



**Addendum #1
to RFP #02-26/27**

**Infill Residential Pattern Book for the City of Sumter's Historic
Preservation Overlay Districts.**

Question #1 – May an out-of-state firm submit as prime vendor without a South Carolina office or a locally-based partner?

Answer #1 – Yes, an out-of-state firm may submit for this RFP without having a South Carolina-based office or local partner.

Question #2 – For this assignment, are a South Carolina individual architect license, firm Certificate of Authorization and state business registration required at submission, award or another stage?

Answer #2 – A City of Sumter Business license will be required for the vendor(s) involved in this project. The license will be required prior to execution of a consultant contract.

Question #3 – Is the pattern book intended as illustrated preservation and design guidance, or are sealed or permit-ready drawings required?

Answer #3 – This project's intent is to develop permit-ready drawings for home builders to utilize in constructing infill residential housing in the City's historic core.

Question #4 – Are the listed preservation qualifications for managing or directing personnel mandatory requirements or evaluation preferences? Could a named preservation subconsultant satisfy them?

Answer #4 – The professional qualifications are evaluation preferences. A named preservation subconsultant could satisfy this evaluation element, as could explanation of the consultant's experience in a closely related field and professional experience germane to the RFP scope.

Question #5 – Given the relationship between the Pattern Book and other documents such as the City's Design Guidelines and Comprehensive Plan, do you envision this as standalone document or one that becomes "part of" an existing document?

Answer #5 – The City of Sumter envisions the Pattern Book being a stand-alone document that references and incorporates the guidelines and policies of the City’s Design Guidelines, Unified Development Ordinance, and Comprehensive Plan to ensure that the patterns presented are compliant with those policies and codes.

Question #6 – Has there been discussion about the overlap and review authority between the existing Design Review Guidelines and the guidelines that will be part of this Pattern Book? Namely, has enforceability and which "controls" been discussed?

Answer #6 – The City’s intent is for the Pattern Book to not be an overlapping set of guidelines, but rather an implementation of the existing design guidelines in the form of permit-ready house plans that are ‘pre-approved’ by the City’s Design Review Board.

Question #7 – In recent discussions with the Design Review Board, development community, and broader public, are there specific topics or areas of focus that have arisen that should be addressed in this Pattern Book?

Answer #7 – The City’s intent is that the Pattern Book not be an overlapping set of guidelines, but rather an implementation of the existing design guidelines in the form of permit-ready house plans that are ‘pre-approved’ by the City’s Design Review Board.

Question #8 – Are you able to share the total budget for the project, inclusive of the federal grant and any additional funding?

Answer #8 – This project is supported by a \$35,000 Federal Historic Preservation grant, with a minimum 1:1 local matching funds requirement.

Question #9 – The Scope of Work notes project updates will be provided - we typically include a progress report that accompanies a monthly invoice - is this frequency sufficient?

Answer #9 – Yes, a monthly progress report would be acceptable frequency of reporting.

Question #10 – Is there any flexibility on the proposal deadline given the quick turnaround between responses to questions and the proposal deadline?

Answer #10 – The proposal deadline may be extended by the City at its’ discretion. At this time there is no plan to extend the proposal deadline, but if the deadline is extended, an Addendum will be published on the City’s website.

Acknowledgement of Receipt of Addendum #1 to City of Sumter RFP 02 26/27

Signature

Date
