

**REQUEST FOR PROPOSALS
TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA**

ARCHITECTURAL PROGRAM ANALYSIS

The Town of Sullivan's Island seeks consultant services in developing an architectural program for civic spaces, specifically Town Hall and Police Department.

Complete RFP packages with specifications are available on-line at www.sullivanisland-sc.com or at Town Hall, 2050-B Middle Street, Sullivan's Island 29482, phone (843) 883-3198. Contact Andy Benke, Town Administrator, for more information at abenke@sullivanisland-sc.com.

Sealed replies must be received by Town Hall no later than 5:00PM on Wednesday, July 13, 2011.



Town of Sullivan's Island, South Carolina

Architectural Program – Scope of Work

1. List space requirements by function.
2. Identification of staff/other individuals who are related to functions and individual space needs.
3. Identification of adjacencies and isolation requirements (e.g. Town Administrator near Town Clerk; Police segregation of victim from suspect, etc.).
4. Identification of functions which can share space.
5. Identification of special facilities and needs (e.g. municipal meeting room for 125 to 200 people; kitchen; server/VoIP rack room; file storage; etc.).
6. Identification of work flow requirements.
7. Identification of traffic flow and parking requirements.
8. Identification of access needs (e.g. ADA; public and staff bathrooms; security issues)
9. Identification of FEMA flood issues.
10. General construction price estimate for construction at:
 - a) Return to 1610 Middle Street with existing floor plan;
 - b) Reconfigure space at 1610 Middle Street for use by Administration and Police;
 - c) Reconfigure space at 1610 Middle Street for use by Administration with Police in new construction;
 - d) New construction of a new Town Hall for Administration and Police;
 - e) Adaptive re-use of former Ft. Moultrie PX 1714 at Middle Street for
 - i. Administration and Police;
 - ii. Administration only with Police in new construction.



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Architectural Program – CONSULTANT INFORMATION

- 1. Provide the corporate and local address of the firm.**
- 2. Provide the name and contact information for the managing partner in this area.**
- 3. Briefly summarize several municipal government projects which the firm has completed in the past five (5) years. Please include name of the municipality, project name and project size. Of particular interest to Sullivan's Island is your knowledge and experience in the following areas:**
 - a) Experience with small municipal governments with population under 3,000;**
 - b) Experience with moving a municipal center from a historic building to a newly constructed building;**
 - c) Experience with municipalities having a significant presence and identity of historic districts and buildings;**
 - d) Experience with municipalities having limited population growth;**
 - e) Experience with designing adaptive re-use of historic buildings as municipal centers;**
 - f) Experience with guiding municipalities on decisions regarding separating or combining Town functions in different locations;**
 - g) Experience with designing civic structures for municipalities with a highly engaged community;**
 - h) Experience with incorporating new technology (VoIP; WiFi, "Cloud" Technology);**
 - i) Experience with municipalities in hurricane and earthquake prone areas.**
- 4. Provide reference contact information for each of the projects listed above.**
- 5. Explain how and why the firm is suitable and qualified to provide an architectural program for the Town.**
- 6. Provide a pro forma estimate of expenses to perform an architectural program for the Town.**