

LANCASTER COUNTY, SOUTH CAROLINA

**REQUEST FOR QUALIFICATIONS
PROJECT MANAGEMENT SERVICES
LANCASTER COUNTY REGIONAL PARK
APRIL 2011**

SCOPE OF WORK – EXHIBIT B

Project Management: The Project Management firm will provide overall management of the development team and be responsible for the following duties but not limited to:

1. Will be the Executive in Charge in carrying out the directives of the Management Team.
2. Be responsible for the overall development, the development team and coordinating the activities of the governmental entities, brokerage firm, attorney, appraiser, utility companies and other consultants and other entities as needed.
3. Prepare Appraiser RFQ and assist the management team in the selection of the firm. Project Manager will work with the selected appraiser to develop current market prices for selected properties that may be acquired by the development.
4. The development will purchase the existing Springs' store where the County judicial system currently meets. The Project Manager will review the building, prepare Due Diligence documents and work with the appraiser to develop a value for the property.
5. Prepare Civil Engineer RFQ and assist the management team in the selection of the firm. The Project Manager will work with the Civil Engineer and the Management team to develop a Master Plan, develop infrastructure plans and develop construction drawings.
6. Solicit lump sum bids from construction firms to build the infrastructure. Bidding will be in accordance with government open bid process.
7. Prepare the Developer RFQ and assist the management team in the selection of a firm. Project Manager will work with the selected Developer in marketing the park, development of a spec building and assisting the developer in attracting Build to Suit (BTS) opportunities.
8. Work with the utility companies to provide services for the park.
9. Work with local railroad firm to provide rail service to the park.
10. Work with DOT and the civil engineer to provide road improvements on Highway 9 and access to the park.
11. Project Manager will be responsible for the day to day activities of the park.
12. The Project Manager will be responsible for the overall budget and schedule.
13. The Project Manager will meet, report monthly and make presentations as required with stakeholders including presentations to the County and City Councils.
14. Prepare and monitor the budget and schedule.
15. Contract Administration which includes site visits, assisting the civil engineer the review of shop drawings, material submittals and periodic inspections of site work.
16. Prepare CCR's for approval and recording.