

REQUEST FOR QUALIFICATIONS
COMMUNITY AQUATICS FACILITY



**MARLBORO COUNTY GOLF AND RECREATION
COMPLEX**

**MARLBORO COUNTY GOVERNMENT
205 EAST MARKET ST.
BENNETTSVILLE, SC 29512**



REQUEST FOR QUALIFICATIONS (RFQ)

A NEW COMMUNITY AQUATICS FACILITY

MARLBORO COUNTY- DEPARTMENT OF PARKS AND RECREATION

INVITATION

MARLBORO COUNTY, SC SEEKS THE SERVICES OF A QUALIFIED ARCHITECTURAL/ENGINEERING FIRM TO MANAGE THE DESIGN OF A NEW COMMUNITY AQUATICS FACILITY AT THE MARLBORO COUNTY GOLF AND RECREATION COMPLEX. THE FINAL PRODUCT WILL BE A SELECTION OF A PREFERRED OPTION BY COUNTY COUNCIL AND SUFFICIENT INFORMATION TO FULLY INFORM THE PUBLIC.

THIS WILL BE A TWO-PHASE PROCESS THAT WILL PROVIDE THE COUNTY COUNCIL WITH RENDERINGS AND PLANS FOR A NEW COMMUNITY AQUATICS FACILITY AND LOCKER ROOM/RESTROOM AND OFFICE COMPLEX IN PHASE ONE. ONCE THE PHASE ONE DOCUMENTATION IS REVIEWED BY THE COUNTY COUNCIL AND APPROVED, PHASE TWO WOULD PROVIDE SUFFICIENT DRAWINGS FOR THE CONSTRUCTION OF ELEMENTS IN PHASE ONE.

SEALED QUALIFICATION PACKAGES, PLAINLY MARKED "COMMUNITY AQUATICS FACILITY" ON THE OUTSIDE OF THE MAILING ENVELOPE, ADDRESSED TO THE MARLBORO COUNTY GOVERNMENT, P.O. Box 419, 205 EAST MARKET STREET, BENNETTSVILLE, SC 29512, WILL BE ACCEPTED UNTIL 5 PM ON AUGUST 29TH, 2023. PACKAGES MAY ALSO BE HAND DELIVERED IN PERSON TO MARLBORO COUNTY ADMINISTRATIVE OFFICE BY THE REQUIRED DATE AND TIME. SUBMITTAL PACKAGES DELIVERED AFTER THE POSTED DEADLINE WILL NOT BE CONSIDERED FOR SELECTION. NO FAXED, TELEPHONE, OR EMAIL PROPOSALS WILL BE ACCEPTED.

PURPOSE

MARLBORO COUNTY GOVERNMENT IS REQUESTING STATEMENT OF QUALIFICATIONS FROM QUALIFIED FIRMS INTERESTED IN PROVIDING PROFESSIONAL SERVICES INCLUDING, BUT NOT LIMITED TO, PRELIMINARY CONSULTATION AND PUBLIC PROCESSES DESIGN SERVICES. IT IS EXPECTED THAT A TEAM FROM SEVERAL CONSULTING SPECIALTIES MAY COLLABORATE ON A PROPOSAL.

PROJECT BACKGROUND

THE MARLBORO COUNTY GOLF AND RECREATION COMPLEX HAS BEEN IN THE CITY OF BENNETTSVILLE FOR OVER 70 YEARS. THE COUNTY RECENTLY PURCHASED THE FACILITY, WHICH INCLUDES AN 18-HOLE GOLF COURSE, TENNIS COURTS, A NON-FUNCTIONING POOL, CLUBHOUSE AND BALLROOM FACILITIES. THE POOL STRUCTURE AND POOL HOUSE ARE WELL BEYOND THE FUNCTIONAL USEFULNESS FOR OPERATIONS AND COUNTY LEADERS ARE SEEKING TO CONSTRUCT A NEW POOL COMPLEX,

RESTROOM FACILITIES AND RECREATION DEPARTMENT OFFICES AT A DIFFERENT LOCATION ON THE PROPERTY.

GOAL

MARLBORO COUNTY SEEKS A COST-SENSITIVE PLAN TO MOVE FORWARD WITH A CAPITAL PROJECT, WHICH ENSURES A SAFE, PLEASANT POOL AND RECREATION FACILITY, IN PLACE BY NO LATER THAN JULY 2024.

ANTICIPATED SCOPE OF WORK

THE SUCCESSFUL CANDIDATE SHALL BE ABLE TO DEMONSTRATE EXPERIENCE AND SKILLS TO COMPLETE THE FOLLOWING TASKS:

PHASE ONE:

- 1. CREATE PLANS TO BUILD A NEW COMMUNITY AQUATICS CENTER WITH THE END RESULT BEING AGREEMENT ON THE BEST OPTION USING COMMUNITY INPUT (HAS ALREADY BEEN COMPLETED)**
- 2. DEVELOP CONCEPTUAL DRAWING AT A SUFFICIENT LEVEL OF DETAIL TO SUPPORT PUBLIC INFORMATION EFFORTS IN SUPPORT OF THE PUBLIC PLANNING PROCESS.**
- 3. DEVELOP AND RECOMMEND A SPECIFIC FINANCIAL PLAN FOR THE PROJECT USING BLENDED SOURCES OF FUNDING, TO INCLUDE FEDERAL ARP FUNDS, STATE RECREATION GRANT, CAPITAL BUDGET APPROPRIATION, PRIVATE FOUNDATION GRANTS, OTHER UNANTICIPATED SOURCES.**

PHASE TWO (AFTER COUNCIL APPROVAL OF PHASE ONE):

- 1. PROVIDE SUFFICIENT DRAWINGS FOR THE CONSTRUCTION OF ONE OR MORE OF THE ELEMENTS IDENTIFIED IN PHASE ONE.**

THERE WILL BE A NON-MANDATORY PRE RFQ SUBMITTAL MEETING AND SUBSEQUENT WALKTHROUGH AT THE MARLBORO COUNTY GOLF AND RECREATION COMPLEX. CALL TO ARRANGE MEETING.

DELIVERABLES AND SCHEDULE

MANAGE A PUBLIC INVOLVEMENT PROCESS WITH THE GOAL TO CREATE PLANS TO BUILD A NEW COMMUNITY AQUATICS FACILITY WITH THE END RESULT BEING AGREEMENT ON THE BEST OPTION, PRELIMINARY DESIGN, AND A PUBLIC INFORMATION STRATEGY.

THE COUNTY WILL WORK WITH THE CHOSEN FIRM TO DEVELOP A TIMELINE WITH CLEAR DECISION POINTS FOR THE ELEMENTS/PHASES OF THIS CONTRACT.

SELECTION PROCESS

STAFF WILL REVIEW THE QUALIFICATION PACKAGES RECEIVED, BASED ON THE EVALUATION CRITERIA ESTABLISHED BELOW, TO ARRIVE AT A SHORTLIST FOR AN INTERVIEW. AN INTERVIEW PANEL WILL REVIEW PROPOSALS AND INTERVIEW

APPLICANT TEAMS. SHORT-LISTED CONSULTANT TEAMS WILL BE RANKED AFTER THE INTERVIEW AND A RECOMMENDATION MADE TO THE COUNTY COUNCIL. THE COUNTY MAY CHOOSE TO CONTACT OFFICIALS FROM OTHER JURISDICTIONS REGARDING THE CONSULTANT, THEIR PRIOR WORK EXPERIENCE, AND THEIR ABILITY TO SUCCESSFULLY COMPLETE THE SCOPE OF SERVICES. THE COUNTY MAY REQUIRE CHANGES IN THE SCOPE OF SERVICES AS DEEMED NECESSARY BY THE COUNTY, BEFORE EXECUTION OF THE CONTRACT. THE COUNTY INTENDS TO ENTER INTO AN AGREEMENT WITH THE CONSULTANT TEAM WHO PROVIDES A PROPOSAL THAT, IN THE OPINION OF THE COUNTY, BEST MEETS ALL OF THE BELOW LISTED EVALUATION CRITERIA AS DETERMINED BY THE COUNTIES' SELECTION COMMITTEE AND RANKS THE HIGHEST IN THE INTERVIEW. THE DIRECTOR OF THE GOLF & RECREATION COMPLEX WILL SUBMIT A FINAL RECOMMENDATION TO THE COUNTY ADMINISTRATOR AND THE COUNTY COUNCIL FOR APPROVAL. UPON SELECTION OF A CONSULTANT, THE COUNTY INTENDS TO ENTER INTO AN AGREEMENT USING THE STANDARD AIA SERVICES AGREEMENT AS MODIFIED FOR SOUTH CAROLINA GOVERNMENT REQUIREMENTS.

EVALUATION CRITERIA

- 1. THE FIRM'S HISTORY OF WORK ON SIMILAR AQUATIC AND RECREATIONAL PROJECTS.**
- 2. TEAM PROPOSED TO UNDERTAKE THE PROJECT. PROVIDE AN ORGANIZATIONAL CHART FOR PERSONNEL (INCLUDING CONSULTANTS) WHO ARE TO WORK ON THIS PROJECT. INCLUDE THE ROLE THEY WILL PLAY IN THE PROJECT.**
- 3. INCLUDE RESUMES FOR ALL KEY PERSONNEL AND INDICATE ANY INDIVIDUALS WHO HAVE HAD PREVIOUS EXPERIENCE ON SIMILAR PROJECTS.**
- 4. PROVIDE A PROPOSED PROJECT SCHEDULE.**
- 5. PROJECT APPROACH AND DEMONSTRATED UNDERSTANDING OF PROJECT SCOPE, LOCAL ISSUES, AND COMMUNITY NEEDS.**
- 6. DEMONSTRATED EXPERIENCE PUTTING COMPLEX FINANCING PLANS TOGETHER FOR RECREATIONAL PROJECTS.**
- 7. PROVIDE VERIFIABLE EXAMPLES OF AT LEAST THREE (3) AQUATIC PROJECTS COMPLETED OVER THE PAST FIVE (5) YEARS. INCLUDE DESCRIPTION OF: SERVICES PROVIDED, PROJECT COMPLETION DATE, FINAL CONSTRUCTION COST, CLIENT NAME AND A CONTACT PERSON ASSOCIATED WITH THE OWNER.**
- 8. LIST OF OTHER SIMILAR PROJECTS COMPLETED BY LEAD MEMBERS OF THE TEAM.**
- 9. PROVIDE EXAMPLE PIECE(S) OF POTENTIAL END PRODUCT AND ANY BROCHURES OR MARKETING PIECES YOU WISH TO SUBMIT.**
- 10. PROVIDE INFORMATION RELATED TO PAST EXPERIENCE RELATED TO MEETING PROJECT SCHEDULES AND BUDGETS. PROVIDE EXAMPLES COMPARING PROJECTED BUDGETS VS. ACTUAL COMPLETION COST FOR RECENT PROJECTS. PROVIDE CONTACT INFORMATION FOR ANY ADDITIONAL REFERENCES.**
- 11. EXPERIENCE WORKING WITH MUNICIPALITIES AND OTHER GOVERNMENTS; UNDERSTANDING OF NEEDS ASSESSMENT AND FEASIBILITY STUDIES RELATED TO SIMILAR RECREATION SPACES.**

12. QUALITY OF RELEVANT SAMPLE PROJECTS. DEMONSTRATED COMMUNITY CENTER AND AQUATIC FACILITY DESIGN EXCELLENCE.

13. FAMILIARITY AND UNDERSTANDING OF THE MARLBORO COUNTY COMMUNITY.

14. RESPONSIVENESS TO SUBMITTAL REQUIREMENTS.

MARLBORO COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL QUALIFICATION PACKAGES RECEIVED, AND TO WAIVE ANY IRREGULARITIES OR INFORMATION IN THE EVALUATION PROCESS. THE FINAL SELECTION IS THE SOLE DECISION OF THE COUNTY, AND THE RESPONDENTS TO THIS FORMAL REQUEST HAVE NO APPEAL RIGHTS OR PROCEDURES GUARANTEED TO THEM. THE COUNTY RESERVES THE RIGHT TO AWARD ADDITIONAL WORK AND CONTRACTS FOR FUTURE PHASES OF THE FINAL DESIGN, CONSTRUCTION DOCUMENTS AND CONSTRUCTION ADMINISTRATION TO THE TEAM THAT COMPLETES THE FEASIBILITY STUDY AND SCHEMATIC DESIGN, OR TO ONE OR MORE OF THE FINALIST TEAMS SELECTED IN THE INITIAL SELECTION PROCESS.

PROPOSED TIMELINE (DATES SUBJECT TO CHANGE)

QUALIFICATION PACKAGES DUE AUGUST 29TH, 2023 @ 5:00PM.

SHORTLISTED FIRMS NOTIFIED WEEK OF SEPT 5TH, 2023

INTERVIEWS WEEK OF SEPT 12TH- SEPT 16TH, 2023

CONSULTANT SELECTED END OF SEPTEMBER, 2023

ANTICIPATED PROJECT START FIRST WEEK OF OCTOBER 2023

SUBMITTAL REQUIREMENTS

PLEASE PROVIDE THE FOLLOWING IN YOUR QUALIFICATION PACKAGE:

COVER LETTER: PLEASE SUBMIT A ONE-PAGE LETTER OF INTENT LISTING THE PROPOSED TEAM (PRIME AND SUB CONSULTANTS), RELEVANT EXPERIENCE AND COMMITMENT TO PROVIDE THE SERVICES DESCRIBED IN THE SCOPE OF WORK.

TEAM QUALIFICATIONS: BRIEF HISTORY OF THE FIRMS, INCLUDING AREAS OF TEAM EXPERTISE AND TECHNICAL CAPABILITIES. INCLUDE A LIST AND BRIEF DESCRIPTION OF SIMILAR PROJECT QUALIFICATIONS WELL AS A LIST OF ALL PROPOSED SUB-CONSULTANTS, THEIR BACKGROUND AND QUALIFICATIONS, AND DEGREE OF INVOLVEMENT.

STATEMENT OF EXPERIENCE: IDENTIFY THE PROPOSED PROJECT MANAGER AND ALL MEMBERS OF THE PROJECT TEAM; INCLUDE A STATEMENT OF QUALIFICATIONS/RESUME FOR EACH MEMBER. FOR EACH MEMBER, DESCRIBE THEIR EXPERIENCE WITH PROJECTS OF A SIMILAR NATURE.

PROJECT APPROACH: PROJECT APPROACH SCHEMATIC DESIGN, INCLUDING A TIMELINE WHICH IDENTIFIES MAJOR PROPOSED TASKS AND PRODUCTS.

REFERENCES: THREE (MINIMUM) CLIENT REFERENCES FOR MUNICIPAL PARK AND RECREATION DEPARTMENTS (WITHIN THE LAST 5 YEARS) LED BY THE PROPOSED PROJECT MANAGER. PLEASE INCLUDE THE FULL NAME OF THE MUNICIPALITY, PROJECT MANAGER, ADDRESS, PHONE NUMBER, WEBSITE AND E-MAIL.

RELEVANT SAMPLE WORK: NO MORE THAN THREE WORK SAMPLES FROM PREVIOUS PROJECTS OF A SIMILAR NATURE.

PLEASE DESCRIBE THE SCOPE OF WORK PERFORMED FOR EACH PROJECT.

PLEASE LIMIT SUBMITTALS TO 10 SHEETS OF TWO-SIDED, 8 1/2" X 11" PAGES (20 PAGES TOTAL) IN LENGTH. FIRM LITERATURE AND PROJECT STAFF RESUMES MAY BE ATTACHED TO THE RESPONSE AND DO NOT APPLY AGAINST PAGE COUNT.

PROVIDE EIGHT (8) COPIES (WHICH INCLUDES ONE UNBOUND COPY SUITABLE FOR PHOTOCOPYING) OF SUBMITTAL. PROVIDE ONE (1) ELECTRONIC COPY OF THE PROPOSAL IN ADOBE PDF FORMAT.

ALL MATERIALS MUST BE RECEIVED NO LATER THAN AUGUST 29TH, 2023. ALL PROPOSALS MUST BE IN A SEALED ENVELOPE AND CLEARLY MARKED "MARLBORO COUNTY COMMUNITY AQUATICS FACILITY". NO FAXED, TELEPHONE OR EMAIL PROPOSALS WILL BE ACCEPTED.

ADDITIONAL INFORMATION

INQUIRIES SHOULD BE DIRECTED IN WRITING TO ERIC G DUSA, CGCS AT 843-703-9483 OR EDUSA@MARLBOROCOUNTY.SC.GOV. ANY ORAL COMMUNICATIONS WILL BE CONSIDERED UNOFFICIAL AND NON-BINDING ON THE COUNTY.

RESPONSE REQUIREMENTS AND FORMAT

ALL COSTS FOR DEVELOPING PROPOSALS IN RESPONSE TO THIS RFQ ARE THE OBLIGATION OF THE CONSULTANT AND ARE NOT CHARGEABLE TO THE COUNTY. ALL PROPOSALS AND ACCOMPANYING DOCUMENTATION WILL BECOME PROPERTY OF THE COUNTY AND WILL NOT BE RETURNED. PROPOSALS MAY BE WITHDRAWN AT ANY TIME PRIOR TO THE PUBLISHED CLOSE DATE, PROVIDED NOTIFICATION IS RECEIVED IN WRITING TO THE GOLF & RECREATION COMPLEX DIRECTOR LISTED ON THIS RFQ. PROPOSALS CANNOT BE WITHDRAWN AFTER THE PUBLISHED CLOSE DATE.