

**CITY OF BEAUFORT  
RFQ 2021-114 IDC 01  
PRE-BID QUESTIONS & ANSWERS**

**1. Will the non-mandatory pre-bid meeting be published?**

No, the following questions are essentially a summary of the pre-bid meeting.

**2. What is John Robinson's title?**

Procurement Administrator.

**3. Is there a page limit? If so, how many pages?**

There is no page limit.

**4. Are hard copy submissions acceptable?**

Yes, Hard copy submissions can be delivered.

Monday – Friday

Between 8:00 AM to 5:00 PM

City of Beaufort

Finance Dept.

1911 Boundary Street

2<sup>nd</sup> Floor

Beaufort, SC 29902

Proposals must be received before 2pm March 4, 2021

**5. What are the COVID procedures?**

DUE TO THE IMPACT OF THE COVID-19 VIRUS AND THE STATE OF SOUTH CAROLINA EXECUTIVE ORDER 2020-12 DATED MARCH 21, 2020 REGARDING "SOCIAL DISTANCING" PRACTICES, THE PRE-BID AND BID OPENING MEETINGS WILL BE CONDUCTED VIA ZOOM VIDEO CONFERENCING. ZOOM MEETING DETAILS WILL BE ANNOUNCED BY ADDENDA.

Due to COVID, as stated in the RFP, PDF documents are acceptable for proposal submission.

One (1) portable document format (pdf) format file as an email attachment on or before 2:00 PM, ET Thursday March 4, 2021.

Depending upon file size limitations, a file sharing platform (i.e., Dropbox) may need to be used. After sending the proposal by email, proposers must send a separate email without an attachment to advise that a submission has been made. The Procurement Administrator will follow up to confirm receipt or to advise accordingly if a Dropbox submission is necessary.

EMAIL ADDRESS: jrobinson@cityofbeaufort.org, PHONE NUMBER: 843-525-7035

**6. Would full resumes and project sheets be included in the appendices which would be excluded from the page count?**

Yes. Page count is not a factor.

**7. Since we can submit the proposal electronically, does it still need to be signed in ink, or is an electronic signature sufficient?**

A signed document can be scanned and attached as a PDF.

**8. Are the Required Forms outlined on page 11 of the solicitation required for all firms on the team or just the Prime consultant?**

Just the Prime consultant.

**9. Under the City's General Terms and Conditions, page 3 Section b) Fidelity and c) Theft, will the City consider waiving these insurance instruments?**

a. **Fidelity Blanket Dishonesty – This would be covered by the professional liability policy as is not a specific insurance policy.**

b. **Theft, Disappearance, and Destruction Coverage – This is not standard coverage for professional services as we not involved with a municipalities or other governmental entities fiduciary responsibilities. Any sub-consultants nor I would be responsible for the care and custody of money and securities.**

The Fidelity and Theft insurance requirements are waived.

**10. Our firm has taken the Standard Form 330 Word document and designed it in our firm colors. It still contains all of the required information. Can we use our designed SF 330, or does it have to be the one's provided in the link?**

A personalized SF-330 is acceptable as long as it contains all of the required information and in the header or footer refers to the SF-330 form.

**11. If this is a custom submittal, do you still want key personnel resumes to be SF330s? Also if a custom submittal, do you want projects to be in SF330 format?**

Please provide resumes on SF330 format

**12. Is the entire Form SF 330 required or only the resume section?**

The entire form is required.

**13. Since there is confusion regarding the submittal format custom vs. SF330 can you please provide the answer to the format as soon as possible or would you consider extending the deadline since this affects the overall submittal development process?**

There is no planned extension for the solicitation

**14. Is the intent to select only one firm?**

Yes

**15. Considering the discussion during the pre-bid meeting regarding the cost component of the evaluation criteria, does the City intend to open all the fee envelopes for the most qualified firm(s)?**

No

Fee envelopes or separate Fee PDF's will not be opened until the most qualified candidates have been selected by the evaluation committee per the RFQ Proposal Evaluation criteria. The separate sealed fee envelopes or Fee PDF files will be maintained by the Procurement Administrator.

Contract negotiations will include consideration of compensation, at which time the separate sealed envelopes or PDF's will be opened for the top selected firm to begin negotiations. If the City is unsuccessful in negotiation a contract with the best qualified firm, the fee envelope for the next ranked firm will be released and the City may then negotiate until a contract is executed. This process will continue until a successful negotiation is secured and a contract executed.

**16. Will the selection criteria be updated to remove the rate schedule and Associated point value?**

Yes, Addendum #4 has been issued removing the fee schedule from the selection criteria.

The following evaluation criteria on pages 11-12 of the RFQ document has been revised to remove the fee/rate schedule cost component and the maximum score value distributed accordingly.

**EVALUATION CRITERIA ( 100%)**

1. Firm's Qualifications and experience with similar projects involving local government and/or other local governmental agencies. (15 points)
2. Key staff, project understanding and approach (10 points)
3. Nature and quality of previously completed projects (10 points)
4. History of working with municipalities and other local government entities using a similar Indefinite Delivery Contract. (15 points)
5. Demonstrate problem solving skills of key personnel. (10 points)
6. Demonstrate firm's expedience and urgency displayed on past projects. (10 points)
7. Identify possible funding sources for transportation and infrastructure projects. (15 points)
8. Identify key engineering challenges facing the City of Beaufort currently or challenges the City may encounter in the next decade. (15 points)

**17. If utilizing Sub-consultants, are they required to sign any forms?**

No.