



Beaufort County School District

Addendum 1

Solicitation Number: 24-003
Date Printed: August 9, 2023
Date Issued: September 20, 2023
Procurement Officer: Kaylee Yinger, NIGP-CPP, CPPB
Phone: 843-322-2349
Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Qualifications (RFQ)

DESCRIPTION: **Professional Design Services – Renovation & Modification Projects**

SUBMIT OFFER BY (Opening Date & Time): **October 3, 2023, at 4:00 PM**
QUESTIONS MUST BE RECEIVED BY: **September 26, 2023**
NUMBER OF COPIES TO BE SUBMITTED: **Six (6) Original Signed Copies**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on the package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

AWARDS & AMENDMENTS:

The award will be posted at the Physical Address stated above on or after **October 3, 2023**. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: _____ (Full legal name of business submitting the offer) ENTITY TYPE: _____

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

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(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business):	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent):	ORDER ADDRESS (Address to which all purchase orders will be sent):
<input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	<input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)

ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.

Questions and Answers.

1. Is there a page limitation?
No.
2. Can BCSD confirm how they would like the information outlined? There are 4 separate evaluation criteria requests within the solicitation (pages 23-25; SF330; pages 26-27; page 28), and many have duplicated information requests. It would be helpful to know what the weighted scores will be per each evaluation criterion so we can better organize our proposal.
**Section 6.0 is the evaluation criteria and details how each proposal will be scored.
Section 4.0 details how the proposal should be formatted.**
3. Is a full SF330 required? The evaluation criteria you have listed throughout the solicitation covers what is normally included in an SF330. Could BCSD mean that they want to see an SF330 Part II instead? A full SF330 would be redundant.
A full SF330 is requested.
4. It is stated as “Architectural” but also discusses “disciplines”. Is the intent for each discipline to submit a response or, is the intent for Architectural firms to build a full team?
It is up to the submitter on what team members they list on the SF330. There is no requirement. One of the benefits of the SF330 is it allows the submitter to give a description of past projects and show what team members (architect, engineers, designers, landscape architects, and consultants) have worked together. It would typically be seen as a benefit to show multiple projects where the majority of the proposed team have worked together.
5. Please confirm if BCSD will require an MEP Engineer on the project team for the Renovation & Modification Projects.
An MEP engineer submittal is not required. It is up to the submitter to decide on what team members they list.