



Georgetown County, South Carolina

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ADDENDUM #1 TO BID #09-094

BID NUMBER: 09-094

ISSUE DATE: Thursday, February 04, 2010

OPENING DATE: Wednesday, February 24, 2010 **OPENING TIME: 3:30 PM (Eastern NIST)**

Bid Opening Location: Georgetown County Historic Courthouse, Room #201, (Small Conference Room)

Pre-Bid Conference/Site Inspection: n/a

PROCUREMENT FOR: Roadway Design & Engineering Services

Commodity Code(s): 49344, 96296, 96865, 93628

This addendum will amend **Bid #09-094, Roadway Design & Engineering Services** originally issued on Friday, January 29, 2010. This addendum is being provided to all known and registered correspondents to clarify the County's intent of this request. All addenda and original bid documents are also available online at: <http://www.georgetowncountysc.org>, select "purchasing" and then "current bids".

ITEM #1: The statement below was included on page 3 of 33 under "Concept of Operations" in the original solicitation and refers to the County's maximum contract agreement length by ordinance. The state's requirements are more stringent and take precedence when state funding is involved. This item shall be struck and replaced as shown:

- ~~4) The resulting contract may consist of a base agreement period with four (4) option renewal periods, each period not to exceed one year, for a total of five (5) years. All responders are advised that this work will be for current and to-be-named projects within the borders of Georgetown County, SC. Contract award is scheduled for March 2010; renewal shall be approved only after satisfactory analysis is completed by Georgetown County Public Services, at the end of each twelve (12) month period, of the work performed by the contractor.~~
- 4) The resulting contract shall consist of a one (1) year base period agreement. All responders are advised that this work will be for current and to-be-named projects within the borders of Georgetown County, SC. Contract award is scheduled for March 2010. An additional one (1) year renewal may be considered at the end of the base agreement period, pending satisfactory analysis of the work performed by the contractor in the first period. In no circumstance shall the total agreement term exceed two (2) years.**

ITEM #2: It was not intended by the County that the Cost of Services and Man Hours Allocated would be included in any ranking used to determine the most qualified offeror, nor was it intended that a points ranking be associated with this criteria. Each offeror should include with their qualifications proposal, in a clearly marked and separate sealed envelope, a non-binding estimate of the cost of services and the required costing data sheets indicating an estimate of the number of man-hours and other data. These will be kept sealed and confidential. Once the County selects a top ranked offeror, that company's estimate will be opened used as the basis for negotiation of a contract agreement. Upon successful negotiation of an agreement, all remaining cost and man hour estimates will be returned unopened. The original text below, identified as item #2, under Evaluation of Proposals and Selection Procedures" on pages 3 and 4 of 33, shall be struck and replaced as shown:

~~2) Evaluation Process~~

~~The County's Proposal Analysis Group will read, review, and evaluate each proposal and selection will be made on the basis of the criteria listed below. The firms submitting proposals shall include with that proposal statements on the following:~~

- ~~a) — Proven management skills and technical competence including specialized experience in the design of public roadways and analogous traffic control devices. Demonstrated performance in providing well organized, accurate, and fully coordinated construction documents; and projects delivered on time and within budget. (20 points)~~
- ~~b) — Credentials of project team, including: project manager's and major sub-consultant's portfolio of related projects; history of the proposed team working together on past projects, particularly as related to prior work of this nature. (15 points)~~
- ~~c) — Demonstrated understanding of task and requirements as depicted in the proposal. (10 points)~~
- ~~d) — Experience with the Georgetown County regulatory requirements. (10 points)~~
- ~~e) — Compliance with contractual terms. (5 points)~~
- ~~f) — Overall quality and completeness of proposal, and interview if selected for short list. (5 points)~~
- ~~g) — Cost of Services and man hours allocated. (35 points)~~

~~Once the Proposal Analysis Group has read and rated each proposal, a composite preliminary ranking will be developed which indicates the group's collective ranking of the highest rated proposals in a descending order. At this point, the Proposal Analysis Group will conduct interviews and have discussions with only the top ranked firms. If an offeror is selected for interview and subsequent discussion, that offeror shall submit the required pricing forms containing a non-binding estimate of the cost of services and the required costing data sheets indicating an estimate of the number of man-hours and other data. These forms, provided in the original solicitation, shall be submitted to the County within three (3) working days after the interview. Once these interviews and discussions are completed, the Proposal Analysis Group will finalize the rankings, including consideration of the cost of services. Final negotiations for a binding estimate of cost will begin with the top ranked firm. If a contract acceptable to the County cannot be negotiated at a price considered fair and reasonable, negotiations shall be terminated with the top ranked firm and negotiations conducted with the next ranked firm, and~~

~~so on. The County staff will conduct all subsequent negotiations and will make a recommendation to the County Council for the resulting contract award.~~

2) Evaluation Process

The County's Proposal Analysis Group will read, review, and evaluate each proposal and selection will be made on the basis of the criteria listed below. The firms submitting proposals shall include with that proposal statements on the following:

- a) Proven management skills and technical competence including specialized experience in the design of public roadways and analogous traffic control devices. Demonstrated performance in providing well organized, accurate, and fully coordinated construction documents; and projects delivered on time and within budget. (20 points)**
- b) Credentials of project team, including: project manager's and major sub-consultant's portfolio of related projects; history of the proposed team working together on past projects, particularly as related to prior work of this nature. (15 points)**
- c) Demonstrated understanding of task and requirements as depicted in the proposal. (10 points)**
- d) Experience with the Georgetown County regulatory requirements. (10 points)**
- e) Compliance with contractual terms. (5 points)**
- f) Overall quality and completeness of proposal, and interview if selected for short list. (5 points)**

Once the Proposal Analysis Group has read and rated each proposal, a preliminary ranking will be developed in a descending order. The Proposal Analysis Group will then conduct interviews and discussions with no less than a minimum of the top three (3) ranked firms.

After the Proposal Analysis Group has named a top ranked offeror, the County will begin negotiation of a contract with the selected firm. The basis for the initial negotiation will be the non-binding estimate of the cost of services and the associated costing data sheets as provided by the top ranked offeror containing the firm's estimate of the number of man-hours and other data. All other cost and man hour submittals from other firms will remain sealed and confidential. If a contract acceptable to the County cannot be negotiated at a price considered fair and reasonable, negotiations shall be terminated with the top-ranked firm and negotiations conducted with the next-ranked firm, and so on. The County staff will conduct all subsequent negotiations and will make a recommendation to the County Council for the resulting contract award.

At the conclusion of the process, all remaining confidential estimates containing the Cost of Services and man hours allocated will be returned to the submitting offerors still sealed.

3) **CONFIDENTIAL Cost of Services and man hours allocated**

Each offeror shall include with their qualifications proposal, **in a clearly marked and separate, sealed envelope**, a non-binding estimate of the cost of services and the required costing data sheets indicating an estimate of the number of man-hours and other data. These will be kept sealed and confidential. Once the County selects a top ranked offeror, that company's estimate will be opened used as the basis for negotiation of a contract agreement. Upon successful negotiation of an agreement, all remaining cost and man hour estimates will be returned unopened.

ITEM #3: To facilitate Item 2 as intended, a REVISED" NON-BINDING COST PROPOSAL and a "REVISED" Proposal Evaluation Matrix (Exhibit A) are attached hereto and replace those originally referenced.

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MANDATORY BID SUBMITTAL FORM
“REVISED”NON-BINDING COST PROPOSAL #09-094
Comprehensive Road Engineering Services

CONFIDENTIAL INFORMATION:
SUBMIT IN SEPARATE AND CLEARLY MARKED CONTAINER

Once the County has determined a “top ranked” offeror utilizing the criteria and selection ranking defined, the County will open the Non-Binding Cost Proposal from the recommended firm, which will be used as the basis for negotiation. All other Non-Binding Cost Proposal submittals shall remain sealed and confidential, and shall be returned unopened once an agreement is final.

Each offeror shall submit this form, and attachments hereto, containing a non-binding estimate of the cost of services and the required costing data sheets indicating an estimate of the number of man-hours and other data.

THE FIRM OF: _____

Address: _____

hereby proposes to provide the requested services* as defined in Request for Proposal No. 09-094 for the fee of \$_____ (non-binding).

* Offerors shall provide an itemized breakdown of costs with their submission.

Printed Name of person binding bid _____

Signature (X) _____

Date _____

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EXHIBIT A

“REVISED” Proposal Evaluation Matrix

		Maximum Points	Score
1.	<p>Proven management skills and technical competence including specialized experience in the design of public roadways and related work. Demonstrated performance in providing well organized, accurate, and fully coordinated construction documents; and projects delivered on-time and within budget. (Demonstrated experience in managing projects of similar scope) General Comments: Clarifications: Questions:</p>	20	
2.	<p>Credentials of project team, including: project manager's and major sub-consultant's portfolio of related projects; history of the proposed team working together on past projects, particularly as related to prior work of this nature. General Comments Clarifications Questions:</p>	15	
3.	<p>Demonstrated understanding of task and requirements as depicted in the proposal. General Comments Clarifications Questions:</p>	10	
4.	<p>Experience with the Georgetown County regulatory requirements. General Comments Clarifications Questions:</p>	10	
5.	<p>Compliance with contractual terms. General Comments Clarifications Questions:</p>	5	
6.	<p>Overall quality and completeness of proposal (and interview if selected for short list) General Comments Clarifications Questions:</p>	5	
	TOTAL	65	



ADDENDUM ACKNOWLEDGEMENT

**RFP #09-094
Roadway Design & Engineering Services
Mandatory Submittal Form**

To be returned with the final proposal submission to Georgetown County.

COMPANY NAME: _____

- Addendum #1 Received Date: _____ Initialed By: _____
- Addendum #2 Received Date: _____ Initialed By: _____
- Addendum #3 Received Date: _____ Initialed By: _____
- Addendum #4 Received Date: _____ Initialed By: _____
- Addendum #5 Received Date: _____ Initialed By: _____
- Addendum #6 Received Date: _____ Initialed By: _____

If your Bid submission has already been mailed, acknowledgment may be provided by faxing this form to (843)545-3500.

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