



ADDENDUM # 1 RFP # 2018-21

Interpretive Exhibit Design, Fabrication & Installation: Garvin-Garvey House

This addendum is being issued to announce, revise, clarify and address questions or certain issues that have occurred since the solicitation was originally issued.

All contents of this addendum shall be incorporated into the solicitation documents and the ensuing contract with the awarded Consultant. It is the Consultant's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid response. Acknowledgement may be confirmed by inclusion of a signed copy of this addendum with the initial bid response. Failure of a Consultant to acknowledge each addendum may prevent the bid from being considered for award and deem the Consultant as non-responsive. Addendum, revised forms and documents attached hereto shall not be altered and attached to bid submittals in their original format.

Further questions or request for clarifications, submitted by potential vendors for this solicitation, will not be accepted after September 12, 2017.

Clarification on Proposal opening:

As per the State of South Carolina procurement code and the Town of Bluffton Purchasing Policy and Procedures, only the names of the firms submitting proposals will be read aloud at the opening. Pricing within the proposals will not be available to the public until after an award has been made.

Questions and Answers:

Question # 1 – “Can you please provide some measure of the scale of this project? Typical indications would be either a project budget or the number of square feet set aside for exhibits?”

Answer # 1 - *A floorplan of the Garvin-Garvey House has been uploaded to the Town website at: <https://www.townofbluffton.sc.gov/garvin-garvey/pdfs/garvin-house-drawings-final-plans-10-28-15.pdf> The anticipated exhibit space is limited to the first floor rooms 102, 103, 104 with a total square footage of approximately 650 sq. ft.*

Question # 2 – “Do you have a budget for this project?”

Answer # 2 - *There is a private donation of \$10,000 for the interpretative signage. How this budget is distributed between design and fabrication will be determined based on proposals received. There are additional funds available through a grant awarded to the Town should the amount of services exceed the donation. Right now the Town is flexible in the amount to be spent, contingent on the pricing submitted within the proposals.*

Question # 3 – “What is the square footage of the space that will house the exhibits? Do you have a floor plan?”

Answer # 3 – *See answer to question 1*

Question # 4 – “Will the design team be responsible for research and writing the exhibition text, or will the city be providing the content and writing the exhibition text?”

Answer # 4 - *The Town of Bluffton will be providing content for the consultant to interpret and develop exhibition text.*

Question # 5 – “Does the city have images that can be used in the exhibit or will the research and acquisition of imagery for the exhibit be in the designer's scope of work?”

Answer # 5 - *All available imagery within the Town's possession has been posted to the website: <https://www.townofbluffton.sc.gov/garvin-garvey/home> The Town does not anticipate additional research and acquisition of imagery will be required.*

Question # 6 – “Are you looking to incorporate media into the exhibition (film, computer interactives, audio tour, etc.)? If so, these items vary tremendously in the cost of equipment and production. Do you have an idea of how much, or how many pieces you would want to incorporate and of what type?”

Answer # 6 – *Not at this time.*

Question # 7 – “As it is difficult to price an exhibit that has not been designed, are you looking for the firm to give you a dollar per square foot price range, or design fees to build to an estimated budget or some other form of pricing?”

Answer # 7 – *There are many unknowns for the Town in accepting proposals and pricing schedules for this type of service. It is the intention of the Town to use this solicitation to determine which firm's pricing schedule and design fees would be most advantageous and bring the best value to the Town. The Town will accept proposals from firms with differentiating pricing schedules. Firms can submit hourly design rates, price per square foot based on similar projects of this scale and size or any combination thereof. Examples of this might be pricing is submitted based on design fees or hourly rates, and an estimated total amount of hours should be established to reconcile the total proposal amount. If price per square foot is submitted, then it should be structured as an all-inclusive amount. Included should be the cost of materials within all pricing schedules. It is up to each firm as to how it chooses to submit its fee schedule.*

Question # 8 – “#4 Scope of Services - Development Scope of Work - In this heading, I note that after selection of a firm, a detailed scope of work will be developed. It continues that the Town will use the proposer's estimate to develop a period of performance. If a detailed scope of work is to be developed after award, is the pricing category within the evaluation based solely on hourly rates?”

Answer # 8 – See answer to question 7.

Question # 9 – “#5 Submittals and Format - G - Pricing Schedule - Can you be more specific as to what a "project rate pricing schedule" is?”

Answer # 9 – See answer to question 7

Question # 10 – “Can you provide more details on the design and approval process? How many phases are expected for the design process (concept design, design development, final design, etc.)?”

Answer # 10 - Concept design, preliminary design, final design

Question # 11 – “Can you provide more information on the members of the Town’s project team? Will other stakeholder groups be included in the design process?”

Answer # 11 - The Town’s project team will consist of a Principal Planner, Project Managers, and members of Executive Staff. Additional stakeholders may include, but are not limited to: Town Council, Bluffton Historical Preservation Society, Gullah-Geechee Nation, Palmetto Trust, and private stakeholders.

Question # 12 – “Page 5: The RFP states that “the selected consultant/contractor [will work] directly with the Town to finalize all production concepts, built elements, and interpretive text.” Will the contractor develop the interpretive text or will this be provided by the Town?”

Answer # 12 - See answer to question 4.

Question # 13 - “Is there an overall project budget that you can share?”

Answer # 13 - See answer to question 2.

Question #14 – “Can you provide the square footage of the Garvin-Garvey House and will floor plans be available prior to the bid opening?”

Answer # 14 - See answer to question 1.

All prospective Respondents are reminded and hereby instructed not to contact any member of the Town of Bluffton Council, Town Manager or Town of Bluffton staff members, other than the noted contact person OR the Town's Purchasing Administrator regarding this IFB or their response at any time during the solicitation and award process. Any such contact shall be cause for rejection of your submittal.

**ALL OTHER SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED
RECEIPT OF THIS ADDENDMU IS HEREBY ACKNOWLEDGED**

NAME OF BUSINESS

BY: _____

SIGNATURE

NAME AND TITLE