



**REQUEST FOR PROPOSALS
TO PROVIDE UPDATED COMPREHENSIVE PLAN
FOR THE CITY OF ORANGEBURG**

City of Orangeburg
City Administration Department
1099 Russell Street
Orangeburg, South Carolina 29115

October 1, 2026

The City reserves the right to request interviews, clarifications, and give additional consideration to qualified local consultants.

1. Introduction

The City of Orangeburg, South Carolina (“City”), is requesting proposals (RFP) from qualified professional consultants for the update to its 2017 Comprehensive Plan.

The Consultant will be provided with a copy of the 2017 Comprehensive Plan.

2. Scope of Work

Projects should include (but are not limited to) the following:

- Analysis and finalization of Comprehensive Plan
- Additional assessment of existing and future conditions as needed
- Making future recommendations based upon the City’s community vision and goals
- Using a comprehensive and inclusive public process during preparation of the proposed Comprehensive Plan including hosting any and all public meetings, workshops, and stakeholder interviews which are required to complete the process
- Working with City staff to prepare an implementation strategy upon plan adoption, identifying projected costs and funding alternatives, utilizing information provided through community and staff analysis processes for final review and adoption by the Planning Commission and City Council
- The Consultants’ work completing the Plan should be done no later than October 1, 2027.

(a) Plan Elements

The Comprehensive Plan should, at a minimum, include the following elements as defined by the South Carolina Comprehensive Planning Guide:

- Population
- Economic Development
- Natural Resources
- Cultural Resources
- Community Facilities
- Housing
- Land Use
- Transportation
- Priority Investment

(b) Process

The following are the steps suggested for the creation of the Comprehensive Plan, but the consultant may provide alternative or additional steps and more detail about these steps in the proposal.

1. Kick-off with Planning Commission and consultant team to confirm process, goals, roles, and responsibilities

2. Conduct remaining stakeholder interviews
3. Community meeting to discuss Comprehensive Plan and gain citizen insights and goals – needs, desires, strengths, challenges, and opportunities
4. Develop revised Draft of the Comprehensive Plan
5. Planning Commission meeting to review and discuss revised Draft Plan
6. Community Outreach Event #2 to present revised Draft Comprehensive Plan to provide an interactive opportunity for citizen responses and inputs to the proposed plan
7. Presentation of revised Draft Plan to Planning Commission for Recommendation to City Council
8. Presentation to City Council for adoption

For review, a minimum of 7 hard copies of the draft Comprehensive Plan will need to be submitted for Planning Commission. An additional 7 copies will need to be provided for City Council review.

(c) Final Deliverables

1. User-Friendly Comprehensive Plan Document available in both paper and digital form, containing high-quality graphics and maps. The document should be prepared in a format that is easy to update.
2. Executive summary document that can be easily distributed.
3. Summary and documentation of citizen outreach meetings and input.
4. Implementation strategies and time frames that are realistic and appropriate for the community. Include projects, priorities, estimated costs, and long-term management responsibilities.
5. A minimum of 30 bound, hard copies of the Plan will be provided to the city upon final acceptance and adoption of the Plan by the city.

3. Vehicles, Equipment, and Personnel

The Consultant shall provide all vehicles, equipment, and personnel to effectively provide services as described in this RFP.

3.1. Personnel

The Consultant shall certify to the City that all employees are legal residents of the United States and conform to all State of South Carolina Illegal Immigration and Reform Act requirements.

4. Schedules

Release of RFP:	October 1, 2026	
Deadline for Submitting Written Questions regarding the RFP:	October 30, 2026	12:00 PM
Proposal Due Date:	November 30, 2026	1:00 PM

Proposal review & evaluations

December 1-9, 2026

Recommendation of potential winner to City Council

December 15, 2026

Projected Award Date:

Dec 18, 2026

5. Regulatory Compliance

The Consultant shall comply with all City, State of South Carolina, and Federal laws, rules, and regulations.

6. Consultant Conduct

The Consultant's employees shall conduct themselves with a high degree of morality and behavior. There shall be no boisterous, offensive, or obscene language or gestures.

7. Qualifications of Consultants

To demonstrate the qualifications for the services required, the Consultant shall submit with its proposal satisfactory proof of its qualifications to perform in a satisfactory manner the work covered by this RFP. The Consultant shall submit, among other items, information, evidence, and statements with respect to the following:

1. Provide a brief history of the firm.
2. Provide resumes documenting qualifications of key personnel who will provide the requested services.
3. A listing of three to five (3-5) previous and current references of local government projects similar in scope of services requested in the RFP.
4. Include two (2) recent samples of work that the respondent feels most closely parallels the work required under this request.
5. Consultant can complete all proposed work in the time frame required by the city.
6. The Consultant's proposed "Not to Exceed Cost" for completion of all work in the RFP

8. RFP Process

The objective of this RFP is to select a qualified consultant to provide the services outlined in this RFP to the City. The RFP process will be conducted to gather and evaluate responses from consultants for potential award. All qualified respondents are invited to participate by submitting proposals as defined below. After evaluating all submitted proposals received prior to the closing date of this RFP, the preliminary results of this RFP will be publicly announced, including the names of all participating suppliers and the evaluation results. Subject to the protest process, final contract award(s) will be publicly announced thereafter.

9. Instructions

By Submitting a proposal, the Consultant is acknowledging that the Consultant:

1. Has read the information and instructions.
2. Agrees to comply with the information and instruction contained herein.

9.1. Submitting Questions

All questions concerning this RFP must be submitted in writing **no later than October 30, 2026, at 12:00 PM** to the following:

City of Orangeburg Theresa Williams
Assistant City Administrator
1099 Russell Street
Orangeburg, SC 29115

Questions should also be sent via email to: theresa.williams@orangeburg.sc.us & tonya.lott@orangeburg.sc.us

No questions other than written will be accepted. No response other than written will be binding upon the City.

9.2. City's Right to Request Additional Information

Prior to contract award, the City must be assured that the selected vendor has all 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 city is unable to assure itself of the Consultant's ability to perform, if awarded, the city 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 notified and will be permitted approximately seven business days to submit the information requested.

9.3. 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 RFP will not be considered. The Proposal must be complete in all respects.

9.4. City's Right to Reject Proposals

The City 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 City. It is also within the right of the City to reject responses that do not contain all elements and information requested in this RFP. A proposal will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the RFP requirements, which determination will be made by the city on a case-by-case basis. Special consideration may be extended to a supplier.

9.5. City's Right to Amend or Cancel RFP

The City reserves the right to amend or cancel this RFP at any time. Any amendments must be made in writing prior to the RFP 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 RFP (including revisions/additions made in writing prior to the close of the RFP whether or not such revision occurred prior to the time the Consultant submitted its proposal) unless

expressly stated otherwise in the Consultant's proposal.

9.6. Cost for Preparing Proposals

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

9.7. Submittal Instructions

Below are key actions related to this RFP.

9.7.1. RFP Released

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

City of Orangeburg Website: www.orangeburg.sc.us (Beacon Bid)
Municipal Association of South Carolina
American Planning Association
SC Bid Opportunities (SCBO)

9.7.2. Submitting a Proposal

The Consultant must submit Five (5) **hard copies** in a sealed envelope with the contractor's signature across the seal **AND** One (1) **soft copy** (PDF electronic format) with the words "Comprehensive Plan Update" in Red (submitted through Beacon Bid on the city's website)

Hard copy proposals should be submitted no later than November 30, 2026, 1:00 PM to:

Theresa Williams
Assistant City Administrator
1099 Russell Street
Orangeburg, South Carolina 29115

Soft (or electronic) copy proposals should also be submitted no later than November 30, 2026, 1 PM through Beacon Bid to:

Theresa Williams, Assistant City Administrator or Kenith Salley, Administrative Coordinator

9.7.3. Revising, or Cancelling a Submitted Proposal

If a consultant desires to revise or cancel a submitted proposal, the Consultant must notify the city in writing of their intention to revise or cancel a proposal prior to the RFP closing date and time. If the Consultant submits a revised proposal, the original proposal will be returned unopened to the Consultant. A revised proposal must be received by the city prior to the RFP closing date and time.

10. General Business Requirements

This section contains general business requirements. By submitting a proposal, the Consultant is certifying its agreement to comply with all of 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.

10.1. Standard Insurance Requirements

If awarded a contract, the Consultant shall procure and maintain insurance which shall protect the Consultant and the City (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 City at least thirty (30) days prior to any cancellation or change in the policy.

Contractor will provide the City of Orangeburg with a copy of the certificate of insurance specifying the above limits have been met.

11. 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 City, and subject to the terms and conditions of such an acceptance, will constitute a valid and binding contract between the Consultant and the City; and
2. That the Consultant guarantees and certifies that all items included in the proposal meet or exceed all the RFP'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 RFP closing date and that the Consultant's offer may be held open for a lengthier period subject to the Consultant's consent; and

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

4. That the provisions of the laws of South Carolina have not been violated and will not be violated in any respect.

12. Proposal Evaluation and Award

12.1. Proposal Evaluation

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

12.2. Selection and Award

Upon completion of evaluation, the city staff will present a summary of all evaluated proposals to the City Manager and then Mayor and City Council along with the recommended proposal. The Mayor and City Council will review the summary and recommendation. The City Council will determine which, if any, proposal to award the contract, or the City 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 City Council.

12.3. Public Award Announcement

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

City of Orangeburg Website: www.orangeburg.sc.us

13. Indemnification and Hold Harmless

The Consultant shall be responsible for and shall indemnify and hold the City harmless from any and all claims, demands, damages, and expenses of whatever nature (including without limitation, attorney's fees) relating to or arising from (1) Consultant's breach of any of the representations and warranties contained herein; (2) Consultant's failure to follow the City's specifications; (3) Consultant's other breach of the terms hereof; (4) any other act(s) or omission(s) of Consultant, its employees, independent contractors, agents, and suppliers.

14. Assignability

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

15. Audit

Upon not less than five (5) days prior notice, the City 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 to charge the Consultant for the reasonable cost of such audit.

16. Default and Termination

Failure of the Consultant to comply with the provisions of the contract documents shall constitute

default thereof. The City 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 or refusal of the Consultant to cure any such default, the City 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.