



Purchasing Department
113 Mable T. Willis Blvd.
Walterboro, SC 29488
843.782.0504

RFQ: CC-40
INDEFINITE DELIVERY CONTRACT FOR
ENGINEERING SERVICES

Due: Thursday, May 18, 2023 @ 1:00pm

ADDENDUM 1
Dated: May 3, 2023

The following question has been submitted for clarification:

1. On page 5, section D, Item 6. Workload, it states that “all proposals must clearly list the percentage of work for the prime Firm and sub-firm(s) that will be performing work as part of the project”. Without a defined project, this will be hard for us to do. Can you provide additional clarification on what the county is looking for on this item? **Answer:** The proposing Firm should have a defined list of sub-firms that will be used for any and all projects as the evaluation will be scored as such.
2. I have seen that the debarment form is required for both the prime and subs, but can you please clarify if any other forms are required by the sub consulting firms. **Answer:** Only those forms that are requested.
3. Are the required forms to be submitted by the Prime firm only or the Prime and its subconsultants? **Answer:** Prime Firm Only except for the requested forms such as the debarment form. See question #2.
4. Do covers, dividers, and the table of contents count toward the 25-page maximum? **Answer:** No
5. Are the font size and double-spacing requirement the same for tables, photo captions, and the letter of interest? **Answer:** Yes
6. For part 3 (Qualifications for Key Individuals), can the licenses and certifications be included in their resume, or should it be broken out/listed in a separate table? **Answer:** List in the Resume.

7. Is there a DBE requirement? [Answer](#): No
8. Are joint proposals allowed in this submittal, or should each firm submit an individual proposal? [Answer](#): Each Prime Firm should submit its own proposal.
9. Does the letter of interest count as part of the 25-page count? If it does, will it require a 12-point font and double-spaced lines? [Answer](#): Yes. See section D. Submittal Format
10. Can you clarify who needs to be placed in section 4 "Names and Qualifications for other key individuals"? Would this include prime firm employees or just subs? [Answer](#): "KEY Personnel" is the Imperative word here. The Prim firm may judge what determines a "Key Person" as defined in the request.
11. What else should go into the appendix other than the forms and resumes? [Answer](#): As noted in section D. Submittal Format "Appendices may only be used to support or supplement the detailed answers but cannot be used as a substitute for the required narrative response".
12. Can we create a table for section 3 and 4 with single spacing? [Answer](#): No, as noted in section D. Submittal Format.
13. Can the workload section 6 be in a table single spaced? [Answer](#): No, as noted in section D. Submittal Format.
14. Does the Letter of Intent need to be double spaced? [Answer](#): Yes, as noted in section D. Submittal Format.
15. Does the information in tables or charts need to be double-spaced? [Answer](#): Yes, as noted in section D. Submittal Format.
16. The overview states: "Colleton County, South Carolina (the "County") is seeking qualified, licensed firms to provide engineering services necessary for the preparation of construction site development in Colleton County. These services may include, but are not limited to, construction plans, preliminary planning, water & wastewater design, right-of-way plans and economic development projects." Is the work to be performed only for site developments or will it include projects just for transportation and drainage improvements? [Answer](#): See section C... General Scope of Services
17. Can tables be 10-pt font? [Answer](#): No, as noted in section D. Submittal Format.
18. Are required forms excluded from the 25-page limit? [Answer](#): Yes
19. Are the font size and double-spacing requirement the same for resumes? [Answer](#): Yes
20. Number 3 is only the license numbers and certifications for only KEY team members; and their ability, qualification, and experience is not shown until Selection Criteria 5. [Answer](#): Correct
21. Number 4 is all other key/critical which would include their license numbers, certifications, ability, qualification, and experience. [Answer](#): Correct
22. Since Number 3 concerns the Key personnel, would it be preferred for this section to include their ability, qualification, and experience similar to number 4 and not show it in section 5? Section 5 would then

include only: Overall experience of the firm, related experience on similar projects recent, current, and projected workload. Answer: No, answer and align all the responses as requested in the document

23. Do tabs and/or cover count toward the page limit? Answer: Tabs, yes. Cover, no.

24. Are required forms expected to go in appendices? Answer: No. Forms are not counted in the appendices or in the 25-page limit.

25. What can be included in appendices and is there a page limit for appendices that may be included?
Answer: Appendices are part of the 25-page limit and may include any information the Prime firm deems beneficial information not directly requested in the document.