

**REQUEST FOR QUALIFICATIONS
RICHLAND COUNTY RECREATION COMMISSION
GENERAL OBLIGATION BOND
CONSTRUCTION MANAGEMENT SERVICES
PRE SUBMITTAL CONFERENCE**

DECEMBER 19, 2008 • 2:00 pm
ADULT ACTIVITY CENTER
7494 PARKLANE ROAD • COLUMBIA, SC 29223

In Attendance:

RCRC Staff: Ronnie Kinnett, Tony Cooper, Bryan Crider, Cornelia Watts,

RCRC-Board Consultant: James Bridgett

Companies: PBS & J, LCK Construction, DESA, Hybrid Engineering, Recreation Consultants, Pinnacle Construction Partners/ R&B Coastal Center, Dennis Corporation, Brownstone Construction Group, Southern Survey LLC, Florence & Hutchinson, Southern Management Group, Dragon Contracting, C Hill Company, Construction Dynamics, MB Kahn Construction Management, Grimball-Cotterill, Enviro Ag Science Inc.

Ronnie Kinnett called the meeting to order at 2:00pm. Mr. Kinnett welcomed everyone to the meeting and asked that everyone make sure to sign the sign in sheet with all information requested.

Ronnie turned the meeting over to Tony Cooper to go over the legal ad and the RFQ.

Tony welcomed the group and asked if anyone needed a copy of the RFQ or the legal ad and then passed them around the room. Tony began by going over key points in the legal ad and the RFQ and advised to hold questions until the end.

Services sought involve responsibility for authorizing and monitoring the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of complex County Park Development and Construction Projects.

Individual proposals clearly marked "Richland County Recreation Commission RFQ/Construction Management Services" shall be accepted by the Richland County Recreation Commission, 5819 Shakespeare Road, Columbia, SC 29223 until 10:00a.m., local time, Thursday January 8, 2009. Please note that in the legal ads the word "bids" as it appears in the fourth paragraph of the legal advertisement is a typographical error, the legal ad should read "RFQs will not be accepted after the above date and time". Please understand that this is not a bid, this is a request for qualifications. The Request for Qualifications guidelines may be viewed at the Recreation Commissions' website <http://www.richlandcountyrecreation.com>. The Richland County Recreation Commission encourages RFQs from minority firms.

A mandatory pre-submittal conference for the RFQ will be held at 2:00 p.m., local time, as we are here now, Friday December 19, 2008 at the Richland County Recreation Commission's Board Meeting Facilities located at the Richland County Adult Activity Center, 7500 Parklane Road, Columbia, SC 29223.

The Recreation Commission reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFQ, and to waive informalities and irregularities in the proposals received. As written in the RFQ, the legal ad was sent to the State Newspaper.

Tony read from the Request for Qualifications for Construction Management Services beginning at:

I. PROJECT DESCRIPTION - On September 9, 2008 Richland County Council enacted an Ordinance "Authorizing the Recreation Commission of Richland County on behalf of the Recreation District of Richland County to issue General Obligation Bonds in the Principal amount of not exceeding \$50,000,000.00." This bond will be divided into three phases. The first phase (Phase I) will be budgeted not to exceed \$23 million. This request for proposals will be to address those projects listed in Phase I of the General Obligation Bond.

II. SCOPE OF WORK – Construction Managers will be responsible for various project-related services which may include but are not limited to the following: planning, consultant selection, permitting, design management, selection of contractor, construction management, inspection, construction progress, monitoring, and warranty administration. Construction Managers could manage several projects simultaneously in various phases of development.

III. PRE-SUBMITTAL CONFERENCE – The Owner/Recreation Board and RCRC Staff will not be available to respond to individual inquiries regarding the project scope outside of this pre-submittal conference. Pre-submittal conference attendance is required in order to submit a response to the RFQ.

IV. REQUEST FOR QUALIFICATIONS EVALUATION CRITERIA – A statement of Qualifications (SOQ) is limited to 10 pages (not including forms and attachments requested by this RFQ) that address the following issues:

- A. Past performance;
- B. Ability of professional personnel;
- C. Demonstrated ability to meet time and budget requirements;
- D. Proximity to and knowledge of the locality of the projects (application of this criterion must leave an appropriate number of qualified firms, given the nature and size of the project);
- E. Recent, current, and projected workload;
- F. Creativity and insight related to the projects;
- G. Related experience on similar projects;
- H. Volume of work awarded by RCRC to the Professional during the previous five years with the objective of equitably distributing contracts among qualified Professionals including certified Minority Business Enterprises and firms that have not had previous work with RCRC; and
- I. Other special qualifications required by the solicitation;

At this point, one of the attendees asked about questions during coverage and Tony advised to save questions until the end.

V. SUBMISSION REQUIREMENTS - A Statement of Qualifications (SOQ) which includes a one-page cover letter plus a maximum length of ten (10) pages to address the RFQ criteria set forth in section IV above. Requested attachments and other required submissions shall not be counted in the 10-page limit. Resumes for each key team member shall be limited to a maximum length of two pages (no company information) and should be incorporated as Attachment B at the end of the RFQ. Please provide one unbound original plus eleven copies (total of twelve) of the (SOQ) Statement of Qualifications in a sealed package, clearly marked on the front of the package "Richland County Recreation Commission Bond Program Construction Management Services RFQ 2008". All submittals must be received by the Richland County Recreation Commission, 5819 Shakespeare Road, Columbia SC 29223 no later than 10:00 a.m. Thursday, January 8, 2009. Any submittal received after this time shall not be considered. Submittals sent by facsimile or email will not be accepted.

Please be advised that failure to comply with the following criteria may be grounds for disqualification:

- Receipt of submittal by the specified cut-off date and time.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirement.
- Receipt of submittal in correct location.

Each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Front and back covers, Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

VI. SUBMITTAL DOCUMENT REQUIREMENTS

Respondent's submittal shall include the following items in the following sequence:

- A. Cover Letter– Respondent shall include a one page introductory cover letter.
- B. Statement of Qualifications in narrative form that covers all items in Section IV. This portion is limited to 10 pages not including forms and attachments.
- C. Organizational Chart labeled as Attachment A.
- D. Resumes (Optional) labeled as Attachment B. Resumes for each key team member shall be limited to a maximum length of two pages (no company information).
- E. Letters of Reference (Optional) labeled as Attachment C – Respondent may provide a maximum of five (5) letters of reference.

FAILURE TO COMPLETE AND PROVIDE ANY OF THE ABOVE-REFERENCED DOCUMENTS MAY RESULT IN THE RESPONDENT'S SUBMITTAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

VII. SELECTION PROCESS AND SCHEDULE

The Recreation Commission will conduct a comprehensive, fair and impartial evaluation of all qualified submittals received in response to this RFQ according to the criteria set forth in Section IV above.

The Commission reserves the right to select multiple firms to be included on the Bond Construction Project Management Services List based on the sizes and categories of projects anticipated during the Bond Program. Submittals due Thursday, January 8, 2009.

Final approval of a selected firm is subject to the action of the Richland County Recreation Commission Board.

VIII. AWARD OF CONTRACT & RESERVATION OF RIGHTS

- D. The Recreation Commission reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFQ, and to waive informalities and irregularities in the proposals received. The Recreation Commission also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- F. This RFQ does not commit the Recreation Commission to enter into a Contract, award any services related to this RFQ, nor does it obligate the Recreation Commission to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.

- G. The successful Respondent must be able to formally invoice the Recreation Commission for services rendered, incorporating the Recreation Commission's purchase order numbers that shall be provided by the Recreation Commission.
- I. All submittals become the property of the Recreation Commission upon receipt and will not be returned. Any cost or expense incurred by the Respondent that is associated with the preparation of the submittal, the Pre-Submittal Conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.
- K. Changes, amendments, or written responses to questions received in compliance with Section IX, Communication Guidelines may be posted on the Recreation Commission's website at <http://www.richlandcountyrecreation.com>. It is Respondent's responsibility to review this site and ascertain whether any amendments have been made prior to submission of a response. No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFQ, and changes to the RFQ – if any – shall be made in writing only.

IX. COMMUNICATION GUIDELINES

- 1. Once the RFQ has been released, Respondents are prohibited from communicating with Recreation Commission Board Members or staff regarding the RFQ, except for questions and answers during the mandatory pre-submittal meeting.
- 3. Respondents may provide responses to questions asked of them by the RCRC selection committee after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted.
- 4. The RCRC selection committee reserves the right to contact any Respondent for clarification, interviews, or to negotiate if such is deemed desirable by the Commission.

ADDITIONAL REQUIREMENTS:

- RCRC will require that the successful Construction Management firm maintains E & O (errors and omissions) insurance (i.e. professional liability insurance) with a policy limit of at least \$500,000.00 during the period of service.

- In order to maintain objectivity, separate firms will be selected to provide Construction Management Services (which is the purpose of this Pre-Submittal Conference) and Architectural and Engineering Services (which will be selected at a later date).

At this point Ronnie Kinnett opened the floor for questions:

Question 1: In Section D you stated that application criteria must leave an appropriate number of qualified firms, can you expand?

Answer: The projects will be located in Richland County. Application criteria must leave an appropriate number of qualified firms given the nature and size of the project. I may be jumping just a little bit ahead but this may shine a bit of light on questions that may come up. The types of projects that we are planning to have Construction Management Services oversee could include but are not limited to, construction of outdoor restrooms, park fencing, commercial wells and irrigation systems, parking lot paving, site work & storm drainage, demolition of existing structures, construction of new recreation facility buildings which could range any where in size from just a few thousand square feet up to 21,000 square feet.

Question 2: What is the anticipated duration of the projects?

Answer: The Construction will be in phases. The work to be performed in each phase is yet to be determined. This is the first phase and we are hopeful, while we can't speak for our Board, that after this process, we will repeat a similar process for Request for Qualifications for Engineering and Design Services. Once we have done that then our Selection Committee and Board will choose an Engineering /Architect. I hope this would be early to mid next year, and then we will start the Design/Engineering process. We are trying to get everything in place now so that we can start Design/Engineering Services next year.

Question 3: When you start Phase II will you issue another RFQ for additional CMS?

Answer: That will be up to our Board of Commissioners and the Committee. I can't speak for them but realize what this RFQ is for those interested firms who can help us construction manage Phase One projects. We do not have engineers and architects as such that are Employees of the Recreation Commission. We will be doing some of the construction management procedures ourselves (with Recreation Commission Staff) but just the sheer number of projects and the size of some of the projects is going to dictate additional assistance in managing the projects.

Question 4: Once the CMS is selected do you anticipate utilizing them to help in selection of the Architect?

Answer: There is a possibility that this may happen but a decision has not been made yet.

Question 5: The last sentence in Section 1 states that the Recreation Commission reserves the right to enter into a separate, individual selection process for any project included in the Phase 1 General Obligation Bond. Is there a list of projects?

Answer: Our Board is deciding what the Phase 1 list is. The information that we are sharing with you today, that is not in the Request for Qualifications that you received, will be posted on our website for you to review but basically the list that I just read to you came from what may very well be Phase 1. A variety of different projects such as restrooms, fencing, commercial wells, irrigation systems, parking lot paving, site work storm drainage, demolition of existing structures and construction of new recreation facility buildings could be in Phase 1.

Question 6: When will CMS be awarded?

Answer: We don't have a time line yet, the proposals are due Jan 8th and once we get all the documents in, which we hope, all of you will submit to us, we will set up a time to get it to the selection committee and they will review and use a grading system. There is a possibility that we may call some of you for interviews in this process. I can't speak for the selection committee or the Board on how long this will take but don't worry it is coming.

Question 7: Are there numerous small projects or work activities associated with a couple of big ones? Do you have any scope or project plans and are they on the website?

Answer: Yes, and they are not on the website at this point. Our Board has given us a starting point of what they want us to start. I can't speak for our Board on which projects will come first, the items I just mentioned potentially could occur in the first Phase.

Question 7a: I am trying to understand if maybe it's large projects or numerous small ones?

Answer: I guess it depends on what your definition of what large and small is. Some of the projects/tasks we will handle ourselves and since its going to be a mixed bag I don't know of a better way to put it. You may have a structure, site work, outdoor restrooms, fencing and everything associated with it in one project or a smaller project with fewer elements. A CMS firm would no doubt be asked to do more than one project, that would be our goal, and we're not going to pick out a whole array of firms to be assigned to each individual project.

Question 8: It sounds like it might be an on call contract?

Answer: We haven't gotten to that part yet, it will come in the negotiations part after we've looked over all Request for Qualifications submissions. That is because there are a lot of factors that may come into play that I can't predict. This will be easier to answer when the projects come on line after the Engineering, Design and permitting process.

Question 9: If a firm performs a construction management service for us, would there be a conflict if their firm had the ability to also do the design and engineering work for us?

Answer: Yes that would be a conflict of interest. We have already gotten an opinion on this. Right now we are looking for two different groups, one to do construction management services and another group to do design and engineering. We would like to keep them separate.

Question 10: Is there a planning report/engineering report developed for support of the Bond issuance that describes and gives the cost of the various projects?

Answer: There is a list but I would not call it a planning report. Richland County Council authorized the Richland County Recreation Commission to issue bonds not exceeding \$50,000,000, with that being said that \$50,000,000 does represent X number of dollars for land purchase, X number of dollars for construction and new facilities and I think that is a list that we can get out to everyone. I can't tell you in what order those projects will occur until our Board makes that decision. We have a starting point for Phase 1 projects which are the project types described earlier.

Question 11: Will you put that on the website as an addendum?

Answer: Yes, any information that we go over today we will post on the website. We want to make sure everybody signed in with your name, address, and email address so that if any new information comes up we will be able to get it to you. This meeting is your last chance to ask questions, and to get any additional information that you need. We want to help you now because we will not be able to speak about this until after the RFQs come in.

Question 12: What is the budget for the Construction Management Contract?

Answer: We have not gotten into that, it will be a negotiated. Once we start getting some of the design and engineering work done along with preliminary estimates we will have a better line on that budget.

Question 13: It is the intent of the Richland County Recreation Commission to award contracts to multiple firms not one, is that correct?

Answer: We can choose one firm or we can choose multiple firms, either / or.

Question 14: Is this the first attempt for RFQ?

Answer: Yes

Question 15: Will you post attendees here today on the website just in case anybody wants to team with somebody else?

Answer: I am not sure if we will post the attendees. We will have to check into that.

Question 16: In the addendum will you post the questions that were asked today?

Answer: Yes and we are recording everything for your benefit but you should also take good notes. The main purpose of your being here is to hear everything first hand. We will provide to you the cliff notes of what we have talked about today on the website but we are not perfect, so be attentive.

Question 17: I noted in the paper there was a consultant who helped devise a plan for the Bond Projects to help decide where the projects should go. Is that accurate or not?

Answer: The project in the newspaper with the consultant was not a Richland County Recreation Commission project but a Richland County Government project. Richland County Recreation Commission is a separate governmental entity in Richland County. The Bond that we have was passed and the ordinance was Council for us to use in the development of parks and recreation facilities in Richland County outside of the city limits of Columbia.

Question 18: Does the CMS provide inspection and testing?

Answer: You could be required to do this. We will negotiate the possibility of that work With The successful CMS firm. We will need eyes, ears and reports from people in the field during the construction process. Some examples of work to be performed could be to monitor and gather information, report back to us for construction progress, assist with the permitting process and possibly put together information for our Board. We will be making quarterly reports to our Board.

Mr. Ronnie Kinnett introduced Mr. Bridgett, RCRC Consultant.

Mr. Bridgett expanded on projects going on line. He advised that according to an agreement with Richland County Recreation Commission Board and Richland County Council projects that would not increase operational costs will be done first. The Board is in the process of deciding the order of projects. Mr. Bridgett also advised that he is an Administrative Policy and Procedure Consultant for the Richland County Recreation Commission.

Tony Cooper read names of all attendees aloud to verify that everyone signed the sign-in sheet.

Meeting adjourned at approximately 2:45 p.m.

Attachments:

**Richland County Recreation Commission Recreation Bond Project List
Phases I, II and III**

Project

Ball field Lighting at Cross Roads Park	Replace Racquetball Court at North Springs Park
Replace Fencing at Cross Roads Park	Replacement of Playground System at North Springs Park
Cross Roads Park Playground System Replacement	Irrigation Improvements at North Springs Park
Replace Outdoor Restrooms at Eastover Park	Replacement of Playground System at Summerhill Park
Replace Fencing at Eastover Park	Greenview Park Drainage Project
Replace Outdoor Restrooms at Caughman Road Park	Partnership with City of Columbia
Replace Fencing at Caughman Road Park	Blythewood Park Expansion
Replace Caughman Road Racquetball Court and Climbing Wall	Hopkins Park Canteen
Replace Fencing at Bluff Road Park	Candlewood New Mini Park
Replace Fencing at Hopkins Park	Royal Pines New Mini Park
Picnic Shelter at Hopkins Park	Bluff Road Park Replacement
Olympia Park Playground	St. Andrews Park Replacement and swimming pool*
Garners Ferry Sports Complex Playground	Hopkins Park AAC Replacement
Tennis Center Replacement on Parklane Road	Meadowlake Press Boxes and Canteen
Ball field Lighting for Blythewood Park	Polo Road Park Two Lighted Tennis Courts
Replace Fencing at Blythewood Park	Polo Road Park Improvements
Irrigation Improvements at Blythewood Park	Kelly Mill Development
Replace St. Andrews Park Outdoor Restrooms	Cross Roads Park Community Center
Polo Road Park Outdoor Restrooms	Ridgewood Park Community Center
Replace Fencing at Polo Road Park	Lower Richland Mini Parks (4)
Parking Lot Paving for Polo Road Park	Perrin Thomas Community Center
Stairs down to Soccer Fields at Polo Road Park	North Springs Park Expansion
Irrigation Improvements and Commercial Well	Headquarters Building -- New
	Crane Creek Gym

at Polo Road Park

Replace Fencing at Killian Park
Replacement of Fencing at Trenholm Road
Park
Replace Racquetball Court at Meadowlake
Park

Irrigation Improvements at Meadowlake Park
Replacement of Playground System at
Meadowlake Park

Replace Racquetball Court at Friarsgate Park
Replacement of Playground System at
Friarsgate Park

Eastover Pool

Garners Ferry AAC

Garners Ferry Technology Center
New Castle/Trenholm Acres Community
Center

Gadsden Park Gym and meeting rooms