

**TOWN OF HILTON HEAD ISLAND
REQUEST FOR PROPOSALS (RFP 2018-0012)
GULLAH-GEECHEE CULTURE
PRESERVATION PROJECT**

The Town of Hilton Head Island is soliciting sealed proposals from qualified consultants to provide sustainable ideas to address various topics related to heirs' property and the preservation of the Gullah culture. These ideas must be in a format that is user friendly and easy to understand.

The Town of Hilton Head Island Town Council identified Heirs' Property as a 2017 Top Priority and created the Gullah-Geechee Land and Cultural Preservation Task Force (Gullah Task Force) to assist in the preservation of the Gullah culture (see Attachment A). The Gullah Task Force began meeting in July of 2017 and spent the first several months developing a Mission Statement and Statement of Work (see Attachment B). This document will give consultants valuable information regarding the Gullah Task Force and the work they hope to accomplish. Integral to this work was the identification of 1016 acres of Gullah-Geechee Native Island properties on the island, which was adopted by the Gullah Task Force in November of 2017. In addition to their Statement of Work, the Gullah Task Force has made recommendations to the Town of Hilton Head Island Town Council which included hiring a consultant to investigate possible changes to the Land Management Ordinance (LMO) to resolves issues related to heirs' property and other issues raised by the Gullah community (see Attachment C).

SCOPE OF WORK

The Town expects ordinances and other products that are tailored to meet the specific and unique conditions of the Town of Hilton Head Island. Qualifications should feature a consultant team with specific experience in the development of codes, ordinances and procedures, and have an understanding of heirs' property issues and cultural preservation.

The Consultant should be familiar with and demonstrate an understanding of the Town of Hilton Head Island's 2017 Comprehensive Plan and appendices, the existing LMO, the South Carolina Local Government Comprehensive Planning Enabling Act of 1994, Town Council directives relative to the Heirs' Property and the work of the Gullah Task Force (see Attachments A-C); the understanding of these documents should be reflected in the work plan submitted as part of the proposal.

A key Town staff person will serve as Project Manager and liaison between the consultant and the Gullah Task Force. Staff will provide necessary background information.

It is the desire of the Town to preserve and protect the cultural ways of the Gullah community balanced with the aesthetics of Island character and other competing community needs.

In Phase One of the project, the consultant team will evaluate topics identified by the Gullah-Geechee Native Island Community listed below:

- Appropriate uses and density;
- Setback and buffer requirements for family subdivisions and/or heirs' property;
- Ways to legally and equitably permit subdivision of family property (paper subdivision);
- Flexibility in design standards for culturally significant properties that fall within the Corridor Overlay District;
- Signage for economic endeavors promoting Gullah culture;
- Transfer of density between properties to enhance development opportunities; and
- Exemption from impact fees.

The consultant team will provide solutions or options to address each topic during Phase One. All proposed solutions or options should be legally implementable in the State of South Carolina. Town Council will identify the preferred direction and the consultant team will be responsible for developing codes, programs, procedures, and implementation strategies during Phase Two. The consultant team will be responsible for drafting any LMO amendments necessary.

PROPOSED GENERAL PROJECT TASKS

- 1) Attend a project kick-off meeting with the Gullah Task Force, key staff, and the general public to discuss the process for executing the work plan, gather information on topics, and expectations on final products.
- 2) Coordinate with staff and the Gullah Task Force to develop a community engagement plan and provide a strategy for public education.
- 3) Stakeholder meetings to occur during the interim trip during Phase One of the project.
- 4) Provide project status updates on a monthly basis and at key milestones to the Project Manager.
- 5) Proposal shall include three (3) trips to Hilton Head Island during Phase One including one (1) kick-off trip, one (1) interim trip for stakeholder and Gullah Task Force meetings, and one (1) for the final presentation and two (2) trips to Hilton Head Island during Phase Two including one (1) interim trip and one (1) trip for the final presentation.

It is anticipated that Phase One will take 4-6 months beginning in June of 2018 and will include stakeholder meetings, public engagement and education, and present at a Gullah Task Force to include Town Council and Planning Commission.

Once Town Council has identified preferred solutions to pursue, it is anticipated that Phase Two will take 2-3 months.

Please ensure you provide a minimum of five hard copies and one digital copy on CD. All responses must be received no later than 2:00 PM on April 24, 2018. Sealed proposals should be hand carried or delivered by traceable means to the following address:

Town of Hilton Head Island
One Town Center Court
Hilton Head Island SC 29928
Attention: Jayme Lopko, Senior Planner
RFP 2018-0012 Gullah-Geechee Culture Preservation Project

SUBMISSION REQUIREMENTS

All proposals shall be hand delivered or mailed by traceable means in sealed envelopes, clearly marked on the outside as “RFP 2018-0012 Gullah-Geechee Culture Preservation Project” to Jayme Lopko, Senior Planner. All proposals must be received not later than 2:00 PM on April 24, 2018. Responses received after this time or date shall not be considered.

The Town of Hilton Head Island, by way of this RFP, does not commit itself to award a contract or pay any costs incurred in the preparation of a proposal; or to procure or contract for any articles of goods or services. The Town further reserves the right to accept or reject any or all proposals received as a result of this request for proposals or to negotiate with all qualified offerors, or to cancel in part or in its entirety this solicitation if it is in the best interest of the Town to do so.

Proposals must be signed by an official of your company authorized to bind the offeror, and shall contain a statement that the proposal price is good for a period of at least 90 days from the date of proposal opening.

For information concerning this request for qualifications, please contact Jayme Lopko at (843) 341-4695 or

jaymel@hiltonheadislandsc.gov. All questions must be submitted in writing via email no later than 4:00 PM on April 9, 2018. Should one be required, the Town will issue a final addendum for this RFP no later than April 11, 2018.

The Town of Hilton Head Island does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment for the provision of goods and services.

RESPONSE FORMAT

Responses are to be self-explanatory and designed in a manner to provide the Town with a straightforward presentation of the consultant's capabilities and qualifications. Elaborate brochures and other promotional type materials are not desirable. The consultant is encouraged to submit, for the Town's review, any additional information pertinent to the project. The format shall address and explain in detail, the response to each requirement of the RFP.

The Proposal shall be formatted as follows:

Section 1 General firm background

- Executive summary of the consultant team's history.

Section 2 Direct project experience on similar projects, including client references

- Provide a list of past or current relative projects for whom you provided similar services. Provide a minimum of five (5) similar projects completed successfully including location, detailed description of services provided, time frame, and budget. Include client references – name, valid phone number, and email address. Ensure listed references are aware of your response to this RFP and that they will provide a timely response when contacted by a representative from the Town's selection committee. Personnel assigned to this project should have been involved in all or a majority of the projects referenced as similar.
- Provide a detailed summary description of any cultural preservation efforts and/or heirs' property regulations prepared. Firms are encouraged to include samples of work products/materials they feel best represent the quality and relevancy of their planning efforts on behalf of those clients.

Section 3 Project Team

- Provide a detailed resume of the person that is being proposed to be the Project Manager as well as the person in charge of the communications component and the person who has an understanding of the Gullah-Geechee culture. List any supporting personnel, their qualifications, including resume, and experience, who may be required to support the project.

Section 4 Proposed work plan and project schedule including a summary of current workload

- Provide a work plan and project schedule that addresses in detail the proposed process to achieve the project goals/tasks reflected in the Town's Scope of Services (see Attachment D).
- The proposed work plan should include an hourly breakdown for all tasks and sub-tasks reflecting both the level of effort in man hours and the hourly rate and title of the project team member/members assigned to perform each task. The total for this plan should reflect your total fee. Where the work plan reflects the need for onsite visits your proposal should include a not to exceed project budget for travel, lodging, per diem and transportation per visit.
- The work plan should reflect a clear and detailed understanding of the project requirements and expectations, including identification of the unique opportunities and challenges of this project.

Section 5 Other pertinent information

- Present and anticipated workload of project team.
- Description of available back-up personnel and resources
- Litigation history of the firm for the past 5 years

- Any additional relevant information

Section 6 Fee proposal

- Detailed fee proposal for each phase
- Anticipated cost per trip to travel to Hilton Head Island

EVALUATION FACTORS/ORAL INTERVIEWS

All qualified submittals shall be reviewed and evaluated by a Town selection committee. The highest qualified firms, using the selection criteria reflected below, will be required to provide an oral presentation of their qualifications to the selection committee. All responses will be evaluated using the following criteria:

- Proposed work plan that demonstrates a detailed and complete understanding of this project requirements and expectations, including identification of unique opportunities and challenges;
- Experience and qualifications of personnel assigned to this project (resumes/interviews/reference checks);
- Quality of previously completed projects of similar scope (minimum of five projects of similar scope and size) and a demonstrated record of completing projects on time and on budget and meeting all defined project requirements/expectations;
- Fee Proposal.

AWARD OF A CONTRACT

After all interviews have been completed, the selection committee will rank all respondents and forward their evaluation results to the Town Manager for his review. The Town Manager will authorize the selection committee to enter into negotiations with the most qualified respondent. Should efforts to negotiate a fair and reasonable fee fail, the selection committee will begin the process with the next most qualified respondent.

Award will be made to the most qualified respondent after evaluation of all responses, interviews, a thorough review of their qualifications, and completion of negotiations and acceptance of their fee schedule. The right is reserved to reject any and all responses received; and, in all cases, the Town will be the sole judge as to whether the response has, or has not, satisfactorily met the requirements of this RFP.

GOVERNING LAW

The firm must comply with the laws of the State of South Carolina and the ordinances of the Town of Hilton Head Island, a municipal corporation organized and existing under the laws of the State of South Carolina.

INSURANCE

The firm shall maintain, throughout the performance of its obligations, a policy of Worker's Compensation insurance with such limits as may be required by law. It shall also maintain a policy or policies of general liability insurance insuring against liability for injury and death of persons, and damage and destruction of property. Such general liability insurance shall have limits as required by Town, county, state and federal standards.

INDEMNIFICATION

The Town, its directors, agents, and employees shall be held harmless from liability from any claims, damages, and actions of any nature arising from the completion of the project, provided that such liability is not attributable to negligence of the part of the town.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, CREATING THE GULLAH-GEECHEE LAND AND CULTURAL PRESERVATION TASK FORCE AS AN AD HOC COMMITTEE OF THE PLANNING COMMISSION AND PROVIDING A GOAL FOR THE COMMITTEE.

WHEREAS, the Town of Hilton Head Island has established a reputation as a well-planned community; and

WHEREAS, the Town Council of Hilton Head Island identified Heirs Property as a Key Priority at its 2017 Strategic Planning Workshop; and

WHEREAS, Town Council is desirous of appointing a diverse range of members to the Gullah-Geechee Land and Cultural Preservation Task Force members to operate under the jurisdiction of the Planning Commission and operate with considerable public input; and

WHEREAS, Town Council has determined that to accomplish the goal of addressing Heirs Property concerns, the Gullah-Geechee Land and Cultural Preservation Task Force is best served by appointing members from the Native Island community, those with involvement in the Gullah/Geechee culture and/or community, as well as members from the Planning Commission; and

WHEREAS, the goal of the Gullah-Geechee Land and Cultural Preservation Task Force is to identify and assist in the preservation of Gullah/Geechee culture for the purpose of detecting and resolving issues specific to this community, including, without limitation, heirs property and land use, economic and sustainability issues, and education of the community; and

WHEREAS, Town Council has determined that accomplishing this goal is best served by allowing the Gullah-Geechee Land and Cultural Preservation Task Force Committee to determine their scope of work.

NOW, THEREFORE, BE IT, AND IT HEREBY IS, RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT that the Gullah-Geechee Land and Cultural Preservation Task Force, an ad hoc committee of the Planning Commission, is created.

MOVED, APPROVED, AND ADOPTED THIS ____ DAY OF JUNE, 2017.

David Bennett, Mayor

ATTEST:

By: _____

Krista Wiedmeyer, Town Clerk

APPROVED AS TO FORM:

Gregory M. Alford, Town Attorney

Introduced by Council Member: _____



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Stephen G. Riley, ICMA~CM, *Town Manager*
VIA: Charles Cousins, AICP, *Director of Community Development*
VIA: Jennifer Ray, ASLA, *Planning and Special Projects Manager*
FROM: Jayme Lopko, AICP *Senior Planner*
CC: Shawn Colin, AICP, *Deputy Director of Community Development*
DATE: May 18, 2017
SUBJECT: Resolution creating the Gullah-Geechee Land and Cultural Preservation Task Force

Recommendation: That Town Council adopt the attached Resolution to create the Gullah-Geechee Land and Cultural Preservation Task Force as an ad hoc committee of the Planning Commission and appoint the identified members.

The Planning Commission met on May 17, 2017 and voted unanimously to forward the attached Resolution to create the Gullah-Geechee Land and Cultural Preservation Task Force as an ad hoc committee of the Planning Commission.

Summary: The Committee is proposed to consist of 9 members, including 3 Planning Commission members, 3 representatives from the Native Island community, and 3 members from organizations that have a mission dealing with Gullah-Geechee or Native Island culture. The goal of the Committee is to identify and assist in the preservation of Gullah/Geechee culture for the purpose of detecting and resolving issues specific to this community, including, without limitation, heirs property and land use, economic and sustainability issues, and education of the community.

Background: On April 18, 2017, Town Council supported the recommendations made by the Planning Commission to create an ad hoc committee, which will report to the Planning Commission, to study the preservation of Native Island Properties. Town Council further authorized the Planning Commission to propose the membership of the Committee and to have the Committee, once it's formed, create a scope of work.

Attachments:

A Resolution of the Town Council of the Town of Hilton Head Island South Carolina creating the Gullah-Geechee Land and Cultural Preservation Task Force as an ad hoc committee of the Planning Commission and providing a goal for the Committee.

Attachment B

Gullah-Geechee Land and Cultural Preservation Task Force for the Town of Hilton Head Island Statement of Work

Mission Statement: The goal of The Gullah-Geechee Land and Cultural Preservation Task Force is to identify and assist in the preservation of The Gullah-Geechee culture for the purpose of detecting and resolving issues specific to Its community, including, without limitation, heirs property, taxes and land use, economic and sustainability issues for an improved quality of life, and through on-going educational programs, workshops and seminars.

1. Gullah-Geechee Native Islander/Heirs Property Issues

- a. Identify Gullah-Geechee Native Islander/Heirs properties and historic neighborhoods.
- b. Identify how to clear title to these properties including legal considerations.
- c. Developmental rights and impediments to development including water, sewer, road, and power services and LMO restrictions.
- d. Fairness in taxation including assessments, payment plans, and relief from penalties.
- e. Identify funding opportunities and restrictions from financial institutions.

2. Infrastructure

- a. Continue to make infrastructure a priority for areas that are not currently served by water, sewer, paved roads, drainage, and fire hydrants.

3. Education of Community

- a. Through local community meetings, Gullah-Geechee Native Islanders are encouraged to identify obstacles affecting development and/or economic and sustainability issues regarding their properties.
- b. Take advantage of existing resources which have experience dealing with similar issues (i.e., Center for Heirs Property, Pan-African Family Empowerment & Land Preservation Network, Inc., and Penn Center).
- c. Establish on-going regularly scheduled workshops throughout the community to apprise residents of available resources and to provide a forum for property and cultural issues.
- d. Establish the Town as a resource center for Gullah-Geechee Land & Cultural Preservation (i.e. R/UDAT, Response to the R/UDAT, and the Ward One Master Plan).
- e. Establish resources from local organizations to assist Gullah-Geechee Native Islanders with legal, property, or financial issues related to their property or culture. (i.e. Native Island Business & Community Affairs Association {NIBCAA}, Hilton Head Realtors Association, and Financial Institutions)

4. Preservation of Gullah-Geechee Culture

- a. Identify and support existing cultural preservation organizations including their programs and resources (i.e., Mitchelville Preservation Project, Gullah Museum,

Attachment B

- NIBCAA & the Gullah Celebration, and Gullah-Geechee Consortium of Beaufort County).
- b. Identify sources of funding to sustain preservation projects.
 - c. Identify funding and partnership opportunities through the County and Town.
- 5. Recommend the Town establish a position within the Community Development Department to manage the Gullah-Geechee program and act as Town liaison to the Gullah-Geechee Native Island community.**

Attachment C

Gullah-Geechee Land and Cultural Preservation Task Force Recommendations

1. The Town create a position within the Community Development Department to manage the Gullah-Geechee program and act as a Town liaison to represent the Gullah-Geechee Native Island community. This position would work toward the resolution of the following objectives:
 - a. Continue to make infrastructure a priority for areas that are not currently served by water, sewer, paved roads, drainage, and fire hydrants.
 - b. Take advantage of existing resources which have experience dealing with heirs property and similar issues (i.e. Center for Heirs Property, Pan-African Family Empowerment & Land Preservation Network, Inc., and Penn Center).
 - c. Establish on-going regularly scheduled workshops throughout the community to apprise residents of available resources and to provide a forum for property and cultural issues.
 - d. Establish the Town as a resource center for Gullah-Geechee Land & Cultural Preservation (i.e. R/UDAT, Response to the R/UDAT, and the Ward One Master Plan).
 - e. Establish resources from local organizations to assist Gullah-Geechee Native Islanders with legal, property, or financial issues related to their property or culture (i.e. NIBCAA, Hilton Head Realtors Association, and Financial Institutions).
 - f. Identify and support existing cultural preservation organizations including their programs and resources (i.e. Mitchelville Preservation Project, Gullah Museum, NIBCAA & the Gullah Celebration, and Gullah-Geechee Consortium of Beaufort County).
2. The Town create a partnership with the Native Island Business and Community Affairs Association (NIBCAA) to participate in the annual Gullah Celebration each year in February to provide an educational workshop on Gullah-Geechee Native Island issues.
3. Investigate possible Land Management Ordinance (LMO) changes to resolve issues dealing with heirs property and other issues raised by the Gullah-Geechee Native Island community. This would include the possibility of creating a Gullah Preservation Overlay District. To accomplish this a consultant or attorney may need to be hired.
4. Investigate options to resolve fairness in taxation.

ATTACHMENT D SCOPE OF SERVICES

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