

REQUEST FOR PROPOSAL

**Solicitation Number: P2211
 ADDENDUM 1**

**Description: PROGRAM MANAGEMENT SERVICES PHASE V
 For Charleston County School District**

Date: SEPTEMBER 28, 2021

SUBMIT OFFER BY: OCTOBER 7, 2021 by 3:00 PM

SUBMIT QUESTIONS BY: SEPTEMBER 23, 2021 by 3:00 PM

NUMBER OF COPIES TO BE SUBMITTED: 1 ORIGINAL AND 6 MARKED "COPY" AND ONE FLASH DRIVE

PROCUREMENT OFFICIAL CONTACT: Procurement Services
 Attention: Raymond B. Jenkins
 3999 Bridge View Drive
 North Charleston, SC 29405
 Phone: 843-566-8826
 Email: raymond_jenkins@charleston.k12.sc.us

ALL REQUESTS FOR QUOTATIONS MUST BE SIGNED BY A COMPANY OFFICIAL DULY AUTHORIZED TO BIND AN AGREEMENT FOR THAT COMPANY.

You must submit a signed copy of this form with your offer. By submitting a bid or proposal, 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.		
Print Name of Offeror (Full legal name of business submitting the offer)		Date Signed
Authorized Signature (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		Taxpayer Identification No.
Title (Business title of person signing above)		Telephone Number
Printed Name (of person signing above)		Facsimile Number
Company Address (Street, City, State & Zip Code)		
Contact Person(if different than authorized signature)		Email Address
Telephone Number	Facsimile Number	

The above numbered Request for Proposal is amended as set forth below. The Hour and Date specified for receipt of bids **has not been extended**. This Addendum 1 is issued to answer question(s) received.

Reference and acknowledge this Addendum on the offer submitted. Failure to acknowledge addendum may result in rejection of your offer. If by virtue of this addendum you desire to change an offer already submitted, such change may be made by submitting an amended bid prior to the closing date and hour specified.

AMENDMENTS/ADDENDUM TO SOLICITATION

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments/Addendums: <https://www.ccsdschools.com/Page/432> (b) Offerors shall acknowledge receipt of any amendment/addendum to this solicitation (1) by signing and returning the amendment/addendum, (2) by identifying the amendment/addendum number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment/addendum. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

This Addendum 1 was issued to answer questions received:

1. Item #8 requests a SF 254 and SF 255; please confirm that an SF 330 can be used instead as the successor form.

Answer: Submitting a Form SF330 is acceptable in the place of a SF254 and SF255.

2. Does the School District anticipate part time or full time construction site observation during the construction phase as well as the Safety Program?

Answer: A full time safety/quality control position is required. Construction site management whether full or part time should be based on the scope of each project.

3. Factor D refers to the Board of Trustee's MBE goals; can those goals be provided?

Answer: The Charleston County School District's SWMBE goals are 20 %. Ten percent certified by the State of South Carolina and Ten percent non-certified.

4. Is the proposed Price Proposal (percentage fee) to include all costs associated with the program management services?

Answer: All costs you may incur should be included in the Price Proposal.

5. Will any office space be provided to the Program Manager by the District?

Answer: No, office space is the financial responsibility of the Program Manger.

6. Factor C requests a copy of the firm's Quality Assurance Program, which would exceed the 200 page limit. Is it acceptable to provide a summary and pertinent sections of this document?

Answer: Exceeding the 200 page limit is permissible, if providing a copy of your firms Quality Assurance Program exceeds this limit.

7. Will there be any projects expected to be managed by the Program Manager that are not listed as part of the Maintenance Program Project list, such as IT infrastructure/security, or others? If there will be additional projects included, can you provide a list and value?

Answer: IT infrastructure/security projects are managed directly by the District. The Program Manager may at times need to coordinate this work into their projects schedule.

8. Will logistics management for IT infrastructure and security projects be a part of the maintenance program?

Answer: The District manages IT and security projects directly. Any logistics requirements would be handled by the District for this work.

9. Are expenses expected to be included in the not to exceed fee, or will they be reimbursed in addition to that fee?

Answer: Yes, all costs you may incur should be included in the Price Proposal.

10. Factor B: Is it the intent of CCSD to require the Program Manager to provide a dedicated full-time staff position for the Quality Assurance Manager?

Answer: The Program Manager is required to have a dedicated staff position for a Quality Assurance Manager. The RFP requests this staff member(s) be identified.

11. Does CCSD have any sustainability goals or requirements associated with the projects?

Answer: The District lists its sustainability requirements on Page 9 and 21 of the CCSD Design Requirements. The Design Requirements can be found at ccsdschools.com under facilities maintenance.

12. What are the required MBE participation goals specific to Program Management Services?

Answer: There is no MBE requirement related to Program Management Services. The District goal for construction is:

The Charleston County School District's SWMBE goals are 20%. Ten percent certified by the State of South Carolina and Ten percent non-certified.

The Program Manager is responsible to report SWMBE activity monthly to the District.

13. How will the Technical Evaluation Factors be weighted in the evaluation process?

Answer: Each Evaluation Factor carries the same weight.

14. Please clarify the request to meet OSF newly approved CMAR requirements. Is the intent to use CMAR for these projects?

Answer: The District will not utilize CMAR during the contract.

15. Will CCSD reconsider allowing an electronic proposal submittal (via email) to be an acceptable alternate to hard copies?

Answer: Electronic proposal submittal is not permitted.

16. Do the pages of the Quality Assurance Program count toward the maximum 200 page proposal?

Answer: Exceeding the 200 page limit is permissible, if providing a copy of your firms Quality Assurance Program exceeds this limit.