



Beaufort County School District

Addendum 1

Solicitation Number: 20-023
Date Printed: December 3, 2019
Date Issued: December 16, 2019
Procurement Officer: Kaylee Yinger
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Request for Proposals (RFP)

DESCRIPTION: **Capital Program Management and Coordination Services**
SUBMIT OFFER BY (Opening Date & Time): **January 3, 2020 2:00 PM EST**
QUESTIONS MUST BE RECEIVED BY: **December 20, 2019**
NUMBER OF COPIES TO BE SUBMITTED: **Six (6) Original Signed Copies and One (1) Redacted Version on CD**

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

Award will be posted at the Physical Address stated above on or after January 3, 2020. 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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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): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	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 Notice Address (check one only)
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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:

1. Page 19, paragraph 3.0.1, b. Existing Staff – will the 2 FTE Project Managers work on just the Capital Renewal projects and not the Bond Referendum projects or both? If both, which projects are they intended to manage?
2 FTE Project Managers will work on both Capital Renewal and Bond Referendum projects. The selected Project Management firm will work with the Owner to decide on the most effective and efficient use of contractor staff services.
2. The duration of the program is noted as: Page 4, paragraph 1.0.2 -Jan 2020 – December 2025 = 6 years; Page 19, item 13, completion of all projects is 12/2024 = 5 years; Page 19, item 14, expenditure range is 4 years. How many years should the basis of the pricing be for?
The pricing structure should be developed to adequately explain to the Owner the total expected costs for the duration of the referendum projects. The Referendum Projects are underway and are anticipated to last through 12/31/2023. The availability of the contract beyond 2023 is there for the use of the Owner if desired.
3. Page 28, item 5.1.E regarding bonding and escrows...per page 47, paragraph 7.1.19, Performance Bond is not required (non-applicable).
Performance Bonds and Good Faith Bond are not required. Delete items: 5.1.e, 5.1.F. Item 7.1.19 is noted as non-applicable.
4. In Section 2.1.14, on page 17, it says the contents of the proposal should be divided into 2 parts—a technical proposal and a business proposal—and that each part should be bound in a single volume. To clarify, you would like both parts bound together into one volume?
No. The business proposal shall be separate from the technical proposals. These are two sealed individual labeled submittals.
5. Please clarify the basic distinction between the technical proposal and the business proposal.
The technical proposal is all information requested except for pricing. The business proposal is pricing and cost information.
6. In Section 4.0, instructions are to include in the proposal the requirements listed on pages 25-26 and to do so in that order with tabs. In Section 4.1 there are another set of questions and requirements. In Section 5.1 there is another set of required information and questions. Are the questions and information requested in 4.1 and 5.1 to be tabbed and included after the ones in 4.0? Or in a separate volume?
One volume. Section 4.0.1 lists the required sections. Pricing shall be submitted in the business proposal as a separate submittal.
7. Section 2.1.5 says technical/business and cost proposals must be on separate media. Section 4.0 has listed one of the tabs as the compensation proposal. Is this to be included with the other items in 4.0?
The business proposal shall be separate from all other items listed in 4.0.
8. M/WBE Compliance, p. 53: Some of the projects to be managed will exceed 5 million. Is it imperative that the PM firm join efforts with a minority management firm or is it acceptable to employ bid efforts to ensure the General Contractor is meeting the goals of the district as established by the Districts Procurement code?

BCSD has a set goal of 20% certified M/WBE for all services. It is the contractor's decision to use a joint effort or subcontractors to meet the goal. BCSD encourages the participation of M/WBE firms.

9. Are there any bond referendum school designs ongoing that may shorten any of the PM oversight duties?

Referendum projects are currently underway. On 12/10/19 the BCSD Board approved the GMP for the May River and River Ridge Academy projects. These projects are underway. Work on referendum and capital projects design work for summer 2019 will be underway by the time of award of this RFP.

10. May River HS and River Ridge Academy have been awarded and notices to move forward. Will the PM duties include monitoring the Construction and Closeout Phase of these projects?

The selected Project Management firm will be involved in the construction of these projects. The selected Project Management firm will work with the Owner to decide on the most effective and efficient use of all involved staff.

11. RFP pg. 17, item 2.1.4.c. states "The contents of your offer must be divided into two parts, the technical proposal and the business proposal. Each part should be bound in a single volume." Please confirm that this described business proposal is the same as the Compensation Proposal as noted and described on page 26, item 4.0.1.7. This is to be submitted as a separate bound document. All other items are to be included in the technical proposal.

The business proposal shall be separate from the technical proposals. These are two sealed individual labeled submittals. The technical proposal is all information requested except for pricing. The business proposal is pricing and cost information.

12. RFP pg. 17 item 2.1.5. Magnetic Media states: "...Your technical/business and cost proposals must be on separate media." Please clarify if you want one USB with an entire copy of the technical, business, and cost proposal OR if you want one USB which contains the technical proposal-and one USB containing the business/cost proposal. BCSD is asking for minimum of one USB containing a redacted version of the firm's technical and business proposal. It is the preference of the firm to decide to use a separate USB for technical and business proposal.

13. RFP pg. 26, item 4.0.1.7 requests a Compensation Proposal. Is there a certain format you would like for this information? Should the Compensation Proposal include all direct and/or reimbursable expenses that should be anticipated?

The compensation proposal is part of the business proposal that should list all pricing and cost information.

14. On RFP pg. 27, section 4.2.1., items d, e, i and k do not appear to pertain to this RFP and scope of services. Shall we respond to these items?

Items listed in this section should addressed if the item is applicable to the firm.

15. On RFP pg. 28, section 5.1. Qualifications, item e. proposes "Must have the capacity to acquire all bonds, escrows or insurance as outlined in the terms of this RFQ." The bonds and escrows portion do not appear to pertain to this RFP. Shall we respond to these items?

See question #3.

16. RFP pg. 39, item 7.1.5. Contractor's Liability Insurance, we would like to clarify the following:

- a. Contractor's insurance shall not be called upon to respond to or cover the negligence or willful misconduct of BCSD or any additional insured.
- b. Additional insured coverage is to the extent of loss attributable to the negligence of Contractor.
- c. Contractor's coverage limits are required limits and not minimum or "not less than" coverage limits.
- d. Contractor's insurance shall be primary but only to the extent attributable to the negligence of Contractor.

Contractor refers to your firm in this section. Your assumptions are correct.

17. RFP pg. 43, item 7.1.11. Indemnification, we would like to clarify that Contractor's indemnity obligations are to the extent caused by Contractor and those for whom it is responsible.
That sentence summarizes the indemnification obligations but all sections of the RFP that describe the indemnification obligations are applicable.
18. Please confirm the only required forms for this proposal include: the cover pgs. 1 and 2, the Business Enterprise Utilization Report, and the Statement of Intent.
Section 4.0.1 - Offeror should submit all other information and documents requested in this part and in parts 2.1 - Special Instructions; 3.0 - Scope of Work; 5.0 - Qualifications; 8.0 - Bidding Schedule/Price Proposal; and any appropriate attachments addressed in section 9.0 - Attachments to Solicitations.
19. Please confirm where we should include our executed required forms (Business Enterprise Utilization Report; Statement of Intent). Should they go in the technical proposal or business proposal and under what tab?
Technical proposal. Items under section 9.0 should be included with items from 4.0.1.8 or after.
20. Can the District share additional information or copies of the current agreements for all the "owner's" vendors, subcontractors, and suppliers as related to the project; i.e. furniture, fixtures, and equipment (FFE), security - surveillance equipment, information technology (IT) equipment, etc.?
The firm will have to provide a specific list for the above request.
21. Would the "owner's" vendor(s) be responsible for configuration of the new technology equipment so that it is ready for use when delivered to the project sites?
The District is responsible for technology server installation. All other technology equipment is to be included in the construction contract. Technology equipment is included in the architect's design package and is supplied by the construction contractor according to plans and specifications.
22. Can the District furnish a list of all projects and the total project budget for each?
That information is not presently available. Section 3.0.1 (c) of the RFP has a description of the typical project work and some cost information.
23. RFP pg. 31, item 6.2 describes the form of agreement to be used for these Program Management services. Is a copy available for review?
The contract will be available for review once an Intent to Award has been posted. As stated in the solicitation, this will be AIA document C171-2013 with some modifications for compliance with the BCSD procurement.

24. Does the District currently use a Project Management Information System (PMIS)? If so, which PMIS is it? ~~No~~No, we do not have a District PMIS. Some of the architectural firms will provide this for their project. We do not provide or select a PMIS to be used.