

REQUEST FOR PROPOSALS

Town of Chesterfield Farmers Market Design

South Carolina Department of Commerce | State-Funded Grant Project

SECTION 1 | PURPOSE & BACKGROUND

1.1 Project Overview

The Town of Chesterfield, South Carolina, is issuing this Request for Proposals (RFP) to retain a qualified architectural and design firm for design and construction administration services. This project is funded through the South Carolina Department of Commerce. The Town seeks to construct a Farmers Market as a community gathering place and economic development catalyst for local agricultural producers, small businesses, and residents.

1.2 Background

The Town recognizes the Farmers Market as a strategic asset for downtown revitalization, support of local food systems, and community identity.

Through this South Carolina Department of Commerce initiative, the Town intends to undertake full architectural and engineering design services to implement the preferred capital improvement scenario.

1.3 Project Objectives

The Town's primary objectives for this project are as follows:

- Produce signed and sealed architectural and engineering construction documents suitable for permitting, bidding, and construction administration.

1.4 Funding Source

State Funding Notice

This project is funded through the **South Carolina Department of Commerce**. All applicable state requirements and program guidelines govern this procurement and any resulting contract.

Compliance requirements applicable to this project:

- All contractors and subcontractors must not be debarred or suspended from participation in state-funded programs.
- The successful respondent will be required to comply with all applicable state regulations and local regulations.

SECTION 2 | SCOPE OF SERVICES

The Town of Chesterfield is seeking a qualified firm to provide the following scope of services. The awarded firm must be capable of managing the architectural design phase, bidding, and construction phase.

A. Architectural & Engineering Design Services

Provide signed and sealed design and specifications documents suitable for permitting, bidding, and construction based on the approved Conceptual Design, including supporting engineering calculations and reports suitable for obtaining construction permits for site and building construction. Deliverables shall include:

- Site design, grading, drainage, erosion, and sediment control plans
- Site utility plans
- Landscape and planting plan
- Code summary
- Structural details
- Technical specifications for civil, architectural, and structural work
- Review and application of local and state codes
- Mechanical, electrical, and plumbing design
- Integrated systems design
- All governance submittals, approvals, and permits
- Constructability reviews
- Identification of delegated design systems
- 100% plans and specifications suitable for bidding and construction
- Coordination with end-users and potential Owner consultants
- Bidding and construction administration services.

SECTION 3 | SUBMISSION REQUIREMENTS

3.1 Official Contact

The official contact for this solicitation is:

Contact	Cecil Kimrey
Title	Town Administrator
Address	P.O. Box 350, Chesterfield, SC 29709
Phone	843-623-9099
Email	cftadmin@shtc.net

Each firm responding to this solicitation is officially a **RESPONDENT**. Each respondent must submit a sealed package containing an original and two (2) copies plus one (1) digital copy of its proposal to the **Town Administrator** at the address above no later than **September 28, 2026**. Proposals may be submitted in person, by messenger, or by regular mail. All submissions will be logged in and date and time stamped. Any proposal received after the date and time specified will be logged and stamped as "late" and returned unopened to the respondent.

3.2 Proposed Procurement Timeline

Milestone	Date
Release Date for RFP	August 27, 2026
Final Date to Receive Written Questions/Clarifications	September 16, 2026
RFP Closing Date	September 28, 2026; 2:00 PM
Completion of Selection Committee Review and Recommendation	October 5, 2026
Execution of Contract	November 12, 2026

3.3 Labelling of Proposals

All proposals must be submitted in a sealed envelope or package plainly marked "**Town of Chesterfield Farmers Market Design**", ATTENTION: Cecil Kimrey, with the name and address of the respondent in the upper left-hand corner. No responsibility will be attached to the Town of Chesterfield or any official or employee thereof for the pre-opening, post-opening, or failure to open a proposal not properly addressed and identified.

3.4 Proposal Format and Page Limit

Respondents must prepare and submit a proposal that does not exceed **twenty (20) single-sided 8.5 x 11-inch pages** in length (not counting the front and back covers, section dividers containing no information, required forms, and appendices). The proposal must include the elements described in Section 4, presented in the order listed.

Fee Proposal — Separate Sealed Envelope: The fee proposal must be submitted in a **separate, sealed envelope** clearly marked "Fee Proposal — Town of Chesterfield Farmers Market Design" and enclosed within the outer proposal package. The fee proposal will not be opened or reviewed until after the technical evaluation is complete and a short list has been established. Including fee information anywhere in the technical proposal body will be grounds for disqualification.

3.5 Proprietary/Confidential Information

All materials and written qualifications submitted pursuant to this RFP shall become the property of the Town of Chesterfield and will not be returned. All respondents must visibly mark as "CONFIDENTIAL" each part of their submission that they consider containing proprietary information, the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Marked pages will not be disclosed if they are deemed to meet the requirements under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, et seq. Respondents should be prepared, upon request, to provide justification of why such materials should not be disclosed.

3.6 Questions/Requests for Clarification

All questions and/or requests for clarification regarding this RFP should be provided in writing to Cecil Kimrey no later than **September 15, 2026**. All questions submitted and their answers will be posted on the Town of Chesterfield website as an addendum to this RFP. No telephone inquiries will be accepted.

3.7 Addenda

If it becomes necessary to revise any part of this RFP, a written addendum will be issued. All addenda issued by the Town of Chesterfield will become part of the official RFP and will be posted on the Town website. Receipt of all addenda must be acknowledged in the proposal.

3.8 Contact Policy

No direct or indirect contact regarding this solicitation may be made with any representatives of the Town of Chesterfield other than the official contact identified in this RFP. If such contact is made, the Town of Chesterfield reserves the right to reject the proposal submitted by that respondent. All questions and/or requests for clarification must be provided in accordance with Section 3.6. This contact policy applies to site visits and requests for technical information. Any technical information needed from the Town of Chesterfield to prepare a proposal should be coordinated through the Questions/Requests for Clarification process outlined in Sections 3.5 and 3.6.

3.9 Acceptance and Rejection of Proposals

Any proposals that do not conform to the essential requirements of the RFP shall be rejected. The Town of Chesterfield reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The Town of Chesterfield also reserves the right to accept or reject any or all proposals received in response to this RFP. The Town of Chesterfield is not obligated to enter into any contract on the basis of any submittal in response to this RFP. The Town of Chesterfield reserves the right to request additional information from any firm submitting a proposal under this RFP if such information is necessary to clarify the proposal.

3.10 Cancellation/Rejection

The Town of Chesterfield may cancel this RFP in whole or in part at any time if it is determined to be in the best interest of the Town. The Town of Chesterfield may reject any or all proposals in whole or in part if determined to be in the best interest of the Town.

3.11 Conflict of Interest

Respondents shall promptly notify the Town of Chesterfield in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance which may influence or appear to influence the respondent's judgment or quality of services being provided. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake and request an opinion of the Town as to whether the association, interest, or circumstance would constitute a conflict of interest. By submitting this proposal, the respondent certifies that it has no conflict of interest with any employee, agent, elected official, or officer of the Town or any other conflict as may be set forth herein.

3.12 Collusion

More than one proposal from an individual, firm, partnership, corporation, association, or related parties under the same or different names will not be considered. If the Town of Chesterfield believes that collusion exists among respondents, all proposals from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof which have a direct or indirect ownership or profit-sharing interest in another respondent.

Respondents shall comply with all local and state directives, orders, and laws applicable to this RFP and any resulting contract.

By responding to this RFP, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same item, and they certify the knowledge that collusion would constitute an illegal action.

3.13 Equal Opportunity Employer

The Town of Chesterfield is an Equal Opportunity Employer.

The selected respondent shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by applicable federal, state, or local law. The selected respondent shall include a similar non-discrimination provision in all subcontracts executed under the resulting agreement.

SECTION 4 | PROPOSAL CONTENTS

The technical proposal must not exceed **twenty (20) single-sided 8.5 x 11-inch pages** (excluding covers, dividers, required forms, and appendices) and must include the following elements in the order listed. The fee proposal must be submitted separately as described in Section 3.4.

4.1 Cover Letter

The response should contain a cover letter signed by a person who is authorized to commit the respondent to perform the work included in the proposal.

4.2 Firm Qualifications

Provide relevant information about the firm to include the following:

- Organization/company overview as it relates to the requirements of this RFP.
- Organization/company overview of all sub-contractors as it relates to the requirements of this RFP.
- Number of years the firm has been providing the requested services, with a brief description of recently performed projects that indicate the past performance and abilities of the proposed team. More detail on specific projects should be included in the Relevant Experience section.

4.3 Key Personnel

Provide a proposed project management structure that identifies the project manager and all personnel who will be assigned to this project, including a description of their abilities, qualifications (including education and licensure), and experience. Identify the proposed project manager who will serve as the sole point of contact for the Town of Chesterfield during day-to-day operations and include their contact information. Include resumes for all key individuals (including sub-consultants) who will be completing any portion of the scope of work.

4.4 Relevant Experience

Provide descriptions of similar infrastructure projects that the organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Include any relevant experience with state grant requirements.

4.5 Project Approach

Provide a statement of understanding of the work to be done and a detailed methodology and work plan, including a proposed list of required tasks and milestones to address the scope of work included in this RFP. Include any additional recommendations, options, or alternatives that should be taken into consideration by the Town.

4.6 Project Schedule

Provide a proposed project schedule that includes the key tasks, durations, milestones, and deliverables that will complete the scope of work within the timeframe outlined in this RFP.

4.7 Firm Workload

Describe the recent, current, and projected workload of the respondent and any sub-consultants, related to how it might impact the respondent's ability to meet the project's time and budget requirements.

4.8 References

Provide three (3) client references for relevant projects completed within the last five (5) years that indicate the past performance and abilities of the proposed team. Include a key client contact person for each project with their current daytime telephone number and email address.

4.9 Fee Proposal (Separate Sealed Envelope)

The fee proposal must be submitted in a separate, sealed envelope as described in Section 3.4. The fee proposal should include a fixed-price, total cost proposal for completing the scope of work outlined in this RFP, itemized by work task and inclusive of all fees. Include hourly rates that would be charged if additional work is added to the contract via change order. Include names, titles, and hourly rates for all key personnel expected to work on this project.

SECTION 5 | EVALUATION AND AWARD PROCESS

5.1 Selection Committee

The Town of Chesterfield will conduct a formal selection process to identify the proposal that is most advantageous to the Town, based on the criteria detailed in Section 6. This process will include the formation of a selection committee and the appointment of technical advisors as needed to review all proposals and score them based on the established selection criteria. The award will be made to the highest-rated and ranked respondent based on the cumulative scores of the selection committee.

The Town reserves the right to contact a firm to obtain written clarification of information submitted in their proposal and to contact references to obtain information regarding performance, reliability, and integrity. After evaluating the submitted proposals, the selection committee may choose to interview a short list of firms prior to ranking the respondents. If interviews will be conducted, short-listed respondents will be notified at least ten (10) business days prior to the interview date.

5.2 Technical Evaluation Process

Fee proposals will not be reviewed during the initial evaluation phase. The selection committee will first evaluate and rank all technical proposals based on the criteria in Section 6. Following the establishment of a short list, fee proposals for short-listed firms will be opened and incorporated into the final evaluation and scoring. This process protects the integrity of the qualifications-based selection.

5.3 Notice of Intent to Award

The selection committee's recommendation for award will be presented to the Chesterfield Town Council for consideration. If approved, a notice of "Intent to Award" will be posted on the Town's website. A notice will also be emailed to all respondents informing them of the committee's recommendation.

5.4 Protested Solicitations and Awards

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the procedures in the Town's procurement policy. Protests should be submitted to the Town Administrator in writing within five (5) business days of the Notice of Intent to Award.

5.5 Contract Negotiations / Award of Contract

After the close of the appeal period, if no appeals were received or successfully granted, the highest-rated respondent identified in the "Intent to Award" will be invited to enter into contract negotiations with the Town of Chesterfield to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs required to complete the agreement. If an agreement cannot be reached with the top-ranked firm, the Town will select the next highest-ranked responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services within the project budget.

Per South Carolina Department of Commerce regulations, any contract negotiated as a result of this procurement process will require approval. Once a draft contract is negotiated, the Town of Chesterfield will submit it to the **South Carolina Department of Commerce** for review and approval. Execution of the contract may not occur prior to Department of Commerce approval. Failure to adhere to this requirement could result in disallowed grant costs and the cancellation of this solicitation.

SECTION 6 | SELECTION CRITERIA

The selection criteria and their relative weight in making the selection are as follows. Note that fee proposals are evaluated separately and only for short-listed firms, as described in Section 5.2.

Weight	Criterion	Description
20%	Qualifications of Firm/Personnel	Technical expertise and competence, including education, licensure or professional certification, and years of experience of individuals who will be assigned to this project.
20%	Related Experience on Similar Projects	Extent of relevant experience with projects of a similar nature, including experience with state-funded projects.
20%	Past Performance	Performance recommendations with regard to work quality, schedule, budget, communication and coordination of projects.
15%	Project Approach	The soundness, suitability, comprehensiveness and creativity of the respondent's stated approach to the project.
15%	Ability to Meet Project Schedule	The proposed project schedule as well as consideration of the workload of the firm and key personnel.
10%	Project Cost	The lowest total cost proposal will receive the maximum points; all other respondents will be assigned points on a pro rata basis.

APPENDIX A | SUBMITTAL CHECKLIST

Respondents must complete this checklist and include it as the first page of the sealed proposal package. All items must be checked before submitting. Incomplete submissions may be rejected as non-responsive at the sole discretion of the Town of Chesterfield.

Firm Name:	
RFP Title:	Town of Chesterfield Farmers Market Design
Submission Date:	
Point of Contact:	Name / Title / Phone / Email:

✓	Required Item	Reference
OUTER PACKAGE LABELING		
☐	Outer envelope/package labeled with RFP title and firm name/address	Section 3.3
☐	Sealed fee proposal envelope enclosed within outer package, labeled "Fee Proposal"	Section 3.4
TECHNICAL PROPOSAL — Required Copies		
☐	One (1) signed original technical proposal	Section 3.1
☐	Two (2) printed copies of technical proposal	Section 3.1
☐	One (1) digital copy on USB/flash drive (PDF format)	Section 3.1
TECHNICAL PROPOSAL — Required Sections		
☐	Cover Letter — signed by authorized representative	Section 4.1
☐	Firm Qualifications — firm overview, sub-consultants, years in service	Section 4.2
☐	Key Personnel — project manager identified; resumes included for all key staff and sub-consultants	Section 4.3
☐	Relevant Experience — similar projects; state grant experience noted	Section 4.4
☐	Project Approach — methodology, work plan, tasks, milestones	Section 4.5
☐	Project Schedule — key tasks, durations, deliverables	Section 4.6
☐	Firm Workload — current and projected workload described	Section 4.7
☐	References — three (3) client references with contact information for projects within last 5 years	Section 4.8
☐	Addenda Acknowledgment — all issued addenda acknowledged in proposal	Section 3.7

FEE PROPOSAL — Separate Sealed Envelope		
☐	Fee proposal submitted in separate, sealed envelope labeled "Fee Proposal"	Section 3.4
☐	Fixed-price total cost proposal itemized by work task	Section 4.9
☐	Hourly rates for change order work included	Section 4.9
☐	Key personnel names, titles, and hourly rates included	Section 4.9
REQUIRED CERTIFICATIONS		
☐	Conflict of interest disclosed or certified as none	Section 3.11
☐	Collusion certification — respondent certifies no collusion	Section 3.12
☐	Non-discrimination compliance affirmed	Section 3.13
☐	Respondent not debarred or suspended from state-funded programs	Section 1.4

Authorized Signature	Date
Signature	Date of Submission
Printed Name and Title	Firm Name
Name / Title	Legal Firm Name

Town of Chesterfield Farmers Market Design RFP