**Diagram

Description automatically generated**

**Town of Waynesville**

**Request for Proposal**

**Obama King Park**

**Restroom Facility Project**

located at Calvary and Craven Street Intersection

Mailing Address:

**Town of Waynesville**

**129 Legion Drive**

**Waynesville, NC 28786**

**august 28, 2023**

# Summary and Background

The Town of Waynesville is seeking Cost Proposals to build a new restroom at the Obama

King Park located at the intersection of Calvary and Craven Streets.

Proposals will be received by:

Lisa Burnett, Purchasing Supervisor

Town of Waynesville

129 Legion Drive

Waynesville, NC 28786

Proposals must be received by **September 05, 2023, at 10:00 AM.**

The Town of Waynesville reserves the right to modify and waive any and all informalities or technicalities, or to reject any and all proposals and/or parts thereof, and to accept that proposal which it deems most favorable for the Town.

# Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 10:00 AM September 5, 2023. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Copy of contractor’s liability insurance shall be included in bid proposal. No additional bonding required.

All costs must be itemized to include an explanation of all fees and costs.

The contractor shall obtain all necessary permits as part of the proposal.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Town Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

# Project Purpose

**The purpose of this project is as follows:**

The Town of Waynesville is seeking proposals to build a stand-alone restroom at the OK

Park Facility per the drawings included with this packet.

# Project Scope

The Town of Waynesville seeks a licensed contractor to build restrooms and complete all

tasks associated with that build.

**Restroom Build**

* **Grading**
  + Rough and finish grading
* **Masonry**
  + Pour new concrete slab foundation per specifications.
  + Install proper drainage system.
  + Install block walls .
  + Install rock veneer.
  + Pour a 5’ sidewalk.
* **Plumbing**
  + Furnish and install ADA water closet.
    - Toilet
    - Sink
* Furnish and install all bathroom accessories (grab bars, all dispensers, mirrors

and changing table)

* Provide and install toilet and stall partitions-steel powder coated.
* **Electrical**
  + Furnish and install new ceiling mounted heater.
  + Furnish and install 6” recessed light fixtures.
  + Furnish and install outside can lights with photocell.
  + Furnish and install one GFI exterior outlet.
* **Carpentry**
  + Furnish and install new gutters and downspouts.
  + Furnish and install T & G on outside porch and soffits.
  + Furnish and install drywall and trim.
  + Furnish materials and install roof framing and bracing.
  + Furnish and install new shingle roof.
  + Furnish and install insulation for building.
* **Painting**
  + Painting and staining inside and outside with TOW approved colors.

# Request for Proposal and Project Timeline

**Request for Proposal Timeline:**

* **September 5th** , 2023 at 10:00 PM - All proposals in response to this RFP are due.
* **September 5th** to **September 12th**, 2023 - Evaluation of proposals will be conducted. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

**Project Timeline:**

This project requires approval for award by the Town Council. It is anticipated that this work would be recommended and approved to begin in October 2023.

# Proposals

All proposals must include proposed costs to complete the tasks described in the project scope.

Please use the bid form provided in this proposal.

The Town of Waynesville reserves the right to determine which proposal to accept as it deems most advantageous to the Town.

# Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

* Prospective bidders are required to meet all qualifications and specifications of this Request for Proposal in order to be considered for award. If a vendor does not clearly demonstrate and provide documentation substantiating that they are compliant with the qualifications and specifications of this Request for Proposal, they may be disqualified.
* All prospective bidders are to make written proposals that present the firm’s qualifications and understanding of the work to be performed. Prospective bidders shall address each of specific topics listed as a minimum. Failure to include any of the requested information may be cause for proposal to be considered non – responsive and rejected.
* Indicate your agreement with, or specific exceptions to, any of the objectives, requirements, terms, or conditions contained in this solicitation document.
* All prospective bidders shall provide copy of vendor’s Contractor License and copy of proof of vendor’s insurance.

**Terms and Conditions**

If for any reason, the firm selected shall fail to fulfill the obligations agreed to in a timely manner, the Town shall have the right to terminate the contract by specifying the date of termination in a written notice to the contractor at least (7) days before the termination date. In this event, the contractor shall be entitled to just and equitable compensation for the work satisfactorily completed.

The successful bidder will be required to furnish, within five (5) days of award notification and before commencing work, a certificate of insurance. The certificate shall name the Town of Waynesville as additional insured.

The agreement resulting from this RFP shall be required to contain the following:

“Provider agrees to indemnify, defend and hold harmless the Town of Waynesville and its officers, officials, employees and agents from and against any and all liability, loss, damage expense, costs, (including attorney fees) arising out of this agreement, caused in whole or in part by the Provider or anyone for whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the Town.”