



Brooks Development Authority  
Request for Proposals (RFP)  
Project Management Services  
Bid #07072014-006  
Questions

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1. During last week's pre-proposal conference meeting, it was determined that you all would be extending the due date to August 18th. When will the due date officially change?

**ANSWER: See Addendum #3.**

2. I understand that resumes don't count towards the 15-page limit, but are they to be included within the body of the proposal or as an Appendix?

**ANSWER: Please include with the body of the proposal.**

3. Are the Appendix forms available in Microsoft Word, so that they are editable/fillable?

**ANSWER: No, they are not available in word. We ask that they are not manipulated.**

4. It appears that items a, b & c listed under Relevant Experience (page 8 of the RFP) is information that was leftover from the RFQ for PM/CM Services (Bid #01232013-004) that was specifically for the Nexelon project. Will this section of the RFP be amended to reflect the current needs at Brooks City Base, or does Brooks Development Authority want us to show our experience relevant to a large, multi-acre Private Manufacturing Project?

**ANSWER: The criteria will not be modified. Brooks Development Authority would like examples of the different types of projects described; not just Private Manufacturing Projects.**

5. Based on the information provided at the RFP Pre-Proposal conference held on July 24, 2014, there was an indication by BDA staff that multiple firms would be hired to support current and potential future projects at BDA. The projects mentioned as being on the horizon included:

- a. Linear Park,
- b. Full service hotel,
- c. Potential 2nd hotel,
- d. Office Building.

**ANSWER: Yes, either starting soon or in negotiations.**

6. As these projects, and potential future projects, are different in size, complexity, and value, has BDA given consideration to select firms to support this RFP based on their fit to small, medium, large projects according to value range. Have seen this done previously where the value size and break point was established by value of project so as to provide the ability for small to large firms to participate in the submittal and indicate the size / value range of project(s) they would like to be considered to support. Helps to promote the goal of participation of local, small, and minority firms inclusion in the RFP response and project support.

**ANSWER: No, all Project Management firms will have the same level of participation.**

7. Page 22 of the revised RFQ requests copies of all certifications. Since, SCTRCA no longer issues certificates, how would you like us to provide our proof of certification? Will a print out from the website suffice?

**ANSWER: Yes, a print out from the website will suffice.**