

ADDENDUM NO. 4  
TO  
REQUEST FOR QUALIFICATIONS  
ON-CALL ARCHITECTURAL / ENGINEERING CONSULTING SERVICES  
GREENVILLE-SPARTANBURG INTERNATIONAL AIRPORT  
GREER, SC

Sept 12, 2023

This ADDENDUM forms a part of the Request for Quotation dated August 18, 2023. Acknowledge receipt of this ADDENDUM in proposal. Failure to do so may subject respondent to disqualification.

Question # 1: The RFP sets forth requirements for \$5,000,000 general liability insurance for both the prime and subconsultants. We have polled several small, local, and DBE businesses, and to our knowledge none of them carry this level of insurance. Is it acceptable for subconsultants to be covered under the umbrella of the prime's general liability policy, or can this requirement for the subconsultants to carry the \$5,000,000 of professional liability insurance be relaxed?

Answer # 1: The requirement for general liability for the prime respondent will remain at \$5,000,000 as outlined in the insurance requirements. It is acceptable for the subconsultants to be covered under the prime respondent's umbrella for general liability insurance.

Question # 2: The RFP sets forth requirements for \$5,000,000 professional liability insurance for both the prime and subconsultants. In our experience, smaller/DBE subs do not typically carry this level of professional liability insurance. It is industry practice that the prime's professional liability insurance will cover all work including subconsultants. Smaller subs who do not carry this amount of professional liability insurance would be covered under the prime's professional liability policy. Can this requirement for the subconsultant to carry \$5,000,000 of professional liability insurance be relaxed?

Answer # 2: Limits of professional liability insurance for the prime respondent will remain at \$5,000,000 as outlined in the insurance requirements. The following language will be added to the contract to account for a subconsultant:

*“Sub-Consultants working with or under the direction of the primary Consultant on any project shall carry Professional Liability insurance in an amount of not less than \$1,000,000 for each claim for damages caused by any negligent act, error or omission by Sub-Consultant, or of any other person retained or engaged by Sub-Consultant for the performance of services in a professional capacity pursuant to this agreement.”*

Question # 3: Can you please confirm that submission of Form 3-Proof of Insurance is only required for the prime consultant?

Answer # 3: Yes, Form 3–Proof of Insurance only needs to be completed by the prime consultant.

Question # 4: Please clarify the information needed for the bottom portion of Form 3–Proof of Insurance

- There is only one notary public signature block at the bottom. Does the corporate respondent’s signature need to be notarized or just the non-corporate respondent’s signature?
- Please confirm what entity and who are considered to be the non-corporate respondent in this scenario.

Answer # 4: Either the Corporate Respondent or the Non-Corporate Respondent needs to be completed by the Prime consultant. An example of a “non-corporate” respondent is a partnership or sole proprietor if neither is incorporated.

A notary seal is required for either a corporate respondent or non-corporate respondent.

(END of Addenda 4)