



## **REQUEST FOR QUALIFICATIONS**

Project Title: Pickens Downtown Master Plan

Owner: City of Pickens, SC

The City of Pickens is seeking qualifications from consultants to assist with updates to create a Downtown Master Plan. All submissions must be received no later than 2pm on May 13<sup>th</sup>, 2026. The Request for Qualifications in its entirety can be viewed at <https://cityofpickens.com/> or by contacting Tim O’Briant, contact info shown below.

Proposals should be placed in an envelope or box clearly marked “Pickens Downtown Master Plan Proposal” and delivered to:

Tim O’ Briant, City Administrator  
City of Pickens  
219 Pendleton Street  
Pickens, SC 29671

This project is being funded in whole or in part by the Appalachian Regional Commission (ARC). All federal requirements will apply to the contract. All contractors and subcontractors are required to be registered in the federal System for Award Management (SAM). Bidders on this work will be required to comply with the President’s Executive Order No. 11246 & Order No. 11375 which prohibits discrimination in employment regarding race, creed, color, sex, or national origin. Bidders must comply with Title VI of the Civil Rights Act of 1964.

Any questions regarding this RFQ should be directed to:

Tim O’Briant  
864.878-6421 option 4

“EQUAL EMPLOYMENT OPPORTUNITY

## **City of Pickens Downtown Master Plan**

The City of Pickens is seeking qualifications from consultants to assist in creation a downtown master plan for downtown business types and classifications.

### **BACKGROUND -**

A Downtown Master Plan for Pickens' downtown is vitally essential to gather community support and provide demonstrable evidence of the City's intent to make further investments that uplifts the economic viability of the City. The City recognizes that there are opportunities along Main Street for reinvestment that will create a more vibrant commercial district, gathering places for citizens of the community, and a more pedestrian and bike friendly community. Once the Plan is accepted and implemented, the end goal will be to develop new facilities, outdoor spaces and enhanced roadways in the commercial downtown area. Encouraging residents to stay and attract new people from other areas has increasingly become a challenge.

- **STATEMENT OF QUALIFICATIONS:**
  - A cover letter indicating the composition of the entire team including the Principal in Charge, Project Manager and support team; include resumes.
  - Provide a list of current active projects, including the name, type of project, location, firm's role in the project and status of the project.
  - List a minimum of three (3) professional references for the example projects. For each reference list the contact's name, address, phone number and relationship to the firm.
  - Provide a concise, one page, statement outlining the philosophy of the team in approaching projects of this nature and the team's grasp of issues and goals to address in the study.
  
- **SELECTION COMMITTEE:**
  - The Selection committee will be comprised of City of Pickens staff from multiple departments along with elected officials. The committee will rank each firm based on the criteria listed below in order to select the best fitting application.
  
- **CRITERIA FOR CONSIDERATION OF QUALIFICATIONS**
  - Experience and knowledge in developing similar plans by consultant personnel who will be directly involved with the project
  - Ability to complete the plan within the given timeframe
  - Ability to maintain communication on plan development
  - Ability to involve partners and stakeholders in the planning process
  - Ability of the firm to perform the proposed work
  - Ability to deliver a project relative to the allocated budget
  - References
  
- **PROJECT SCOPE**
  - Redevelopment opportunities for vacant downtown buildings

- **SUGGESTED APPROACH:**
  - Development of draft and final Downtown Master Plan Documents
  - Final presentation to City Council
  
- **DESIRED DELIVERABLES**
  - Executive summary
  - Vision statement
  - Implementation strategies
  - Cost estimates
  
- **RFQ NARRATIVE-** to include:
  - Address items in scope of service
  - Address desired deliverables
  - Address options for incorporating available in-kind services into project
  - Ability to meet established time frame
  - Project strategy
  - Company information (history, structure, etc.)
  - Examples of past performance and references
  - Proposed subcontractors, if any

**SELECTION PROCESS AND TIMEFRAME:** This project must follow the schedule below:

- April 2026 –RFQ issued.
- May 13, 2026 - Completed RFQ due by 2:00 p.m.
- May-June 2026 –Review RFQs, follow-up with consultants, if necessary, consultant selection and contract negotiation
- July 2026 –Estimated project start.
- December 2026 –Project completion