINA
REQUEST FOR PROPOSAL**



**Downtown Parking Lot Renovation
118 N. 2nd Street, Easley, SC 29640**

The City of Easley will receive REQUEST FOR PROPOSAL for the **Downtown Parking Lot Renovation** until 2:00 PM EST on March **25th, 2026**, The City of Easley's Parks and Recreation Department. Proposals will be reviewed at a later time by city officials following the submittals. Contractors maybe notified of an interview before the contract is awarded.

SUBMITTAL: One original and one copy of all requested documentation must be received by the city on or before **2:00 PM EST, March 25th, 2026**.

MARK ENVELOPE: **Downtown Parking Lot Renovation**

ADDRESSED TO: City of Easley
Attn: Christman Short and Mario DiPietro

MAILING ADDRESS: 111 Walkers Way, Easley, S.C. 29642

FOR QUESTIONS:

E-MAIL: cshort@cityofeasley.com and
mdipietro@cityofeasley.com

Any revisions to this Request for Proposal will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the Request for Proposal will be posted on the City of Easley website at: www.cityofeasley.com. **All should consult this website for updates before submitting proposal.**

Significant Date Schedule

Preproposal meeting	March 11 th , 2026; 10:00am – Easley City Hall – 205 N. 1 st Street, Easley, SC 29640
Last day for Questions	March 18 th , 2026; 5:00pm
Response to Questions	March 20 th , 2026; 5:00pm
Submittal of Proposal	March 25 th , 2026; 2:00pm – Parks and Recreation Department - 111 Walkers Way, Easley, SC 29642
Project Duration	Start 30 Days from Notice to Proceed 270 for Completion

DEADLINE ENFORCED

Proposals received after the time and date set for receipt of proposals WILL NOT be accepted and will be returned unopened to the contractor. It is the contractor's responsibility to ensure timely delivery of their proposal. Weather, flight delays, carrier errors and other acts of otherwise excusable neglect are risks allocated to the proposal and will not be exempted from deadline requirements. Telephone, e-mail or fax proposals will not be accepted.

No proposal will be accepted from a contractor who is not currently licensed as applicable, by the South Carolina Department of Labor, Licensing and Regulation Contractors' License Board, in accordance with Title 40, Chapter 11 of the Code of Law of South Carolina, and has a current South Carolina General Contractor's License. Requirements may be obtained at www.llr.state.sc.us. If this requirement is not met, your proposal will be disqualified and rejected.

If the submitter discovers any ambiguity, conflict, discrepancy, omission, or other errors in the IFB, proposal shall immediately notify the City of such error in writing and request modification or clarification of the document. The proposal submitter is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the IFB, or it shall be deemed waived. Prospective submitters are required to submit appointment request via email to. To obtain project information by email, prospective submitters are required to contact Christman Short at cshort@cityofeasley.com and Mario DiPietro at mdipietro@cityofeasley.com.

A non-mandatory pre-proposal meeting is scheduled for the date and time indicated on page 2 and will be held in the City of Easley Council Chambers, located at 205 North First Street, Easley, SC 29640. Immediately following the pre-proposal meeting, an invitation will be given to all in attendance to visit the project site for any additional questions and future understanding of the project.

The last day to submit questions for which a response is guaranteed is the date listed on page 2. An addendum with questions and responses will be issued after the deadline prior to the proposal submission date. Submitters are required to submit questions via email to cshort@cityofeasley.com and mdipietro@cityofeasley.com. The City of Easley will respond to all questions submitted by the above deadline no later than the date listed on page 2.

The City of Easley reserves the right to reject any or all proposals or waive any informalities in the proposal. Contractors submitting proposals shall be properly licensed at the date of the proposals and in the State of South Carolina to proposals and perform the work on which the proposal is submitted.

During the performance of the contract, the contractor shall comply with all Federal State or Local Laws relating to a Drug Free Workplace.

Proprietary and/or Confidential Information

Your proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your proposal. All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. **All information not so noted and identified shall be subject to disclosure by the City.**

SUBMITTERS ARE CAUTIONED that any statement made by City staff persons that materially changes any portion of this proposal document shall not be relied upon unless it is subsequently ratified by a formal written amendment to this proposal document.

This Invitation for Proposals is being issued by the City of Easley Parks and Recreation and the City Planning Department. Direct all questions or requests for clarification of this in writing to: City Engineer Mario DiPietro, utilizing the e-mail address shown on page 2 of this document.

Submitters are specifically directed not to contact any other City personnel for meetings, conferences, or technical discussions related to this request unless otherwise stated in this proposal. Failure to adhere to this policy may be grounds for rejection of your proposal.

Required Affidavits

Firms submitting proposals are required to include all affidavits found at the end of this Invitation for Proposals. If any of the affidavits are not applicable, N/A is an acceptable response.

Protest of Solicitation or Award

Contract Administration; Protest; Debarment – Section 34.17, (B)(1) of the City of Easley’s Procurement Policy allows any actual proposer, offeror, contractor who is aggrieved in connection with the intended award or award of a contract to protest to the City Administrator within ten (10) calendar days of the date the notification of award is posted in accordance with this policy. Any protest shall be in writing, submitted to the City Administrator, as stated above, and shall set forth the grounds of protest and the relief requested with enough particularity to give notice of the issues to be decided.

If selected, Notice of Award shall be posted on the City’s website; and Notice of Award, and notices of non-award, shall be sent to all submitters via e-mail. No hard copy notices will be sent via regular mail. Therefore, current E-mail Address are Required on All proposals submitted. All addenda, additional communications, responses to questions, etc. pertaining to the Invitation for Proposals will be posted on the City of Easley website at: www.cityofeasley.com . All proposals should consult this website along with SCBO, for updates before submitting proposals.

Invitation for Bids or Request for Proposals or other solicitation documents, whichever is applicable, or any amendment. Any protest shall be in writing, submitted to the City Administrator, as stated above, and shall set forth the grounds of protest and the relief requested with enough particularity to give notice of the issues to be decided.

Any revisions to this Invitation for Proposal will be issued and distributed as an addendum.

The words “Proposal”, “Submitter”, “Offeror”, “Proposer”, “Vendor”, and “Contractor” are used interchangeably throughout this proposal, and are used in place of the person, firm, or corporation submitting a proposal.

Dated at Easley, South Carolina THIS _____ DAY OF _____, 20_____

BY: Christman Short
Director of Parks and Recreation

BY: Mario DiPietro
City Engineer

BY: Tom Couch
City Administrator

BY: City of Easley Attorney

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SPECIAL TERMS AND CONDITIONS

The City of Easley is requesting sealed proposals from qualified contractors for the
Downtown Parking Lot Renovation

PROPOSAL AWARD

The City reserves the right to reject any or all proposals, and the right to waive technicalities and informalities in proposals.

INSPECTION AND ACCEPTANCE

Inspection and final acceptance shall be conducted by the individuals named below:
City of Easley

GOAL FOR PARTICIPATION

Expected to begin work within **30 day** following the **Notice to Proceed.**

TIME FOR COMPLETION:

The completion time for this project is **60** consecutive days to begin on the date designated on the Notice to Proceed. If the project remains uncompleted past the completion date, the agreement may be terminated for cause and the City of Easley will seek a new contractor for the completion of the work.

Should the contractor fail to complete this contract and the work provided therein within the time fixed for such completion, the contractor shall become liable to the City for all loss and damage which the City may suffer on account thereof. It is agreed and understood that it is, and will be, difficult and impossible to ascertain and determine the actual damage which the city will sustain in the event of, and by reason of, such delay. It is therefore agreed that the contractor will pay to the City in liquidated damages the sum of \$300.00 per day for every calendar day of unexcused delay beyond the time herein prescribed for finishing the work. In case same is the contractor agrees that the City may deduct the amount of liquidated damages from any money due or that becomes due the contractor under this contract. All deductions from any money due to the contractor is considered to be liquidated damages and not a penalty.

The remedies provided under this provision shall not be construed to limit, waive or otherwise abrogate any other remedy that the City shall be entitled to under other terms and conditions of this Contract. Failure of the City to enforce the liquidated damages provision of the contract shall not constitute a waiver of the breach of the contract for failure to perform in a timely manner. Any extension of time will be in the form of a Change Order duly authorized and signed by the proper City officials, prior to the quoted completion date.

The contractor shall not be charged with resulting damage if:

The delay in completion of the work arises from unforeseeable causes beyond the control and without the fault or negligence of the contractor, including, but not restricted to act of God, acts of the public enemy, acts of the City, acts of another contractor in the performance of a contract with the City, fires, floods, epidemics, strikes, freight embargoes, delays of subcontractors or suppliers arising from unforeseeable causes beyond their control; and

The contractor, within ten (10) days from the beginning of such delay, (unless the City grants a further period of time before the date of final payment under the contract) notifies the City in writing of the cause(s) of delay. The City shall ascertain the facts and the extent of the delay and extend the time for completing the work when, in its judgment, the findings of facts justify such an extension, and findings of fact shall be final and conclusive on the parties.

CONTRACTOR INSURANCE REQUIREMENTS

The contractor shall procure and maintain insurance for the duration of this Contract against any and all claims for injuries to persons or damages to property which may in any way arise from, or in connection with, the performance of the work hereunder by the contractor, its subcontractors, agents, representatives, or employees for not less than any limits of liability shown below with a carrier authorized to do business in the State of South Carolina.

All coverage shall be primary and shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the limits of the insurer's liability. Original endorsements, signed by a person authorized to bind coverage on its behalf, shall be furnished to the City by the successful submitter.

Certificate of insurance must be included in the Proposal.

Commercial General Liability: The contractor shall maintain insurance for protection against all claims arising from injury to person or persons not in the employ of the contractor and against all claims resulting from damage to any property due to any act or omission of the contractor, his agents, or employees in the operation of the work or the execution of this contract.

The contractor shall maintain the General Liability coverage required for a period of not less than five (5) years after project completion. General Liability must include Products/Completed Operations coverage.

Where the work to be performed involves excavation or other underground work or construction, the property damage insurance provided shall cover all claims due to destruction of subsurface property such as wire, conduits, pipes, etc., caused by the contractor's operation. The minimum shall be as follows:

Bodily Injury (Injury or Accidental Death) and
Property Damage \$1,000,000 per occurrence

Comprehensive Automobile Liability: The contractor shall maintain Automobile Liability Insurance for protection against all claims arising from the use of vehicles, rented vehicles, or any other vehicle in the prosecution of the work included in this contract. Such insurance shall cover the use of automobiles and trucks on and off the site of the project. The minimum amounts of Automobile Liability Insurance shall be as follows:

Bodily Injury (Injury or Accidental Death) and
Property Damage \$1,000,000 Combined Single Limit

Umbrella Liability \$2,000,000 per occurrence

South Carolina Workers' Compensation Insurance: The contractor shall maintain Workers' Compensation Insurance for all of contractor's employees who are in any way connected with the performance under this agreement. Such insurance shall comply with all applicable state laws and provide a waiver of subrogation against the City, its officers, officials, agents, and employees.

South Carolina Workers' Compensation - Statutory Limits Employers Liability Insurance -
\$1,000,000 Each Accident

\$1,000,000 Disease Each Employee
\$1,000,000 Disease Policy Limit

The contractor shall provide the City with a Certificate of Insurance showing proof of insurance acceptable to the City. Certificates containing wording that releases the insurance company from liability for non-notification of cancellation of the insurance policy are not acceptable. Certificates showing proof of such insurance shall be submitted to City prior to commencement of services under this Agreement by email to both cshort@cityoffeasley.com and mdipietro@cityoffeasley.com. Further, it shall be an affirmative obligation upon the contractor to advise City by e-mail to both cshort@cityoffeasley.com and mdipietro@cityoffeasley.com, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement.

The General Liability policy is to contain or be endorsed to name the City, its officers, officials, agents and employees as additional insureds as respects the liability arising out of the activities performed under this Contract. Such coverage shall be primary and shall apply separately to each insured against whom the claim is made, or suit is brought, except with respect to the limits of the insurer's liability.

The contractor and/or its insurers are responsible for payment of any liability arising out of Workers' Compensation, unemployment or employee benefits offered to its employees. Insurance is to be placed with insurers with a current A.M. Best's rating of not less than A:VII

and licensed to do business in the State of South Carolina, unless otherwise acceptable to the City; and contractor shall not self-insure in satisfaction of any insurance requirement hereunder without the express, written approval of City. Contractor shall insure that its subcontractors, hereunder, comply with the insurance requirements set out herein; when requested by the City, the contractor shall agree to obtain and furnish copies of certificates of insurance evidencing coverage for each subcontractor.

Should the contractor cease to have insurance as required during any time, all work by contractor pursuant to this agreement shall cease until insurance acceptable to the City is provided.

Deductibles, Co-Insurance Penalties, & Self-Insured Retention: The contractor shall agree to be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the operation of such deductible, co-insurance penalty, or self-insured retention.

PERFORMANCE BOND AND PAYMENT BOND

The successful submitter shall furnish a satisfactory Performance Bond along with Payment Bond in the **FULL AMOUNT OF THE CONTRACT PRICE** to the City within ten (10) business days from contract execution.

Each bond furnished by contractor shall incorporate by reference the terms of this Contract as fully as though they were set forth verbatim in such bonds. In the event the Contract Price is adjusted by Change Order executed by contractor, the penal sum of both the performance bond and the payment bond shall be deemed increased by like amount. The performance and payment bonds furnished by the Contractor shall be in a form suitable to the City and shall be executed by a surety, or sureties, licensed in South Carolina and reasonably acceptable to the City.

The Performance Bond will be in effect until all work has been completed and accepted by the City of Easley.

The Payment Bond of the successful submitter shall assure that the contractor will promptly make payments to all persons supplying the contractor with labor and/or materials in the prosecution of the work provided for in the contract.

FAILURE TO PROVIDE PERFORMANCE/PAYMENT BONDS WHEN REQUIRED

In the event the successful submitter fails to deliver to the City Purchasing Division the Performance and Payment Bonds in said period of **TEN BUSINESS DAYS** after contract execution, all work under the contract shall be suspended and the City shall have the option of terminating the contract. The remedies provided for under this provision shall not be construed to limit, waive, or otherwise abrogate any other remedy that the City shall be entitled to under other terms and conditions of this contract.

END OF SECTION

GENERAL TERMS & CONDITIONS

USE OF SEPARATE PROPOSAL FORMS:

These Contract Documents include a complete set of proposal and Contract forms which are for the convenience of submitter. They may be detached or photocopied from the Contract Documents for purposes of proposal ding.

AWARDING OF CONTRACT:

Final selection will be based on the evaluation matrix provided at the end of this document. Please note that the lowest-priced proposal may not necessarily determine the contract award. The City reserves the right to combine or bundle separate proposals and may reject any or all proposals at its discretion.

INTERPRETATIONS OR ADDENDA:

No oral interpretation will be made to any submitter as to the meaning of the Contract Documents or any part thereof. Any inquiry received three or more days prior to the date fixed for opening of Proposals will be given consideration. Every interpretation made to a submitter will be in the form of an Addendum to the Contract Documents, and it shall be the submitters responsibility to make inquiry as to the Addenda issued. All such Addenda shall become part of the Contract and all submitters shall be bound by such Addenda, whether or not received by the submitter.

Any revisions to this Request for Proposal will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the Invitation for Proposals will be posted on the City of Easley website.

All submitters should consult this website for updates before submitting proposals.

INSPECTION OF SITE:

Each submitter shall visit the site of the proposed work and fully acquaint themselves with the existing conditions at the site and schedule of work relating to construction and labor and should fully inform themselves as to the facilities involved, the difficulties and restrictions attending the performance of the Contract. The submitter should thoroughly examine and familiarize themselves with the Drawings, Technical Specifications, and all other Contract Documents. The Contractor by the execution of the Contract shall in no way be relieved of any obligation under it due to his failure to receive or examine any form or legal instrument or to visit the site and acquaint himself with the conditions there existing and the City of Easley will be justified in rejecting any claim based on facts regarding which he should have been on notice as a result thereof.

ALTERNATIVE PROPOSALS:

All Proposals shall be submitted on forms supplied by the City of Easley and shall be subject to all requirements of the Contract Documents, including the Drawings, and this INFORMATION TO SUBMITTERS. All Proposals must be regular in every respect and no interlineations, excisions or special conditions shall be made or included in the Proposal Form by the submitter.

Proposal Documents, including the Proposal shall be enclosed in envelopes (outer and inner), both of which shall be sealed and clearly labeled with the project and date and time of Proposal opening in order to guard against premature opening of the Proposal.

The City of Easley may consider as irregular any Proposal on which there is an alteration of or departure from the Proposal Form hereto attached and at its option may reject the same.

If the Contract is awarded, it will be awarded by the City of Easley to a responsible. Submitter based on the lowest Proposal and the selected Alternative Proposal items if any. The Contract will require the completion of the work according to the Contract Documents.

COLLUSIVE AGREEMENTS:

Each submitter submitting a Proposal to the City of Easley for any portion of the work contemplated by the documents on which Proposal is based shall execute and attached thereto, a statement substantially in the form herein provided, to the effect that he has not entered into a collusive agreement with any other person, firm, or corporation with regard to any Proposal submitted.

The City of Easley reserves the right to consider as unqualified to do the work any submitter who does not habitually perform, or does not plan to perform, with his own forces the major portion of the work involved in construction of the improvements embraced in this Contract. The maximum amount of subcontract work shall not exceed 70% of the total project cost without prior approval of the City of Easley. The City of Easley reserves the right to either accept or reject any proposal where the planned subcontract amount exceeds 70% of the total proposal amount.

Before executing any subcontract, the successful Proposal shall submit the name of any proposed subcontractor for prior approval by the City of Easley. The Contractor shall not use any unapproved Subcontractors, nor shall any additional compensation be allowed because of rejection by the City of Easley of any Subcontractor.

CORRECTIONS:

Erasures or other changes in the Proposal's must be explained or noted over the signature of the submitter.

TIME FOR RECEIVING PROPOSALS:

Proposals received prior to the advertised hour of submission will be securely kept and sealed until ready to be reviewed by city staff. No Proposal received thereafter will be considered: except that when a Proposal arrives by mail after the time fixed, but before the review of all other Proposals is completed, and it is shown to the satisfaction of the City of Easley that the non-arrival on time was due solely to delay in the mail for which the submitter was not responsible, such Proposal will be received and considered.

Submitters are cautioned that, while electronic modifications of Proposals may be received as provided above, such modifications, if not explicit and if in any sense subject to misinterpretation, shall make the Proposal so modified or amended, subject to rejection.

REVIEW OF PROPOSALS:

All proposals will be subject to comprehensive review at a later date; there will be no public opening or reading at the time of submission. Contractors will be notified if an interview is needed prior to the contract being rewarded.

WITHDRAWAL OF PROPOSAL:

Proposals may be withdrawn or written, or electronic request dispatched by the submitter in time for delivery in the normal course of business to the time fixed for opening; provided that written confirmation of any electronic withdrawal over the signature of the submitter is placed in the mail and postmarked prior to the time set for Proposal opening. The Proposal guaranty of any submitter withdrawing his Proposal in accordance with the foregoing conditions will be returned promptly.

AWARD OF CONTRACT - REJECTION OF PROPOSALS:

The City of Easley may take up to sixty (60) days from the date of proposal submission to review all proposals and make a decision. Contractors agree to honor their proposed price and terms for this sixty (60) day period. If a decision has not been made within sixty (60) days, the City reserves the right to review proposals on a case-by-case basis and may request contractors to reaffirm or update their submissions.

EXECUTION OF AGREEMENT:

Subsequent to the award and within ten (10) days after the prescribed form are presented for signature, the successful submitter shall execute and deliver to the City of Easley an Agreement in the form included in the Contract Documents in such number of copies as the City of Easley may require.

CONTRACTOR LICENSES:

The submitter shall have all required and valid Contractor's license at the time of the Proposal to Proposal and perform work in the State of South Carolina. The limits of such licenses must be equal to or greater than the work on which a Proposal is submitted. The Submitter and Contractor's license number is to be included in the proposal documents. Failure to list Contractor's license numbers may be cause for the Proposal to be rejected.

LICENSES AND PERMITS:

The submitter must secure all state and local permits and licenses required. Such permits must be readily available at all times for inspection.

INSPECTION:

The work is to be inspected by the City of Easley. All work is subject to inspection and approval by the City of Easley. The Contractor shall immediately repair and rework any and all work not approved by the above approving agencies.

POLICY CONCERNING MINORITY AND WOMAN OWNED BUSINESS ENTERPRISES

Business firms owned and operated by women and minority persons, in general, have been historically restricted from full participation in the nation's free enterprise system to a degree disproportionate to other businesses.

The City believes it is in the community's best interest to assist woman- and minority-owned businesses to develop fully, in furtherance of City's policies and programs which are designed to promote balanced economic and community growth.

The city, therefore, wishes to ensure that woman- and minority-owned businesses (M/WBEs) are afforded the opportunity to fully participate in the City's overall procurement process.

COMPLIANCE WITH THE SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT

Any contractor entering into a service contract with the City of Easley must certify to the City of Easley that the contractor intends to verify any new employee's status and require any subcontractors or sub-subcontractors performing services under the service contract to verify their new employee's status, per the terms of the South Carolina Illegal Immigration Reform Act, and as set out in Title 41, Chapter 8 of the Code of Laws of South Carolina, 1976.

END OF SECTION

SCOPE OF WORK

Downtown Parking Lot Renovation

1. Project Overview

The City of Easley is seeking proposals from qualified contractors to renovate the former Public Works laydown yard at 118 N. 2nd Street into a new public asphalt parking lot serving the downtown district. This project is intended to enhance public access to local shops, restaurants, trails, events, and other downtown amenities by increasing organized parking capacity and improving site drainage and overall functionality. The work will include demolition, grading, curb installation, asphalt paving, and striping in accordance with the approved layout.

2. Project Components

A. Site Preparation

- Demolition and removal of existing concrete and asphalt within the parking lot footprint
- Clearing and grading of site to establish proper drainage
- Utilize existing on-site materials only (no import or export of fill)
- Subgrade preparation and compaction
- Fill in with flowable fill the existing wash basin.

B. Utilities & Infrastructure

- No utility relocation is included in the base scope
- Any unforeseen utility conflicts shall be identified and coordinated with the City

C. Curb & Edge

- Installation of approximately 1,560 linear feet of curb

D. Parking Lot Construction

- Approximately 3,875 square yards of pavement
 - 4-inch stone base
 - 3-inch asphalt surface course
- Installation of approximately 90 parking spaces per approved layout
- ADA-compliant spaces included
- Install walkway to the area between Chamber of Commerce and LEC

E. Striping & Markings

- Layout and striping of parking spaces
- One coat of traffic paint
- ADA markings and signage as required

F. Documents, Design & Deliverables

- Conceptual layout may be modified by contractor; alternatives allowed with appropriate notes.
- Use provided quantity tabulation sheet for comparison; deviations must be documented in

addendum form.

- The grading matrix listed at the end of this document will be utilized in the contractor selection process.

4. Additional Requirements & Clarifications

- Pre-bid site visit not required.
- Attendance and documentation of all inspections required.
- Contractor responsible for concrete, soils, asphalt and all compaction testing.
- Construction timeline: **60 consecutive days** after Notice to Proceed (design/permit period not included).
- No federal funds; Davis-Bacon does not apply.
- Contractor will build based on submitted cost of work for conceptual design; scope refinements may follow.

END OF SECTION

PROJECT SPECIFICATIONS

The Project Owner and Contracting Agency is the City of Easley. Any reference in the specifications or special provisions to the terms “Department” or other like terms used to describe the facility owner, shall be interpreted as meaning the City of Easley, as appropriate.

END OF SECTION

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PROPOSAL SUBMISSION SHEET

1. When responding to this Proposal, the following documents are the minimum required for submission. Omission of any required document may be grounds for disqualification of the proposal.
 - a. Request for Proposal Form within packet; proposal must be signed.
 - i. Proposal Form not signed will be rejected.
 - b. Tabulation sheet provided in this document, with each line item clearly identified.
 - c. Drawings:
 - i. If the intent is to revise the drawings provided, submission of a proposed sketch is required.
 - d. Copy of the Offeror's City Business License (A Business License is not required to submit an offer, however, if an award is made, the offeror will have ten (10) days to furnish a copy of the license to the Purchasing Division).
 - e. Copy of South Carolina Contractor's License.
 - f. Insurance Certificates.

REQUEST FOR PROPOSAL FORM
CITY OF EASLEY
STATE OF SOUTH CAROLINA
DOWNTOWN PARKING LOT RENOVATION

NAME: _____

DATE: _____

ADDRESS: _____

EMAIL: _____

TELEPHONE NUMBER: _____

CONTRACTOR'S LICENSE NO: _____

TO OWNER: **City of Easley**
 205 N. First Street
 Easley, SC 29640

The undersigned, as prosper, hereby declares that the only person, or persons, interested in this proposal as principal(s) is, or are, named herein, and that no other person has any interest in the proposal or the contract to be entered into; that this proposal is made without connection with any person, company or parties making a proposal ; and that it is in all respects fair and in good faith without collusion or fraud.

The submitter further declares that he has examined the site of the work and informed himself/herself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the contract documents relative thereto; and that he/she has satisfied himself/herself as to the work to be performed.

The submitter further proposes and agrees, if this proposal is accepted, to contract with the Owner in the attached form of agreement, to furnish all material, equipment, tools, apparatus means of transportation, and labor necessary to complete the project in full and complete accordance with the contract documents, to the full and entire satisfaction of the Owner, at the prices and amounts listed below.

The submitter further agrees to commence work on the date stipulated in the notice to proceed and to fully complete the project within the number of consecutive calendar days thereafter as listed below.

The submitter also agrees to pay as liquidated damages, the sum as listed below for each consecutive calendar day thereafter the project remains incomplete.

Completion Time: Must start within 30 days of notice to process and projected completed within 90 consecutive days.

Liquidated Damages: \$300.00 per day

The undersigned submitter agrees that if this Proposal shall be accepted, the undersigned will, within ten (10) days after notifications of such acceptance, enter into the contract for their performance of all work proposed under this improvement within the number of calendar days as stated herein, and, as a guaranty of the faithful performance thereof, to furnish at the time of executing the contract a performance bond in an amount not less than one hundred percent (100%) of the total amount proposal, and with sureties subject to the approval of the Owner. Upon failure to execute the contract and bond as aforesaid, it is agreed that the undersigned shall forfeit the check accompanying this proposal to the Owner as liquidated damages caused by such failure.

The work consists of the approximate quantities shown herein which will be used as a basis for comparison of proposals and not for the final estimate. The Owner does not, by expression or by implication, agree that the actual amount of work will correspond with the estimated quantities. In case of error in extension, the unit price shall govern rather than the amount. For lump sum items, the individual amounts shall govern the total of the proposal in case of discrepancy.

The Owner may delete from the contract any or all of the alternates listed in the proposal form.

The prices and amounts listed below include all labor, materials, tools, equipment, transportation, removal, overhead, profit, insurance, taxes, etc., to cover the finished work in place.

IN SUBMITTING THIS Proposal, the submitter understands that the right is reserved by the City of Easley to reject any and all Proposals. If written notice of the acceptance of this proposal is mailed, emailed, or delivered to the undersigned within forty-five (45) days after the opening thereof, or at any time thereafter, before this proposal is withdrawn, the undersigned agrees to execute and deliver an agreement in the prescribed form and furnish the required bond within ten (10) days after the agreement is presented to him for signature.

Submitter signature hereto is a statement in proof that the undersigned has not entered into a collusive agreement with any person in respect to this proposal or any other proposal or the submitting of Proposals for the Contract for which this Proposal is submitted.

Neither the said submitter or any of its officers, partners, owners, agents, representative, employees or parties in interest, including his affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other submitter firm or person to submit a collusive or sham proposal in connection with the Contract for which the attached proposal has been submitted or to refrain from proposal ding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other submitter, firm or person to fix the price or prices the attached Proposal or of any other submitter or to fix any overhead, profit or cost element collusion, conspiracy, connivance or unlawful agreement any advantage against the OWNER or any person interested in the proposed Contract; and the price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the submitter or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

It is understood and agreed that the quantities shown herein are approximates only and are subject to increase or decrease.

The submitter proposes to complete work in accordance with the specifications and as described in the Request for Proposals.

(See next page):

PROPOSAL REFERENCES & PAST EXPERIENCE (MINIMUM OF THREE (3)):

Company Name: _____
Address: _____
Contact Person and Title: _____
Phone: _____
Email: _____
Scope of Work: _____

Company Name: _____
Address: _____
Contact Person and Title: _____
Phone: _____
Email: _____
Scope of Work: _____

Company Name: _____
Address: _____
Contact Person and Title: _____
Phone: _____
Email: _____
Scope of Work: _____

NAME OF INSURANCE CARRIERS:

Liability: _____ Expires ___ / ___ / _____

Property Damage: _____ Expires ___ / ___ / _____

Workers' Compensation: _____ Expires ___ / ___ / _____

PROPOSAL ORGANIZATION:

Company Name: _____
Address: _____
Telephone: _____
Fax: _____
Email _____

*Signature of Proposal Representative: _____

Proposal may not be accepted unless signed in ink (not typed) in the appropriate space by an authorized officer or employee of the Proposal.

Printed Name: _____ Date: _____

Title: _____

END OF SECTION

Addendum A – Tabulation Sheet

DOWNTOWN PARKING LOT RENOVATION

The contractor shall provide unit pricing and total pricing for each item listed below. Quantities are approximate and provided for bidding purposes.

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Demolition & removal of existing concrete/asphalt within footprint	LS	Lump Sum	\$	\$
2	Site grading & subgrade preparation (no import/export)	LS	Lump Sum	\$	\$
3	Concrete curb installation	1,460	LF	\$	\$
4	Stone base (4")	3,874	SY	\$	\$
5	Asphalt surface course (3")	3,874	SY	\$	\$
6	Parking lot striping (one coat traffic paint)	LS	Lump Sum	\$	\$
7	ADA pavement markings & signage	LS	Lump Sum	\$	\$
8	Traffic control & site safety	LS	Lump Sum	\$	\$
9	Erosion & sediment control	LS	Lump Sum	\$	\$
10	10' Wide x 100' x 6" concrete walk includes grading and tree removal	1,000	SF	\$	\$
11	6' wide x 50' x 6" Concrete walk	300	SF	\$	\$

TOTAL BASE BID AMOUNT

\$ _____

PROPOSED SCHEDULE

Proposed Start Date: _____

Estimated Time from Start to Completion (Calendar Days): _____

Authorized Signature: _____

Printed Name: _____

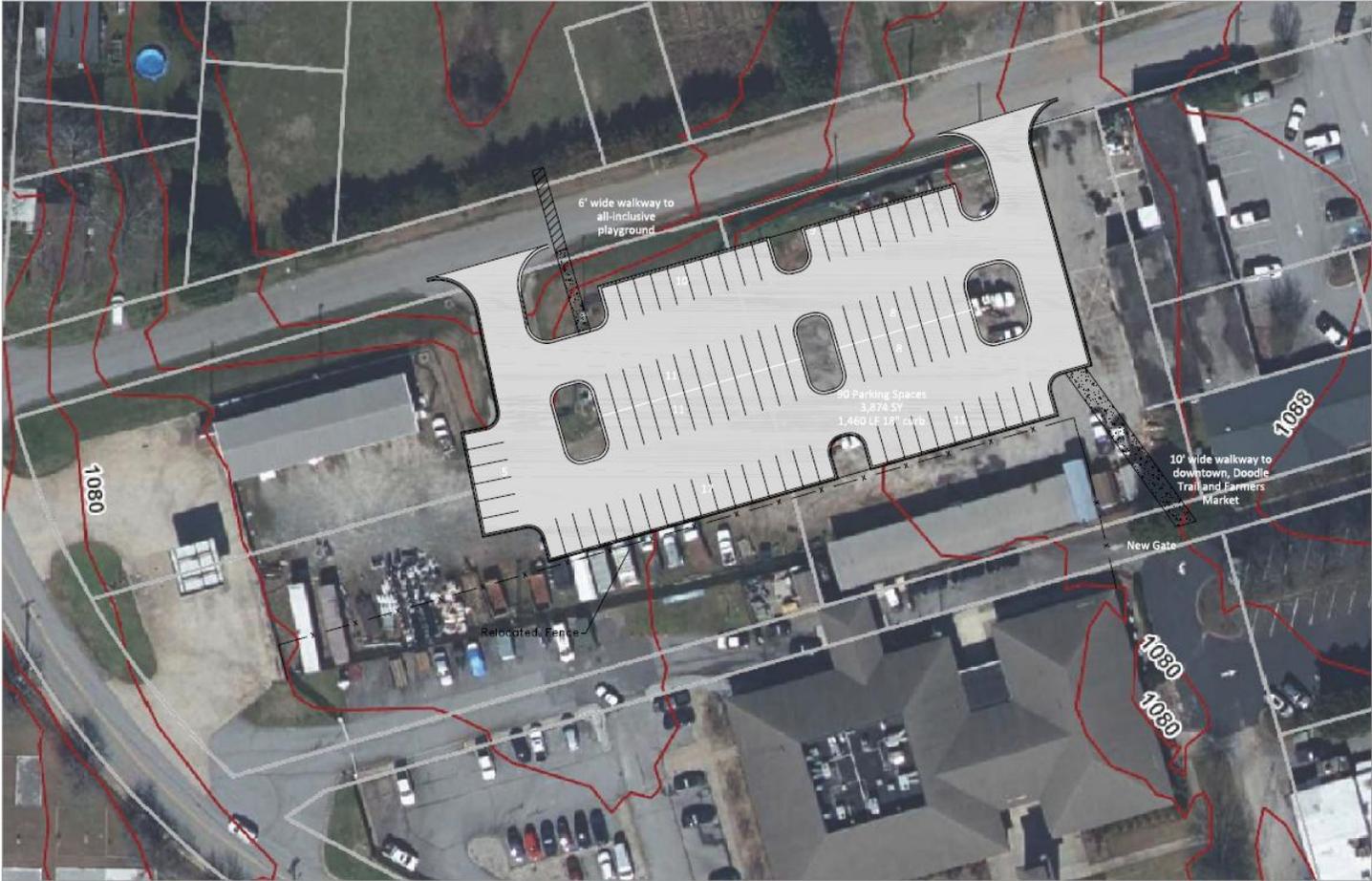
Title: _____

Date: _____

END OF SECTION

Addendum B – Conceptual of Parking Lot

DOWNTOWN PARKING LOT RENOVATION



END OF SECTION

Addendum C – Grading Sheet

**CITY OF EASLEY
PROPOSAL EVALUATION / SCORING SHEET
Project Name: Downtown Parking Lot Renovation**

No.	Evaluation Criteria	Max Points	Score Awarded	Evaluator Comments
1	Responsiveness to RFP	5		Completeness of submission, adherence to RFP instructions, required forms included, clarity and organization of proposal.
2	Relevant Experience with Similar Projects	15		Demonstrated experience with similar projects such as athletic fields, parking lots, field houses, or municipal site development. Quality and success of prior projects.
3	Project Approach & Understanding	20		Understanding of site conditions, grading requirements, drainage considerations, utilities, coordination, permitting, and overall project execution strategy.
4	Site Grading & Drainage Strategy	15		Quality of proposed grading concept, stormwater management approach, erosion control measures, and long-term site functionality.
5	Field House & Parking Design / Coordination	10		Coordination of building pad preparation, utilities, parking layout, ADA accessibility, pedestrian flow, and site integration.
6	Schedule & Phasing Plan	10		Realistic project timeline, sequencing of work, milestone identification, weather considerations, and phasing strategy.
7	Cost Proposal	20		Competitive pricing, clarity of cost breakdown, identification of allowances or alternates, and overall value to the City.
8	Team Qualifications, References & Safety Record	5		Qualifications of key personnel, quality of references, safety history, and demonstrated ability to successfully complete similar projects.
	TOTAL SCORE	100		

Scoring Guidance

- **0 – Does not meet requirements**
- **1–2 – Significant deficiencies**
- **3–4 – Meets minimum expectations**
- **Mid-range scores – Proportionate quality relative to category weight**
- **Maximum score – Exceeds expectations with strong supporting documentation**

END OF SECTION

END OF DOCUMENT