

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**FOR**  
**City of Forest Acres, South Carolina**

**ISSUED: September 26, 2023**

**CLOSING DATE AND TIME: November 6, 2023**

**RELATED TO: New City Park/Area Richland Mall**

**Submittals will be accepted by email, mail, courier, or hand delivered  
no later than 2:00 p.m. Eastern time.**

**Shaun Greenwood  
City Administrator  
City of Forest Acres  
5209 N Trenholm Rd  
Columbia, SC 29206  
GENERAL INFORMATION**

The City of Forest Acres is soliciting statements of qualifications for the selection of a Landscape Architect / Engineering services as listed in this solicitation.

**Landscape Architect and Engineering Services**  
**City of Forest Acres**

The intent of the request for qualifications is to obtain qualified consultants to design a community park on city owned land. The awarded consultant will be asked to negotiate a fee for the necessary parks planning, architecture and engineering services as set forth by the City of Forest Acres.

**Project Background**

Forest Acres, South Carolina prides itself on being the ideal place to work, live, and play. The City is centrally located in the Palmetto State, immediately adjacent to the capital city of Columbia.

Forest Acres is a bedroom community nestled on top of a thriving commercial corridor that is the main outlet to I-77 from Downtown Columbia. Forest Drive boasts some of the premier shopping and dining experiences available in the Greater Metro Region. Recent

large-scale commercial projects are creating increased demand for commercial property.

The prospective park site consists of 6 acres owned by the City of Forest Acres that includes portions of Penn Branch Creek. All improvements shall comply with Building Codes, Park Standards, FEMA Flood Zone Regulation and Federal Accessibility Standards. This park will be designed to be used for large public events and is not anticipated to include playground equipment.

The City of Forest Acres is in a unique position to redevelop this property as part of the overall Richland Mall redevelopment.

Our vision for this property includes maximizing the potential of the property while respecting its environmentally sensitive nature. Stormwater retention and detention is of particular concern for any redevelopment activity. The City's ultimate desire is an innovative approach that ensures this property becomes a benefit to the area and the City as a whole. Parcel B depicted in the attached survey is the City's property for this project.

## **Scope of Work**

**Services:** Provide Park Planning and Architectural Services (including appropriate landscape architecture, surveying, geotechnical engineering, ADA services, MEP, Civil, and structural engineering as needed) to explore, evaluate, plan and identify a design concept for a community park. Assist in preparation of construction documents for the approved items. Coordinate with City Staff to perform tasks below but may not be limited to the following descriptions.

- A. Master Plan: Work with Staff and City Council to develop a site layout and design concept. Prepare presentation quality charrettes that can be used for public presentations at stakeholders' meetings, Forest Acres City Council and public input meetings.

Items shall include but not necessarily limited to:

1. General Layout of arrangement of project elements
2. Overall design theme and appearance
3. Preliminary color and material palette

Project elements may consist of (but not limited to):

1. Amphitheater
2. Walking Paths
3. Outdoor Dining and Seating
4. Green Space
5. Public Restrooms
6. Outdoor Entertainment
7. Rain Garden

8. Picnic Areas
  9. Parking Facilities and Lighting
  10. Trails and Trailhead Development
  11. Landscape Concept and Layout Utilizing Drought Tolerant and Native Plants, Trees, and Grasses.
  12. Proper Drainage Considerations, to Include Drainage Detention.
  13. Pedestrian and/or vehicular access bridge(s)
  14. Creek restoration
- B. Conceptual Design: Explore the specifics of each item, develop options and prepare design documents as needed to facilitate community input. Prepare a probable cost estimate to confirm budget compliance and confirm possible alternates. Present to Staff for review and comment. Discuss budget and reach agreement on priorities if necessary.
- Items shall include but not necessarily be limited to:
1. Specific dimensioned layout
  2. Design treatments and appearance of each element
  3. Color and material palette
- C. Design Development: Prepare preliminary hardline drawings for the approved conceptual design. Integrate architecture with electrical, mechanical and other systems as appropriate. Submit to Staff for progress review and comment.
- D. Construction Documents: Complete a full set of construction documents (plans, specifications, and bid instructions).
- E. Bidding and Award: Assist Staff:
1. Pre-bid meeting
  2. Evaluate of bids
- F. Construction Management and Support Services: Review contractor's submittals, respond to Request for Information and Clarifications, prepare Change Orders, and prepare Record Documents, which incorporate any changes that occurred after issuance of final construction documents and field noted from the General Contractor. Oversee the general construction of the park to ensure selected contractor is staying on budget and on schedule.
- G. Public Input: Provide support at charrettes and data as needed to support Staff with the presentations at Forest Acres City Council and public input meetings.
- H. Grant Writing/Consulting: Provide City Staff with technical assistance in applying for grant opportunities.

**Schedule:** Substantial completion of design would be expected within 12 months of

the contract being awarded. The consultant shall provide a more detailed schedule/work plan with the fee structure proposal. Due to existing conditions on the site, the anticipated time to construction is approximately 2 years.

RFQ submittals should address the following scheduling items specifically:

1. Anticipated Start date
2. Master Plan
3. Conceptual Design
4. Design Development
5. Construction Documents
6. Bidding and Award phase

**Compensation:** Fee for design services A through H are payable with monthly progress payments.

## **SELECTION PROCESS**

This RFQ is the process for selecting firms in the Landscape Architect and Engineering Services listed above. The City of Forest Acres staff will analyze and evaluate submittals. The RFQ provides information necessary to prepare and submit qualifications for consideration. It may be necessary to interview several respondents. The highest ranked firm will be asked to submit a fee proposal to begin contract negotiations. In the event City Staff fails to reach a final contract with that firm, the staff will continue negotiations with the next highest firm and will continue with one of the other firms until the selected vendor is awarded the negotiated contract. Upon completion of the negotiations, contracts shall be executed.

**Acceptance of evaluation methodology:** By submitting qualifications in response to this RFQ, respondent accepts the evaluation process as outlined and acknowledges and accepts that determination of the “most qualified” firm(s) may require subjective judgments by city staff and Council.

**Public information:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the South Carolina Freedom of Information Act after the solicitation is completed and contract executed with the selected firm.

**Partnerships:** Firms associating with other firms in order to bring specific expertise and experience to the project are encouraged.

**Qualifications of the Responding Firm:** A letter of interest, not to exceed one (1) typed page, indicating why the firm is interested and qualified to perform services.

- Legal name of firm
- Contact person
- Date of firm formation

- Date of opening primary home office, and, if applicable, any branch and local offices
- Current address of office(s)
- Identify office that will be providing services
- Legal business description (Individual, Partnership, Corporation, Joint Venture, etc.)

The evaluation is based on the Consultant's capability to provide the requested services. Number of appropriate staff in local office. Available in-house services. Location of the company office with respect to the City of Forest Acres and access to necessary sub-consultants, if any.

**Experience:** The responding firm shall provide written pertinent information about the firm, not to exceed four (4) typed pages. Section should include:

#### Firm's Overall Ability

- Experience with projects of similar type, cost, and complexity
- List of previous municipal experience and clients
- In-house resources available that could be allocated to the project
- Describe your Quality Assurance/Quality Control processes, including your tracking system(s) that will be used to monitor budget, schedule, and scope.
- Indicate the firm's approach to Project Management. Describe all elements to your approach, including how your approach addresses contingencies that may arise during projects, how to resolve issues within the project team, and how your firms will manage the design
- Specifically indicate the firm's approach to handling public input sessions
- Copy of the firm's current licensing

**Proposed Project Staff:** Provide a statement, not to exceed two (2) typed page, (not including individual resumes for each Key Staff member), that summarizes the proposed key personnel who will be directly assigned to primary areas, the qualifications and related experience of each member and designate the location and employment of each team member e.g., company employee, sub-consultant employee, contract employee, etc. Include an Organizational Chart. Respondent must be registered or have personnel on their direct staff that are registered in, the professional services discipline required to perform the services requested. If sub-consultants are included to assemble a project team, their qualifications and experience of proposed key personnel should be described with respect to the relevant category or subcategory of work.

One person shall be designated as the primary contact for the City of Forest Acres throughout the contract term. The Respondent agrees that the primary contact assigned shall remain available for the entirety of the term as long as that individual is employed by the Respondent or unless the City of Forest Acres agrees to a change in the key personnel.

**Knowledge of Forest Acres:** This section should detail the firm's knowledge of working in, near, and/or with the City of Forest Acres, and not to exceed one (1) typed page. Firm should indicate previous work completed in the City of Forest Acres and the firm's knowledge of pertinent construction materials, vendor facilities and standard practices.

Firm should also outline known challenges that the City of Forest Acres faces and proposed methods to tackle those challenges.

**References:** The responding firm shall provide at least three (3) references who can be contacted to inquire about the firm's performance on a design and construction management project of a similar nature.

### **Additional Information to Be Included In Statement of Qualifications**

- The City of Forest Acres requires professional liability insurance for firms with which it contracts. Please state what coverages your firm carries and in what amounts.
- Identify firm's executives who have current claims or who have participated in litigation against the City of Forest Acres while with another firm. Firms currently under litigation with the City or whose executives have been in litigation with the City, may not be considered for this project.
- It will be incumbent on those persons or firms with persons, having potential conflicts of interest, to identify and cure such conflict(s) prior to consideration of the work. Failure to identify such conflict may remove that person or firm from further consideration.
- Provide any brochures or other marketing literature you wish to include in your submittal.

**Due Date:** Qualification deliverables are to be delivered no later than 2:00PM TBD to:

**Shaun Greenwood  
City Administrator  
City of Forest Acres  
5209 N Trenholm Rd  
Columbia, SC 29206**

For technical questions or addendum concerning the Request for Qualifications, you may visit [Bids and Quotes | City of Forest Acres, SC](#)

or contact:

Shaun Greenwood  
City Administrator  
803-782-9475  
[sgreenwood@forestacres.net](mailto:sgreenwood@forestacres.net)

## GENERAL TERMS

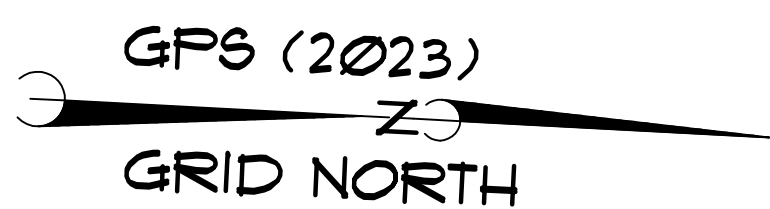
1. Respondents should carefully read the information contained herein and submit a complete response to all requirements and questions as directed. It is the responsibility of Respondents to check the Forest Acres website for posting of clarifications, amendments, or addenda on an ongoing basis.
2. The City will not provide compensation to Respondents for any expenses incurred by the Respondents for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law. Respondents submit proposals and other submittal information in response to this RFQ at their own risk and expense.
3. Responses that are incomplete or qualified with conditional clauses or alterations or items not called for in the RFQ documents, or irregularities of any kind, are subject to disqualification by the City, at its option. The City reserves the right to reject any or all proposals at any time with no penalty. The City reserves the right to waive any irregularity or informality in a response or submittal.
4. In the event that ambiguities, conflicts, or other errors are discovered in this RFQ, the City of Forest Acres will make every attempt to address any such ambiguities, conflicts, or errors.
5. Each response should be prepared simply and economically, providing a straightforward and concise description of the Respondent's ability to meet the requirements of this RFQ. Emphasis should be on completeness, clarity of content, responsiveness to requirements, and an understanding of the City's expectations.
6. The City reserves the right to determine which of the submittals have met the minimum qualifications of this RFQ. The City reserves the right to determine whether any deviation from the requirements of this RFQ is substantive in nature and may reject submittals that lack supporting or explanatory information. The City may not extend the RFQ deadlines, unless an addendum is issued to this RFQ authorizing such deadlines.
7. The City makes no guarantee that an award will be made as a result of this RFQ, or any subsequent RFQ, and reserves the right to accept or reject any or all submittals, waive any formalities, irregularities or minor technical inconsistencies, or delete items/requirements from this RFQ when deemed to be in the City's best interest. All

firms or individuals doing business with the City of Forest Acres shall have all required State of South Carolina licenses.

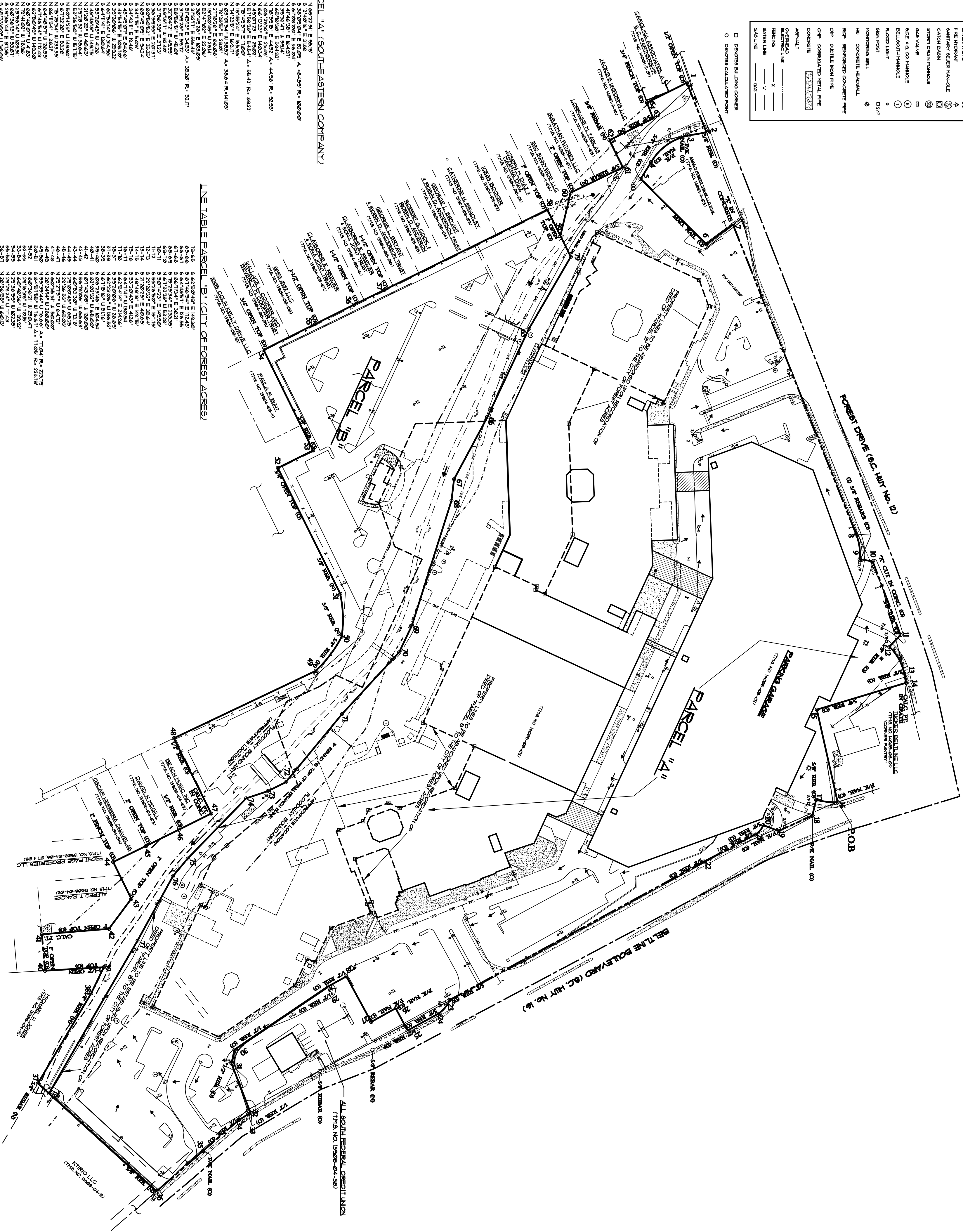
8. Respondents are responsible for errors and omissions in their responses, and any such errors will not serve to diminish their obligations to the City.

### **SPECIAL PROVISIONS**

1. The successful respondent's rights and duties awarded by the contract may not be assigned to another without the written consent of the City and signed by the City's authorized agent. Such consent shall not relieve the assigned of liability in the event of default by the assignee.
2. Any deviations from specifications and alternate responses must be clearly shown with complete information provided by the respondent. They may or may not be considered by the City.
3. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Change Orders to the contract will be made in writing and shall not be effective unless signed by an authorized representative of the City.
4. The City reserves the right to require additional technical information and negotiate all elements which comprise the Vendor's response to ensure that the best possible consideration be afforded to all concerned. The City reserves the right to accept all or part of any proposal, to reject any or all proposals and to re-solicit for proposals.



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SEWER 656" CO. HANDLE	<input checked="" type="checkbox"/> $\phi</$

[illegible]