



Chester County, South Carolina

Office of Purchasing
1476 J.A. Cochran Bypass
Chester, SC 29706

RFQ 2324-20 Professional Civil Engineering, Contract Administration and Surveying Services, IDC

Questions and Answers:

1. Do you have a list of planned projects?

A. No, the list of projects has not been approved by county council.

2. The 2-5-24 CTC Agenda mentions a “discussion of road priorities.” Are the minutes or packet from that meeting available (they’re not on the website)?

A. The minutes were approved at the 5/7/24 CTC meeting and will be posted this week.

3. Can you further define what’s meant by “infrastructure inventory” (part of the SOW)?

A. Inventorying all County maintained items (pipes, signs, ditches, etc.).

4. Page 5, Section 14.0 Award, subsection 14.01 “Considering budget restraints, it is possible that sufficient funds may not be available for all projects. Therefore, the County reserves the right to negotiate with the most responsive offeror, and award as many projects as possible.” Is it the county’s intent to select firms based on lowest cost?

A. We normally work with our engineering firm to solicit bids from contractors for multiple projects at one time. If we get to the end of those projects and we find we are running low on funds, we can pull a project from the bid at that time.

5. How many firms does the county intend to retain under the subject IDC?

A. One firm for the 2-year period.

6. Page 6, section 4.0 Preparation of Proposal, subsection 4.01 Proposal Format, item (3) Compensation – Is the county requesting the loaded rates for the types of positions assigned to the contract? For example, Principal, Project Manager, Project Engineer, etc.?

A. We are asking for hourly rates for your employees such as the different levels of engineers and your admins.

7. Page 12, Section 12.00 Subcontracting, subsection 12.01 “All subcontractors must be approved by the County”. What method of approval is the county seeking? Does the county maintain a list of approved consultants/vendors? Is the list available for review?

A. We just ask that you run the list by the county when available.

8. Page 12, Section 12.00 Subcontracting, subsection 12.01 "The offeror will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the offeror". Please clarify. Is the county requesting the names of all officers of the engaged subcontractors? Is there a method by which the county wants the list to be provided?

A. This will only be needed if the county requests this information at the time we use that particular subcontractor. This does not happen often.

9. Page 12, Section 12.00 Subcontracting, subsection 12.01 mentions "price" however price is not listed in the evaluation criteria in subsection 12.02. Based on the variety of potential projects for this contract, is it expected that price would be included in the proposal?

A. We are more interested in your firms' qualifications.

10. Please specify the maximum number of pages requested, what is included or excluded from the page count?

A. We don't require a minimum or maximum number of pages.

11. Please specify the time period of this contract.

A. This contract will start July 1, 2024, through June 30, 2026.

12. Do all pages have to be 8.5 x 11 or can at least the org chart or any other pages be 11 x 17?

A. Please use 8.5 x 11 pages only.

13. In the RFP it states to have the order of a) Name and contact information, b) proposal, c) compensation; is the first page (page 1) considered the name and contact information, page 14 and 15 considered parts of the actual proposal, and can our rate sheet be the compensation portion?

A. Please have our page 1 as the first page and the others can be put in any order you choose.

14. Typically, professional services are not evaluated on a cost proposal and because there are no specific projects with defined scopes listed in the RFQ, we are unclear on how to submit Compensation. Please provide clarification of what the County is looking for in the Compensation portion of the submittal. Is a rate sheet sufficient for this portion of the proposal?

A. Yes, the rate sheet is sufficient for this.

15. Please specify the time period of this contract.

A. This contract will start July 1, 2024 through June 30, 2026.