

MEMORANDUM OF AGREEMENT

Between

SC Department of Social Services

and

**Richland County Government
SCDSS Contract # 4400030370**

This Memorandum of Agreement (MOA) is entered into as of July 1, 2022, by and between the South Carolina Department of Social Services, Post Office Box 1520, Columbia, South Carolina 29205-1520 hereafter referred to as "SCDSS", and Richland County Government, PO Box 192, Columbia, SC 29202 hereafter referred to as "Richland County Government."

RECITALS

WHEREAS, the mission of SCDSS is to serve South Carolina and its counties by promoting the safety, permanency, and well-being of children and vulnerable adults, by helping individuals achieve stability, and by strengthening families; and

WHEREAS, the current Richland County Department of Social Services facility located in South Carolina is inadequate to meet the needs of the Richland County citizens; and

WHEREAS, Proviso 118.19 of the FY 2022-23 Appropriations Act appropriated \$300,000.00 to SCDSS to be passed through to Richland County Government; and

WHEREAS, Richland County Government shall use these allocated funds to assist with its cost estimation, planning, and development of the Family Services Center in Richland County; and

WHEREAS, Richland County Government's use of the allocated funds is an eligible use of such funds pursuant to applicable federal, state, and local laws; and

NOW, THEREFORE, the parties to this MOA, in consideration of the mutual promises, covenants, and stipulations set forth herein, agree as follows:

ARTICLE I

TERM OF THE AGREEMENT

The Memorandum of Agreement shall take effect July 1, 2022 and shall continue in full force and effect until June 30, 2023.

ARTICLE II

SCDSS RESPONSIBILITIES

SCDSS agrees to provide the following: To pay Richland County Government a one-time sum of \$300,000.00 for the procurement of a Cost Estimation through the issuance of a Request for Qualifications (RFQ), for an asbestos assessment, and for limited demolition all relative to Richland County Government's relocation of the Richland County Department of Social Services (RCDSS) from the current site at 3220 Two Notch Road, Columbia, SC 29204 to a location at 7201 Two Notch Road, Columbia, SC 29223 (hereafter, "Relocation Project").

ARTICLE III

RICHLAND COUNTY GOVERNMENT RESPONSIBILITIES

- A. Richland County Government shall and has issued on September 2, 2022 an RFQ for a Cost Estimation for the renovations and up-fit of Richland County Government-owned property located at 7201 Two Notch Road, Columbia, SC 29223 and identified as the following: Former Dillard's, Parcel R17001-04-40 (See Addendum A). This RFQ will close for submissions on October 5, 2022. After evaluation, a recommended Cost Estimation contractor could be presented for County Council approval in early November and Cost Estimation could be completed by late February 2023. This Cost Estimation should provide Richland County Government with the data necessary to assess the availability of appropriate resources to complete the Relocation Project.
- B. Within a reasonable time after receiving the allocated funds from SCDSS, Richland County Government shall perform an asbestos assessment of and limited demolition to the former Dillard's annex.
- C. Richland County Government intends to use the allocated \$300,000 to have performed the necessary Cost Estimation, asbestos assessment, and limited demolition with any remaining funds to be used to further the design, permitting, or construction relative to the Relocation Project. Should the Cost Estimation, assessment, and demolition exceed \$300,000, Richland County Government shall pay the difference from its Coronavirus State and Local Fiscal Recovery Fund funding in compliance with funding eligibility requirements.

ARTICLE IV

RELOCATION PROJECT DESCRIPTION

Due to a lack of capacity within the current RCDSS facility and no viable means for expansion, there was visible strain on the ability of RCDSS to provide vital services during the peak of the COVID-19 pandemic. Given these circumstances, Richland County Government is currently undergoing the process of planning for the relocation of RCDSS from its current site at 3220 Two Notch Road, Columbia, SC 29204 to a Richland County Government-owned location at 7201 Two Notch Road, Columbia, SC 29223, identified as the following: Former Dillard's, Parcel R17001-04-40. Upon relocation, RCDSS will be renamed the Family Services Center. This relocation will provide the Family Services Center with the appropriate space and facility to most effectively serve the citizens of Richland County needing the services the Family Services Center provides.

The allocated \$300,000.00 will assist Richland County Government with the Relocation Project by funding the Cost Estimation for the renovations and up-fit of the former Dillard's annex, and funding the asbestos assessment of and limited demolition to the same.

ARTICLE V
GENERAL PROVISIONS

A. Reporting Requirements

Richland County Government is required to submit a report to SCDSS that includes an accounting of how the allocated funds were spent to include a quarterly spending update and a report with outcome measurements used to determine the success of the stated goals by June 30, 2023.

B. Amendment

No amendment or modification of this Agreement shall be valid unless it shall be made in writing and signed by both parties.

C. Safeguarding Information

Parties shall safeguard the use and disclosure of information about applicants and recipients of services in addition to restricting access to, use, and disclosure of such information in compliance with applicable federal, state, and local laws.

D. Termination

This Agreement may be terminated by either party for any reason with thirty days' written notice to the other party and shall result in the return of any unspent funds.

E. Severability

If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such term and provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the maximum extent permitted by law.

F. Governing Law

This Agreement shall be governed, interpreted, construed, and enforced in accordance with the laws of the State of South Carolina.

G. Agreement Documents

The documents which comprise the entire Agreement between the Parties consist of the following:

1. This MOA and all documents referenced herein;
2. Request for Qualifications (RFQ) – Addendum A;

3. Organization Certifications – Addendum B; and
4. Request for Contribution Distribution – Addendum C.

H. Full Agreement

This Agreement represents the full and entire agreement between the parties and supersedes any prior written or oral agreements that may have existed.

IN WITNESS WHEREOF, The SCDSS and Richland County Government, by their authorized agents, in consideration of the mutual promises, covenants, and conditions exchanged between them, have executed this agreement to be effective as of the first day of July 2022.

Signature of Responsible Parties:

Susan Roben
SCDSS Chief Financial Officer

Date

Leonardo Brown, MBA, CPM
Richland County Administrator
Richland County, South Carolina

Date

ADDENDUM A

REQUEST FOR QUALIFICATIONS (RFQ)

Facility Evaluation and Construction Cost Estimate for Conversion

Richland County, South Carolina

I. Purpose

Richland County (herein referred to as “County”) is soliciting Requests for Qualifications (RFQ) from firms (herein referred to as the “Consultant”) to conduct a comprehensive evaluation of the estimated cost of renovations and up-fit for a County owned properties located at the Columbia Place Mall (CPM), 7201 Two Notch Road, Columbia, SC in order to prepare assess the feasibility of a project (herein referred to as the “the Project”).

1. Determine existing conditions of the buildings, properties and infrastructure through a The County’s objectives are to:
 - detailed analysis to establish the conditions relative to detailed structural, mechanical, electrical, fire and sprinkler and plumbing infrastructure.
2. Establish a list of maintenance, repair and upgrade priorities with cost estimates for near term budgeting to support project cost analysis.
3. Evaluate the suitability of the building to meet County space for Class B office space.

II. Project Overview

The County is soliciting proposals for a comprehensive evaluation of the estimated cost of renovations and up-fit of a County owned building. The assessment includes review and update of asset inventory, identifying condition deficiencies, recommending corrections for all deficiencies, estimating costs for corrections and or repair/replacement to convert the facility to Class B office space for housing administrative employees and meeting the public. The County further seeks a professional suitability assessment of the buildings for the proposed use.

The properties is identified as the following:

Former Dillard's, Parcel R17001-04-40

III. Scope of Work

The County seeks to retain the services of a multi-disciplinary firm or firms working in partnership to carry out a comprehensive facility conditions assessment and estimate for construction upgrade to the new intended use – Class B office space. Specific components of the study and tasks necessary to complete the assessment are listed below. However, it should be emphasized that this list is by no means comprehensive, complete, or final, but is representative of the scope of work the Consultant shall be qualified to complete.

A. Infrastructure Condition Assessment Audit

The selected Consultant shall be qualified to conduct a full architectural, structural, and engineering review of the condition of the buildings and supporting infrastructure (roads, parking lots, landscaped areas, etc.) for the facility described above. The review shall include detailed cost estimates to repair, renovate, and maintain the facilities to acceptable conditions including compliance with all current fire and safety codes and ADA requirements. This survey shall also include a full cost analysis of not only remedying any existing deferred maintenance issues, but fully restoring the buildings to modern standards for conversion to use as Class B office space. If necessary, this includes any modifications, additions, or expansions which the Consultant recommends to achieve greater energy efficiencies and/or eliminate functional deficiencies. The deliverables for this task shall include a report with findings and deficiencies, space use suitability (including items that are out of compliance with building codes), photographs to document existing conditions, and cost estimates. Action to include but are not limited to;

1. Building Envelope, to include the condition of the outer shell of the building

- including walls, doors, and windows. Include assessment of the roof.
2. Provide recommendations for additional lead/asbestos abatement.
 3. Structural integrity, including walls and foundation.
 4. Interior walls, ceilings, flooring, and signage.
 5. Mechanical systems, HVAC, exhaust, ventilation, controls, and instrumentation.
 6. Electrical systems, both interior and exterior, including distribution and lighting.
 7. Site including parking, walkways, fencing, entrance, landscaping, signage, transportation, and utilities.
 8. Plumbing systems, both interior and exterior.
 9. Fire protection and life safety systems.
 10. Provide recommendations of type Security System compatible to building structure and current County systems.

B. Meetings and Collaboration

The successful Consultant shall work with and collaborate with County staff and other relevant parties as necessary to obtain additional knowledge about the facilities, standard operations, and maintenance practices germane to the County. Information may include topics such as perceptual maintenance and repair needs, desired functionality, energy and efficiency, and aesthetic improvements that cannot be obtained through visual inspection or life-cycle modeling.

C. Identification of Short and Long-Term Needs

The Consultant shall be capable of estimating not only maintenance needs and construction cost for the identified facility, but also estimated operational and maintenance of such modifications over a 10 year period. Needed repairs, maintenance, and up fit shall be categorized based on

priorities (e.g., health and safety M&R work placed at the highest priority level and less critical cosmetic or aesthetic needs placed at lowest priority level). Information obtained from consultative meetings with County Staff and other relevant parties would help to establish work priorities.

D. Evaluation of Space Suitability

The County will provide information to the Consultant about the intended use of the property using information from the facility assessment and knowledge of building standards relevant to public safety/government facilities, the Consultant shall have the ability to provide an expert opinion on appropriateness and related repair and renovation costs for intended use of the properties. The Consultant shall provide reasoning supporting or refuting the assessment.

E. Cost Analysis and Reserve Budgeting Forecasting

Using information obtained from identified short and long-term maintenance needs as well as the priorities and intended use, the Consultant shall be qualified to evaluate the short and long-term budget implications, and cost saving measures (such as preventive maintenance and use of Green technologies). As appropriate, this shall include life-cycle cost modeling for the facilities. Life cycling cost modeling captures all anticipated non-operational facility costs, both major and minor. Deferred maintenance shall be estimated and forecasted as well. The qualified Consultant is expected to define the range of assumptions to help qualify the findings.

IV. Work Schedule

The Consultant shall complete the scope of work no later than 60 days from the notice to proceed. A draft Facility Evaluation and Cost Estimate to Renovate shall be delivered to the

County 15 days after completion of the assessment. The final document shall be presented to the County 15 days after delivery of the draft.

V. County Provided Items

The County will provide to the Consultant all documents previously generated or acquired during due diligence for acquisition of the properties. These include but are not limited to the following: Environmental Site Assessments, Testing, Internal County Assessments, Construction Drawings, Surveys, and Appraisals.

VI. Submission of Qualifications

The Consultants shall submit a Statement of Qualifications/Proposal electronically, limited to twelve (12) pages exclusive of cover letter, resumes, and references. The submission shall be organized in the following format and shall include the information in the below outline.

- A. Cover Letter: An officer of the firm authorized to execute a contract with the County shall sign the cover letter.
- B. General Qualifications: Provide a summary of qualifications demonstrating your expertise, understanding, and ability to accomplish the County's primary objectives; and, general information about the firm to include location of office(s), years in business, and areas of expertise. Provide a brief description of three (3) projects that involved a similar scope of services.
- C. Key Staff: Identify key staff and include a description of their abilities, qualifications, and experience. Provide resumes of key staff to be assigned to this project if awarded. Include a proposed project management structure and organizational chart. Identify any portion of the scope of work that shall be subcontracted. Include brief subcontractor

qualifications and key personnel with appropriate contact information. The County reserves the right to approve or reject all consultants, internal staff performing consulting services, or sub-contractors proposed by the Consultant.

- D. Project Specific Approach and Methodology: The Consultant shall thoroughly describe its understanding of the project and describe the proposed technical and management approach. The Consultant shall expand on the scope of work, if appropriate, to accomplish the overall objectives of the project and provide suggestions which might enhance the results or usefulness of the study. The Consultant shall include a schedule of work and a statement committing to complete the work on time.
- E. References: Consultant shall provide a list of references for the firm and any sub-consultants/sub-contractors. (If applicable include the sub-contractor participation form available in the Documents section). References shall include the names, addresses, e-mail addresses, and telephone numbers of recent clients, preferably other public agencies for which the Consultant has done similar work. Include a list of specific projects associated with each reference, date work was performed, cost, and key personnel involved. List three (3) to five (5) distinct references.
- F. Cost and Fee Structure shall be uploaded in the appropriate section titled “Cost Proposal”. Consultant shall provide a description of cost and an estimated cost proposal to perform the scope of work. Ensure the cost and fee structure aligns with Section D of the Submission of Qualifications. The cost proposal shall be broken down and detailed by the major work elements needed as determined by the Consultant. These will include all anticipated reimbursement costs and fees and the hourly rate of personnel expected to be

utilized for the project. This information shall be submitted **separately** from the other response documentation, in the section titled “Cost Proposal”.

VII. Selection Process

Responding Consultants evaluated as compliant with submission instructions shall be shortlisted for further evaluation. The selection of a Consultant will be by a Selection Committee comprising of representatives from the County. The Selection Committee may require the Consultant to make additional presentations and/or require submittal of further documentation demonstrating that the Consultant is capable and qualified to provide design services for the Project. The Selection Committee may interview some or all of the short listed Consultants. Emphasis will be place on those firms presenting with the highest qualifications and with cooperative relationships with past clients.

At the conclusion of the evaluation process, the Selection Committee may recommend to the County Council a Consultant(s) with the highest final ranking or a short list of top ranked firms within the competitive range whose submission is most advantageous to the County. The County Council will review the Selection Committee’s recommendation and make the final decision. The County will notify all Consultants that submit qualifications of the evaluation results.

The evaluation committee will evaluate responses on various qualifications, including but not necessarily limited to:

- A. Knowledge and experience of key staff
- B. Experience and demonstrated competence on similar projects
- C. Approach and methodology as it relates to achieving the County’s primary objects

D. Proof of the ability to perform the intended work in Richland County

Failure to meet these requirements may be cause for rejection of Consultant's submission.

Contract Negotiation

The County will attempt to negotiate and contract for assessment services with the most qualified and advantageous firm. The final scope of work, schedule, and fee will then be negotiated based upon the draft documents and the needs of the County. If an agreement cannot be reached, there will be an attempt to negotiate a contract with the second most qualified firm. This process will continue until an agreement is reached or the County exhausts the approved list.

The Firm's contact for information and clarification about the Project must be limited to Richland County Procurement, Jennifer Wladischkin, and shall be submitted via the electronic portal only.

Reservations

The County reserves the right to enter negotiation with any Consultant based on this RFQ. The County reserves the right to reject any and all qualifications and to waive informality, technical defect, or clerical error in any qualification, as the interest of the County may require. The County reserves the right to select a group of Consultants for a future selection process or to move to any one or any other Consultant in their negotiation process and perhaps return to one or several before the final determination is made.

All cost incurred in the preparation of the statement of qualification will be borne entirely by the submitting Firm. Anything submitted to Richland County becomes the property of Richland County.

ADDENDUM B

Organization Certifications

- 1) Organization hereby gives assurance that no person shall, upon the grounds of race, creed, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity for which this organization is responsible.
- 2) Organization certifies that it will provide quarterly spending reports to the Agency Providing Contribution listed above.
- 3) Organization certifies that it will provide an accounting at the end of the fiscal year to the Agency Providing Contribution listed above.
- 4) Organization certifies that it will allow the State Auditor to audit or cause to be audited the contributed funds.


Digitally signed by Leonardo Brown
Date: 2022.09.19 15:47:46 -0400
Organization Signature

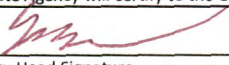
Leonardo Brown
Printed Name

County Administrator
Title

9/19/2022
Date

Certifications of State Agency Providing Contribution

- 1) State Agency certifies that the planned expenditure aligns with the Agency's mission and/or the purpose specified in the appropriations act of 2022.
- 2) State Agency certifies that the Organization has set forth a public purpose to be served through receipt of the expenditure.
- 3) State Agency certifies that it will make distributions directly to the organization.
- 4) State Agency certifies that it will provide the quarterly spending reports and accounting received from the organization to the Senate Finance Committee, House Ways and Means Committee, and the Executive Budget Office by June 30, 2023.
- 5) State Agency certifies that it will publish on their website any and all reports, accountings, forms, updates, communications, or other materials required by Proviso 117.21 of the appropriations act of 2022.
- 6) State Agency will certify to the Office of the Governor that it has complied with the requirements of Executive Order 2022-19 by June 30, 2023.


Agency Head Signature

Michael Leach
Printed Name

10-2-2022
Date

ADDENDUM C



State of South Carolina Request for Contribution Distribution

This form is designed to collect the information required by South Carolina in accordance with Proviso 117.21 of the appropriations act of 2022 and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution for the designated organization. The state agency providing the contribution should use this form to collect information from the designated organization. The information must be collected from the designated organization before the funds can be disbursed.

Contribution Information

Amount	State Agency Providing the Contribution	Purpose
\$300,000.00	L040 - Department of Social Services	Cost estimating, design and construction to facilitate relocation of Richland County DSS

Organization Information

Entity Name	Richland County Government
Address	Post Office Box 192
City/State/Zip	Columbia, SC 29202
Website	www.richlandcountysc.gov
Tax ID#	57-6000398
Entity Type	County

Organization Contact Information

Contact Name	Lori Thomas
Position/Title	Assistant County Administrator
Telephone	803-576-2057
Email	thomas.lori@richlandcountysc.gov

Plan/Accounting of how these funds will be spent:

Description	Budget	Explanation
Cost estimation and potential design, permitting and construction of new facilities for DSS	\$300,000.00	Total project budget is estimated at \$35,000,000
Grand Total	\$300,000.00	

Please explain how these funds will be used to provide a public benefit:

The funds will be used to assist in the relocation of the Richland County Department of Social Services to an upfitted facility that will a suitable facility for the Richland County Department of Social Services as well as the Department of Health and Human Services. The goal of the DSS building renovation project is to give these programs, and others, the space and technology they require to grow and continue to meet the increasing demand for aid in the County. The relocation of the programs to a larger facility will provide a one stop location that is convenient to all forms of public and private transportation. This co-location of services is critical to ensure that the County's most vulnerable populations can access comprehensive care, and it will also foster opportunities for collaboration amongst the agencies housed in the building, leading to the creation of future innovative services for the County's residents.