

Scott F. Dadson
CITY MANAGER
843-525-7070
FAX 843-525-7013



COUNCIL MEMBERS:
Billy Keyserling, Mayor
Donnie Beer
George O'Kelley
Mike Sutton
Mike McFee

CITY OF BEAUFORT
1911 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902

City of Beaufort
Professional Civil Engineering and Related Services
Indefinite Delivery Contract (RFP 2013-107)
Questions and Answers Submitted by April 5, 2013

1. I have a question regarding the required submittal contents. On page 8, under (c) Key Personnel, it states to "if possible, please complete the Architectural Engineering Form SF 330". Do you want us to include the entire SF 330 (including general sheet, resumes (Section E), projects (Section F), matrix (Section G), write-up (Section H), and Part II)? Is there only a particular section of the SF 330 that you want us to complete (i.e. – resume section – Section E)?

Answer: Please complete all sections of the SF330. Providing more information about your personnel will allow the City evaluation team a broader picture of your key personnel.

2. Does the City have any projects identified?

Answer: The City does not have any identified at this time. All outstanding projects will be the responsibility of the present firm. Any current projects, waiting to be awarded, will be awarded to the selected firm and remain their responsibility. Whichever firm is selected for this IDC contract, will have the responsibility of providing services for any future projects the city presents to the firm once the City and the selected firm reach an agreement and execute a signed contract.

3. The SF330 allows for 10 projects. On page 9, section d,i, we are asked to limit information to 5 projects. Should we only use 5 projects on the SF330 assuming you want the entire form? Should the projects match those in the Firm's Work History and References section specified on page 9?

Answer: As stated in answer to question #1, we request entire form be completed. In regards to past projects, the limit of 5 projects is in reference to the presenting firm's work history. For section "F" of the SF330, you may provide up to 10 projects. It is up to the submitter's discretion how many projects they list in section "F". The key personnel's projects may match those of the Firm's Work History or be different as some key personnel may not have been involved in the Firm's five referenced projects.

4. Can we submit the Rates and Fees in a sealed envelope marked Confidential or does the City want it bound into the submittal?

Answer: It needs to be bound into the submittal. If you want it to be confidential, please follow the instructions found under section "Proprietary and/or Confidential Information" on page 3 of the RFQ.

5. Who is your present on-call engineer?

Answer: The City currently does not have one.

6. Is there a page limit for a proposal?

Answer: No

7. Does the City want us to include environmental consultant, appraiser, geotechnical engineer, etc.?

Answer: Please include every discipline you find feasible in your rate schedule.

8. If something is needed down the road but not in the original contract, is that negotiable during contract?

Answer: This will be negotiable during contract as we understand some professional disciplines may be inadvertently missed in your final rate schedule included in original contract.

9. Can you provide a supplemental section in proposal?

Answer: A firm may provide whatever supplemental information it wishes to provide.