



**CITY OF BEAUFORT
DEPARTMENT OF PLANNING
AND DEVELOPMENT SERVICES**
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LIBBY ANDERSON
Director of Planning
and Development Services

JAMES F. "Mike" WILES
Building Official

October 24, 2005

CITY OF BEAUFORT, SOUTH CAROLINA

**REQUEST FOR PROPOSALS
ARCHITECTURAL/URBAN DESIGN SERVICES**

CLOSING DATE: NOVEMBER 10, 2005, 5:00 P.M.

The City of Beaufort is requesting proposals from qualified firms for architectural and urban design services to assist City staff and the City's two design review boards in reviewing applications for new development. The Historic District Review Board reviews applications for Certificates of Appropriateness for development in the City's Landmark Historic District. The Design Review Board reviews applications for commercial and multifamily development outside the Historic District. Both boards have adopted design guidelines under which development proposals are reviewed. The consultant's responsibilities may include site visits, preparing written reports on projects, presenting reports at board meetings, and consulting with staff in person or by phone, fax, or e-mail.

Proposals should be transmitted to:

City of Beaufort Planning Department
Attn: Libby Anderson, Planning Director
P.O. Drawer 1167 (Street address: 701 Craven Street, Zip Code 29902)
Beaufort, South Carolina 29901

The City shall not be responsible for any of the costs associated with responding to this request for proposals and all submitted materials shall become the property of the City. The City reserves the right to reject any or all proposals.

For information or questions concerning this solicitation, please contact Libby Anderson, Planning Director, City of Beaufort, at (843) 525-7011 or at landerson@cityofbeaufort.org.

The City of Beaufort does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.