

REQUEST FOR QUALIFICATIONS

RICHLAND COUNTY RECREATION COMMISSION GENERAL OBLIGATION BOND

ARCHITECTURAL AND ENGINEERING DESIGN SERVICES

The Richland County Recreation Commission is seeking qualified firms to provide architectural and/or engineering design and construction administration services for Park and Recreation Improvement projects included in the Richland County Recreation Commission's recently approved **General Obligation Bond Phase 3**. The total estimated cost for construction projects and land acquisitions under this bond phase potentially ranges up to but does not exceed **\$12.7 million dollars**.

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

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 third phase (Phase 3) will be budgeted not to exceed \$12.7 million.** This request for proposals will be to address those projects listed in **Phase 3** of the General Obligation Bond.

The Bond, the largest in the Recreation Commission's history, addresses a wide array of public park projects throughout Richland County, from the purchase of park properties, to the construction of new park facilities and to refurbishment projects at existing park sites.

The Recreation Commission reserves the right to enter into a separate, individual selection process for any project included in **Phase 3** of the General Obligation Bond.

II. SCOPE OF WORK

The Architects/Engineers hired will be responsible for various project-related services in order to provide complete design/engineering plans, specifications, and cost estimates for the project/s for which they are selected. If requested by the Commission the Architects/Engineers will also provide construction administration services for projects they are awarded. Architects/Engineers will be required to provide construction time tables and monitor work in progress. If applicable, the Architects/Engineers may also be expected to coordinate their work with a Construction Project Manager selected by the Recreation Commission for their project.

The Architects/Engineers must include all sub-consultants required to provide a complete set of plans and specifications for the assigned project/s (unless specified otherwise). These sub-consultants may include, but are not limited to, structural, mechanical, electrical, landscaping, civil, survey, and geotechnical services. The specific scope of work for each project will be

negotiated with the firm selected to provide complete architectural/engineering services for that project.

Interested firms must be able to exercise considerable independent judgment in the application of the principles and practices of planning, design and construction, and in the administration of assigned projects. Assignments are usually received in the form of broad instructions or general program objectives.

The specific scope of work for each project will be negotiated with the firm selected to provide Architectural/ Engineering Design and Construction Management Services for that project.

III. PRE-SUBMITTAL CONFERENCE

A mandatory pre-submittal conference for Architectural/Engineering Design Services will be held at **2:00 p.m. Tuesday, April 16, 2013** at the Richland County Recreation Commission's Board Meeting Facilities located at the Richland County Adult Activity Center, 7494 Parklane Road Columbia, SC 29223. At this meeting Recreation Commission Staff will discuss the scope of work, general contract issues and respond to questions from the attendees. 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

Firms interested in providing Architectural/Engineering Design Services must submit a Statement of Qualifications (**SOQ**) **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 work load;
- F. Creativity and insight related to the projects;
- G. Related experience on similar projects;
- H. Volume of work awarded by RCRC to the Architectural and Engineering Firm during the previous five years;
- I. Volume of work awarded to certified Minority Business Enterprises and Firms;
- J. Other special qualifications required by the solicitation;

V. SUBMISSION REQUIREMENTS

Firms interested in the above project should submit 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 **RFQ-BP3-42013 / Architectural and Engineering Services**". **All submittals must be received by the Richland County Recreation Commission, 5819 Shakespeare Road, Columbia SC 29223 no later than 2:00 p.m. Thursday, May 2, 2013. 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.**
- _ Attendance at the Pre-Submittal Conference.**

Adherence to the maximum page criterion is critical; 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. Resumes should not include project pictures or general firm 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.

Respondent is expected to examine this RFQ carefully, understand the terms and conditions for providing the services listed herein and respond completely. **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 will appoint a selection committee to perform the evaluations. Each submittal will be analyzed to determine overall responsiveness and qualifications under the RFQ. The selection committee may select all, some or none of the Respondents for interviews. The Commission may also request additional information from Respondents at any time prior to final approval of a selected Respondent.

The Commission reserves the right to select multiple firms to be included on the Bond Architectural and Engineering Design/ Construction Management Services List based on the sizes and categories of projects anticipated during the Bond Program. The Commission will enter into negotiations with a specific selected firm or firms to provide services on a specific project or projects and execute a contract upon completion of negotiation of fees and contract terms for final approval.

The following schedule has been prepared for this project.

Pre-submittal conference, Tuesday, April 16, 2013
Submittals due before 2:00 p.m., Thursday, May 2, 2013

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

- A. The Commission reserves the right to award more than one, or no contract(s) in response to this RFQ.
- B. The Contracts, if awarded, will be awarded to the Respondents whose submittals are deemed most advantageous to the Recreation Commission, as determined by the selection committee, upon approval of the Recreation Commission Board.
- C. The Recreation Commission may accept any submittal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFQ on the part of the Recreation Commission. However, final selection of a Respondent is subject to Recreation Commission Board approval.
- 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.
- E. In the event the parties cannot negotiate and execute a contract within the time specified by the Recreation Commission, the Recreation Commission reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
- 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.
- H. Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is (are) and shall be deemed to be an independent contractor(s), responsible for its (their) respective acts or omissions, and that the Recreation Commission shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.
- I. All submittals become the property of the Recreation Commission upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, the Recreation Commission cannot guarantee that it will not be compelled to disclose all or part of any public record under the Freedom of Information Act, since information deemed to be confidential by Respondent may not be considered confidential under State and Federal Law or pursuant to a Court order.
- J. 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.
2. Respondents are prohibited from communicating with any board member, staff member or employee of RCRC or with any member of any selection committee regarding the RFQ or Submittals from the time the RFQ has been released until the contract is posted as a Richland County Recreation Commission Board agenda item. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFQ and/or Respondents' Submittals. Violation of this provision by a Respondent and/or their agent may lead to disqualification of Respondent's submittal from consideration.
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.