



**IRMO CHAPIN RECREATION
COMMISSION (ICRC)**

*Administration Office
5605 Bush River Road
Columbia, SC 29212*

Contact: Jay Downs
Superintendent Planning & Development
Email: jdowns@icrc.net
Phone: (803) 213-2004

REQUEST FOR PROPOSAL

Crooked Creek Park Recreation Center Conceptual Renovation Plan

I. Introduction

The Irmo Chapin Recreation Commission (ICRC) is seeking proposals from qualified architectural firms to prepare a conceptual renovation plan for the recreation center located at Crooked Creek Park.

Critical Dates

Date Advertised: June 11, 2026

Mandatory Pre-Proposal Meeting: June 18, 2026, at 2:00PM

Crooked Creek Park Recreation Center. 1098 Old Lexington Hwy Chapin SC 29036

Proposal Due Date: June 30, 2026 at 2PM

Saluda Shoals Park, 5605 Bush River Road, Columbia, SC 29212

Project Overview

The Commission intends to expand and improve indoor and outdoor programming space within the existing facility.

Following review of the submitted proposals, ICRC intends to select a firm to provide the services described in this RFP in accordance with ICRC's Procurement Policy.

Requests for clarification of this RFP must be submitted in writing no later than close of business (COB) on June 23, 2026, to Jay Downs, Superintendent of Planning and Development, Irmo Chapin Recreation Commission, 5605 Bush River Road, Columbia, SC 29212, or by email at jdowns@ICRC.com. Questions received after that deadline will not be addressed. If deemed necessary, an addendum will be issued no later than June 25, 2026.



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II. Scope of Services

The scope of services under this Request for Proposal includes the preparation of a conceptual renovation plan and related materials.

The primary focus of this plan is to develop a conceptual renovation design that addresses the following items:

Key Renovations – Recreation Center

- Add two new full-sized basketball courts (preferably one gymnasium divided into two full-sized basketball courts)
- Expand the fitness area
- Enlarge and square off existing corner rooms
- Convert two small rooms into office spaces
- Kitchen renovation
- Increase and improve access to storage space
- Add six new multipurpose rooms
- Reconfigure or relocate the front desk and expand the lobby
- Improve access, lighting, and circulation in high-use areas
- Renovating, repairing, and/or replacing all current floors (excluding current basketball floor), walls, ceilings, built-ins, counters, and fixtures
- Repurpose the racquetball court footprint into usable program space
- Update all entrances and door systems
- Modernize HVAC systems throughout the facility



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Project Process

The project is generally anticipated to proceed as follows:

1. Meet with the client and other stakeholders to review the project program, available existing information, and coordination responsibilities between the client and consultant.
2. Conduct site and facility analysis as necessary to produce the required deliverables.
3. Coordinate input from stakeholder meetings in cooperation with the client.
4. Prepare the renovation plan based on site and facility conditions, project parameters, and direction provided by the client and stakeholders.

Resources ICRC will make available to the consultant:

1. Limited drawings and information for the existing facility
2. Meeting minutes, committee summaries, and project-related notes, as appropriate

The Consultant shall:

1. Prepare a conceptual renovation plan with related narrative text, drawings, and visuals.
2. Provide all labor, materials, and equipment necessary to perform the work described in this document.
3. Provide sufficient professional, technical, supervisory, and administrative personnel to complete the work, including planning, architecture, engineering, and landscape architecture services as needed.



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Proposals must also address the following:

- **Project Timeline:** Proposals must clearly demonstrate the firm’s ability and commitment to meet the intended schedule. Each firm shall provide a bar chart or similar schedule showing the anticipated timeframe to complete the project.
- **Pre-Proposal Meeting:** A pre-proposal meeting will be held at 2:00PM on June 18, 2026, at the Recreation Center at Crooked Creek Park, 1098 Old Lexington Highway, Chapin, SC 29036. ICRC will not conduct individual meetings or discussions with firms before proposal submission and evaluation. Firms may visit the site independently; however, they must not discuss the project with ICRC staff or request assistance during site visits.
- **Documents Provided by ICRC:** Existing drawings, plans, and plats will be made available.
- **Project Phases or Tasks:** ICRC anticipates completing the project on a task-by-task basis. The selected firm will receive authorization for each task to be performed, and ICRC’s payment obligation will be limited to work actually authorized and completed. Work under this RFP includes the following tasks:
 - **Schematic Design**
 - **Design Development**
 - **Cost Estimate:** The selected firm will be responsible for providing cost estimates that include all costs necessary to complete the proposed conceptual plan, including anticipated surveys, studies, and permitting requirements. These cost estimates will be used to prepare a budget for



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Commission approval. Proposals must clearly indicate the firm’s ability to prepare a budget and their ability to maintain budgetary control.

- **Permitting:** Proposals must identify applicable permitting requirements and describe any governmental or utility coordination needed for each aspect of the 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.

Future work relating to this project may include:

- Develop construction drawings specified aspects of the recreation center renovation plan
- Preparation of bid documents
- Construction administration

III. Firm/Management Requirements

Proposals shall identify the Principal-in-Charge and Project Manager for this project.

Proposals shall also include a statement confirming that the identified individuals will remain involved throughout the project and must address, at a minimum, the items listed below.



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The Firm

The organizational strength and stability of the responding firm are important components of the selection process. ICRC is interested only in projects performed by personnel who remain with the submitting office and who will be available to support this project. Work performed by former employees or by offices outside the Columbia area that will not support this project should not be included. Failure to identify project experience accurately may result in disqualification.

Provide a list of key firm members, their experience with similar projects, and their roles on those projects. Also describe what distinguishes your firm from others and explain the relevance of your expertise and experience to recreation, public facilities, or comparable planning and development work.

Proposals must address the following:

- **Firm background**, including organizational structure and years in business.
- **Memberships** in professional organizations.
- **A description of the firm's unique qualifications** and how those qualifications will influence delivery of the requested scope of services.
- **Plan submittals: the selected firm must demonstrate its ability to provide all required documents.** Plans must be prepared in current AutoCAD-compatible format, or newer equivalent, and final plans and/or specifications must be provided as scaled drawings in both paper and electronic formats compatible with ICRC's current software systems.



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Proposals must clearly identify any anticipated costs associated with the plan submittals.

- **Sub-consultants – Permitting/Studies:** Proposals shall include a list of all recommended sub-consultants for the project, including those needed for permitting requirements. All related fees shall be administered by the selected firm, incorporated into the contract, and invoiced through the prime consultant.
- **Sub-consultants – Surveyors:** Proposals shall clearly identify any surveyors recommended for the project. All related fees shall be administered by the selected firm, incorporated into 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.

Project Team

Proposal responses shall clearly address the following project team information:

- **Names, titles, and responsibilities of all team members assigned to the project**
- **Résumé for each assigned team member**
- **Applicable professional registrations**
- **Length of service with the firm**
- **Membership in professional organizations**



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Provide a description of previous work relevant to recreation planning, public facility development, or similar projects, including other related experience. Also identify professional awards received by the individual or on projects where that individual played a key role. Detail the experience of the Project Manager assigned to this project, with emphasis on comparable work. For each referenced project, include the project title, year completed, client name, and the name, address, and telephone number of a contact person familiar with that individual's role on the project.

- **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 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.



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IV. Selection Process

ICRC reserves the right to reject any or all proposals that do not adequately meet the intent of this RFP. ICRC also reserves the right to accept a proposal in whole or in part. No proposal may be withdrawn for sixty (60) days after the proposal's due date. The anticipated schedule for the selection process is listed below.

Date Advertised: June 11, 2026

Pre-proposal (Mandatory): June 18, 2026, at 2:00PM - Crooked Creek Park Recreation Center. 1098 Old Lexington Hwy Chapin SC. 29036

Deadline for Questions: June 23, 2026 – Close of Business

Written Proposals Due: June 30, 2026, at 2:00PM – Submit Sealed Envelope 5605 Bush River Road, Columbia SC. 29212

Presentation Date: TBA



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V. Qualifications

Although ICRC is mindful of project cost, proposal evaluation will focus primarily on the factors listed below, which are not necessarily presented in order of importance.

These factors include: (1) the qualifications and relevant experience of the submitting firm; (2) the proposed approach; (3) the qualifications of project team members; (4) experience working with permitting agencies, if applicable; and (5) the firm's demonstrated ability and commitment to complete the project phases or tasks within an approved timeline and budget.

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

ICRC has no express or implied obligation to reimburse responding firms for expenses incurred in preparing proposals, participating in interviews, or providing additional information.

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



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VI. Fee Structure

ICRC uses State guidelines when negotiating final fees. The fee proposal must be submitted in a separate sealed envelope clearly marked “Fee Proposal/Structure – ICRC Crooked Creek Recreation Center Conceptual Renovation Plan.”

VII. Submittals

Any questions or requests for clarification must be submitted in accordance with the instructions provided in this RFP.

Seven original copies of the proposal must be received no later than 2:00 PM on Tuesday, June 30, 2026. All proposals must be submitted in a sealed envelope addressed to Jay Downs, Superintendent of Planning and Development, Irmo Chapin Recreation Commission, 5605 Bush River Road, Columbia, SC 29212, and clearly marked in the lower left-hand corner: “ICRC Crooked Creek Recreation Center Conceptual Renovation Plan.”

All proposals submitted will become the property of ICRC and are subject to public records law. If a proposal contains proprietary information, the proposer shall include a cover letter stating that the proposal contains such information. In addition, any information the proposer considers proprietary must be clearly marked “proprietary” adjacent to the relevant text in order to be treated as such.



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SUBMITTER INFORMATION

Vendor Name: _____

Street Address/PO Box: _____

City, State, Zip Code: _____

Contact Person: _____

E-mail Address: _____

Telephone Number: _____

MUST BE SIGNED TO BE VALID

I understand that Irmo Chapin Recreation Commission (ICRC) reserves the right to reject any and all proposals, the right in its sole discretion to accept the proposal it considers more favorable to ICRC's interest, and the right to waive minor irregularities in the procedures. ICRC further reserves the right to reject all proposals and seek new proposals when such procedure is reasonably in the best interest of ICRC. ICRC also reserves the right to award portions of this bid to separate vendors. I also certify that this proposal is made in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

Authorized Signature: _____

Name (typed or printed): _____

Title: _____

Date: _____