

City of Beaufort
Architectural Design Services (RFP 2014-104)
Questions and Answers Submitted by April 22, 2014

1. Do you intend for the due date to be Monday, April 28th or Wednesday, April 30th?

Answer: The due date is Monday, April 28, 2014 by 2:00 pm EST.

2. Under the Proposal format, item (b) (4) – some of our upfit work is new construction and therefore will not have “before” pictures – is this OK?

Answer: Yes. Please submit all relevant information to convey the project.

3. Under item (e) of Proposal format, we are not allowed to compete in South Carolina on the basis of fee – the closest we can do is provide a fee range, but cannot quote and exact fee. Is this acceptable?

Answer: Yes. For the purpose of this RFP, it will be helpful to provide a fee range, as well as the hourly rates for employees, and a time frame required for providing the listed services. Providing the design fee and overall cost for other comparable projects would also be helpful.

4. For the reimbursable expenses, this will be a very generalized estimated range—we are not sure of the items which the City will allow to be reimbursable. For this response, we will assume the following (loosely based on the State criteria for public work): travel (mileage)—meals associated with the project—reproduction costs—preauthorized special delivery costs—models or mock-ups—preparation of visuals for presentations—fees paid by the A-E for permitting. Is this OK?

Answer: This is a very small project and we would like all reasonably assumed fees to be outlined and built into the fee range. This would include travel, reproduction costs, and delivery costs if required. No models, mock-ups or presentation visuals should be required. Permitting fees will be paid for by the client. Reimbursable expenses would include travel, meals, and other costs over and above the amount estimated in the fee range.

5. This appears to be two separate projects; including separate bidding and permitting. Is this correct?

Answer: The projects will be designed together, but likely bid and permitted separately.

6. What is the size of phase 1 for the second floor? Is it the entire 6,000 sf?

Answer: The entire project is just over 6,000 SF, with an addition 1,533 SF of fixed circulation space that is already in place. Phase 1 is approximately 2,000 SF. Please see question 7 for more details.

7. Please confirm that the bidding and permitting package for the second floor is for phase 1 only. Will future 2nd floor phases be designed under this RFP or another future RFP?

Answer: This RFP includes the bidding and permitting package that will be for the entire second floor upfit, not just the first phase. However, we may only need the first phase constructed initially, so will need to break that phase out of the whole package as a separate line item. We will likely get a bid for both just the first phase, as well as the entire upfit.

8. Is there a schedule for future 2nd floor phases?

Answer: Not at this time. There is a chance that the entire 2nd floor could be completed at once. However, if it is done in conjunction with the first floor upfit specified in this RFP, only the 1st phase will be constructed initially, with no future plan to complete the construction anticipated at this point.

9. What is the schedule for design and construction?

Answer: We do not have an exact schedule at this time but are anticipating that construction will begin in June. So all of the design work would need to be completed in the month of May.

10. Are construction administration services included in this scope of work?

Answer: No.