



Town of Summerville, SC
Town Hall Upfit and Renovation
Proposal Package Information

The Town of Summerville is seeking a qualified design-build contractor to provide design, demolition and construction services for the Summerville Municipal Complex. This proposal package is provided by the Owner and includes a basic building layout showing desired construction and demolition of new and existing walls within the Town Hall complex.

Scope of Work

The project will include the demolition and removal of interior walls, cabinetry, and trim as well as the removal of existing interior doors and windows. The project also includes the framing and installation of interior and exterior walls and windows with additional electrical and data outlets and possible rerouting of HVAC systems with additional ducts and vents. Project also includes all finishing work including paint, carpeting and flooring installation and trim.

Schedule

The Town of Summerville will hold a mandatory site visit and pre-proposal question and answer meeting on **Monday, July 13 at 10:00 a.m.** in the Training Room of the Summerville Municipal Complex (Annex building) located at 200 S. Main Street in Summerville, S.C. Any questions following the pre-proposal meeting shall be submitted in writing to Rich Palmer at rpalmer@summervillesc.gov so that we may address all questions in a posted addendum on the Town of Summerville website at www.summerville.sc.us. It is the contractor's responsibility to visit the website to receive any updates or addenda on the project. The cutoff time for questions is 4:00 p.m. Monday, July 27, 2015.

Sealed proposals are due on or before **2:00 p.m. on Wednesday, July 29, 2015** at which time they will publicly opened. Late proposals will not be accepted, **NO EXCEPTIONS**. Proposals should be marked "Town Hall Upfit" and delivered to:

Town of Summerville
Tracy Owens, Purchasing Agent
200 S. Main Street
Summerville, SC 29483

Proposals will be evaluated and a selection will be made no later than **August 14, 2015** at which time contractor will be given a notice to proceed.

Proposal

Proposal must include a clear and detailed list of all work necessary to achieve desired results including cost proposal and list of any sub-contractors. Contractor and sub-contractors must have or obtain a Town of Summerville business license and acquire any building permits necessary for the project. Incomplete or unclear proposals will not be accepted.

The proposal deemed to be in the best interest of the Town of Summerville will be selected. The selected contractor must provide proof of workers compensation insurance and liability insurance in accordance with town policies.

The Town of Summerville reserves the right to reject any and all proposals, to waive all formalities and to award the contract as it appears to be in the best interest of the Town of Summerville. The Town also reserves the right to hold any and all proposals for a period not to exceed ninety (90) days from the opening thereof.