



Central Services Department

Ron Lampkin, Interim Director

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MEMORANDUM

TO: Darrell White, Interim Director, Procurement Department
FROM: ~~Ron Lampkin, Interim Director, Central Services Department~~
DATE: ~~January 9, 2025~~
SUBJECT: Amend 23CSA007 Richmond County Correctional Institute New Facility

We respectfully ask you to accept this communication as our request to approve an addition of \$107,925.00 to purchase order 23CSA007 to cover the costs of the development of design and construction documents for the new Richmond County Correctional Institute facility by IPG, Incorporated – Architects & Planners in c/o with EMC Engineering Services.

During the meeting held on October 18, 2022, the Commission approved 23CSA007 (Bid 22-272 - New Richmond County Correctional Institute, Item #17) for \$82,500.00 in design services and 7% of the construction cost for the new RCCI facility.

The Design Phase should have included the Design Development, Topo/Existing Conditions Survey, and the Subsurface Utility Exploration. A complete design could not be done without this information; therefore, this work was completed and IPG is requesting payment for these services in the amount of \$127,925.00 which includes the cost for the Topo/Existing Conditions Survey and the Subsurface Utility Exploration.

If you have any questions or concerns, please contact the Central Services Department.

RL