

Irmo Chapin Recreation Commission
SPECIAL CALL MEETING
PHONE CONFERENCE

August 17, 2022
Saluda Shoals Park
Administration Building
5:00PM

Members Attending

Bill Harmon, Gary Boyd, Akil Ross, Laura Huggins, Michael Cromer

Non-Members Attending

Mark Smyers, Eve Mittendorf, Jay Downs

I. CALL TO ORDER

Chairman Harmon called the meeting to order at 5:00pm.

II. REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT

In accordance with the requirements of The Freedom of Information Act, the news media was notified of the meeting, it was posted on the website, and a notice and agenda posted at the park sites.

III. EXECUTIVE SESSION

The Commission chose to remain in General Session and not move into Executive Session.

IV. NEW BUSINESS

Chairman Harmon shared that there are two contracts recommended by staff and are funded through other parties; one contract is for conceptual design renovation of the Environmental Education Center funded through the Saluda Shoals Foundation and one contract is for architectural and engineering of the lower Saluda Greenway funded through Lexington County. Mark Smyers shared that the contracts fall under Irmo Chapin Recreation Commission for execution and performance of the contract.

A. Contract – Conceptual Design Engineer for Environmental Education Center

A MOTION WAS MADE BY LAURA HUGGINS TO ACCEPT STAFF'S RECOMMENDATION TO AWARD GMK ASSOCIATES THE CONTRACT FOR THE CONCEPTUAL DESIGN FOR THE ENVIRONMENTAL CENTER IN THE AMOUNT OF \$27,500. SECONDED BY AKIL ROSS.

Commissioner Huggins inquired on the engineering and architectural bidding and selection process. Mark Smyers shared that there was only one company that submitted an RFP; there was a panel of staff to review the RFP, score the firm, and review the pricing. Mr. Smyers stated that this firm met all the requirements and clearly had the skill sets for the project; this firm has done large projects for other local and state governments as well as school districts; the price was in line with what was budgeted.

Mark Smyers stated that the Foundation budgeted \$25,000 and GMK came in at \$27,500.

Commissioner Huggins inquired why there was only one firm that submitted an RFP. Mark Smyers shared that he did not know entirely; he heard there was a lot of construction going on across the State. Commissioner Ross inquired if the Foundation will be able to make up the difference in the award amount. Mark Smyers stated that there are elements in the budget and the Foundation Director stated that the Foundation could meet the price difference.

Vice Chairman Boyd inquired if ICRC staff will be responsible for managing the funds for the project. Mark Smyers stated that staff is the executor of the project, which frees the Foundation to continue fundraising. Commissioner Ross inquired if ICRC attorneys look at the contracts. Jay Downs stated staff use AIA contracts that are reviewed by attorneys. Discussion occurred regarding Foundation funding the full project, staff's responsibility in performance of the contracts, and staff's responsibility in executing the project.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

B. Contract – Architectural Engineer for Lower Saluda Greenway

A MOTION WAS MADE BY LAURA HUGGINS TO ACCEPT STAFF'S RECOMMENDATION FOR KBSA DESIGN, CONSTRUCTION, AND ADMINISTRATION SERVICES FOR THE LOWER GREENWAY PHASES I & II. SECONDED BY MICHAEL CROMER.

Commissioner Laura Huggins inquired why staff picked KBSA over the other bidders. Mark Smyers shared this contract is for a full design and much larger project; staff sent out a request for qualifications (RFQ); two groups submitted proposals and a panel made up of staff and representatives from Dominion and DNR interviewed KBSA and Land South. Mr. Smyers stated that both firms were scored based on qualifications, bid proposal, presentation, ability to perform the project, and fee structures; both vendors were very qualified, but KBSA came out on top.

Vice Chairman Boyd inquired if staff have ever used these vendors before. Mark Smyers stated yes, both vendors have been used; KBSA was the firm that did the design for the renovation of Seven Oaks Park, Saluda Shoals Park East, and Melvin Park. Mr. Smyers shared that staff worked with Land South for the feasibility study. Commissioner Cromer inquired if the fee structures were common with the market and what staff see. Jay Down stated yes. Chairman Harmon inquired what is the estimated cost of the project. Mark Smyers stated that project construction cost for phase I is \$5.5M and phase II is \$5.1M; total estimate is \$10,725,667 including contingency; 30% is phase I and 24% for phase II. Mr. Smyers stated that based on the feasibility study and the funds at Lexington County, staff was seeking 10%. Mr. Smyers stated that 10% of projected construction cost is \$1,072,566 for phase I and phase II. The budgeted number vs the potential actual puts the agency at \$275,783 under budget. Commissioner Cromer inquired how the money is allocated to the Commission and if ICRC is responsible for any remaining funding. Mark Smyers communicated the money from the State will come to ICRC for construction only; the design portion is paid by Lexington County; ICRC will submit a draw to Lexington County and they will pay the bill. Commissioner Huggins stated that 2.5% is not included in this number; the number

provided appears to be just design and engineering. Vice Chairman Boyd inquired where the 2.5% monies are coming from. Mark Smyers stated the 2.5% is administrative fees; the monies will come out of the construction money from the State. Commissioner Cromer inquired if there were any other funds that could potentially come out of the remaining \$275,783. Mark Smyers stated yes; there may be expenses outside of the normal scope of construction and design engineering, such as, a marketing campaign and meetings with the public.

VOTE TAKEN. MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 5:25pm.
Respectfully submitted,
Eve Mittendorf, Recording Secretary
IRMO CHAPIN RECREATION COMMISSION