

*City of Charleston*  
*Procurement Division*  
75 Calhoun Street, Suite 3500  
Charleston, SC 29401



## NOTICE TO PROPOSERS - ADDENDUM #1

T: (843) 724-7312  
F: (843) 720-3872

**DATE:** March 26, 2025  
**TO:** All Proposers  
**FROM:** Gary Cooper  
**RE:** City of Charleston Office Building at 1660 + 1662 Ingram Road RFQ: Design-Builder

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NOTICE TO PROPOSERS – Enclosed is **Addendum #1** to the Request for Qualifications (RFQ) for the City of Charleston Office Building at 1660 + 1662 Ingram Road Project. The information provided in this notice and the addendum shall be made part of the contract documents.

This addendum includes responses to PROPOSERS' non-confidential questions, and RFQ revisions in response to the questions

**Responses to PROPOSERS non-confidential questions:**

**Q-1 I am inquiring to ask if there is a construction cost estimate or budget associated with the RFQ Design Builder Services West Ashley City Office Building Project.**

**A-1** The Project Budget is TBD as stated in the RFQ.

**Q-2 Regarding the 1660 + 1662 Ingram Road RFQ, would you please clarify if an architect should be part of the Offeror team? Page 5 *Description of Scope of Services Anticipated for this Project* does not include architect services within the description, and page 6 (within the second bullet) specifies 'The Owner will provide a design architect for the Offeror to work with for the building's materials, style and form. The Design Architect is already under contract with the City.' However, it is noted that the Offeror is responsible for obtaining approval by the Architectural Review Board, which could indicate the need for an architect on the team.**

**A-2** Your team will need to provide an Architect of Record who will work with our Design Architect that we already have on our team.

**Q-3 If known, what is the anticipated schedule for construction of this project?**

**A-3** The overall schedule for this project includes delivering the office building in 2<sup>nd</sup> Quarter 2028.

**Q-4 I am writing to clarify whether Mechanical, Electrical, and Plumbing (MEP) design services are required for this project, or if these services are already included under the contracted Architect. Could you please confirm the current arrangement or provide any additional details regarding the inclusion of MEP design services?**

**A-4** Yes, you will need to include MEP design services as part of your response to the RFQ—these services have not yet been contracted by the City or Design Architect.

**Q-5 We noticed that the RFQ has a submittal deadline of April 4, but the posting on the city's website states April 14. Can you confirm responses are due on the 4<sup>th</sup>?**

**A-5** The West Ashley Office Building RFQ submittal deadline is ***Friday, April 4, 2025***. It was posted incorrectly on the cover website link but is stated correctly in the official RFQ. The website has been updated accordingly: <https://www.charleston-sc.gov/Bids.aspx?CatID=18> .



**NOTICE OF RECEIPT**  
**City of Charleston**  
**Office Building at 1660**  
**+ 1662 Ingram Road**  
**RFQ: Design-Builder**

**Addendum #1**

The information in this addendum shall be made part of the contract documents. PROPOSERS are instructed to incorporate the information into the previously provided RFQ documents.

PROPOSERS are required to sign this document and enclose it with their Statement of Qualifications. Receipt of this signed document by the City of Charleston serves as confirmation that the PROPOSER has received and incorporated this Addendum into the contract documents.

**Confirmation Statement:**

I, the PROPOSER confirm that I have received this addendum package and have incorporated the information provided in the addendum into the contract documents.

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**Signature of Acknowledgement**

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**Date**

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**Company Name**