



## **St. Andrew's Parks and Playground Commission**

1095 Playground Road  
Charleston, SC 29407  
(843) 763-4360

# Forest Lakes Greenbelt Project

Master Site Plan RFP  
October 2020

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## **CONFIDENTIALITY STATEMENT**

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Thank you for your consideration,

St. Andrew's Parks & Playground Commission

Please respond to [RFP@standrewsparks.com](mailto:RFP@standrewsparks.com) with any questions or concerns.

## **SUBMISSION SCHEDULE**

### Schedule

- Sunday, October 18, 2020 : RFP published for public consideration
- Friday, October 30, 2020: Final day for questions regarding RFP
- Wednesday, November 18, 2020 1:00 PM ET: RFP Submission Deadline
- Thursday, November 19, 2020 9:00 AM ET: Bids opened publicly at 1095 Playground Road
- Friday, November 20, 2020 9:00 AM ET: Award notification sent to selected firm
- Monday, November 23, 2020: Project kickoff meeting with staff

### Deadline

Proposals must be received by St. Andrew's Parish Parks and Playground prior to 1:00 PM ET on Wednesday, November 18, 2020. Proposals must be in a sealed envelope that is plainly marked with the project name: Forest Lakes RFP.

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## Delivery Address

Proposals shall be mailed or delivered to:

St. Andrew's Parks and Playground

1095 Playground Road

Charleston, SC 29407

Attn: Forest Lakes RFP

**INCOMPLETE PROPOSALS AND PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.**

## EXECUTIVE SUMMARY

St. Andrew's Parish Parks & Playground Commission is a Special Purpose District that was created by the General Assembly of the State of South Carolina in 1945. In addition to a 50,000 square foot full service fitness center, the Commission operates three public parks and maintains approximately 18 acres of public land which is used for organized recreation and passive park activities.

## PROJECT BACKGROUND

In December 2019, the St. Andrew's Parks and Playground staff prepared a letter of intent to apply for Greenbelt funding to purchase the 5.18 acre property known as the Forest Lakes Community Center. The subsequent application was approved by Charleston County Council and an agreement for the issuance of \$153,000 in Greenbelt Funds was fully executed in July 2020. The governing board of the Forest Lakes Civic Club, which owns the property, signed an agreement to donate \$135,000 (or 90%) of the sale proceeds to St. Andrew's Parks and Playground Commission for the sole purpose of improving the property.

## PROJECT BUDGET

St. Andrew's Parks and Playground Commission will receive \$135,000 from the Forest Lakes Civic Club which shall be used for consulting, site planning, construction and general park improvements.

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## SCOPE OF WORK

The Scope of Work listed below is to be used as a general guide and is not intended to be a complete list of tasks necessary to complete the Master Site Plan.

### Project Initiation

The selected firm will be expected to meet with staff to review the project timeline. The firm will also meet with staff at the project site for a walk through to discuss environmental conditions. Subsequent to the project kickoff, the firm will be expected to deliver the final Project Timeline and Scope of Work to staff for review and approval.

### Conceptual Design

The selected firm will be expected to prepare a final conceptual design and prepare and present site plans, elevations and colored renderings to the staff which will be used for construction documents and permitting.

### Presentations and Meetings

The selected firm will be responsible for attending at least two (2) community meetings and at least four (4) meetings with staff. The firm should be prepared to receive feedback from both staff and the public regarding the Site Plan and incorporate feedback into the final product. The firm will also be expected to prepare and present the final Site Plan to the staff and St. Andrew's Parks and Playground Commission at a regularly scheduled Commission meeting in January 2021.

## RFP SUBMITTAL REQUIREMENTS

- **Cover Letter:** Signed by an authorized representative of the firm committing to provide the services in accordance with all Project requirements.
- **Project Understanding and Approach:** Brief summary or narrative delineating the general understanding of the Project and the approach the firm believes is most appropriate to complete required work.
- **Organization Chart:** Show the firm's Project Team structure, including all subconsultants.
- **Resumes:** Provide resumes (no longer than two pages) of your Project Team structure, including the Project Manager who will be the main point of contact. Include history of similar projects performed, highlights of qualifications, and professional registration with

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the state of South Carolina. Similar information is to be provided for each sub-consultant, if any.

- **Firm Qualifications:** Professional experience and qualifications of the firm and subconsultants.
- **References:** Please provide a minimum of three references for projects of similar scope and budget.
- **Project Schedule:** Provide an estimated project timetable.
- **Fee Proposal:** The elements of the fee proposal shall include the following:
  - i. A not-to-exceed lump sum for Basic Services.
  - ii. An itemization of the expected level of services to be provided by each subconsultant, including hours of work and corresponding fees.
  - iii. An estimated fee for customary Reimbursable Expenses to be invoiced separately and considered as professional services.
  - iv. An hourly rate schedule, valid for a period of twelve (12) months following the contract execution date, for each member of the firm who will be working on the project. The fee proposal will not be used as the sole selection criterion. In negotiating a contract with the successful firm, refinements to fee, scope and schedule will be jointly determined.

## EVALUATION AND SELECTION PROCESS

### Selection Committee

A selection committee will review each proposal to determine if it meets the RFP requirements. A firm will be selected based on professional qualifications and demonstrated competence, according to the responses to information required. Based on this evaluation, a recommendation will be made to St. Andrew's Parks and Playground Commission for final approval.

In addition, the Commission will review the selected firm's ability to meet schedules, coordinate effectively with groups and interested parties, and work effectively with community groups and to work within the budget limitations.

### Point Breakdown

- Cover Letter (5pt)
- Project Understanding and Approach (15pt)
- Organization Chart (5pt)
- Resumes (25pt)

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- Firm Qualifications (25pt)
  - References (10pt)
  - Project Schedule (10pt)
  - Fee Proposal (5pt)

## **GENERAL CONDITIONS**

The Commission shall not be liable for any pre-contractual expenses incurred.

The Commission reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals submitted without indicating any reasons. Any award of contract for services will be made to the firm best qualified and responsive in the opinion of the Commission.

The selected firm will be properly licensed to do business in the County of Charleston, SC.

The selected firm will be required to comply with all applicable laws for the State of South Carolina including but not limited to Labor Laws, Wages and Workers Compensation.

The selected firm shall also defend, indemnify and hold harmless SAPPCC from and against any and all claims, suits, judgments, and demands whatsoever, including without limitation to costs, litigation expenses, counsel fees, and liabilities with respect to injury to, or death of, any person or persons whatsoever, or damage to property of any kind of whosoever owned, arising out of or caused or claimed to have been caused in whole or in part by the acts or omissions of the contractor, it's agents or employees, in the performance of the contact and further agrees to indemnify SAPPCC against any such claims allegedly caused in whole or in part, whether or not it be the fact, by reason or negligent instructions or directions given or purportedly given by any of SAPPCC representatives with respect to the performance of the contract.