IRMO CHAPIN RECREATION COMMISSION

REQUEST FOR PROFESSIONAL QUALIFICATIONS

Irmo Chapin Recreation Commission

Design, Engineering, and Permitting

Recreational Vehicle Campground Park

11/5/2026

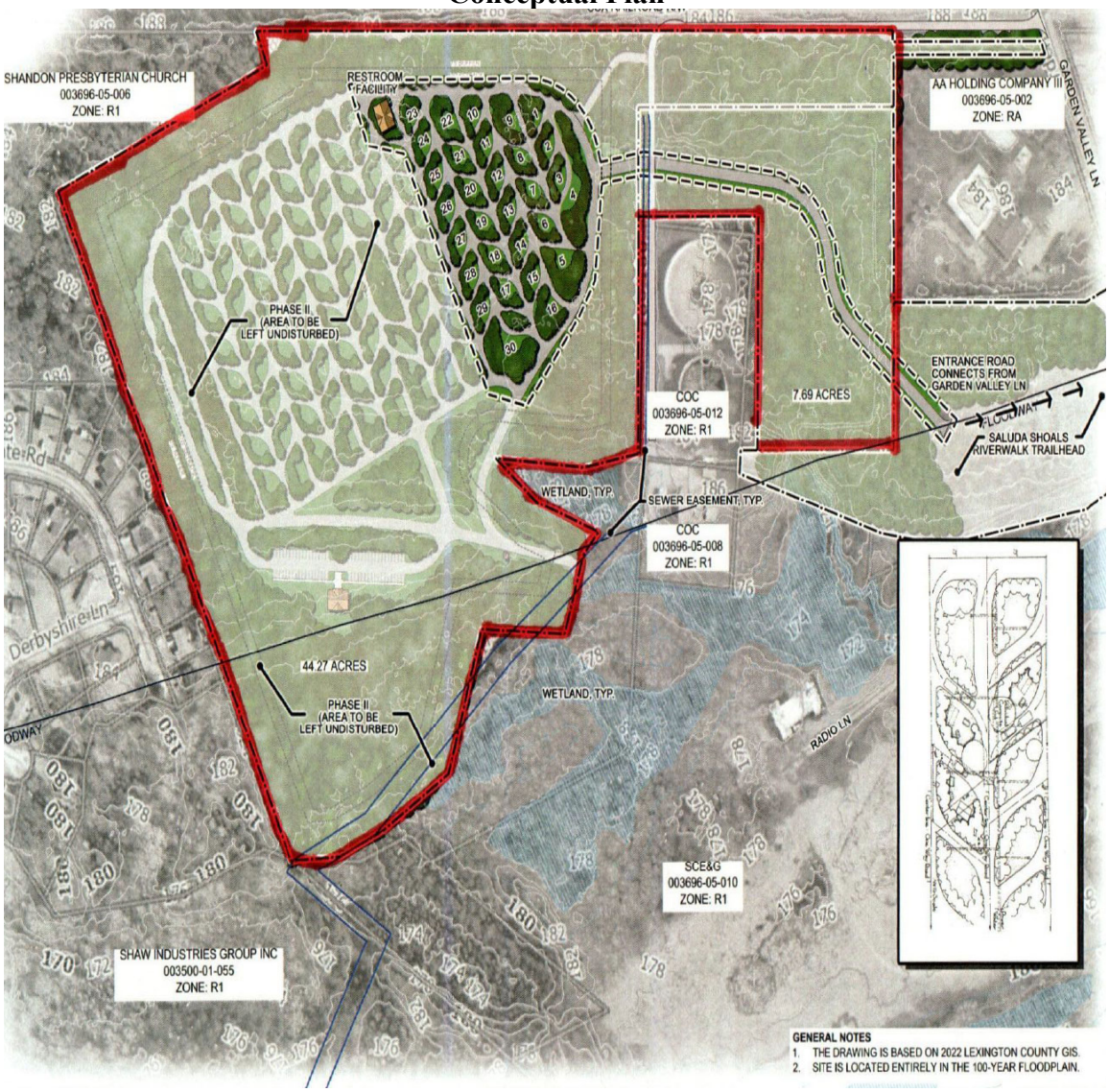
The Irmo Chapin Recreation Commission (ICRC) is seeking proposals from qualified architects/ engineers to design, engineer & permit the Recreational Vehicle Park.

All proposals must be submitted in accordance with the terms of the Request for Professional Qualifications and are to be received no later than 11/19/2026

Upon review of the proposals submitted, it is the intent of ICRC to schedule interviews with several selected firms. Once this is complete, ICRC will select a qualified candidate to provide the services outlined in this RFP and in accordance with ICRC's Procurement Policy.

Jay Downs, Division Director of Planning & Development
Irmo Chapin Recreation Commission
5605 Bush River Road
Columbia SC. 29212

Conceptual Plan



Recreational Vehicle Campground Park

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I. Introduction

The purpose of the Recreational Vehicle Park is to provide recreational opportunities that will provide access to 10.5-mile multi-use paved path being developed along the north side of the Lower Saluda River and provide managed outdoor temporary lodging with utility infrastructure for recreational vehicles, campervans or portable tents.

II. Scope of Services

The project is envisioned as a multi-phase campground development, with the initial phase consisting of approximately 30 full-hookup RV campsites (water, sewer, electrical, Internet), a centrally located bathhouse, entrance improvements, internal roadways, and associated infrastructure. The campground entrance will be from the Saluda Riverwalk Phase II Trailhead facility currently under construction.

The Irmo Chapin Recreation Commission (ICRC) is seeking proposals from qualified Architect and/or Engineer groups to:

- Develop full construction drawings for Phase I (30 spaces) of RV Park in accordance to appropriate design and project standards. These drawings will be in line with conceptual plan already developed to incorporate additional phases.
- Conduct all assessments associated with this project which includes both recreational/leisure aspects and transportation aspects, according to necessary Local, State, and Federal guidelines
- Coordinate and seek all required planning documents, easements, permits, and approvals
- Provide construction cost estimates as design process progresses
- Prepare bid documents
- Construction oversight and administration

Project Process:
The project will be completed, generally, as follows:
1. Meet with the Client and other stakeholders to review project
2. Conduct site and facility analysis necessary to provide specified products.
3. Coordinate with necessary and applicable authorities to develop approved planning documents, to include, but not limited to, NEPA Right of Way for Federal Energy Regulatory Commission FERC Economic Development Administration (EDA), and Corp of Engineers.
4. Coordinate to obtain permitting

Resources that will be made available to the Consultant:
1. Conceptual Plans and Renderings
2. Feasibility Study, Provided by Clemson

The Consultant shall:
1. Furnish all labor, materials and equipment to perform the work as described and services in connection with the project in accordance with the requirements, criteria and instructions contained in this document

2. Furnish sufficient professional, technical, supervisory and administrative personnel to ensure the prosecution of the work, including, but not limited to, the disciplines of planning, architecture, engineering and landscape architecture, as needed

Proposal must also address the following:

- Project Timeline: Proposals must clearly indicate the firm's ability to meet a two-year timeline associated with LWCF Grant Funding Guidelines.

- Project Phases or Tasks: ICRC anticipates the project to be accomplished on a phase-I basis. The selected firm will be provided authorization for the phase to be performed and ICRC's payment obligation to the selected firm will be limited to the actual work performed. Proposals must address the firm's ability and commitment to complete phase I of a project as outlined in the attached sample of the Irmo Chapin Recreation Commission's (ICRC) conceptual plan

- Cost Estimate - The selected firm will be responsible for providing cost estimates based on preliminary conceptual plan. These estimates are included in the Grant Agreement which must include all costs necessary to complete the proposed project, including all anticipated surveys, studies and/or any anticipated permitting required.

- Permitting - List and address applicable permitting along with any governmental and utility coordination specifically required for each aspect of proposed development

Dependent on the results of the cost estimates and budgetary availability, ICRC reserves the right to enter into a contract for future phases with the selected firm, in accordance with ICRC's Procurement Policy and contract documents. However, no guarantee is expressed or implied as to the total amount of services ICRC might request. Additionally, ICRC will not be obligated to purchase any services in the absence of a written order, in accordance with the contract documents.

III. Firm/Management Requirements:

Proposals shall identify the Principal-in-Charge and Project Manager 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 and must address, at a minimum:

A. The Firm

The organizational strength and stability of the responding firm is an important component to the selection process. The experience of work by the firm, which was obtained by personnel no longer with the firm, and therefore, not available for work the project is of no interest to ICRC and shall not be submitted in the response when providing the firms qualifications. ICRC evaluators will only consider firm projects that were presided over by project members who still work for the firm in the office submitting a proposal. Failure to properly identify work accurately may disqualify the proposal.

Provide a listing of key members of the firm, their experience with similar projects and their role in the projects, a listing of what your firm offers that others may not, relevance and appropriateness of firms' expertise and experience with regard to (development of an RV Campground Park).

Firm **- Proposal must address the following**

- Firm's background including organizational structure and years in existence.
- Firm's memberships in professional organizations
- Percentage of revenue derived from recreational related work.
- List of firms billed over the past five years from recreational related work.
- Describe what, in your opinion, your firm has that is unique to ICRC and how that might impact how you intend to complete the scope of services outlined in this RFP.

- Plan Submittals – The selected firm must address their ability to provide these documents in their proposal. The selected firm will be required to prepare all plans in AutoCAD, and final plans and/or specifications to be provided scaled drawings in paper and electronically compatible with ICRC current software systems Proposal must clearly indicate any and all anticipated costs associated with plan submittals.

- Sub-consultants - Permitting/Studies: Proposals shall include a list of all sub- consultants the firm is recommending for the project, including work for any permitting requirements, Any and all fees associated with any of these areas will be the responsibility of the selected firm to administer and will become a part of the contract and invoiced through the prime consultant.

- Sub-consultants - Surveyors: Proposal shall clearly indicate any and all surveyors who they are recommending for the project. Any and all fees associated with any of these areas will be the responsibility of the selected firm to administer and will become a part of the contract and invoiced through the prime consultant.

- The selected firm will be required to sign and comply with the terms and conditions of ICRC's contract document, a copy of which is attached.

B. Project Team – **Proposal shall clearly address the following**:

- Names, titles and responsibilities of those who would work on this project

- Resume of each project team member that will be assigned to this project.

- Applicable professional registrations

- Longevity with firm

- Membership in professional organizations

- Description of previous work specific designing construction documents planning for RV Park Campground development. Also, provide description of work related to developing public facilities and provide information of other related experience.

- Professional awards received by the individual or projects where the individual played a key role.

- Detail individual's experience in the capacity of Project Manager that will be assigned to this project - highlighting experience with similar projects.

- Provide the title of the referenced project, year's work was done, name of the client and the name, address and telephone number of a contact person knowledgeable of that individual's role on the project.

C. Project Approach and Timeline – **Proposals must include the following:**

- Describe your firm's approach to the project including timelines and scheduling. Submit a timeline bar graph illustrating process to completion.

- Describe how submittals will be presented during each phase and/or task for approvals.

- Describe firm's ability to provide realistic budgets and implement cost controls throughout a project.

- Provide detailed description of your firms approaching in working with and receiving permitting.

IV. Selection Process

ICRC reserves the right to reject any and/or all proposals that do not adequately meet the intent of the RFP. ICRC also reserves the right to accept the proposal as a whole and/or any items listed in the RFP. No proposal may be withdrawn for a period of sixty (60) days after the date the proposals are due. Listed below is the anticipated schedule for the selection process.

Date advertised:	Date – November 5th, 2026
Deadline for questions:	Date - November 12,2026 COB
Written proposals due:	Date - November 19, 2026, 2PM

V. Qualification/Evaluation

While ICRC is concerned about the ultimate costs for this project, the specific and primary attention to the evaluation of the proposals will include the following factors, not necessarily listed in the order of importance:

1) qualifications and relevant experience of the submitting firm, 2) proposed approach, 3) project team members' qualifications 4) experience in working with permitting agencies, if applicable and 5) ability of the firm's commitment to complete the Phases and/or tasks under an approved timeline and/or budget.

ICRC may request additional information from one or more firms after the submission of the initial proposals in order to clarify, confirm or properly evaluate any proposals. ICRC also reserves the right to negotiate terms of the contract with the intended firm pursuant to ICRC's Procurement Policy.

There is no expressed or implied obligation for ICRC to reimburse responding firms for any expenses incurred in preparing the proposal and/or any subsequent interview and/or requests for additional information.

If awarded the contract, selected firm will be required to sign a copy of ICRC's contract. A copy of the firm's proposal will be attached to the contract; however, in the event of any ambiguity with any attachments, ICRC's contract and Procurement Policy will prevail.

VI. Fee Structure

ICRC utilizes the State Guidelines when negotiating final fees. The fee proposal must be submitted in a separate sealed envelope, clearly marked "**Fee Proposal, Design, Engineering, and Permitting the Recreational Vehicle Campground Park**

Fee proposal shall include, but not be limited to, the following;

- Fees required in accordance with the anticipated Scope of Work and consultants' approach to complete the project.
- 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.
- Any and all reimbursable expenses and/or any other costs required to complete this project.

VII. Submittals

Any questions or requests for clarification of the RFP must be made, in writing, no later than close of business (COB) on **11/12/2026** to the attention of Jay Downs, Division Director of Planning & Development, Irmo Chapin Recreation Commission, 5605 Bush River Road, Columbia, SC 29212 or by e-mail to jdowns@ICRC.net. No questions will be addressed after that deadline and an addendum, if deemed necessary, will be issued no later than COB **11/16/2026**.

Four original copies of the proposals must be received no later than **2:00PM on 11/19/2026.** All proposals must be sent in a sealed envelope to the attention of Jay Downs, Division Director of Planning & Development, Irmo Chapin Recreation Commission, 5605 Bush River Road, Columbia, SC 29212 and clearly marked on the bottom left-hand corner, **Recreation Vehicle Park Design and Engineering Development**

All proposals submitted will become the property of ICRC and are subject to public record law. If proposal contains proprietary information the Proposer shall include a cover letter indicating the proposal contains 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 in order for it to be treated as such.

The project is funded through the Land and Water Conservation Fund (LWCF), and adherence to the grant funding schedule is a critical consideration**.**

The overall campground is intended to be developed in multiple phases. Subject to available funding and mutual agreement between ICRC and the selected consultant, the professional services contract may be extended to include subsequent phases of development beyond this initial phase.