

PARKS AND RECREATION DEPARTMENT

Office of the Director



February 16, 2024

Request for Proposal (RFP)

Landscape Re-design for Orangeburg Recreation Park

The City of Orangeburg is seeking proposals from qualified landscape design firms for the re-design and rehabilitation of the Orangeburg Recreation Park, spanning approximately 8.3 acres. The project involves the redesign/rehabilitation of the front entrance parking lot & quad 5, re-sodding 15 parking lot islands, and installing eco-friendly plant material with warranties of at least one year. All work must be completed by March 22, 2024.

Scope of Work:

The scope of work includes, but is not limited to, the following:

- Redesign and rehabilitation of the front entrance of Orangeburg Recreation Park.
- Re-sodding 15 parking lot islands.
- Installation of eco-friendly plant material with a one-year warranty.

Proposal Submission:

Interested parties must submit their proposals no later than March 1, 2024. Proposals should include:

- Company profile and relevant experience.
- Proposed design concept and methodology.
- Detailed breakdown of costs, including labor, materials, and any additional expenses.
- Timeline for completion of the project.
- References from previous clients.
- Deadline for Questions. All questions regarding this RFP must be submitted by February 27, 2024.

Selection Process:

The City reserves the right to reject any or all proposals and to award a partial proposal if deemed necessary. The selection process may involve additional submittals and an interview/presentation by the selected service provider.

No Obligation Contract:

Submission of any proposal does not obligate the City of Orangeburg Parks and Recreation Department to award a contract for services specified herein.

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Rejection of Proposal:

The City reserves the right to reject any and all proposals received without penalty and may choose not to issue a contract as a result of this RFP.

Failure to Comply:

Respondents are hereby notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

Must comply with all vendor requirements outlined on the City Vendor page:

<https://www.orangeburg.sc.us/vendor-information>

The City of Orangeburg is asking that all RFP's be submitted by Friday, March 1, no later than 12 noon. RFP's can be submitted via fax, email or mail to the attention of Purchasing Agent, 367 Green Street, Orangeburg, SC 29116.

All items must be received by Monday, March 22, 2024, by 5 pm. If you have any questions about this project, please contact Shawn Taylor at (803) 533-6020.

We look forward to receiving your proposals.

Shawn Taylor
Interim Parks and Recreation Director
City of Orangeburg

SELECTION SCHEDULE

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| 1. RFP Posted | February 20, 2024 |
| 2. RFP Due | March 1 by 12:00 pm EST |
| 3. CITY Staff Review | March 5, 2024 or sooner |
| 4. CITY Staff Decision | March 6, 2024 or sooner |