



REQUEST FOR QUALIFICATIONS
RFQ2015-008
PROFESSIONAL ARCHITECTURAL SERVICES FOR THE
REHABILITATION OF THE HISTORIC CHESTER CITY HALL

1. INVITATION

The City of Chester is soliciting submissions of Statements of Qualifications from firms interested in providing Professional Architectural Services relating to the stabilization, rehabilitation, weatherproofing, and interior improvements to the Historic City Hall building located at 100 West End Street in Chester, South Carolina. Interior improvements include ADA accessibility to all floors and workspace improvements. Firms with relevant experience and qualifications are encouraged to submit.

The building is currently listed on the National Register of Historic Places and funding for the project involves several State and Federal grant programs. As such, any work will need to comply with the Secretary of the Interior's Standards of Rehabilitation. The City may also pursue certification of the project from an independent rating system for sustainable design and construction.

The activity that is the subject of this RFQ has been financed in part with Federal funds from the National Park Service, Department of the Interior, and administered by the South Carolina Department of Archives and History. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or the South Carolina Department of Archives and History.

2. SCOPE OF WORK

The City of Chester desires to stabilize its historic City Hall, reconfigure the layout of the 1st, 2nd and 3rd floors, and provide ADA accessibility to the entire building. The project consists of delivering bid-ready plans and specifications for the exterior repairs and interior work. The building modifications shall be designed and constructed so as to meet all applicable federal, state, and local accessibility standards. An as-built drawing of City Hall is being provided.

Exterior – Develop bid-ready plans and specifications for stabilization and exterior repairs

Interior – Maximize office space for Finance, Human Resources and Administrative departments, meeting space, public space and storage space while accomplishing the following:

- a. First Floor
 - Reconfigure customer service area to provide for safe interaction with the public and provide more space for visitors and public materials
 - Reconfigure offices, existing Council Chambers into useable office or community space
- b. Second Floor
 - Reconfigure space to provide adequate office space for the Police Department and Police functions including: investigations, lab, evidence, roll call, training
- c. Third Floor
 - Relocate Council Chambers and provide for maximum training, meeting and conference space
- d. Sub-Station
 - Reconfigure space to provide adequate office space for the Police Department with special consideration given to openness and light.

Interior Accessibility – Identify the most economical, structurally sound, efficient and pragmatic location for an elevator to allow accessibility to the 1st to 3rd floors of the building.

Project Funding

SC SHPO Grant	\$25,000
City of Chester Match	\$25,000

3. PROCESS

1. DISTRIBUTION OF REQUEST FOR QUALIFICATIONS (RFQ) – This RFQ document will be made available only to individuals or firms that are licensed to practice architecture in the State of South Carolina. Notice of the RFQ will be published in the *Chester News & Reporter* and the *South Carolina Business Opportunities (SCBO)* procurement publication. The RFQ and any supporting documents will be made available via electronic distribution as requested by any qualified firm or individual, through the South Carolina Chapter of the American Institute of Architects and be posted on the City of Chester web site: <http://chestersc.org/>.
2. FACILITY VISIT AND PROGRAM CONFERENCE – A facility visit and conference to review the preliminary program requirements is scheduled for November 1, 2015 at 10 AM. This conference is intended to allow for inspection of the facility, review the preliminary program, project scope and process. Access to the facility will only be provided at the time stated above; questions on the RFQ process and requirements may be forwarded to Sandi Worthy, 803-581-2321 or via e-mail at sworthy@chester.sc.gov.