



*Florence County Government*  
Procurement Department

May 23, 2014

**SUBJECT: ADDENDUM NO. 2- PROFESSIONAL ARCHITECTURAL SERVICES FOR NEW  
EMERGENCY OPERATIONS CENTER AND 911 COUMMUNICATIONS BUILDING  
(RFQ NO. 28-13/14)**

Florence County is sending to all interested firms clarification information and answers to frequently asked questions (FAQs) concerning this request for proposal. The answers are highlighted in blue and underlined. Please include this sheet with your proposal. It will not count toward the thirty (30) page limit.

1. The "Information Requested" section of the RFQ states that "special binders and covers are not encouraged, and are typically discarded prior to review of the package." Could you provide clarification on how the County would prefer the submittal to be packaged? We would typically use a heavier stock paper proposal cover/back with either spiral binding or cover binding. Would that constitute as being a "special binder or cover"? Or would the County prefer we use something like a standard binder clip or stapling of the loose leaf package with the letter of interest as the first page followed by the SF 330? What this phrase mean is that regular binders are all that is necessary. From time to time I receive elaborate deluxe binders that are expensive and have no influence on the evaluation process so this wording was just to discourage the use of high-end elaborate binders. Any standard way of presenting your proposal will be accepted.
2. Item number 4 under "Information Requested" mentions that "sample programming documents" are desired for each reference. Our references are provided as the SF330 Part I Item F example projects. Should sample programming documents be added at the end of Section H of the SF330 Part I? Yes, the sample programming documents can be added to the end of Section H of the SF330 Part 1.

Sincerely,

Patrick D. Fletcher, CPPB  
Procurement Director