

ADDENDUM ITEM NO 1.1

The Richland County Recreation Commission
Pre-Submittal Meeting
“Request for Proposal” for
Comprehensive PROST 10 Year Master Plan Services
Solicitation # MP-002-01-14- Compliance
Thursday, February 27, 2014 3:00 p.m.
MINUTES

Attending:

RCRC Staff- Anthony”Tony”Cooper, Director of Procurement; Comilla Sampson, Compliance Manager and Brandolyn Blanding, Executive Assistant

Participants: Mike Daniels and Patrick Livingston, Enviro Ag Science, Inc; Ken Simmons, KBSA; Darnela Reeves, Hybrid Engineering Inc.; Irene Dumas Tyson and Phereby Rogers, The Boudreaux Group; David Brauds, Genesis Consulting; Derrick Robinson, BYC; Bruce Todd, RB Todd Consulting; Jalisa Washington, PPR; Mark Baker, Wood & Partners

1. Introductions/Call to Order:

Comilla Sampson called the meeting to order at 3:00 p.m. and made introductions.

I am Comilla Sampson the Compliance Manager for RCRC, joining me today is Tony Cooper Director of Procurement and Brandolyn Blanding the Executive Assistant. Today’s meeting is to give an overview of the Comprehensive Parks, Recreation Open Space and Trails Master Plan Request for Proposal. This conference is the sole opportunity to ask questions on the Request for Proposal. Please defer all questions until the after the overview.

2. PROJECT OVIERVIEW/SCOPE:

REQUEST FOR PROPOSAL for Comprehensive PROST 10 year Master Plan Services
Solicitation # MP-002-01-14 – Compliance issued by Richland County Recreation Commission (RCRC) February 11, 2014.

Richland County Recreation Commission (RCRC) is seeking proposals from qualified firms to provide advanced professional and administrative work in preparing a Comprehensive Parks, Recreation Open Space and Trails (PROST) Master Plan. The plan will provide a ten (10) 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 RCRC park system to include the mission and goals as well as provide a community demand and needs analysis.

The selected consultant/consulting team will work closely with the RCRC ad-hoc committee and will have proven experience and knowledge in park and recreation planning, project management, strategies, and effective public involvement.

I. PROJECT DESCRIPTION

RCRC is the first and only nationally accredited park and recreation agency in the state of South Carolina. As a Special Purpose District, incorporated on June 6, 1960, RCRC was created under the laws of the State of South Carolina by Act 873, as amended, for establishment of the Rural Recreation District in Richland County. The Commission provides physical education and recreation facilities for the citizens of Richland County, South Carolina.

RCRC is currently increasing the size of the park system with land purchases, new facilities, and new parks afforded by a general obligation bond in 2008.

II. PROJECT PURPOSE AND GOALS

Richland County Recreation Commission, through public workshops, surveys, and research, will complete a Comprehensive Parks, Recreation Open Space and Trails Master Plan assessing the current and future recreational needs of Richland County, as they relate to the mission of the agency, in order to plan, fund, manages and develops parks, facilities, trails and programs. The PROST Plan will make recommendations in the following areas:

- A. Park System Mission and Goals
- B. Community Demand, Supply and Needs Analysis
- C. Ten-Year Plan for Growth

IV. SCOPE OF WORK

1. Project Administration

The consultant will conduct meetings and communicate with RCRC staff on a regular basis throughout all phases of the project, to review and comment upon work products, refine plan objectives, and develop recommendations.

Deliverables to include: Final Work Plan, process flowchart, timeline, ad-hoc committee meeting schedules, agendas, handouts, meeting reports, website update, etc.

2. Research and Analysis

The consultant will conduct research and analysis, review existing documents, and evaluate all recreational facilities including those provided by the agency and those offered by schools and other alternative public, private, non-profit providers based on established standards and criteria.

Deliverables to include: Maps, tables and reports reflecting all inventories and evaluations.

3. Outreach and Needs Assessment

The consultant will conduct a well publicized public involvement process using various media and forums to reach as many citizens as possible.

Deliverables to include: Community involvement plan, agendas, handouts, graphics, survey instruments, survey report, workshop reports, interview instruments, Power Point presentations, reports of findings from meetings and workshops, interviews, public information plan, graphic and text materials for distribution, website update.

4. Recommendations

The consultant will provide a draft report, making recommendations in all areas for review. The final report will incorporate the following:

- A. Park System Mission and Goals
- B. Community Demand, Supply and Needs Analysis
- C. Ten-Year Plan for Growth

Deliverables to include: Community Needs Assessment Report, draft and final document including maps in electronic format, 8 printed copies, 6 CD copies, includes all graphics.

V. PRE-SUBMITTAL CONFERENCE

Pre-submittal conference attendance is required in order to submit a response to the RFP.

VI. REQUEST FOR PROPOSAL EVALUATION CRITERIA

It is of utmost importance for firms to demonstrate qualifications, competence and capacity to provide the Comprehensive Master Planning services for the PROST Master Plan in conformity with the requirements of the Request for Proposal.

Proposals will be evaluated and independently scored using a point formula. Interested firms must submit a Statement of Qualifications (SOQ) limited to 10 pages (not including forms and attachments requested by this RFP) that address the following issues:

- A. Past performance;
- B. Ability of professional personnel;
- C. Project approach and performance differentiators;
- D. Capacity;
- E. Recent, current, and projected work load;
- F. Creativity and insight related to the Master Planning process;
- G. Related experience on similar projects;
- H. Fee Structure/Price Proposal;
- I. Volume of work awarded to Certified Minority Business Enterprises and Firms;
- J. Other special qualifications required by the solicitation.

VII. SUBMISSION REQUIREMENTS

Firms 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 RFP criteria set forth in section VI above. Requested attachments and other required submissions shall not be counted in the 10 page limit. Please provide one unbound original plus seven copies (total of eight) of the (SOQ) Statement of Qualifications in a sealed package, clearly marked on the front of the package "Richland County Recreation Commission Comprehensive PROST 10 Year Master Plan Services RFP MP-002-01-14". All submittals must be received no later than 3:00 p.m. Thursday, March 13, 2014.

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.
- _ Attended Pre-Submittal Conference.

VIII. 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 VI. 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.

IX. SELECTION PROCESS AND SCHEDULE

The Recreation Commission will conduct a comprehensive, fair and impartial evaluation of all qualified submittals received in response to this RFP according to the criteria set forth in Section IV. The Commission reserves the right to waive any irregularities and to reject any or all proposals. No proposal may be withdrawn for a period of 60 days after the date proposals are due.

Tentative Timeline items to consider:

Date Advertised: February 8,9,10, 2014
Date document available for pick-up: February 11, 2014
Pre-submittal conference, Thursday, February 27, 2014 at 3:00 pm
Submittals due Thursday, March 13, 2014 at 3:00 pm
Award: 10 days after Intent to Award has been issued

X. 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 RFP.
- 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 RFP on the part of the Recreation Commission.
- D. 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.
- 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 RFP does not commit the Recreation Commission to enter into a Contract, award any services related to this RFP, 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.
- J. Any cost or expense incurred by the Respondent that is associated with the preparation of the submittal, the Pre-Submittal Conference, or during any phase of the selection process, shall be borne solely by the Respondent.
- K. Changes, amendments, or written responses to questions received in compliance with Section XI, Communication Guidelines may be posted on the Recreation Commission's website at www.richlandcountyrecreation.com.

XI. COMMUNICATION GUIDELINES

1. Once the RFP has been released, Respondents are prohibited from communicating with Recreation Commission Board Members or staff regarding the RFP, 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 RFP or Submittals from the time the RFP has been released until the contract is posted as a Richland County Recreation Commission Board agenda item.

3. Respondents may provide responses to questions asked of them by the RCRC selection committee after submittals are received and opened.
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.