



# Town of Sullivan's Island

## Request for Qualification (RFQ)

### Addendum #1

#### ISLAND-WIDE STORMWATER MASTER PLAN AND INFRASTRUCTURE IMPROVEMENT STRATEGY

---

Date: March 15, 2023

From: Town of Sullivan's Island

RE: Addendum to RFQ for Island-wide Stormwater Master Plan and Prioritized Infrastructure Improvement Strategy

---

#### 1. NOTICE TO ALL POTENTIAL RESPONDENTS

This Request for Qualifications (RFQ) is modified as set forth in the Addendum. The original RFQ Documents remain in full force and effect, except as modified by this addendum, which is hereby made part of the RFQ. Respondent shall take this addendum into consideration when preparing and submitting its proposal.

#### 2. PROPOSAL SUBMITTAL DEADLINE

The submittal deadline is not changed by this addendum.

#### 3. QUESTIONS AND ANSWERS

A. Question: Can the Non-Collusive Oath and Attachment A forms be a copy (signed, notarized, and scanned), or do you require the original signed document?

Answer: A signed original of the Non-Collusion Oath should be submitted with the hardcopy sets.

B. Question: The RFQ states that "Interested firms should submit one (1) electronic PDF copy of the completed proposal via e-mail and five (5) paper copies." What email address should we send the proposal to?

Answer: Attention to Pam Otto; [POtto@sullivanisland.sc.gov](mailto:POtto@sullivanisland.sc.gov)

C. Question: Can the Town please clarify the information that will be evaluated for the "schedule and staff allocation per work category" criteria? We want to ensure that we understand the request so that we provide you with the necessary information.

Answer: "Schedule and staff allocation per work category" refers to how well the consultant outlines their schedule for addressing the project criteria on pages 2-3 and the estimated staff hours needed to meet project deadlines. There should be a detailed scope of services and tasks for each phase of the project. Consultants will be scored up to a maximum of 100 points based on their responses to the project criteria:

- Qualifications, experience and time commitment of key personnel on the proposal team. **(20 points)**
- Understanding of the Scope of Work and project objectives. **(15 points)**
- Creativity, clarity, and usefulness of proposed methodologies and techniques. **(15 points)**
- Public engagement process and innovative outreach methods. **(10 points)**
- Previous work and references: bidders will be evaluated on examples of their experience, qualifications, and references, the Town will give preference to firms normally engaged in performing the type of work specified. **(10 points)**
- Proposed contract costs. **(15 points)**
- Schedule and staff allocation per work category. **(15 points)**

D. Question: There are several levels of service and scope that could be proposed for this project based on the RFQ, and price requires a defined scope of services. To better allow teams to serve the needs of the Town, may price be removed from the selection criteria or may an itemized scope be provided to allow for competitive pricing?


Answer: As stated on page 5, costs should be included in any submitted proposal. There should be an overall contract cost and cost associated with each part (phase) of the project. It would also be useful to confirm this to be a “not-to-exceed” cost.

E. Question: Please confirm that there is no page limit.

Answer: Responses to the RFQ should be no more than twenty-four (24) pages in length (12 double-side or 24 single-sided pages).

F. Question: The indemnification provision in Clause 3(B)(d) poses a significant insurability issue for consulting firms since professional liability policies will only provide coverage for claims to the extent caused by the Consultant’s negligence. Is the Town willing to amend this to read as follows: “Indemnify and hold the Town of Sullivan’s Island harmless for any and all claims arising out of its negligent performance of its duties under this contract.”?

Answer: “Negligent performance of its duties under this contract” added.

  
 \_\_\_\_\_  
 Joseph Henderson- Deputy Administrator

3/15/23  
 \_\_\_\_\_  
 Date:

(End of Addendum #1)

---