

**REQUEST FOR PROPOSALS FOR
PROPERTY TMS 2430506008
Town of West Pelzer, SC**

The Town of West Pelzer, South Carolina is soliciting Proposals from interested parties for the purchase and development of TMS 2430506008, hereinafter referenced as "Spring Street Property." The 0.45 acre property is currently vacant (structure removed in 2020), zoned R-6, and has one (1) existing water and sewer tap on-site.

It is the sole responsibility of the party responding to the Request for Proposals to obtain all information, due diligence, addenda, updates, etc. to meet the submittal dates and requirements.

The due date for submittal is 12:00 PM on Thursday, April 6, 2023. Submittals should be addressed to the Town of West Pelzer, Paula Payton, 30 Main Street, Pelzer SC 29669. **Questions must be submitted in writing via email or hand delivered and are due no later than 12:00 PM on Wednesday, March 29, 2023.** Submit written questions to: Town of West Pelzer, Paula Payton, 30 Main Street, Pelzer SC 29669 or by email at ppayton@westpelzer.com.

Sealed Proposal

Proposal shall be submitted in a sealed envelope. The outside lower right-hand corner of the envelope shall be marked:

**"Sealed Proposal of (interested party name) ,
For: RFP Property TMS 2430506008**

I. Proposed Project Description

The Town of West Pelzer desires the Spring Street property to be developed within 12 months and may include: single-family residential, attached single family-residential, community open space, or other developments as appropriate for the surrounding neighborhood. The Town of West Pelzer is releasing this Request for Proposals in anticipation of local developers, concerned citizens, or a combination of both, will be interested in the preservation of residential neighborhood character and infill development.

II. General Requirements Proposal Contents

Proposals submitted for this project shall address all requested information. Firms are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow for evaluation. Pricing is a part of this proposal however; the selection will be made based upon price and other considerations which are detailed in the section below. Proposals must include the following:

A. Cover letter (1 page maximum)

Include an introductory description and brief history of your company or as an individual. Provide a concise summary of your plans for the Spring Street property as well as associated schedule for development. Also acknowledge the receipt of any Addendums in the letter.

B. Pricing (1 page maximum)

This document shall include an itemized proposed price for procurement of the property from the Town of West Pelzer. This pricing shall include all cost associated with closing of the property, including all closing cost, title search, survey, and any other requirements set forth by your legal counsel. As part of Section 1, please note your ability to close on the property within 30 days of Notice of Intent to Award.

C. Signature

The proposal shall be signed by a representative authorized to bind the company or individual and shall expressly state the proposal is valid until the West Pelzer Town Council awards a contract for this solicitation.

E. References

Provide a minimum of three references (with contact information) for other development projects if submitted as a company, within the past three (3) years. The list shall include: name of client, client contact information, scope of project, and photos of work (if applicable). If an individual is submitted as part of this request, this section is not required.

III. Submittal of Proposal

One original and one (1) digital copy of the proposal must be received by the due date for submittal: 12:00 PM on Thursday, April 6, 2023. Submittals should be addressed to the Town of West Pelzer, Paula Payton, 30 Main Street, Pelzer, SC 29669.

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IV. Questions

Questions must be submitted in writing via email or hand delivered and are due no later than 12:00 PM on Wednesday, March 29, 2023. Submit written questions to: Town of West Pelzer, 30 Main Street, Pelzer, SC 29669, ppayton@westpelzer.com . Written Questions will be answered in the form of addenda which will be published on the Town website. Receipt of the addendum shall be acknowledged in the required cover letter.

The Town of West Pelzer reserves the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate, to waive defects or informalities and to offer contact with any firm in response to this RFP. This RFP does not constitute any form of offer to contract. The Town will not pay any costs incurred by the firm or individual in preparing or submitting the proposal.

V. Proposal Schedule

The following schedule shall be followed in submitting the Proposal:

Public Notice Requesting Proposals	March 15, 2023 at 8:00 AM
Deadline for written questions	March 29, 2023 at 12:00 PM
Submittal of Proposal	April 6, 2023 at 12:00 PM
Notice of Intent to Award	April 11, 2023