



City of Cayce  
South Carolina

## REQUEST FOR QUALIFICATIONS

Requestor: City of Cayce  
Post Office Box 2004  
Cayce, SC 29171  
Contact: Rebecca Rhodes, City Manager  
rrhodes@cityofcayce-sc.gov  
Tel: (803) 796-9020

**PROJECT: City of Cayce Request for Architectural Qualifications  
City Hall Complex Conditions Assessment, Renovation and/or Construction Recommendation**

The City of Cayce is requesting qualifications from interested architectural firms to provide a Conditions Assessment and Renovation or Construction Recommendations for its City Hall. The City Hall complex is located at 1800 12<sup>th</sup> Street, Cayce, South Carolina. Structures were built in 1965. The complex has 3 buildings of approximately 9,382 square feet total.

**Return Sealed Qualifications No Later Than**  
February 10, 2012 at 2:00 P.M. (Cayce, SC time)

**Return Sealed Qualifications To: Express/Hand-Carry To:**

City of Cayce  
P.O. Box 2004  
Cayce, SC 29171  
1800 12<sup>th</sup> Street  
Cayce, SC 29033  
Attention: Rebecca Rhodes

**BACKGROUND**

The Cayce City Hall complex and Museum is located within the old Saxe Gotha Township and represents the earliest settlement in the Midlands of South Carolina. Earliest settlers to the area date back to 1737. The City is located in the central portion of the state, within the area often referred to as "the midlands" of South Carolina. The City of Cayce was chartered in 1914. The City is located in the county of Lexington and it is approximately two miles from the City of Columbia.

The City Hall buildings have had only minor modifications since construction was completed in 1965. The city is seeking an architectural firm experienced with renovations of buildings similar to the Cayce City Hall.

The scope of work is anticipated to include the following:

1. Architectural and engineering comprehensive assessment of existing conditions, including building envelope, structure, mechanical, electrical and plumbing systems.
2. Space needs assessment to determine the amount of space needed to efficiently and effectively house the functions currently being housed in these structures.
3. Analyze the structural and economic feasibility of renovation and addition to the existing structures.
4. Analyze the structural and economic feasibility of demolition of some or all of the existing structures and the potential for reconstruction on the existing site.
5. Analyze the geographic and economic feasibility of construction of a new City Administration Building on two sites in front of the Cayce Municipal Complex or construction on a site on Knox Abbott Drive, indicate advantages and disadvantages of each option
6. Renovation recommendations including potential relocation or reconfiguration of existing space to improve operational efficiencies
7. Code analysis and identification of deficiencies with particular emphasis for improving handicapped accessibility
8. Sustainable design considerations
9. Cost estimate of all options
10. Phasing recommendations
11. Written report that shall be used as a master plan for prioritizing, planning and funding needed work

### **Statement of Qualifications**

Submittals shall include and comply with the following:

1. Brief history of the firm and its experience
2. Resumes of key personnel
3. A minimum of three examples of similar assessments or completed work by the firm with brief descriptions

4. Three references from similar projects
5. A maximum of ten pages (both sides of the page may be used) shall be submitted with soft cover binding. No hard cover binders will be accepted. Covers are excluded from page count.
6. **ONE (1) ORIGINAL AND TEN (10) COPIES OF YOUR QUALIFICATIONS ARE REQUIRED.**
7. Qualifications will be received at the Cayce City Hall until 2:00 P.M. local time on the opening date shown.
8. Notice of intended award of contract will be posted at the location listed below:  
[www.cityofcayce-sc.gov](http://www.cityofcayce-sc.gov)

**QUALIFICATIONSS SUBMITTED VIA THE FACSIMLE MACHINE, OR E-MAIL ARE UNACCEPTABLE.**

### **Questions and Clarifications**

For any questions or requests for clarifications please contact:

Ms. Rebecca Rhodes  
City Manager  
(803) 796-9020  
rrhodes@cityofcayce-sc.gov

Contact may not be made with other City Staff or City Council Members regarding this project.

### **Other Relevant Information**

The City of Cayce reserves the right to invite select firms to participate in formal interviews, but anticipates making a selection on the basis of the statement of qualifications.

Preference will be given to local firms.

The City has plans of City Hall which it will make available to the selected firm.

The City will select a firm based on qualifications and negotiate a fee and contract with the selected firm. If an agreement cannot be reached with the selected firm, the City will begin negotiations with the second ranked firm.

The City of Cayce reserves the right to invite the selected firm to extend its work and to provide construction documents and construction contract administration for the recommended work.

The City of Cayce reserves the right to reject any or all firms at its discretion and to waive any formalities or irregularities.

### **End of Request for Qualifications**