



REQUEST FOR PROPOSAL
CONSULTING SERVICES
FOR DESIGN DEVELOPMENT THROUGH CONSTRUCTION
OF THE
WILTOWN COMMUNITY CENTER PROJECT
FOR THE
CHARLESTON COUNTY PARK AND RECREATION COMMISSION

RFP# 2021-009

April 1, 2021

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- Attachment 1a – SC Department of Revenue For 1-312
- Attachment 1b – Equal Employment Opportunity Certification
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- Attachment 1e – Compliance with Illegal Immigration Form
- Attachment 1f – Insurance Requirement
- Attachment 1g – Subcontract Data Form
- Attachment 1h – Certification/Qualification Questionnaire/Reference
- Attachment 1i – W-9 Taxpayer Identification Form
- Attachment 1j – Organizational Conflict of Interest
- Attachment 2 – Wiltown Community Survey Summary
- Attachment 3 – Conceptual Site Plans Version 1 and 2
- Attachment 4 – Land Survey

Contract

COST PROPOSAL

PRICE PROPOSAL MUST BE SENT IN A SEPARATE SEALED ENVELOPE.

The FIRM OF: _____

Hereby agree to provide the requested services as defined in Request for Proposal Architect/ Engineering Consultant Services for Wiltown Community Center

CCPRC utilizes the State Guidelines when negotiating final fees. The fee proposal must be submitted in a separate sealed envelope, clearly marked “Cost Proposal”, RFP# 2021-009 Consulting Services for Wiltown Community Center Project, name of firm.” Fee proposal shall include but are not limited to the following:

Item 1 – Design Development: \$ _____

Item 2 - Construction Documents & Permitting: \$ _____

Item 3 – Bidding or Negotiating Assistance \$ _____

Item 4 – Construction Administration: \$ _____

Item 5 – Reimbursable expenses allowance (not to exceed) \$ _____

Total Price - Items #1 thru items #5 \$ _____

Additional Services:

Item #6 recommended services

a) _____ \$ _____

b) _____ \$ _____

c) _____ \$ _____

These items can expand to an additional page.

Include sub-consultants that may be required or intended for use on this project. All sub-consulting services, if needed, are included under the umbrella of the lead design professional’s lump sum contract. These fees are included in any final negotiated Contract.

Total Price - Items #6 \$ _____

Total Price all Items1 thru 6 \$ _____

All allowances, fees, sub consultant fees and costs are included in this Total.

- Fees required in accordance with the anticipated Scope of Work and consultant’s approach to complete the project.
- Hours and hourly rates for team members.
- Cost estimates and/or allowances for any or all surveys, studies, permits, etc. required to complete the project and/or as outlined by the consultant in their approach and proposal.
- All reimbursable expenses and/or any other costs required to complete this project.
- Documents shall be submitted in electronic format in addition to one paper copy

At a minimum, invoices shall contain the identity of the provider of the services, the date of the services, a description of the services, and any applicable taxes.

Out of state Consultants are required to complete form I-312, Nonresident Taxpayer Registration Affidavit Income Tax Withholding form, Attachment 1A.

The prices listed in this proposal includes all pricing, including, but not limited to, all taxes and duties of any kind levied by federal, state, municipal, or other governmental authority, which either party is required to pay with respect to the materials or services covered by this Agreement.

Respectfully submitted, _____

Company Name: _____

Representative: _____

Address: _____

Signature: _____ Date: _____

Title: _____

Email: _____

Phone: _____

EXCEPTIONS:

Offeror must sign one appropriate statement below, as applicable:

() Offeror understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Firm: _____

Signature: _____

() Offeror takes exception to terms, conditions, requirements, or specifications stated herein (Offeror must itemize all exceptions below, and return with this RFP.):

Firm: _____

Signature: _____

Consultants should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed "non-responsive", risking the rejection of their submittal.



I INTRODUCTION

The Charleston County Park and Recreation Commission (CCPRC) is seeking proposals from an Architect/Engineering Consultant Firm or Team to provide site planning, architectural and engineering services which include design development, permitting, construction documents, bid assistance and construction administration for the Wiltown Community Center Project located in Adams Run, SC. Upon review of the proposals submitted, CCPRC's intent is to select a Firm/Team providing the services outlined in this Request for Proposal (RFP) in accordance with CCPRC's Procurement Policy and enter into a Consulting Services Contract.

CCPRC represents one of the most unique park and recreation agencies in the state of South Carolina. As a Special Purpose Public Service District created in 1968 and amended in 1972, the SC legislative act tasks CCPRC to promote Charleston's historical and tourist attractions; to create and operate countywide parks and recreation facilities but not to duplicate services provided by the other municipalities and special recreation districts existing in the area; and to provide technical assistance to existing park and recreation agencies and community groups.

One of CCPRC's prime responsibilities is the development of a diversified county park system. The park system emphasizes passive activities, outdoor recreation, environmental education, and public water access. Each park facility offers a variety of programming directed toward the natural features and characteristics of the site. Our staff and commission are committed to maintaining high standards in the delivery of leisure services and facilities to the citizens of Charleston County.

CCPRC is constantly seeking to improve the experience of our visitors by adding new features, renovating older facilities, and seeking innovative and sustainable approaches to its public facilities. CCPRC needs qualified professionals to help with the planning and development of these improvements.

To learn more about our park system, please visit our website at www.ccprc.com.

II PROJECT OVERVIEW

CCPRC is working in cooperation with the Wiltown Community Center to renovate and expand the recreational facilities available in the Adams Run area. The Wiltown Community Center site currently has a mix of outdated or inoperable facilities including: a playground, basketball court and a large covered picnic shelter with bathrooms and prep kitchen. CCPRC created a conceptual site plan through a

community participation process to identify and rank Park features the community considered most critical. (See Attachment 2) Examples of the Park elements identified include: moving the entrance road; moving the basketball and volleyball courts; adding walking trails; a picnic area and a playground ages 2-12. Additionally examples include, renovating the existing shelter (which may include a new roof, lighting, new amenities), and renovating the existing prep kitchen and restrooms to ADA standards.

The goal of this project is to repair, improve, upgrade and comply with current standards while updating the site to address recreation trends and community needs. The selected Consultant Firm will use the conceptual site plan with options started by CCPRC as the basis to facilitate a Final Site Plan through Design Development with a Steering Committee. (See Attachment 3). Upon Final Site Plan approval from the Steering Committee, the selected firm will continue work on Permitting, Construction Documents, Bid Assistance, Construction Administration and Project Close-out tasks.

This Request for Proposal is tasking the selected Consultant Firm/Team to guide and manage the \$400,000 budget to complete all Project Tasks with cost efficacy. The intent is to plan and build a durable, universally accessible Community Park supporting current and future needs of the CCPRC hosted programs and the Adams Run Community. The Final Site Plan will be determined through meeting, presenting and consulting to a Steering Committee design options using the elements identified in the conceptual site plan and the cost estimations to complete the plan. Once a Final Site Plan is accepted by The Steering Committee, the Consultant Firm will work with CCPRC, the project sponsors, throughout the Permitting, Construction Documents, Construction Administration and final Project Close-out tasks.

III SITE DESCRIPTION

Wiltown Community Center is a 4-acre site. An existing site survey (Attachment 4) was completed in January 2020 for the entire property at 5779 Parkers Ferry Road, Adams Run SC 29426, TMS # 053-00-00-032. The survey includes a complete inventory of the following features within the property boundaries and up to edge of pavement along Parkers Ferry Road frontage:

1. Built Improvement outlines with spot elevations at corners of structures
2. Underground and overhead utilities
3. 2' contours
4. Location, species and size of all trees over 8" DBH
5. Dripline of trees over 24" DBH
6. Septic systems
7. Wetlands
8. Easements

Wiltown Community Center is a family-oriented, community administered recreation area providing services for the surrounding Adam's Run area located in Charleston County South Carolina. Charleston County has seen an average 20% yearly population growth that is predicted to continue over the next 10 years.

IV SCOPE OF WORK

Scope of Work for this RFP includes, but is not limited to, design development with a Steering Committee, architecture, engineering, permitting, cost estimates, construction documents, specifications, and construction administration services sufficient for bidding and constructing the accepted Final Site Plan agreed during the Design Development task. If additional survey information, geotechnical or other services are required to complete the intent of this RFP, the Consulting Firm will be responsible to retain and manage the additional consultants. All design recommendations presented to The Steering Committee will include, at minimum:

1. Comprehensive cost estimations to complete but not to exceed \$400,000
2. Designs that meet and are appropriate for local, State and Federal permits

CCPRC is committed to universal design. All Park features proposed and built must be durable, meet or exceed current ADA requirements and require only basic, regular maintenance.

The schedule below assigns an estimated time for each Task. The Proposals must address the firm’s ability and commitment to complete the scope of work as outlined in the RFP. If the estimated time for the Tasks is not viewed as reasonable, the proposal must identify and justify a new task schedule.

Proposed Phases Schedule

Project Task	Sub-Task	Task Time Anticipated
Design Development		120 days
Permitting		180 days*
Construction Documents		90 days
	Prepare bid docs	45 days
Construction Administration & Project Close-out	Bidding period*	60 days
	Contract award	10 days
	Construction	180 days
	Close-Out documentation	30 days

*Timeframe dependent on permit approval

Design Development

A Steering Committee comprised of CCPRC representatives and Wiltown Community Center Officers will guide the development and approve the Final Site Plan. The commitment to universal accessibility and durability of Park features that require minimal maintenance should be the driving design elements when refining the Final Site Plan. A Final Site Plan design presentation will include comprehensive cost-estimations. This task includes, but is not limited to the following:

- Steering Committee: facilitate a process with the Steering Committee to identify project goals, specific objectives, and a “renewed vision statement” for the project. This will include discussions about the intended users, service area, site relationships, and other relevant topics.
- Existing Conditions Analysis: Review Conceptual Site Plan and Survey. Analyze the location of park elements (bathrooms, playground, pavilions, parking and driveway entrance) to identify the most effective layout to maximize the community needs and stay within the budget.

- Refine Design Options: Utilizing the conceptual site plan and option prepared by CCRPC as a basis for design, prepare the final park development plan options based on the existing conditions analysis, budget, and Steering Committee input. Proposed features will consider the feasibility of permitting, accessibility access and service longevity. Use maps, graphics and/or illustrations to clearly communicate the overall design concept and key features.
- Implementation Plan: Identify actions, timeline and responsibilities to implement the Final Site Plan selected
- Permit Coordination: Consultant shall coordinate with all permitting agencies with jurisdictional authority over the new or renovation plans, and obtain all necessary permits.

Deliverables:

- Present Final Site Plan, including the estimates of probable cost to Steering Committee
- Establish project schedule and milestone dates.
- Prepare record of Meeting Minutes.
- Provide an illustrative, Final Site Plan for presentations in the following formats: ArchD (or larger) on presentation board for display in the Wiltown Community Center, Optimize for Fast Web View (or similarly compressed) PDF for CCPRC to present and communicate project progress to their Executive Staff and the agency Commission
- Present the Wiltown Community Center Final Site Plan to the CCPRC Commission
It is essential to have the CCPRC Commission understand the process leading to the Final Site Plan and the Preliminary Cost Estimate to complete the project

Construction Documents

Based on the approved Final Site Plan established during the Design Development task, including any further adjustments in the scope, permitting requirements, quality of the project or in the construction budget authorized by the Owner (CCPRC), the Consultant shall prepare, review, and revise, subject to Owner's approval:

- Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.
- Provide construction documents, submission forms, and fees required by all permitting agencies, the permitting processes, and for installation of all components.
- Contract documents at the 50% complete stage for the construction of the facility and its support components must be reviewed and available for mark-up by CCPRC staff. At the 90% complete stage, a check review shall be made available to CCPRC staff, prior to final preparation of documents. Final copies of construction documents must be received by CCPRC prior to bidding.
- A detailed analysis of probable cost to construct new features will be required to assist in determining bid alternatives and providing CCPRC with anticipated construction costs.

Deliverables:

- Contract documents at the 50% complete stage for the construction of the facility and its support components must be reviewed and available for mark-up by CCPRC staff. ,
- Contract documents at the 90% complete stage for construction must receive a CCPRC staff final check, prior to final preparation of documents.
- Provide (2) complete half-sized and (1) complete full-sized hardcopy of the complete bid documents (plants, specifications, site renderings).
- Provide digital copies of all bid documents
- Conduct a Pre-Bid Meeting including agenda. Record minutes and distribute.

Bidding and Negotiations Assistance

This task consists of providing information for CCPRC to complete the Construction RFP and front-end documents for bidding of the project. CCPRC may ask Consultants for Negotiation assistance if technical expertise is required.

- Complete bidding package documents including Scope of Work and relevant documents
- Attend a Pre-Construction Meeting
- Provide written clarification regarding drawing and specification questions
- Provide recommendations to address changed or unknown conditions that may appear during construction;
- Facilitate value engineering process, if required

Deliverables:

- Conduct a Pre-Bid Meeting including agenda. Record minutes and distribute
- Provide Scope of Work and relevant documents CCPRC requires for their bid package

Construction Administration & Project Close-Out

This task consists of all services necessary for the administration of the project construction stage and the close-out; it may include the following services:

- Coordination with CCPRC, Vendors/Manufacturers, and any other contractors/subcontractors/parties working on this project, project oversight, inspections, plan and submittal reviews, reviews / approves payment applications
- Prepare and submit pay application requests
- Coordinate change orders, and extra work orders for contractor and make recommendations for their approval if needed
- Schedule and lead weekly construction progress meetings, distribute meeting minutes;
- Prepare and submit project completion punch list items to the Contractor and CCPRC and oversee its completion;
- Ensure contractor provides “As-Built” plans and specifications. “As-Built” plans and specification will be submitted as a hard copy and on a USB drive (example - .doc, .dwg, .xls file types) in a compatible format.

Deliverables:

- Initiate and attend Construction Progress Meetings including: Project Schedule, Meeting Agendas and disseminating Meeting Minutes.
- Punchlist checklist
- Collect and certify from contractor all As-Built Plans, Certificate of Occupancy, Owners Manuals, Warranty information and other appropriate close-out documents, plus any other mutually agreeable services that CCPRC believes necessary for successful completion of the project.

V. Selection Process

The RFP will be available to any qualified company choosing to respond. CCPRC reserves the right to waive any irregularities and to reject any or all proposals. CCPRC also reserves the right to accept the proposal, or any items listed under the Scope of Services. No Proposal may be withdrawn for a period of 60 days after date proposals are due.

Listed below is the anticipated schedule for the RFP process:

A.	Site Visit Opportunity	April 7, 2021 @ 2:00pm
B.	Deadline for Questions	April 14, 2021
C.	Addendum Issued, if deemed necessary	April 19, 2021
D.	Proposals Due	April 27, 2021 @ 2:00pm

Site Visit Opportunity:

Site Visit will be held on site at the Wiltown Community Center located 5779 Parkers Ferry Road, Adams Run SC 29426, Tuesday, **April 7, 2021 at 2:00 PM ET**. Those that attend will have the opportunity to review the site.

Proposals shall be available for public inspection after the contract award; however, proprietary or confidential information marked as such in each proposal shall not be disclosed without prior written consent of the Consultant. Upon submission, all proposals become the property of the Commission and are subject to public record laws. It is the Proposer's responsibility to notify the Commission of any proprietary information listed in proposals submitted. **If a proposal contains proprietary information, the Proposer shall include a cover letter indicating such information. In addition, any information in which the proposer considers proprietary MUST be clearly marked "proprietary" next to the relevant part of the text for it to be treated as such.**

VI. Qualification and Evaluation of Proposals

Charleston County Park & Recreation Commission (CCPRC) is requesting proposals and statements of qualifications from planning/design consultants and/or similar professionally qualified consultants to provide comprehensive design, bidding and construction management services for the renovation of

Wiltown Community Center. Upon review of the proposals submitted, it is the intent of CCPRC to select a firm to provide the services outlined in this RFP and in accordance with CCPRC's Procurement Policy.

Proposal packets will be evaluated and independently scored using a point formula during the review process to score the submittal to include, but not be limited to the following factors, listed in order of importance:

(Factors 1&2 and 3&4 are of equal importance)

- 1) Project approach & performance differentiators
- 2) Past Performance
- 3) Corporate experience
- 4) Capacity

CCPRC reserves the right to request additional information from one or more firms after the submission of the initial proposals in order to clarify, confirm or properly evaluate any submittal.

CCPRC will not be responsible for expenses incurred in preparing and submitting the proposal and/or any subsequent interviews and oral presentations. Costs for these services shall not be included in the proposal packet and/or cost proposal.

CCPRC may request additional information from one or more Consultants after the submission of the initial proposals to clarify, confirm, or properly evaluate any proposal. Consultant may be asked to provide an oral discussion of the proposal. This presentation shall be limited to the subject matter part of the proposal response and shall be limited to a clarification, explanation, or more extensive description of the proposal. Answers from the oral discussion may result in a revised score for the submitted proposal due to a better understanding of a specific proposal evaluation item. CCPRC also reserves the right to negotiate terms of the contract with the intended firm pursuant to CCPRC's Procurement Policy. There is no expressed or implied obligation for CCPRC to reimburse Consultant for any expenses incurred in preparing the proposal and/or any subsequent interviews.

Upon award, the Consultant is required to sign a CCPRC's contract (a sample is provided in the RFP documents). CCPRC also reserves the right to reject all proposals that do not adequately meet its intended quality, which cannot meet the schedule, or are not within the CCPRC's budget constraints. CCPRC reserves the right to waive any irregularities and to reject any or all proposals.

CCPRC reserves the right to inspect the place of business of a consultant, contractor, or any subcontractor which is related to the performance of any contract awarded or to be awarded by the CCPRC as well as the books and records of such contractors and subcontractors in accordance with CCPRC's Procurement Policy.

Proposals for services shall include all charges including, but not limited to, deliveries, taxes, and duties of any kind levied by federal, state, municipal, or other governmental authority which either party is required to pay with respect to services covered under this agreement. There is no expressed or implied obligation for CCPRC to reimburse responding Consultant for any expenses incurred in preparing the proposals submitted for consideration.

Cost Fee Structure:

Please submit your proposed fee for Basic Services which shall include all consultants, review, evaluation and validation of the program of requirements. As applicable, propose an allowance for reimbursable expenses, detailing the projected costs of plan approval, reproduction of review documents, mileage, etc. Please submit your proposed fee for any additional services required or requested. Include a schedule of hourly fees for your staff in the event that hourly services are requested or allowed.

Firms submitting a proposal packet will be required to provide a cost fee structure proposal in a separate sealed envelope, clearly marked “**Cost Proposal**”, **RFP# 2021-009 Consulting Services for Wiltown Community Center Project, name of firm**”. The fee proposal of the selected firm will only be opened after completion of the selection process and will be used as a basis for negotiating a contract. The proposal shall contain all pertinent pricing information relative to performing the type of work described in this RFP. The fee structure shall contain estimates of all direct and indirect costs, including all reimbursable expenses for each proposed phase of the work being considered under this RFP.

Your offer on this solicitation will become part of the contract agreement.

Fee Negotiations and Contract Award: Fees indicated below will be negotiated with the top selected candidate in accordance with CCPRC’s Procurement Policy. If negotiations with the top-ranked or successful offeror fail to reach an agreed fee arrangement, CCPRC will cease negotiations with the successful offeror and commence negotiations with the second highest ranked offeror. This process will continue until a mutually agreeable fee arrangement is reached between a qualified offeror(s) and CCPRC at which time the offeror will sign the agreement. The negotiated agreement will become part of the agreement when signed by CCPRC on the final page.

CCPRC reserves the right to negotiate terms of the contract with the intended firm pursuant to CCPRC’s Procurement Policy and contract document. Please provide fees for work required in accordance with the anticipated Scope of Work and consultants approach and timeline to complete the services.

VII. Criteria for Selecting based on Qualifications

Each Consultant by submitting proposals represents that:

The Consultant has read and understands this solicitation (including all Attachments) and that its offer is made in accordance therewith.

The Consultant has reviewed the solicitation, has become familiar with the local conditions under which the service is to be performed, and has correlated personal observations with the requirements of the proposed Contract Documents.

The Consultant is qualified to provide the services required under this solicitation and, if awarded the Contract, will do so in a professional, timely manner using successful Consultant’s skills and attention.

VIII. Basis of Award

The award determination shall be based on technical factors. Following the deadline for submittal of proposals, a selection committee will review, analyze, and rank all submittals based on their response to the information requested. If desired, the selection committee may short list the number of qualified Consultant. CCPRC reserves the discretion to determine the number of Consultant that will be on the short list. CCPRC reserves the right to reject any or all submittals and to waive defects, technicalities, and/or irregularities in any submittal. CCPRC reserves the right to finalize a contract based on all factors involved in the written qualified submittal without further discussion or interview.

IX. Basis of Evaluation for each Factor

Technical Factors:

The Consultant shall be rated higher during evaluations if their proposal meets or exceed the following items: (Factors 1 through 4).

Factor 1- Project Approach and Performance Differentiators

Basis of Evaluation: The Consultant may be rated higher during evaluations if their proposal meets and/or exceeds the following items:

- Ability to provide creative, unique solutions
- Capability to provide services to meet intent of RFP
- Provide knowledge of supplies, products and services
- Timely response to requests for onsite support and familiarity with Universal and Accessibility Design

Factor 2- Past Performance

Basis of Evaluation: The degree to which past performance evaluations and all other past performance information reviewed (i.e., performance recognition documents and information obtained for any other source) reflects a trend of satisfactory and/or an outstanding level of performance, considering:

- Successful completion of all work
- Capability to provide services meeting the intent of RFP
- Provide knowledge of supplies, products and services
- Cooperativeness and teamwork at all levels (managers, contracting officers, procurement office, auditors, etc.)
- References

In addition to the above, CCPRC may review any other sources of evaluation information of past performance. Other sources may include, but are not limited to, inquiries of Consultant representative, and any other known sources not provided by the Consultant. While CCPRC may elect to consider data from other sources, the burden of providing detailed, current, accurate, and complete past performance information rests with the Consultant. Based on the trend and satisfactory and/or outstanding ratings, performance may be rated higher.

Factor 3- Corporate Experience

Basis of Evaluation: The responding consultant will be evaluated in order to determine if its company has demonstrated the necessary corporate experience to meet CCPRC's needs.

It should be noted, CCPRC defines corporate experience as pertaining to the types of work and volume of work completed by a Consultant that is comparable to the types of work covered by this requirement, in terms of scope and complexity. Past performance also relates to how well a Consultant has performed.

Factor 4- Capacity

Basis of Evaluation: The Consultant will be evaluated to determine if their proposal has enough capacity to meet schedule.

Evaluation Criteria

Each response to this Request for Proposal will be subject to the same review and assessment process. Submittals will be evaluated based on the Proposal's technical capability and experience. All Consultant(s) submitting qualifications must provide at a minimum, their expertise and capabilities as they relate to the Factors 1 through 4, with regard to the work in the RFP.

Consultant will be evaluated on Factors 1 thru 4.

Factor 1 – Project Approach and Performance Differentiators

Factor and Solicitation Submittal Requirements:

1. Proposal shall identify the Principal-in-Charge, Project Manager, and supporting team members for this project. Proposals shall also provide a statement of the firm's commitment that the identified individuals will be involved throughout the entire project.
2. Provide specific, relevant examples of planning projects and public process facilitations performed by members of the proposed team. Projects that were managed by firm employees who are not part of the proposed team or no longer with the firm are not considered relevant.
3. Detailed description of Consultant's approach in providing the product and services.
4. Describe your firm's normal approach to create, unique solutions.
5. Describe your firm's approach for identifying and prioritizing the final Scope of Work for consideration for the work to be accomplished.
6. Why should your team be considered as a qualified firm?
7. How does your firm handle scheduling and cost control?

Factor 2 – Past Performance

Factors and Solicitation Submittal Requirements:

1. Ensure correct phone numbers and email addresses are provided for all client points of contact. Submit a copy of references as indicated in Certification/Qualification Questionnaire/Reference, Attachment 1–H, which contains the point of contact information for each of the three required client references.
2. Provide three recent client references from within the past five years
3. Provide the client's name, as well as address and telephone number for a point of contact who can provide information regarding the Consultant's role on providing the services

4. The Consultant is encouraged to submit any other information they believe will enhance their position in the evaluation criteria
5. Reputation and previous experience of Consultant(s) services
6. Provide references of former clients for your firm and project managers that may be assigned to CCPRC to provide engineering consulting services.

Factor 3- Corporate Experience

Factors and Solicitation Submittal Requirements:

1. Proposals shall identify the qualified, knowledgeable contact person who will be the point person for the entire project. Proposals shall also provide a statement of the Consultant's commitment that the identified individual(s) will be involved throughout the entire project and must address, at a minimum, the organizational strength and stability of the responding firm.
2. The organizational strength and stability of the responding firm is important. Respondents shall focus their responses accordingly. The past experience of the firm, which was obtained by personnel no longer with the firm, or not available for the project, is of no interest to CCPRC and shall not be submitted in the response. Evaluators will confirm that the projects identified are only those listed in the project team's resumes.
3. Include the organizational structure of your firm, including key members, their experience and background with, if applicable, consulting services for park and recreation planning or similar projects. List what your firm offers that others may not, and the relevance and appropriateness of the firm's expertise and experience. The organizational structure shall include the names of the staff members that will most likely be the project managers and main point of contact.
4. Provide references of former clients for your firm and project managers that may be assigned to CCPRC to provide consulting services.
5. Sub-consultants: The consultants are encouraged to provide a list of sub-consultants their firm typically uses or intends to use. All sub-contracting services, if needed, will be included under the umbrella of the consultant's contract, but billed separately on actual cost of work performed. These fees will be included in any final negotiated contract.
6. Firm's memberships in professional organizations.
7. Describe the firm's level of activity and involvement in their local, regional, and/or national communities. List initiatives, if applicable.
8. Professional awards received by your firm or key personnel that may be assigned to this project.
9. Provide documentation of the firm's capability and experience which includes:
 - a. Demonstration of Consultant's ability to perform the indicated services
 - b. Description of previous work
 - c. Responsiveness and compliance with the items listed in request for proposal
10. List the personnel that will be assigned to various proposed tasks. Information on education, training, experience, certifications, and continuing education should be provided so the selection committee may clearly be able to understand the qualifications of the Firm/Team that is being assigned to complete this project.

Factor 4 – Capacity

Factor and Solicitation Submittal Requirements:

1. Discuss the preliminary schedule
2. Ability to meet a schedule

3. How will submittals and key timelines be presented? Describe the firm’s current workload and the ability of the firm to add a project of this scope within the proposed timeframes.

Factor and Solicitation Submittal Requirements:

A. Technical Factors:

Submit one original proposal clearly marked “Original” and three (3) copies in 8-1/2 x 11 format, font size 12. Provide the proposals in three ring binders with a cover page including name of prime contractor, address, phone, email and fax numbers, contract number and point of contact. Submit an electronic copy of your technical proposal (in PDF) on a flash-drive. Submit the price proposal at the same time as the technical proposal.

All technical questions shall be submitted in writing no later than **2:00 PM ET on April 14, 2021** to the attention of Ms. Lanna Wright, CPPB Charleston County Park and Recreation Commission, 861 Riverland Drive, Charleston, SC 29412 or **by e-mail to prcprocurement@ccprc.com** . An addendum, if deemed necessary, will be posted on the website, www.ccprc.com/bids .

Proposals must be received no later than 2:00PM, ET **Tuesday, April 27, 2021**. All proposals must be sent to the attention of **Ms. Lanna Wright, Procurement Coordinator** at 861 Riverland Drive, Charleston, SC 29412 in a separate envelope clearly marked on the bottom left hand corner, **“Technical Proposal - RFP# 2021-009 Consulting Services for Wiltown Community Center Project, name of the firm”**.

B. Fee Structure:

Firms submitting a proposal packet will be required to provide a cost fee structure proposal in a separate sealed envelope, clearly marked, **“Cost Proposal - RFP# 2021-009 Consulting Services for Wiltown Community Center Project, name of the firm”**. The fee proposal of the selected firm and/or firms will only be opened after completion of the selection process and will be used as a basis for negotiating a contract. The fee structure proposals shall contain all pertinent pricing information relative to performing the type of work described in this RFP. Please sign the agreement on the final page of the document. Your offer on this solicitation will become the agreement with the successful offeror(s) if negotiations are not necessary and when signed by CCPRC on the final page.

Fee Negotiations and Contract Award: Fees will be negotiated with the top selected candidate in accordance with CCPRC’s Procurement Policy. If negotiations with the top-ranked or successful offeror fail to reach an agreed fee arrangement, CCPRC will cease negotiations with the successful offeror and commence negotiations with the second highest ranked offeror. This process will continue until a mutually agreeable fee arrangement is reached between a qualified offeror(s) and CCPRC at which time the offeror(s) will sign an amendment. The negotiated agreement will become part of the agreement when signed by CCPRC on the final page.

X. Submittals

Proposals will be ranked based upon the information outlined in this RFP. The following must be completed in its entirety and submitted in order to be considered for evaluation:

Submit qualifications in the following format:

- Title Page: Title page showing the Request for Proposal subject; the Team name; the name, addresses, and telephone number of a contact person; and the date of the submittal
- Copy Proposal must be sent in a separate sealed envelope.
- Table of Contents: Provide Table of Contents to aid the evaluation of the qualifications.
- Transmittal Letter: A signed letter of transmittal briefly states the Offeror's understanding of the work to be done, the commitment to perform the work, a statement why the Team believes it to be best qualified to perform the engagement, and a statement that the submittal is a Team and irrevocable offer for sixty (60) days.
- Detailed Submittal: The purpose of the detailed submittal is for the Offeror to demonstrate their qualifications, competence, and capacity to provide Consultant Services to CCPRC in conformity with the requirements of this solicitation. Offeror shall submit a qualification for this project meeting the minimum requirements listed. Address each item listed in the Evaluation Criteria based on the ability of your Team as required. Offerors should address all the points outlined herein including the factors addressed in the Qualification and Evaluation of Proposals section.

XI. Attachments:

Attachment 1-A: SC Department of Revenue Form 1-312. Please sign and return with proposal, if applicable

Attachment 1-B: Equal Employment Opportunity Certification. Please sign and return with proposal.

Attachment 1-C: Non-Collusion Oath. Please sign and return with proposal.

Attachment 1- D: Drug-Free Workplace Certification. Please sign and return with proposal.

Attachment 1-E: Compliance with Illegal Immigration Form. Please sign and return with proposal.

Attachment 1-F: Insurance Requirement. Please return proof of insurance form with proposal or when within 10 days when notified of award.

Attachment 1-G: Subconsultant Data Form

Attachment 1-H: Certification/Qualification Questionnaire/Reference.

Attachment 1-I – W-9 Taxpayer Identification Form. Please sign and return with proposal.

Attachment 1-J: Organizational Conflict of Interest. Please sign and return with proposal.

Attachment 2- Wiltown Community Survey Summary

Attachment 3- Conceptual Site Plans Version 1 and 2

Attachment 4- Land Survey

XII. Addendum

Submitter acknowledges that it is the submitter's responsibility to determine whether an Addendum has been issued. If so, the submitter must obtain copies of such Addendum from the Commission's website and agrees to be bound by all Addenda that have been issued for this Request for Proposal. If an addendum is issued, the submitter shall sign and return each addendum with the proposal submitted.