



CITY OF BEAUFORT
1911 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902

RFQ 2022-109 Architectural Services Questions and Answers

- 1) Does the City have any limitation on the number of pages that may be included in the architect's Statement of Qualifications?
Answer: NO

- 2) If the architect elects to submit his/her Statement of Qualifications as a hard (paper) copy, does the City have any requirements for binding the document?
Answer: See page #2 of the RFQ

- 3) These questions deal with the City's schedule for this project:
 - a) If the City elects to interview architects, when will these interviews take place? Will the interviews be conducted via Zoom or face-to-face?
Answer: Interviews will be scheduled as required after committee review is complete. Interviews may be in-person or via zoom as requested by the review committee.
 - b) On what calendar date will the City Council be presented with the evaluation committee's architect recommendation?
Answer: Upon completion of the review and recommendation section of our procurement process.
 - c) What is the City's forecast or desired date to issue a Notice to Proceed to begin assessment services on this project?
Answer: We desire to work through the procurement process as quickly as possible.
 - d) What is the City's desired date to receive the architect's final assessment report?
Answer: All project work should be completed, approved, and paid for by September 2022.

- 4) Can architects with an interest in this project schedule an appointment with you to tour the building before the April 14 RFQ deadline?
Answer: Yes, we can schedule a tour of the building on Tuesday April 12, 2022, between 1 pm until 3 pm. Please reach out to Procurement Agent John Robinson jrobinson@cityofbeaufort.org to schedule a building tour.



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- 5) Are the City's minority participation goals fulfilled solely by the prime architect, or, if the architect is not a minority and employs minority consultants, would this be considered to have value during the proposal evaluation process?

Answer: Yes

- 6) Before qualifications are received, does the City plan to post the following on its website: previous documents and investigative reports, construction specifications and submittals, and service history records?

Answer: no

- 7) On page 8/paragraph IID2, please define "exterior closure systems."

Answer: Any system or component known to be a part of the buildings envelop which separates the exterior environment from the interior.

- 8) Regarding page 10/paragraph C2/I/II/III. Can the architect submit up to 3 examples for each type of projects stipulated in i/II/iii, i.e., a total of as many as 9 prior projects, or does the limitation of 3 example projects limit us to one each for I/II/ and III?

Answer: The requirement in "Statement of Qualifications" pg. 9 and Submittals Requirements are duplicative. Please refer to both and combine a single response as directed in Section VI Submittal Requirements. Under VI. C.2. Three project examples should include demonstration of the requested in I., II., III., and IV.

- 9) During the time that assessment services are underway, will the architect and his/her consultants be permitted to park in the lot north of the building?

Answer: The lot north of the building is owned by the Methodist Church and will allow for parking if there is not an event or funeral at the time of the assessment.

- 10) Does the City envision any need for the architect to provide his/her services only on weekends, or can the architect provide services during normal business hours on weekdays?

Answer: The structure will be available during normal business hours. Accommodation can be made for weekend work as required.

- 11) During the time needed to conduct the assessment, will the architect be provided with a master building access key? Will the architect be permitted building access in the early morning (before normal business hours) and after 5PM?

Answer: The building is occupied by a tenant. Access may be limited to the activities at the building. We can make arrangements to access outside of normal business hours.



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12) Are there any extant attic walk boards and attic illumination?

Answer: yes

13) May the architect's hazardous materials consultant remove hard pieces of existing materials for testing?

Answer: Yes, please refer to Scope of Work item C.

14) Was the 2020 window and door rehab project fully completed and approved by the City? Are all extant windows operable?

Answer: The window restoration project is in progress.

15) What form of agreement will the City use to contract for the architect's services? A standard City contract? A standard AIA contract? If the former, will the City post a sample of this agreement on the City's website for this project?

Answer: Contracts are standard City contract. Contracts may be negotiated with the firm prior to execution.

16) On page 12, the reference to "project budgets" is a requirement to quote a fee for all services, customary reimbursable expenses, testing services, printing and other costs, and tools and equipment. Is this correct? Does the City wish the architect to quote a single lump sum fee for all professional services and expenses, or does the City want the architect to submit an itemized breakdown of all costs and fees?

Answer: As stated on page 12, project budgets will only be used to negotiate the contract after the most qualified bidder is selected, see the selection process description on Page 13. The city is seeking a lump sum fee, inclusive of all services and expenses. You may provide the rate/fee schedule in an independent document in any way you see fit. (IE. a lump sum for the project or itemized per task with a total)

17) Does the City have any existing drawings of the library that will be posted on the City's website? Will they be provided to the successful proposer in a .dwg or /dxf format? If no drawings exist, does the City wish the architect to measure the building and prepare new CAD base sheet plan and elevation drawings as a part of the professional services to be budgeted in his/her fee for this project?

Answer: We do not have additional drawings of the buildings. Additional drawing of the building will be discussed with the firm who is chosen as a result of this RFQ.



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- 18)** Should the architect determine there is a need to use a two-man hydraulic bucket lift for assessment of eaves, dormers, chimneys, etc., will the City waive charges and fees to close City sidewalks and Craven and Scott Streets to allow the lift to “set up” in various locations? Are Craven and Scott Streets city-owned or are they owned by the State of South Carolina?

Answer: The City does not charge fees to close sidewalks. If a street needs to be closed, police services will be required, and fees will not be waived.

- 19)** If two days of assessment of the building from the lift are needed, will the City allow the lift to be parked overnight in the library parking lot on the north side of the building?

Answer: Lift may be parked overnight at 500 Carteret Street which is located north of Carnegie Library and one block north of the building.

- 20)** On page 12, paragraph A/VI/4, the word “advertisements” is used. Does the City envision any specific requirements for “advertisements” related to the architect’s services on this project that the architect might have to pay for? If yes, what are the costs associated with any required “advertisements?”

Answer: No

- 21)** With regard to the repair/rehab recommendations contained in the architect’s final assessment report, does the City want the architect to include a labor & materials cost estimate for future construction work tasks in his/her budgeted professional fee?

Answer: Yes

- 22)** Do the assessment services to be contracted with the architect include only observations of the building itself? Does the City desire the architect and consultants to assess the site around the building, i.e., the entire property, and report on such things as the condition of exterior pavements, stairs, fences, trellises, railings, the low walls at Craven Street, storm drainage, and plant materials such as trees and shrubs?

Answer: The assessment includes the site around the building. See RFQ scope of work.

- 23)** Does the City wish the architect to observe and report on such things as building code-related and handicapped accessibility deficiencies?

Answer: Only when required renovations would require it.

- 24)** Does the City wish the architect to report on any deficiencies respecting the local zoning code (example: requirements related to on-site parking)?

Answer: No

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- 25)** Does the City wish the architect to conduct radon testing in the lower level of the building?
Answer: No
- 26)** Prior to the start of the architect's assessment services, will the City pay for a pest control company to determine if there are any active stinging insect infestations in the attic(s) and elsewhere and kill these insects?
Answer: No.
- 27)** Will the architect be permitted to survey or poll all the workers in the building to determine their comments and observations respecting such things as the operation of existing HVAC or other building problems or deficiencies?
Answer: Yes
- 28)** Does the City desire the architect to participate in any programming or "new use" discussions for future occupants of this building as a part of the stipulated assessment services? If yes, please describe the anticipated future uses.
Answer: No.
- 29)** Will the City pay the architect monthly based on percentage of services completed?
Answer: Yes
- 30)** Is there a proposed budget for this project?
Answer: This is a 50% matching grant funded project. The city will negotiate budget with the most qualified bidder as described in the selection process in the RFQ.
- 31)** Can you provide a more robust scope of work for the project?
Answer: The scope of work is presented in the RFQ.
- 32)** Does the City have a list of similar past projects and the associated awardees for those projects?
Answer: No.

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- 33)** Our understanding is that RFQ's don't typically involve submitting fees but on page 12 of the RFQ it states that proposers must submit rate schedules and project budgets. Can you clarify if project budgets are expected for this RFQ?

Answer: Separate documents, independent of the Qualifications Submission are requested. The selection process does not include cost or fees consideration nor are any selection committee members privileged to this information. After the most qualified bidder is selected, the cost/fee documents for the most qualified bidder are opened and negotiations for contracts may begin. If no contract can be agreed upon, then the next most qualified applicants cost/fee document are opened and negotiations begin, and so on until a contract is executed.

- 34)** Are you able to share the amount of the Federal Historic Preservation Grant awarded to SCDAH for this project?

Answer: 50% matching fund up to \$12,500

- 35)** Page 11 of 14, references "After careful evaluation, the committee will rank the Proposers and make a recommendation to the City Manager of the lowest responsible bidder."

Answer: "Lowest Responsible bidder" reference does not apply to this RFQ. Selection is based on most qualified.

- 36)** Question – Do you mean to say, "The committee will recommend the most-qualified Proposer to the City Manager, at which time their bid will be opened and considered for negotiation."

Answer: Yes, any reference to lowest responsible is incorrect.

- 37)** Subsequently, if negotiations fail with the first most-qualified Proposer, the next most-qualified Proposer's bid will be opened and considered for negotiation.

Answer: Yes

- 38)** Is there a timeline for this project?

Answer: All project work should be completed, approved, and paid for by September 2022.

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39) Consultants are responding to us that their availability is six months out. If awarded, we would select our team of consultants based on their availability/schedule.

Answer: All work must be completed by September of 2022.

40) Question - Can we submit our “main” team (Architects, Structural Engineer, MEP) in the Proposal, and if awarded, select the “minor” team based on availability/schedule?

Answer: Yes, however, you must provide the qualifications of all the proposed team members in your response to the RFQ.