



**Purchasing Department
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**RFQ: LRA-01
ENGINEERING SERVICES FOR
WALTERBORO – COLLETON COUNTY AIRPORT COMMISSION FOR
PROJECTS LOCATED AT THE LOWCOUNTRY REGIONAL AIRPORT**

DUE: Tuesday, March 10, 2015 at 11:00am

Addendum #1

**This addendum is dated 3-5-2015
Answers to questions**

1. For the submittal, the SF330 form was mentioned in the project advertisement in SCBO; however, the RFQ package requests a different format. Should firms follow the format of “RFQ: LRA-01 Engineering Services for Walterboro-Colleton County Airport Commission for Projects Located at the Lowcountry Regional Airport” and disregard the request for a SF330 form which was listed in the project advertisement on SCBO? **Answer:** Yes. Use by the requirements listed in the RFQ.
2. Under Section D. Requirements of Response to RFQ, Items #1 and #4 are given page limits, but the other items (#2, #3) are not. Are there page limits on these sections or an overall proposal page limit? **Answer:** No, there will be no page number limits on the proposal. Disregard all page number requirements referenced in the RFQ. However, keep proposals concise and to the point.
3. If the 10 pages is only for the Item #4 Project Questions, what is the maximum number of pages required for the proposal response? See answer to question 2.
4. Should the submittal include copies of the firm’s certificates of insurance?

Answer: No, but a completed W-9 form is required.

5. Are there any page limitations associated with Requirement 2 INTRODUCTION TO THE FIRM and 3 SPECIFIC QUALIFICATIONS? See answer to question 2.
6. Please advise if a SF 330 is required in this response. An SF 330 was mentioned in the SCBO advertisement, but is not mentioned in the RFQ posted on your website.
Answer: No, a SF 330 form is not required.
7. What is the total amount of pages allowed to be included in this submittal outside of the Form 330? Assuming that the required 'Introduction to the Firm' and 'Specific Qualifications' sections are to be contained within the Standard Form 330, I see that the Cover Letter (1 page) plus Project Questions (10 pages) are not to exceed 11 total pages. Does this mean the total allowable page count, outside of 330's, is 11 pages? See answer to question 2.
8. If tabs are to be utilized, will they be included in the page count? **Answer:** No.
9. Additionally, would you please expound upon what is meant by: "...a description of...and **financial oversight**" on page 4, Section D, Item 2. **Answer:** Provide a brief overview of the health of the company. A detailed financial explanation is not required.