



**CITY OF SUMTER, SOUTH CAROLINA**

#02-15/16 Request for Proposals  
Public Services Complex and Associated New Facilities CM@R

Date: April 28, 2016

City of Sumter  
21 N. Main Street, 4th Floor  
Sumter, SC 29150

**ADDENDUM #1**

**Date Issued: May 16, 2016**

**#03-15/16 Request for Proposals  
Flood Recovery Project Management Services**

**ADDENDUM #1**

**1. Is there a Pre-Proposal Meeting scheduled?**

Response: A Pre-Proposal Meeting was not scheduled for this RFP.

**2. The RFP asks for electronic submissions per Section 3 on Page 11 of the RFP Document, See below:**

**3. Specific Instructions**

**3.1. The City will receive Proposals at the time and location specified herein.**

**3.1.1. Date and Time as specified in writing by the City.**

**City of Sumter**

**Purchasing Department**

**Attention: Ms. Alice C. Bailey, C.P.M., CPPO**

**21 N. Main Street**

**Sumter, SC 29150**

**3.2. Electronic Submissions Only**

**3.2.1. Proposals shall be submitted electronically only.**

**Proposers may upload proposals by visiting the following URL: <http://www.sumtersc.gov/submit-rfp.aspx> - Only files in .pdf, .xls, or .doc formats will be accepted. Printing shall be enabled on files submitted. The RFP # and Name must be included on the web RFP form and all attached documents at time of submittal. In the event of technical difficulties in submitting proposals, proposers should contact the City's Purchasing Director, Alice Bailey, at 803.436.2587 or by email to [abailey@sumter-sc.com](mailto:abailey@sumter-sc.com).**

**3.2.2. Number each side of a printed page consecutively, including the Letter of Commitment, brochures, licenses, resumes, supplemental information**

**3.2.3. The front cover must clearly identify the Project Name, Project Number, and the Date of Submission and the Name of Proposer.**

**3.2.4. Separate and identify each criteria response by use of a divider sheet with an integral tab identified as follows:**

- Letter of Commitment**
- Prerequisite Criteria**
- Personnel**
- Firm Experience**
- Cost Proposal**
- Management Plan**
- Services**

- **Financial Information**
- **Location**

Response:

**PLEASE REPLACE WITH BELOW INSTRUCTIONS:**

3. Specific Instructions
  - 3.1. The City will receive Proposals at the time and location specified in writing herein.
  - 3.2. Electronic Submissions Only
    - 3.2.1. Proposals shall be submitted electronically only. Proposers may upload proposals by visiting the following URL: <http://www.sumtersc.gov/submit-rfp.aspx> - Only files in .pdf, .xls, or .doc formats will be accepted. Printing shall be enabled on files submitted. The RFP # and Name must be included on the web RFP form and all attached documents at time of submittal. In the event of technical difficulties in submitting proposals, proposers should contact the City's Purchasing Director, Alice Bailey, at 803.436.2587 or by email to [abailey@sumter-sc.com](mailto:abailey@sumter-sc.com). **The Fee Proposal shall be submitted electronically as a SEPARATE FILE. Each Proposer will be submitting a File containing their Proposal and a separate file containing their Fee Proposal.**
    - 3.2.2. Number each page consecutively, including the Letter of Commitment, brochures, licenses, resumes, supplemental information
    - 3.2.3. The front cover must clearly identify the Project Name, Project Number, and the Date of Submission and the Name of Proposer.
    - 3.2.4. Separate and identify each criteria response by use of a divider sheet with an integral tab identified as follows:
      - Letter of Commitment
      - Prerequisite Criteria
      - Personnel
      - Firm Experience
      - Management Plan
      - Services
      - Financial Information
      - Location