

**City of Conway, South Carolina**  
**Request for Qualifications**  
**New City Hall**  
**Addendum #1**

1. "Question regarding the References form in the RFQ package: We have done city halls and office buildings, but none have been completed within the last five years. We have done a lot of work of other types (churches, schools, etc.) more recently that do include offices but are not of similar scale to this project. Will Conway consider dropping the past 5-year limit for the Reference Form?" **Yes, this requirement can be changed to jobs performed in the past ten (10) years.**
2. "On page 4 of the package, 3<sup>rd</sup> paragraph down, it talks about what information is to be placed on the sealed envelope when we submit our qualifications. It states that the name and number of the RFQ is to be listed, however I do not see any reference of a number for this RFQ. Can you please provide this information?" **No number was provided. Please just include the RFQ name.**
3. "Has any Building Programming or Space Needs Studies been completed yet for this new building? If so, are they available for review?" **No programming or space needs studies have been completed. The City will work with the selected architect on this study.**
4. "Has any preliminary design been completed yet for this new building? If so, is it available for review?" **No preliminary design has been completed.**
5. "The RFQ specifies an unbound original and seven copies. Will staples, paper clips, binder clips be allowed? And is it only the original copy that is unbound or are the seven copies to remain unbound as well?" **Only the original should be unbound. Staples, paper clips, and binder clips are allowed on the unbound original and copies.**
6. "In Section 5, *Additional Information and Required Forms*, do we need to send in a completed Form V – Professional Services Contract?" **No, this will be completed after the selection of an architect.**