



OFFICE OF PROCUREMENT SERVICES
335 FOUR MILE ROAD
CONWAY, SC 29526-6005

AMENDMENT/ADDENDUM No. 1

Posting Date: Tuesday, June 8, 2021

Solicitation Number: 2021-72VS

Description: Architectural – Engineering Services Indefinite Quantity Contract (IDQ)

ADDENDA: Addenda shall be issued prior to the bid opening date and time for the purposes of modifying or interpreting the Contract Documents through additions, deletions, clarifications or corrections. No addendum shall be issued later than four (4) days prior to the bid opening date except to a) withdraw the Invitation for Bids, or b) to postpone the bid opening date and time. When an addendum is issued for the purposes of postponing the bid opening date and time, the addendum shall establish the new bid opening date and time no earlier than five (5) days after the addendum issue date. Addenda shall be posted on the on-line bidding source(s) stated in the Invitation for Bids. A Bidder shall acknowledge receipt of all addenda issued by identifying the addendum number and the date of issuance with the Bidder's initials in the spaces provided on the Official Bid Form or the bid shall be found non-responsive in accordance with the District's Procurement Code. If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

INTERPRETATIONS AND CLARIFICATIONS: Requests for additional information or questions regarding error, omission or clarification of any portion of the Bid Documents or the Contract Documents or any addendum, shall be submitted in writing to the District Bid Contact Person stated in the Invitation for Bids by e-mail or facsimile no later than five (5) days prior to the bid opening date and time unless an earlier date is stated on the Invitation for Bids or as may be amended. Any interpretations, corrections, or changes to the Bid Documents or the Contract Documents made in any other manner than by a written addendum shall not be binding, and Bidders shall not rely upon them. Any information given a prospective Bidder concerning a solicitation will be furnished promptly to all other prospective bidders as an addendum to the solicitation, if that information is necessary for submitting offers of if the lack of it would be prejudicial to other prospective bidders. See clause entitled "Bidder Representations." We will not identify you in our answer to your question. The District seeks to permit maximum practicable competition. Bidders are urged to advise the Procurement Specialist – as soon as possible – regarding any aspect of this procurement, including any aspect of the solicitation that unnecessarily or inappropriately limits full and open competition.

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1. Section 2 'Prior Performance & Related Experience on Similar Projects' form: Is adjustment of this required form allowed to include more space for the project description, space to include images, etc.?
 - a. *Yes, however refer to Cover Page Section Instruction to Offers with regard to the PDF file size.*
 2. Section 3 'Principal/Offeror Technical Expertise & Experience': Are we required to fill out a separate copy of this form for each consultant firm that is on our team?
 - a. *No change, refer to VII. Information for offerors to submit, Section 3. In this section, Principal shall identify the name(s) of the individual(s) that meet the minimum requirements listed. Complete only those sections for which you have employees, sub-consultants, or consultants that you can reasonably predict may work on District projects.*

3. The RFQ states "submittals cannot exceed 20 double-sided pages". Does this mean 20 double-sided sheets of paper, so 40 pages total?
 - a. *No change, 20 pages, but they are double sided.*
4. If we do not have any information to redact, do we still need to upload a 'redacted' electronic file?
 - a. *If you have not marked as exempt (trade secret or proprietary information) on your submission, then provide a statement that you do not have any information that that you require to be exempt from public disclosure.*
5. Is this a multiple award contract?
 - a. *Yes. Please refer to page 1 under CONTRACT INFORMATION, #4. Maximum number of IDQ's the District may award under this solicitation: (5) FIVE*
6. Under the 'Proposal Special Instructions' - Item 4 "Response Format", the next to last sentence states 'The Standard Federal Form 330 is not included in this page count.' The Standard Federal Form 330 is not referenced anywhere else in the proposal requirements. Is this form to be included in the proposal, in addition to the other materials requested?
 - a. *You are not required to submit Form 330 with the other required materials.*
7. Do we need to form a team to submit for the entire scope (architectural and engineering) or can we submit only to the three disciplines that we do in-house (structural, civil and surveying)?
8. We would like to pursue the abovementioned RFP, are you looking for a comprehensive A/E team, i.e. architect, mechanical/electrical engineer, civil engineer, structural engineer, etc., or can we submit on this as a mechanical/electrical engineering firm for just our discipline? The way the RFP reads I assume it's the former, but wanted to be sure.
9. Is the School District accepting separate responses from Architects and Engineers for the referenced solicitation project? Some of the information requested pertains to the Architect's services; in these cases, is it acceptable for engineering firms to not include this information and notate appropriately within the response?
 - a. *(Questions 7-9) Each submission must be led by an Architectural firm, as the lead. All disciplines need not be represented by name in the response, but the Architectural firm must have the ability to form a team as needed, either in house, or via sub-consultants. If the Architectural firm has a group of sub-consultants that would be used for projects under this solicitation, please identify them. Other disciplines, may not submit as the lead for this solicitation.*

HORRY COUNTY SCHOOLS

By: Robin B. Strickland
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Procurement Officer