



**Capital Projects & Purchasing Department**  
**113 Mable T. Willis Blvd.**  
**Walterboro, SC 29488**  
**843.539.1968**

---

**RFQ: CC-26**  
**INDEFINITE DELIVERY CONTRACT FOR**  
**ARCHITECTURAL DESIGN SERVICES**  
**DUE: THURSDAY, DECEMBER 13, 2018 @ 11:00am**

**Addendum #1**  
**dated 12-5-2018**

The following questions have been submitted for clarification:

Question 1: The concern is that if an AE team gets awarded an IDC Contract, they have to pay premiums for three years without any guarantee of project work to justify the expense.  
**Answer:** The required insurance will not be requested of the firm unless an approved work directive/contract has been accepted. You do not have to provide proof of insurance when submitting a response to the RFQ. Submitting a response to the RFQ does certify that said Firm can obtain insurance in the amount listed.

Question 2: The premiums listed are not comparable to the standard of Architectural Firms. 1,000,000 per occurrence and an aggregate of \$2,000,000 would be more in line with what architects and engineers carry. Will this suffice? **Answer:** The general liability has been reduced to \$1,000,000.00. All other limits apply as listed:

- Professional Liability Insurance – Minimum \$3,000,000.00 Proof of in force insurance must be provided with each Contract for services.
- Errors and Omissions Insurance \_ Minimum \$3,000,000.00 Proof of in force insurance must be provided with each Contract for services.
- Other insurances:
- Workers' Compensation - \$100,000 – each accident
  - Statutory Coverage and Employer's - \$100,000 each employee
  - Liability - \$500,000 – policy limit
  - Comprehensive General Liability –
    - \$1,000,000 – bodily injury each occurrence
    - \$2,000,000 – bodily injury aggregate
    - \$2,000,000 – property damage each occurrence
    - \$2,000,000 – property damage aggregate
- Products – Completed Operations - \$1,000,000 – aggregate

- Business Auto Liability – Same as Comprehensive General Liability
- Excess or Umbrella Liability - \$2,000,000

- Question 3: Please confirm that you do in fact need the limited # of pages to be double spaced? I.e., with a blank line in between each typed line? With the 25-page limit and the 12-point minimum font requirement, double spacing will greatly reduce the amount of information that can be included on each page. **Answer:** Yes. The response shall contain no more than twenty-five (25) double spaced pages.
- Question 4: Does the Addenda Acknowledgement Form count towards the 25-page limit? (On page 12, it's stated that "The Certification forms will not count toward the 25-page limit," but the Addenda Acknowledgement Form isn't technically a 'certification' form). Please clarify. **Answer:** The Addenda Acknowledgment form will not count toward the 25-page limit.
- Question 5: Please clarify how we should differentiate Section 3 (Qualifications for key individuals) from Section 4 (Names and qualifications for other key individuals)? I.e., should Section 3 focus only on the Prime firm's personnel, whereas Section 4 should focus on our subconsultants' personnel? Or should Section 3 focus on the entire team, and Section 4 focuses on other personnel resources within the Prime firm? The descriptions for each section on page 4 can be interpreted multiple ways. **Answer:** Article D Submittal Format: Section 3 and Section 4 shall be combined to read; List all key individuals and their licenses considered critical to the success of any given project to include information on experience related to previous projects.
- Question 6: Regarding Section 6 (Workload), you ask for our "percentage availability for this project" - how many years of availability should we include (as this project's contract term is for 36 months)? **Answer:** Article D, Submittal Format: Section 6; delete the wording "and their percentage availability for this project."
- Question 7: Do tab/section dividers and front/back covers count towards the page limit?  
**Answer:** No.
- Question 8: Per the evaluation criteria listed on page 10, "Related Project Experience" is listed as criteria #3, yet there is not a specific section for project experience in any of the required sections. Should we just add our related experience into our Appendix?  
**Answer:** As stated in Article A; Overview, "Colleton County requires all firms to be versed in the design of Governmental Facilities and complexes, such as Fire Stations, Spec Buildings and General Government office buildings". Use these types of facilities as a guide to your submittal.
- Question 9: Under "C. General Scope of Services", item "Civil Site Water and Waste Water....municipal water and waste water"); would you confirm if the utility work will include the site work associated with a specific building, and also general municipal work to improve or add onto the existing water and sewer distribution systems in the county, to include work at existing or new water treatment facilities?  
**Answer:** Civil Site Water and Waste Water Design: "Site" being the imperative word, this is for the specific building only.

- Question 10: Under the same section, item “All divisions of Permitting”; will this include the usual Planning, zoning and building permits, as well as air quality permitting, water quality permitting, Phase 1 and 2 Environmental reports, etc.? **Answer:** Colleton County will be responsible for all Air Quality Permitting, Phase 1 and 2 Environmental reports and services. All another permitting will fall under the IDC.
- Question 11: Under “D. Submittal Format”, 2<sup>nd</sup> paragraph; Is our understanding correct, that the 25-pages shall contain:
- i. The letter of interest (1-page). **Answer:** YES
  - ii. The project organization chart (1-page). **Answer:** YES
  - iii. The qualifications of our Key individuals and their licensing or certifications and relevant experience. (several pages) **Answer:** YES
  - iv. A direct response to each of the selection criteria listed in “F. Sample Evaluation Form” on page 10 such as “Project Experience, Project Team, Ability to Provide Services, etc. **Answer:** YES
  - v. A “chart” showing the present workload of the key personnel. **Answer:** YES
  - vi. All other materials such as the Answers to questions 1-14, the Information requested under “Appendices” on page 5, and J. “Required Forms”, do not count as part of the 25-page limit and are to be included after the 25-page section. **Answer:** YES
- Question 12: Are there any other parts of the response that must be included within the 25-page limit? **Answer:** All requested information shall be contained within the 25-page limit. Unless a certain section/item was highlighted as not part of the 25-page limit.
- Question 13: Are there any restrictions on information being provided beyond the 25-page limit, not listed above under item 3? **Answer:** Yes, 25-pages is the limit.
- Question 14: Can you supply a copy of the county’s standard “Contract for Services” along with any typical modifications made by the county? **Answer:** No
- Question 15: Does the county have a projected maximum, or minimum, allocation for fees under this contract for a typical year? **Answer:** No
- Question 16: On page 13, under the first paragraph, is the “Minimum \$3,000,000.00 Proof of in force insurance” the aggregate amount of coverage carried by the proposer? **Answer:** Yes