

RFP 2020-104
Design Professional Support For
Historic District Review Board and Design Review Board
Pre-Proposal Meeting Minutes
October 1, 2019
10:00 AM

City of Beaufort Staff Attendance:

- Kathy Todd – Finance Director
- Jay Phillips – Procurement Administrator
- David Prichard – Community & Economic Development Director

Business Attendance:

- Betty Prime, AIA, Architectural Conservator – Meadors Conservation & Preservation Planning

Kathy Todd began the meeting stating the following:

Direct all questions to Kathy Todd at ktodd@cityofbeaufort.org. Any questions regard elsewhere will be grounds for disqualification of your submission.

Deadlines for submissions is Friday, October 18th at 2 o'clock. Proposals need to either be hand delivered, mailed, or sent by FedEx/UPS to the Finance Department. There will be a public opening in this building at 2:01. After all the proposals are submitted there is a committee that will review all the proposals and they may ask for additional interviews with which you will be notified. Once the committee makes a recommendation, it then goes to the City manager who will then present it to the City Council for the award of the contract.

The intended winner of the contract will receive a notice from Kathy stating that they have been awarded the contract and that is when an actual contract will be drafted.

Questions:

1. Q. Betty Prime: (by email, 9/9/2018) What is the method of remuneration?
A. Consultant will be paid by contractor agreement, hourly rate with no benefits.

2. Q. Betty Prime: Should the primary method of communication be by email?
A. Yes. An on-site meeting may be an option, if necessary.

3. Q. Betty Prime: What specifically is the board looking for?
A. Generally, what is appropriate based on the historical significance. The board is happy with examples that have been completed so far.

Additional questions are to be submitted by email to the Financial Department. All questions will be posted and distributed accordingly.