



REQUEST FOR PROPOSALS

RFP #01-26/27 Development Opportunity 2027



Response Deadline: Tuesday, July 7, 2026, at 2:00 PM ET

Deadline to Request Additional Information and Ask Questions:
Monday, June 15, 2026, at 5:00 PM ET

All questions will be posted and answered on the City's website by
Wednesday, June 17, 2026, at 5:00 PM ET

PREPARED BY: City of Sumter

CONTACT: BJ Reed

breed@sumtersc.gov

I. INTRODUCTION

City of Sumter seeks proposals for professional office space from qualified property owners within the City of Sumter for 846 W Liberty Street. Preference will be given to owner-occupied facilities owned and operated by recognized local business with a demonstrated record of success, community involvement, and long-term investment in Sumter.

The selected location should enhance the professional image of the organization while contributing positively to the community and supporting municipal event activities.

Following a review of proposals submitted by interested developers, the City will contact those parties it determines are best suited to enter into this venture with the City.

II. REQUEST FOR PROPOSALS

A. Submittals

The City will accept submittals through **Tuesday, July 7, 2026, at 2:00 PM ET**. Submittals will be reviewed and evaluated based upon the criteria identified below:

<https://www.sumtersc.gov/departments/purchasing/rfp-rfq>

Property Ownership Requirements

Proposers must demonstrate the following:

Preferred Qualifications

- Property is locally owned and managed.
- Property is owner-occupied and owner-operated.
- Owner has maintained a successful business presence in the Sumter area for a minimum of ten (10) years.
- Owner can provide evidence of financial stability and successful operation of commercial properties or businesses.
- Positive reputation within the local business community.
- Ability to provide references from commercial tenants, clients, or community partners.

Preference may be given to businesses that have demonstrated ongoing investment in economic development, or community engagement initiatives.

Architectural and Facility Standards

The proposed facility shall reflect a professional, high-quality appearance consistent with the character and development goals of the City of Sumter.

Architectural Requirements

The building should demonstrate:

- High-quality architectural design and construction.
- Well-maintained exterior façade.
- Professional landscaping and grounds maintenance.

- Attractive streetscape presence.
- Compliance with applicable zoning and building regulations.
- ADA accessibility.
- Modern building systems and infrastructure.
- Professional interior finishes suitable for executive and client-facing operations.

Additional consideration may be given to properties that:

- Contribute to the visual character of downtown or commercial corridors.
- Preserve historic architectural elements while providing modern functionality.
- Enhance the overall appearance of surrounding commercial districts.

Parking Requirements

The property must provide adequate parking for employees, clients, and visitors.

As part of the proposal, the property owner shall agree to make parking facilities available to the City of Sumter for community events.

Minimum requirements include:

- Availability of designated parking areas for City-sponsored events.
- Parking access provided for a minimum of twenty (20) days per calendar year.
- Scheduling coordinated with the City of Sumter and property owner.
- Use of parking facilities shall not unreasonably interfere with normal business operations.
- Specific event dates and operational procedures shall be mutually agreed upon in writing.

Proposers should identify:

- Total number of available parking spaces.
- Number of spaces available for City event use.
- Any restrictions or limitations associated with event parking.

Financial Consideration

Proposals may include requests for financial consideration associated with the parking partnership and community-use commitments.

Funding Consideration

The issuing organization may consider financial participation of up to \$50,000 for proposals that:

- Meet or exceed all facility requirements.
- Provide meaningful public parking access for City events.
- Demonstrate long-term community benefit.
- Enhance economic development objectives.
- Offer exceptional value and operational advantages.

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Submission of a proposal does not guarantee funding. Any financial participation will be subject to negotiation, approval, and execution of appropriate agreements.

Required Proposal Information

Proposals shall include:

- Ownership information.
- Business history and years of operation.
- Description of owner occupancy status.
- Building location and property description.
- Architectural features and photographs.
- Floor plans and square footage.
- Parking inventory and City-use parking commitment.
- Financial proposal, including any requested consideration.
- References demonstrating successful business operations and community involvement.

III SUBMITTAL INFORMATION

A. Response Deadline:

All submittals must be uploaded to the City of Sumter's website no later than 2:00 PM ET on Tuesday, July 7, 2026.

<https://www.sumtersc.gov/departments/purchasing/rfp-rfq>

B. Scoring Criteria

Major Category	Criteria Summaries
Owner Occupancy & Local Ownership (POINT VALUE=25)	<ul style="list-style-type: none">• The successful developer must own, occupy, and operate the professional office space.
Business Reputation (POINT VALUE=20)	<ul style="list-style-type: none">• The successful developer has maintained a successful business presence in the Sumter area and has positive reputation within local business community.
Architectural Quality & Appearance (POINT VALUE=20)	<ul style="list-style-type: none">• The successful developer will have high quality architectural design meeting the included architectural requirements.
Parking Availability & City Event Support (POINT VALUE=20)	<ul style="list-style-type: none">• The successful developer will adhere to parking requirements and agreement to making parking available to City of Sumter Community events as defined.
Community Impact (POINT VALUE=15)	<ul style="list-style-type: none">• The successful developer must demonstrate meaningful community impact and engagement.

C. Questions:

All questions regarding the submittal of this RFQ must be in writing and shall be directed to BJ Reed, Strategic Initiatives Manager via e-mail at: breed@sumtersc.gov.

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III. RIGHT TO REJECT

The City reserves the right to accept or reject any and/or all proposals, to cancel the Project as defined below, to waive irregularities and technicalities, and to request resubmission. The City shall be the sole judge of whether any proposal and/or the resulting Agreement is in its best interest, and its decision shall be final. The City reserves the right to accept or reject all or any part of a submission, if it is deemed in the best interest of the City. The City, in its sole discretion, may expand the scope of work to include additional requirements. The City reserves the right to investigate as it deems necessary to determine the ability of any proposer to perform the work or services requested. Each proposer, upon request, shall provide such information as the City deems necessary to make a determination.

IV. SUBMISSION DISCLAIMER

The City of Sumter may, at its sole discretion, request that proposers supplement their qualification with additional information following the initial submittal deadline.

V. PROPOSED SCHEDULE

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Submittals Due: Tuesday, July 7, 2026, at 2:00 PM ET.

ATTACHMENT A

PROPERTY INFORMATION:

Please be aware that the buyer is responsible for confirming the availability of water, sewer, electricity, and other needed utilities.

846 W. Liberty St. Sumter, SC 29150 (TMS# 228-16-02-011)

This parcel is located near the intersection of W Liberty St. and Burress St., zoned PO (Professional Offices), and consists of 0.48 acres. Fair market value per Sumter County Tax Assessor's Office is \$15,750. Lot size is approximately 105 ft. x 200 ft.



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