



PROJECT NAME:	Ponderosa Park Lighting
DESCRIPTION:	Seeking or affirmations proposals from qualified firms for the design and installation of lighting for fields 1,3,4 & 5.
DATE ISSUED:	09/11/2026
CONTACT:	Tom Brooks, Town Administrator, sixmileadministration@gmail.com 864-508-1047

RFP SUBMISSION:	Hand Delivery: 106 S. Main Street, Six Mile, SC 29682 Mail: PO Box 429, Six Mile, SC 29682 Reference: Ponderosa Park Lights Attention: Town Administrator, ATTN: Tom Brooks

NAME OF BIDDER (Full legal name of business submitting to the RFP)	
AWARD & AMENDMENTS:	Award and Amendment information will be available at the physical address listed above, or by contacting Rita Martin at 864.868.2653 or rita_martin@sixmiles.org.



ACKNOWLEDGMENT OF AMENDMENTS Bidder acknowledges receipt of amendments by indicating amendment number and issue date.	Amendment Number	Amendment Issue date	Amendment Number	Amendment Issue date

Drug Free Workplace Certification: By submitting a RFP/Proposal, the Bidder certifies that, if awarded a contract, the Bidder will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

You must submit a signed copy of pages 1-2 with your RFP/Proposal. By submitting a proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your bid open for a minimum of thirty (30) calendar days after the Opening Date. You agree that your bid can be made public under the **Freedom of Information Act, 5 U.S.C § 552**. The Town of Six Mile reserves the right to reject any and all proposals or bids, and to waive any informalities or irregularities.

NAME OF BIDDER (Full legal name of business submitting a bid)	BIDDER'S TYPE OF ENTITY: (Check one) ☐ Sole Proprietorship ☐ Partnership ☐ Corporation (tax-exempt) ☐ Corporate entity (not tax-exempt) ☐ Government entity (federal, state, or local) ☐ Other _____
PRINTED NAME (Printed name of person signing below)	
TITLE (Business title of person signing above)	

Instructions regarding Bidder's name: Any award issued will be issued to, and the contract will be formed with the entity identified as the Bidder above. A proposal may be submitted by only one legal entity. The entity named the Bidder must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION (If Bidder is a corporation, identify the state of Incorporation.)	
TAXPAYER IDENTIFICATION NO.	STATE LICENSE NO.



HOME OFFICE ADDRESS (Address of principal place of business):	PAYMENT ADDRESS (Address to which payments will be sent.)
EMAIL:	PHONE:
By signing below, the Bidder certifies they are qualified and hold all licenses, permits and regulatory authority to perform the scope of work set forth in the RFP/proposal documents. Upon request, proof of licenses, permits and regulatory authority must be provided to the owner prior to contract award.	
AUTHORIZED SIGNATURE (Person signing must be authorized to submit a binding RFP/proposal to enter contract on behalf of Bidder named above.)	DATE:
_____ proposal previously submitted still stands TOTAL RFP:	\$

******Include pages 1 & 2 with your RFP******

1. INTRODUCTION

The Town of Six Mile, South Carolina ("Town") invites qualified Design-Build firms to submit proposals for the design and replacement of sports field lighting on Fields 1, 3, 4, and 5 at Poderosa Park. The bidder is encouraged to evaluate the current lighting of the park and to make recommendations that will provide better lighting, energy savings and a better overall experience for park patrons and park employees.

The selected Design-Build firm will provide comprehensive turnkey services, including lighting system design, photometric analysis, permitting, equipment procurement, installation, and commissioning. Attachments may be provided as examples of lighting standards but are not part of this contract. The Town seeks a single point of responsibility to ensure cost control, schedule adherence, and high-quality workmanship.

2. SCOPE OF WORK

- i. Provide complete lighting system design, including pole layout, fixture selection, electrical engineering, and photometric modeling.
 - ii. Prepare construction documents, specifications, and stamped drawings compliant with all applicable codes and sports-lighting standards.
 - iii. Secure all necessary permits and approvals from the Town and other relevant authorities.
 - iv. Develop a final lighting design in collaboration with Town staff to ensure compliance with current athletic field lighting standards and community expectations.
- B. Construction Services



3. Site Preparation

- a) Proper removal and disposal of existing lighting equipment, poles, wiring, and debris in accordance with Pickens County landfill regulations.
- b) Site preparation, trenching, and stabilization as required for new electrical infrastructure.

4. Sports Lighting System

- a) Provide and install new LED sports-lighting fixtures meeting industry standards for baseball/softball and multi-use fields.
- b) Install new poles, cross-arms, and mounting hardware (if required).
- c) Provide new underground or above-ground electrical service, conduit, wiring, and controls.
- d) Include smart-control or remote-access lighting management system (if recommended).
- e) Ensure uniformity levels, foot-candle requirements, and glare control appropriate for recreational play.
- f) All equipment must be commercial-grade, weather-rated, and designed for long-term durability.

4. Finishing & Restoration

- a) Restore disturbed areas with appropriate grading, soil stabilization, and seed/sod.
- b) Repair any damage to fencing, pathways, or park infrastructure caused during construction.

5. Site Examination

All prospective firms must visit and examine the project site prior to submitting a proposal. By submitting a proposal, the firm affirms:

- i. They have personally inspected the site and its surroundings.
- ii. They are familiar with all existing conditions, including access, utilities, electrical service, pole locations, and any variables affecting the work.
- iii. Their proposal accounts for all such conditions, whether apparent or reasonably discoverable.
- iv. They will not be entitled to additional compensation for conditions that could have been identified during a proper site examination.



6. PROPOSAL SUBMISSION REQUIREMENTS

- i. Cover Letter – Firm introduction and acknowledgment of scope.
- ii. Design-Build Team Qualifications – Demonstrated experience in sports-lighting design and installation.
- iii. Project Understanding & Approach – Narrative describing design methodology, photometric planning, quality control, and installation approach.
- iv. Conceptual Lighting Plan – Preliminary photometric layout or schematic design.
- v. References – Three (3) similar sports-lighting projects completed within the last five years.
- vi. Cost Proposal – Lump-sum fee with breakdown for design, equipment, installation, and recommended alternates.
- vii. Schedule – Preliminary design and construction timeline.
- viii. Proposal Price Form – Completed and signed.
- ix. Required Forms – Required Forms Checklist

7. PROPOSAL EVALUATION CRITERIA

The Town of Six Mile (the Town) intends to select and retain a contractor whose response to this Request for Proposals best demonstrates ability to perform and comply with requirements herein. Requirements are not intended to be restrictive but indicate minimum requirements necessary. The Town will determine if minor deviations are acceptable. All work will be performed in accordance with applicable local, state and federal requirements. Unless stated otherwise herein, the basic and governing language of any contract resulting from this solicitation shall be comprised of the RFP documents, including any attachments and Addendums, and a signed RFP Form (pages 1 & 2 of this RFP). **All respondents shall be notified in writing of the final selection via a Notice of Award posted to the Town's website.** The Town reserves the right to accept or reject any, all or any part of offers received as a result of this request, to waive any informalities or to cancel in part or in its entirety this request, if it is in the best interest to do so. The Town will be sole judge as to whether proposals submitted meet all requirements. This solicitation does not commit the Town to award a contract, to pay any cost incurred in the preparation of proposals or to procure or contract for goods and services.



8. RFP BOND

A RFP Bond or certified check payable to the Town of Six Mile, SC in the amount of five (5) percent of the RFP sum must accompany the accepted proposal. Security shall be either certified check or RFP bond issued by surety licensed to conduct business in the State of South Carolina.

The successful quoter's security will be retained until it has executed a Contract and furnished the required payment and performance bonds

9. PERFORMANCE AND PAYMENT BOND REQUIREMENT

The selected firm shall furnish both a Performance Bond and a Labor & Material Payment Bond equal to 100% of the contract amount within 10 days of receiving a fully executed contract.

10. GENERAL CONDITIONS

- i. The Town reserves the right to reject any or all proposals and waive technicalities or informalities.
- ii. No proposal may be withdrawn within sixty (60) days of the opening date.
- iii. All design and construction must comply with Town of Six Mile codes, SCDOT standards, ADA requirements, and applicable sports-lighting standards.
- iv. Contractor must carry required insurance and secure all permits.
- v. The Bidder and any Subcontractor shall promptly pay all federal, state, and local taxes associated with the work.
- vi. The selected Bidder and all Subcontractors must obtain a Town of Six Mile Business License.

11. GENERAL LIABILITY INSURANCE

This insurance to be in the comprehensive form, shall protect the Bidder, and shall be written to include the Town of Six Mile, SC against any/all claims arising from injuries to the public, or damage to property of others arising out of any act or omission of the Bidder, its agents, employees or subcontractors.

An original certificate of insurance, indicating that the awarded Bidder has coverage in accordance with the requirements of this section, shall be furnished by the Bidder to the Town within five (5) working days of such request and must be received and accepted by the Town prior to contract execution and/or before any work begins.

The Bidder shall carry comprehensive general liability insurance with limits of liability not less than:

Bodily Injury:	\$1,000,000.00 - Each Person
	\$1,000,000.00 - Each Accident
Property Damage:	\$1,000,000.00 - Each Accident
	\$1,000,000.00 - Aggregate



The liability coverage under this policy shall contain no exclusion relative to blasting, explosive, collapse of buildings or damage to underground property. Liability limits under this policy shall be not less than the following:

Bodily Injury:	\$1,000,000.00 Each Person
	\$1,000,000.00 Each Accident
Property Damage:	\$1,000,000.00 Each Accident
	\$1,000,000.00 Aggregate

The Bidder shall carry comprehensive fleet liability policy with limits of liability not less than:

Bodily Injury:	\$1,000,000.00 - Each Person
	\$1,000,000.00 - Each Accident
Property Damage:	\$1,000,000.00 - Each Accident

12. WORKMAN'S COMPENSATION INSURANCE

The Bidder and all Subcontractors shall carry Workman's Compensation and Employer's Liability Insurance with the statutory limits applying to employer's liability (\$100,000.00) covering all employees employed by him or Town approved subcontractors while engaged under this Contract. A Certificate shall be provided to the Town as proof of coverage.

13. QUESTIONS & INQUIRIES

Questions and inquiries regarding this solicitation shall be submitted to the Town no later than:

2:00 pm on October 5, 2026

Tom Brooks, Town Administrator
sixmileadministration@gmail.com
[864-508-1047](tel:864-508-1047)

14. SUBMITTAL

Due no later than **at 2:00 PM EST. on October 12, 2026**

Late Submittals

Under no circumstances shall proposals be accepted after the specified deadline. The Town will not be responsible for late deliveries or delayed mail. It is the Bidder's sole responsibility to ensure that submittals are complete and delivered prior to the stated deadline. Oral offers are not acceptable.



This Request for Proposals does not commit the Town of Six Mile to executing an agreement, to paying any costs incurred in the preparation of a proposal, or to contracting services.

Design documents must not violate copyright or proprietary rights of any other entity. Any sample design documents included in the RFP packets are solely intended to be used as examples. All submissions should constitute original or legally licensed design work, and should contain best design, material, and location recommendations.

Appendix A

Proposal Price Form

Project: Design & Installation of sports lighting at Ponderosa Park

Firm Name: _____

Address: _____

Phone: _____ **Email:** _____

A. Base RFP

The undersigned, having become familiar with the RFP, the project site, and all conditions affecting the work, hereby proposes to furnish all design, permitting, labor, materials, equipment, services, and bonds required to complete the project in accordance with the specifications and contract documents.

Base RFP (Lump Sum):

\$ _____ (in figures)

_____ (in words)

The Base proposal / bid shall include, at minimum:

- Complete design services (electrical, photometrics plans).
- The price of all lights, technical specifications and installation cost
- All required bonds, insurance, and permits.

B. Proposal Acknowledgements

By signing below, the undersigned affirms:

They have visited and examined the project site in accordance with Section 2(C) of the RFP.

- Their Base RFP and Alternates (if applicable) include all costs required for complete design and construction.
- They will execute the contract and provide required Performance and Payment Bonds within ten (10) calendar days of Notice of Award.

Firm Name: _____

Authorized Representative (Print): _____

Title: _____

Signature: _____ Date: _____

Appendix B

Required Forms Checklist

Project: Ponderosa Park Sports Lighting proposals from qualified firms for the design and installation of lighting for fields 1,3,4 & 5.

The following forms and documentation must be included with the proposal. Failure to include any required items may result in the proposal being deemed non-responsive.

- ☐ RFP Bond (5% of total base RFP)
- ☐ Certificate of Insurance (meeting minimum coverage requirements)
- ☐ South Carolina Contractor's License (copy)
- ☐ Completed W-9 Form
- ☐ List of Proposed Subcontractors (if applicable)
- ☐ References (3 similar projects completed within past five years)

Firm Name: _____

Authorized Representative (Print): _____

Title: _____

Signature: _____ Date: _____

Appendix C

Project Location Map

Project: Ponderosa Park Sports Lighting proposals from qualified firms for the design and installation of lighting for fields 1,3,4 & 5. At Ponderosa Park 225 Ponderosa Drive, Six Mile, SC 29682

