



Town of Summerville

Addendum # 1

To: All Bidders
From: Doyle Best
cc: Russ Cornette, Wenda Mistak
Date: August 25, 2014
Re: Hutchinson Square Request for Quotation

This Addendum No. 1 modifies the solicitation only in the manner and to the extent as stated herein.

Questions and Answers:

Q1. "Design/construction of covered gazebo/bandstand" Is this a Design-Build project or are you just looking for architecture services?

A1. At this phase of the project, we are looking for architecture/design services first. From there, we hope to complete what construction we can with available funds.

Q2. "Design/installation of water feature" Is this a Design-Build project or are you just looking for architecture services?

A2. At this phase of the project, we are looking for architecture/design services first. From there, we hope to complete what construction we can with available funds.

Q3. How many copies of our submittal would you like to receive?

A3. Three (3) copies

Q4. Does the submittal need to be single sided for reproduction purposes?

A4. Yes, single-sided

Q5. Are there any other guidelines for proposal other than SCBO ad, 1 page RFQ and Community Development Block Grant Program Certification Forms?

A5. No, those are the only guidelines

Q6. How many copies are needed for submission?

A6. Three (3) copies

Q7. Are there any page limits for proposal format?

A7. No page limit

Q8. Can you tell me how many copies of the qualifications statement are required for the submittal due 8/29?

A8. Three (3) copies

Q9. Do you have a preferred format for the package?

A9. No set format

Q10. Will site survey be made available to design team or will survey be included in the scope of services?

A10. No current site plan is available. Selected company shall plan to complete their own site survey.

Q11. Are public meetings part anticipated as part of the scope of services (charette/workshops and/or council meetings)?

A11. No public meetings are planned at this time, but selected company shall expect to make presentations at committee and/or Town Council meetings at a later time.

Q12. Will the scope of services include master planning, schematic design thru implementation?

A12. At this phase of the project, we are looking for architecture/design services first. From there, we hope to complete what construction we can with the remaining funds.

Q13. Is the complete project being funded with CDBG funds (master plan, surveying, design, construction) or just the master plan?

A13. At this point in time, we do not know. Currently, only our 2015 CDBG funds have been earmarked for this project.

Q14. Other than the recently completed Summerville Vision Plan, have any other studies been completed for Hutchinson Square?

A14. No other studies have been conducted.

Q15. Does the desired scope of services include preparation of design and construction documents?

A15. For the scope of this RFQ, we are looking at developing a master plan first. With remaining funding, we hope to complete what construction we can.

Q16. Has a site survey been completed for Hutchinson Square or will one be a part of the desired scope of services?

A16. No current site plan is available. Selected company shall plan to complete their own site survey.

Q17. Are there any page limits for the response to the RFQ?

A17. No page limit

Q18. How many copies will be required?

A18. Three (3) copies

Q19. The term "master planning" was used several times in the RFQ, but the described work sounds like you need something more detailed. There was a reference to design/ construction of the gazebo as well as the splash pad. Could you clarify? Will you actually be looking for a traditional Design/Bid/Build set of services from the design team?

A19. For the scope of this RFQ, we are looking at developing a master plan for the facility first. With remaining funding, we hope to complete what construction we can.

Q20. Please describe design budget and construction budgets for this project.

A20. The only funding currently allocated for this project is from 2015 CDBG funds. Due to restrictions, we are NOT allowed to disclose the funds available for the project during the solicitation period (please see second page of original RFQ packet).

Respondent shall acknowledge receipt of this addendum by completing and returning with the Qualification Submittal. Failure to acknowledge this addendum may be cause for rejection.

Company Name

Contractor Signature/Date

Thank you,

Doyle Best
Town of Summerville
Parks and Recreation Manager