

REQUEST FOR PROPOSAL #02-2011

Office Expansion For “Laurens County Development Corporation”

Scope of Service - Includes all work (design and construction) to add 1,100 - 1,500 square feet to the LCDC office building. The space should include two (2) offices, a board room, a one-toilet restroom, break room, and a small lobby area. There will also be minor modifications to the existing building. The bid should not include furniture cost unless it is a permanent fixture and part of the design of the new addition.

Submittal Requirements - Packages shall include as a minimum the following information:

- Experience/References – Identify at least two (2) similar projects that your firm has completed within the last four (4) years. Include the following information for each project: owners name, address, telephone number, and contact person.
- Design Plans – Please include the overall floor plan of the new addition as well as how it ties into the existing building. Also, please feel free to include any specific design aspects of the new rooms, especially the new board room.
- Fee Proposal – the cost proposal should include a breakdown of the costs associated with each aspect of the construction as well as the overall total cost to complete the project.
- Timeline – Please include an approximate timeline to complete the project.
- Subcontractors – List planned subcontractors to be used on this project.
- Firm must be located within forty-five (45) miles of the LCDC office.
- Proposals must be valid for a minimum of sixty (60) days.

Exclusions - LCDC will not be responsible for any costs associated with the preparation of the proposal. The LCDC reserves the right to accept or reject any or all packages received as a result of this request, to negotiate with any or all qualified bidders, or to cancel in part or in its entirety this proposal if it is in the best interest of the LCDC to do so.

Selection Criteria - Selection will be based on the following criteria:

- Previous successful projects completed in the past four years.
- The overall design of the building addition and how it fits the needs of the LCDC.
- Fee proposal for services to fully complete this project.
- Usage of LCDC Investors or Laurens County Chamber of Commerce Members (your firm and/or subcontractors).

Timeline - Sealed proposals will be received until 4:00 PM EDST Friday, August 5, 2011, at which time the proposals will be publicly opened at the Offices of the Laurens County Development Corporation – 291 Professional Park Road, Laurens, South Carolina.

- Proposals shall be open for public inspection, in accordance with Section 1.8 (Public Access to Procurement Information), after contract award. Propriety or confidential information marked as such in each proposal shall not be disclosed without written consent of the vendor. If a proposal is received after the advertised deadline, it will not be accepted.

- All questions and/or comments shall be submitted by email to Jonathan Coleman no later than Monday August 1, 2011.

THE LAURENS COUNTY DEVELOPMENT CORPORATION
RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL PROPOSALS

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