

**REQUEST FOR PROPOSALS**  
**RICHLAND COUNTY RECREATION COMMISSION**  
**Comprehensive PROST 10 year Master Plan Services**

The Richland County Recreation Commission (RCRC) is soliciting Request's for Proposals from qualified firms to prepare a Comprehensive Parks, Recreation, Open Space and Trails (PROST) Master Plan. The plan will provide a (10) ten year vision for parks, recreation, open space and trails, as well as an action plan for implementing this vision. The plan will include research, public involvement, and the development of recommendations for all aspects of the Richland County Recreation Commission park system, including the park system mission and goals as well as provide a community demand, supply and needs analysis.

Services sought require the selected consultant/consulting team to work closely with the RCRC ad-hoc committee and will have proven experience and knowledge in Park, Recreation Open Space and Trails planning, project management, and effective public involvement. The team will also be required to conduct public meetings, refine plan objectives, research and analysis, outreach and needs assessment, and make recommendations in required areas for review.

Interested firms must be able to exercise considerable independent judgement in the application of the principles and practices of PROST (10) ten year master planning,

Individual proposals clearly marked "Richland County Recreation Commission RFP PROST (10) ten year Master Plan Services, Project #MP-002-01-14 - Compliance" shall be accepted by the Richland County Recreation Commission, 7473 Parklane Road, Columbia SC until 3:00 p.m., local time, Thursday **March 13, 2014**. Bids will not be accepted after the above date and time. Requests for Proposal guidelines may be seen for examination beginning **Tuesday February 11, 2014** at the offices of the Richland County Recreation Commission, 7473 Parklane Road, Columbia, SC 29223 or viewed at the Recreation Commission website <http://www.richlandcountyrecreation.com> The Richland County Recreation Commission encourages RFPs from minority firms.

A mandatory pre-submittal conference for the RFP will be held at 3:00 p.m., local time, **Thursday February 27, 2014** 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 RFP.

The Recreation Commission reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFP, and to waive informalities and irregularities in the proposals received. The Recreation Commission also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process. No RFP response will be received after the closing hour.

Anthony A. Cooper  
Director of Procurement  
Richland County Recreation Commission