



DOWNTOWN MASTER PLAN RFQ ADDENDUM

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Town of Ridgeland, SC

1 Town Square
Ridgeland, SC 29936

Contact:

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Questions about Submissions

1. Is there a question deadline?

There is no absolute deadline to asking questions, but formal responses to the RFQ will be closed by October 2nd. There has also been a good response. Extending the submission deadline seems unnecessary.

2. What is the Town's budget for the Downtown Master Plan?

The firm budget has not been determined, but early indicators point towards an amount not exceeding six figures. Therefore, a range of \$65,000—90,000 has been earmarked depending on services provided. Expect council to negotiate. Target key deliverables of the RFQ.

3. Would the Town consider a proposal that prioritizes and phases the work so that the most important or time-sensitive work is undertaken initially, with additional Planning Areas or components addressed in subsequent phases as additional funding becomes available?

It is true that the scope is broad, and fiscal responsibility is important. It would be beneficial to understand how firms would take on the phasing and project scope. Help define what steps are needed to revitalize, stimulate reinvestment, and provide the Town with the tools to achieve immediate, short-term, and long-term success.

4. The RFQ identifies a response deadline of October 2, 2026, at 5:00 PM but does not appear to specify the required delivery method or number of copies. Will the Town accept the Statement of Qualifications electronically via email in PDF format, or are printed/bound copies also required?

The Town expects formal responses to be delivered electronically as a PDF, and for three hard copies to be mailed to Ridgeland Town Hall (1 Town Square) to the Attention of Aaron Rucker. Once the selection of the top three finalists are chosen, the Town may request additional hard copies in anticipation of those consultants presenting to Council.

5. Is there an overall page limit for the qualification's submission? If so, do resumes, project descriptions, references, itemized fee sheets, and other required materials count toward the limit? The RFQ notes that "additional supporting information" is limited to 20 pages; could you please clarify whether this is the only page limitation?

Yes, the only page limitation is 20 pages for additional supporting information, such as a portfolio or previous work.

6. What is the process for presenting firms to Town Council?

Staff will score each submittal and provide the top three firms to Council. Those three firms will then present to Council to determine the top applicant, with a strong preference for in-person. Presentations to Council are anticipated to take place at the regularly scheduled Town Council meeting as early as October 15.

7. Does the Town have an anticipated date for consultant selection, contract execution, and commencement of work?

The Town anticipates selection of a consultant by the end of October or early November, and commencement of work to begin before the end of 2026.

8. The RFQ indicates that the preferred firm will have in-house resources to perform the work. Does the Town have any restrictions or preferences regarding the use of specialized subconsultants for components such as historic preservation, transportation, or economic development?

The Town has no objection to the use of subconsultants, provided this is disclosed to the Town prior to the selection of a consultant.

9. Will the Town provide the 2025 Comprehensive Plan, current SmartCode and related ordinances, current architectural/signage regulations, and other studies or datasets referenced in the RFQ? If these materials are already available for download, could you please direct us to them?

Of course, go to <https://www.ridgelandsc.gov/planning-and-community-development/home> for general information or

https://library.municode.com/sc/ridgeland/codes/smart_code?nodeId=SMTORISOCA for the Town's Smartcode zoning code. Contact us if there is specific information you cannot find.

10. We typically use fully loaded hourly rates that capture all costs such as travel, but the RFQ requests travel costs. For the requested dollar value per task, is it acceptable to list only the total dollar value and the fully loaded hourly rates?

It is acceptable, understanding that an itemized cost breakdown may be requested by the Town later in the process.

- 11. For the requested letters of recommendation and references, does your team want full letters from our references or just our references' contact information? If letters, are there any requirements that you have for this?**

Contact information should be adequate.

Questions about Deliverables

- 12. For the requested redesign of Jacob Smart Boulevard, East Main Street, and Grahamville Road, does the Town anticipate planning-level conceptual street design, or should the consultant include transportation-engineering analysis such as traffic operations, turn-lane warrants, roadway geometry, and formal coordination with SCDOT?**

The Town would prefer a planning-level concept for next steps on viability and implementation which can then blend with the SCDOT redesign plans occurring simultaneously at Exit 21. The other roads (Jacob Smart, West Main Street, and Grahamville Road) affected are simple enough and low-traffic enough that a planning-level concept would likely be viable without needing a detailed transportation engineering analysis or traffic study to back it up.

- 13. Given the anticipated I-95 widening, ramp redesigns, and the requested redesign of Jacob Smart Boulevard, East Main Street, and Grahamville Road, are there current SCDOT plans or transportation studies that should be incorporated into the team's work?**

Yes, work at the Exit 21 ramp and Main Street will be occurring. Design plans should be available.

- 14. Does the Town have an existing historic resources survey, National Register documentation, or previous preservation study for the Historic Downtown that should be considered as part of the proposal**

The Town has multiple historic-resources surveys from 1996 and 2025 which it can use for historical research. This is in addition to the book Reflections, which extensively documents the modern history, people, and buildings of Ridgeland.

- The 1996 survey, which covers all of Jasper County, can be found [here](#).
- The 2025 survey, designed around the I-95 widening project, can be found as a 6-part series [here](#).
- An interactive map of documented buildings and sites can be found [here](#).

15. Does the Town anticipate a planning-level reconnaissance assessment, or should the consultant include a formal historic-resources survey and/or National Register documentation?

The Town would like to have a planning-level reconnaissance of existing historic structures which could be identified for preservation, rehabilitation, and adaptive re-use. The Town would also like guidance on what specific sites and properties, possibly the entire historic core, would be eligible for the National Register – the information gathered during this phase would allow the Town to submit nominations to the National Register, but the consultant is not required to prepare that information specifically in the format of a National Register nomination.

16. Have there been any standout methods or tools for engagement that the Town has found effective or ineffective for eliciting substantive feedback?

The town has used surveys, flyers, direct contact with business merchants and stakeholders, the Town’s website, and the Town’s Facebook page. Public engagement should be done in both English and Spanish as the Town has a large Spanish-speaking population.

17. Does the Town have any preferred local vendors for branding, printing, or any other services that may be associated with the planning process?

Consultants can use Allprint Graphics if possible. <https://allprintgraphics.com/>

18. Are there any grant-imposed requirements that may impact the work involved in the Downtown Master Plan?

None that the Town is aware of.

19. Is the Town looking for zoning code redlines, substantial edits within the current structure, or a complete rewrite of the zoning code?

The Town is specifically interested in redlines or substantial edits within the existing structure of the Town’s zoning code, the SmartCode.