



Town of Campobello

406 N. Main St. | P. O. Box 9

Campobello, SC 29322

864.468.4545

www.townofcampobellosc.com

Request for Qualifications

Space Needs Assessment

1. Project Summary

The Town of Campobello, South Carolina ("Town"), is requesting qualifications (RFQ) from architects, planners, and other qualified professional to conduct a space needs assessment to help guide Campobello in planning for future facilities as the Town continues to grow in population, add service, and add new staff members. The study will include an assessment of all existing town-owned facilities.

2. Project Introduction

Community Overview

Nestled in the gentle rolling foothills of the Piedmont and surrounded by peach and apple orchards, Campobello is a town with a population of 675 residents located in the northwestern area of Spartanburg County three miles from Interstate 26 at exit 5. Other major highways traveling through Campobello are U.S. Highways 176 and 357 as well as scenic Highway 11.

The 1860 Census indicated that "Campobella, SC" had a total of 122 residents in the Township. Employment at the time of the 1860 Census showed 15 of the 18 households were farmers. At the end of the Civil War the U.S. Census listed the population in the Campobello community as 21 families and 201 persons.

During World War I portions of Campobello around Caldwell and Depot Streets were designated as a staging area for the U.S. Army and a tent city for the troops soon appeared. Recruits were housed in tents in town, and they traveled down Highway 11 to Gowensville to their artillery and small arms firing ranges to learn to use their weapons before being sent to the front lines of the war.

Population changes affect the physical growth of communities. An increase in population creates the need for new housing units, roads, water and sewer lines, schools, parks, police and fire service, along with retail and service businesses.

Campobello experienced steady growth from 1880 through the 1970 Census count. The Town grew from 99 residents to 530 residents, a growth rate of 535% over this time period. The town then experienced a long decline during the 1980 through 2000 Census counts, going from 530 residents in 1970 down to 449 residents in 2000. This represents a decline of 15.3% over this time period. This coincided with the decline of the textile industry in the upstate of South Carolina and a downturn in the regional economy as a result of loss of jobs.

Recently, Campobello has enjoyed new growth. The population has increased from 449 residents in 2000 to 675 residents in 2020, the highest population level ever for the Town. This represents a growth rate of 50.3% over this time period. Recent construction trends and development patterns indicate that this growth is likely to continue in the future.

Following is a breakdown of town staff by department; 1 Municipal Clerk, 12 full time police officers, 7 reserve police officers. 8 part time firefighters, and 14 volunteer firefighters.

Current Town Owned facilities:

- Town Hall and Police Department, 406 North Main Street
- Fire Station, 50 Broad Street Built 1963 6,141 Sq. Feet
- Fire Department Substation II, 214 Walnut Hill Road 2,400 Sq. feet
- Fire Department Substation III, 6362 HWY 357 2,400 sq. feet
- Parcel, 208, 214 & 220 North Main Street
- Parcel, Smith Street (Behind Town Hall at 406 N. Main Street)

3. Schedules

Release of RFQ: 11/14/2025

Deadline for Submitting Written Questions: 11/24/2025

Submittal Due Date: 12/5/2025

Estimated Award Date: 12/16/2025

4. Submitting Questions

All questions concerning this RFQ must be submitted in writing no later than November 20, 2025, at 12:00 PM to the following:

Town of Campobello
Kim Hyder, Town Clerk
406 North Main Street
PO Box 9
Campobello, SC 29322
864-468-4545
Khyder@townofcampobellosc.com

5. Scope of Work/Deliverables

The selected consultant will have a two-fold charge. First will be an analysis and assessment of all Town-owned structures. This assessment will consist of creating a database that shall be used and editable by the Town and shall include such information as:

- Construction material
- Square footage/floorplans
- Year constructed/renovated
- Mechanical systems and their age and efficiency (to include technology)
- Number of employees currently assigned to each facility
- Available parking spaces
- Provide an estimated maintenance repair budget for the next five years

It is expected that Town staff will be involved in the compilation of some of the required information. Other data may require the consultant to obtain it through other methods of research.

The second component will be a space needs study that will determine the following:

- Identify remaining lifecycle/usefulness of current facilities
- Make recommendations for workspace based upon anticipated headcount of existing plus future personnel
- Consider options for shared workspace and meeting space
- Make recommendations for parking
- Consider evolving technological needs
- Make recommendations for acquiring additional property/constructed new facilities as warranted including estimated cost per square foot for new facilities
- Funding sources for new facilities

Town staff will be made available to the consultant for interview with advance scheduling.

Submittal Instructions

The Consultant must submit Three (3) bound hard copies in a sealed envelope with the firm's signature across the seal AND One (1) soft copy (PDF electronic format) with the words "Space Needs Assessment. Hard copy proposal should be submitted by no later than December 5, 2025 1:00 PM to:

Ms. Kim Hyder
Town Clerk
406 North Main Street
P.O. Box 9
Campobello, South Carolina 29322

Selection Criteria

From the complete proposals received before the deadline, finalists shall be selected to present their proposal to a committee comprised of Town staff. Finalists shall be scored on criteria that include:

- Relevant experience of firm
- Relevant experience of project team
- Understanding of the scope and issues facing the Town
- Clarity of presentation
- Project timeline

Proposal Requirements

Proposals should contain the following information:

1. An introduction to the firm submitting the proposal.
2. A listing of References of similar projects with comparable scope and total fees charged, completed by your firm and the name, address, phone number and email of the contact person for whom the project was completed. The Town of Campobello reserves the right to contact these references to discuss their project experience with your firm.
3. A completed pricing form for the project - the pricing form must be signed by an authorized representative of the firm.
4. Copy of Town of Campobello Business License. If the firm does not currently have a license, then a letter of commitment to obtain a Town of Campobello Business License if contract is awarded shall be provided.

6. Standard Terms and Conditions

The Town has the sole authority to select a consultant for this project and reserves the right to reject any and all proposals and to waive any informality or minor defects in proposals received.

The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposing Engineer/Designer of the conditions contained in this Request for Proposals, unless clearly and specifically noted. The Town will not pay for any information requested, nor is it liable for any costs incurred by the Consultants in preparing and submitting proposals.

Consultant Indemnification

Consultant shall indemnify, defend and hold the Town, their officers, agents and employees harmless from any and all claims, damages, losses, causes of action and demands, including, without limitation, the payment of all consequential damages, expert witness fees, reasonable attorney's fees and other related costs and expenses, incurred in connection with or in any manner arising out of Consultant's performance of the work contemplated by this RFQ. Submitting a response to this RFQ signifies that the Consultant is not covered under the Town's general liability insurance, employee benefits, or worker's compensation. It further establishes that the Consultant shall be fully responsible for such coverage. Consultant's obligation to indemnify shall survive expiration or termination of this RFQ and shall not be restricted to insurance proceeds, if any, received by the Town and their officers, agents and employees.

Intellectual Property

Any system or documents developed, produced or provided in response to this RFQ, including any intellectual property discovered or developed by the Consultant in the course of performing or otherwise as a result of its work, shall become the sole property of the Town unless explicitly stated otherwise in the RFQ response. The Consultant may retain copies of any and all material, including drawings, documents, and specifications, produced by the Consultant in performance of this proposal. The Town and the Consultant agree that to the extent permitted by law, until final approval by the Town, all data shall be treated as confidential and will not be released to third parties without the prior written consent of both parties.

Assignment

Consultant selection includes consideration of the merits of the firm / team. Assignment of the proposal to another firm is discouraged and the Town reserves the right to cancel the contract if the contract is assigned without Town's written consent.

6.1 Town's Right to Request Additional Information

Prior to contract award, the Town must be assured that the selected vendor has all of the resources to successfully perform under the contract. This includes, but is not limited to, an adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, the Town is unable to assure itself of the Consultant's ability to perform, if awarded, the Town has the option of requesting from the Consultant any information deemed necessary to determine the Consultant's responsibility. If such information is required, the Consultant will be so notified and will be permitted approximately seven business days to submit the information requested.

6.2. Failing to Comply with Submittal Instructions

Proposals received after the identified due date and time or submitted by any other means than those expressly permitted by the RFQ will not be considered. The Proposal must be complete in all respects.

6.3. Town's Right to Reject Proposals

The Town reserves the right to reject any and all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the Town. It is also within the right of the Town to reject responses that do not contain all elements and information requested in this RFQ. A proposal will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the RFQ requirements, which determination will be made by the Town on a case-by- case basis.

6.4. Town's Right to Amend or Cancel RFQ

The Town reserves the right to amend or cancel this RFQ at any time. Any amendments must be made in writing prior to the RFQ closing date and time. By submitting a proposal the Consultant shall be deemed to have accepted all terms and agreed to all requirements of the RFQ (including revisions/additions made in writing prior to the close of the RFQ whether or not such revision occurred prior to the time the

Consultant submitted its proposal) unless expressly stated otherwise in the Consultant's proposal.

6.5. Cost for Preparing Proposals

The cost for developing the proposal and participating in the RFQ process (including the protest process) is the sole responsibility of the Consultant. The Town will not provide reimbursement for such costs.

6.6. RFQ Released

The release of this RFQ is communicated through public advertisement in the following:

Town of Campobello Website: www.townofcampobello.sc.gov

Division of Procurement Services: www.procurement.sc.gov

SC Business Opportunities: <https://scbo.sc.gov/online-edition>

6.7. Revising, or Cancelling a Submitted Proposal

If an Engineer/Designer desires to revise or cancel a submitted proposal, the Consultant must notify the Town in writing of their intention to revise or cancel a proposal prior to the RFQ closing date and time. If the Engineer/Designer submits a revised proposal, the original proposal will be returned unopened to the Consultant. A revised proposal must be received by the Town prior to the RFQ closing date and time.

7. Method

This solicitation is a Request for Qualifications (RFQ). Responses will be reviewed by a Selection Committee that will evaluate each submittal according to the selection criteria outlined in the RFQ. Interviews may be requested with one or more firms responding to the RFQ. Award of this contract will be to the firm deemed best qualified, in accordance with the selection criteria, to perform the services outlined in this RFQ and other services as deemed necessary by the Town.

Proposals will be opened at the date and time specified and each firm responding will be recorded as a respondent. The proposal's content, including pricing, will be kept confidential until the award of the contract.

The Town may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject any and all proposals. The Town reserves

the right to waive any requirement or condition of the RFQ upon finding that it is in the public's best interest to do so.

8. General Business Requirements

This section contains general business requirements. By submitting a proposal, the Consultant is certifying its agreement to comply with all the identified requirements of this section and that all costs for complying with these general business requirements are included in the Consultant's submitted pricing.

8.1. Standard Insurance Requirements

If awarded a contract, the Consultant shall procure and maintain insurance which shall protect the Consultant and the Town (as an additional insured) from claims for bodily injury, property damage, or personal injury. The Consultant shall maintain the following insurance coverage with an insurance company licensed to do business in the State of South Carolina:

1. Workers' Compensation: Insurance covering all employees meeting statutory limits in compliance with applicable State and Federal laws.

2. General and Automobile Liability:

Bodily injury, each occurrence \$ 500,000.00

Bodily injury, aggregate \$ 500,000.00

Property Damage \$ 100,000.00

Business Auto Liability per occurrence \$1,000,000.00

Excess Umbrella Liability per occurrence \$1,000,000.00

It shall be the responsibility of the Contractor and the Insurance Company to notify the Town

at least thirty (30) days prior to any cancellation or change in the policy.

The contractor will provide the Town of Campobello with a copy of the certificate of insurance specifying the above limits have been met.

9. Proposal Certification

By submitting a proposal, the Consultant understands and agrees to the following:

1. That this proposal constitutes an offer, which when accepted in writing by the Town, and subject to the terms and conditions of such an acceptance, will constitute a valid and binding contract between the Consultant and the Town; and

2. That the Consultant guarantees and certifies that all items included in the proposal meet or exceed any and all of the RFQ's identified specifications and requirements except as expressly stated otherwise in the Consultant's proposal; and
3. That the proposal submitted by the Consultant shall be valid and held open for a period of ninety (90) days from the final RFQ closing date and that the Consultant's offer may be held open for a lengthier period of time subject to the Consultant's consent; and
4. That the Consultant's proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The Consultant understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
5. That the provisions of the laws of South Carolina have not been violated and will not be violated in any respect.

10. Proposal Evaluation and Award

9.1. Proposal Evaluation

Upon close of the RFQ, proposals will be reviewed by Town Staff to determine the proposal's compliance with RFQ requirements; if the Consultant's proposal passes the Administrative/Preliminary review, the proposal will be submitted to the Town Manager for evaluation and action.

10.2. Selection and Award

Upon completion of evaluation, the Town staff will present a summary of all the proposals evaluated to the Mayor and Town Council along with the recommended proposal. The Mayor and Town Council will review the summary and recommendation. The Town Council will determine which, if any, proposal to award the contract, or the Town Council can determine that additional information is required from any or all Contractors. The decision to award the contract will be made by a majority vote of the Town Council.

10.3. Public Award Announcement

The award of a contract by the Town Council will be communicated by a Notice of Award being published in the following:

Town of Campobello Website: www.Campobellosc.gov

11. Assignability

The Consultant may not assign this agreement or any of its rights or responsibilities hereunder without prior written consent from the Town.

12. Audit

Upon not less than five (5) days prior notice, the Town shall have the right to inspect and audit all records (including, without limitation, financial records) of the Consultant which pertain to the Consultant's fulfillment of this agreement and charge, therefore.

13. Default and Termination

Failure of the Consultant to comply with the provisions of the contract documents shall constitute a default thereof. The Town shall give the contract written notice of any default; the Consultant shall have fifteen (15) calendar days from the receipt of such written notice to cure the default. Upon failure of refusal of the Consultant to cure any such default, the Town shall have the right to terminate this agreement and undertake such legal and other proceedings, in law or equity, and to seek recovery of such damages, as may be allowed by law, including, but not limited to, reasonable attorney fees and costs.