

TOWN OF WAYNESVILLE



Municipal Building Renovation
16 South Main Street – Waynesville, NC 28786

Request for Proposals – Municipal Building Repair and Renovation Project

Statement of Service requirements and Special Conditions

Introduction and Background

The Waynesville Municipal Building, also known as the former US Post Office Building, is a historic building located at 16 S. Main Street, Waynesville, NC. It was constructed in 1917 and is a two-story, brick building in the Classical Revival style. The building housed Waynesville's Post Office until 1966 when it was purchased by the Town of Waynesville to serve as its Municipal Building.

Our Intent

It is the intent of the Town of Waynesville to solicit proposals for the repair and remodel of office space on the first floor of the Municipal Building in keeping with its historic nature.

Scope of Work and Service for Water Damage Areas

General Services
Contractor shall apply for all necessary permitting required by State and Local Government.
Contractor is responsible for contracting a roll off dumpster and pick up for demo disposal. Public safety must always be adhered to, inside and outside building.
Contractor to provide necessary supervision of construction crew.
Contractor must construct necessary barriers and keep sidewalk open for Public use.
Upon completion of project, contractor must clean-up premises. This includes inside and outside areas that were impacted during the construction process.
Framing, Drywall and Acoustical Ceiling
Contractor will be responsible for reframing knee wall as needed in the Clerk's office and HR Specialist's office.
Reframe walls as needed in restroom area and add blocking where necessary.
Contractor will reframe flooring system to create a level subfloor for finish flooring and tie-ins at doorways.
Sheetrock for all wall areas to Level 4-Greenboard/backerboard in restroom.
Refinish top of walls in the Clerk's office where tape was removed. Repair and tie in front corner at Clerk's Office counter.

Painting

Remove existing storm windows and shades and reinstall upon completion.

Prep all areas to include hallways, restroom, reception area, clerk's office and human resources office.

Prime and paint all new sheetrock with latex paint-applying two coats on all surfaces. Wall color will be a match of the existing color used in Town Hall.

Contractor will be responsible for painting all doors, walls, and trim. Any finish coatings will require exhausting fumes out of the building. All trim and casework paint will match existing color in Town Hall.

Flooring

Fill all areas and voids to provide a level surface with proper tie ins to existing flooring at doorways. Utilizing Advantech and Ardex self-leveler to provide a smooth substrate. Areas include human resources and clerk offices as well as the hallway outside restroom (hardwood).

Provide and install new porcelain floor and wall tile (as specified).

Contractor to provide and install floor tile base (as specified).

Provide and install new base and quarter round molding as needed to match existing trim.

Plumbing

Demo existing toilet and sink and cap lines.

Provide and install new ADA compliant toilet and sink. New fixtures are to be white in color.

Contractor must run new drain and water lines for new toilet and sink.

Provide and install grab bars per compliance for ADA restroom.

Contractor will provide and install restroom accessories to include faucet, paper towel, toilet paper and soap dispensers. Owner will be allowed to make final selection on style and finish.

Electrical

Contractor must demo existing electrical outlets. Five new outlets are to be installed in new counter in Clerk's office.

Contractor must provide and install new GFI receptacle, convenience outlets, vanity light and ceiling light and fan (as specified) in restroom.

Casework

Provide and install custom casework for clerk's counter. This should include an ADA step down area.

Contractor shall provide and install new Wilsonart or equal laminate tops (as specified).

Please provide all necessary products and services to provide a turn-key solution to complete this area as noted. Any unforeseen circumstances or questions must be addressed with the Town Manager for clarification. All work is to be performed during daytime work hours unless otherwise specified.

Scope of Work and Service for First Floor Renovations

General Services
Contractor shall apply for all necessary permitting required by State and Local Government.
Contractor is responsible for contracting a roll off dumpster and pick up for demo disposal. Public safety must always be adhered to, inside and outside building.
Contractor to provide necessary supervision of construction crew.
Contractor must construct necessary barriers.
Upon completion of project, contractor must clean-up premises. This includes inside and outside areas that were impacted during the construction process.
Painting
Remove existing storm windows and shades. Contractor will re-install upon completion in all areas.
Prep all areas to include large meeting room, foyer, Mayor and Assistant Manager's offices.
Prime and apply two coats on all walls, windows, doors and frames.
Prime and paint all base and quarter round.
Clean and refinish all hardware on existing doors with metal cleaner.
Contractor will remove paint from vault door in front reception area. Low VOC mechanical or chemical solution to be used. Proper ventilation must be provided. Clean and refinish vault door.
Flooring
Provide base and quarter round as needed to match existing.
Provide option to replace wood flooring (to match existing) in restroom hallway and refinish hardwood in opposite hallway, large meeting room and Mayor's office. Owner will make final selection of stain and top coat.
Fill all areas and voids to provide a level surface with proper tie ins to existing flooring at doorways. Utilizing Advantech and Ardex self-leveler to provide a smooth substrate in Assistant Town Manager's office.
Provide and install new wood flooring at both hallway entrances. This will require removal of concrete, leveling and installation of new wood floor to match existing.
Demo existing entrance mat in lobby area. Provide and install new walk off carpet tile and reducers. Contractor will remove carpet in Manager's office.
Refinish existing terrazzo in lobby to include: thoroughly cleaned and mechanically prepared with the use of a hepa-filtered dust controlled planetary and diamond grinders to achieve preparation. Contractor must do some minor repairs on terrazzo floors. Grinding/cutting application of a chemical densifier-Sase D1 or equal to polish the terrazzo and edges to a 3000-grit shine and two applications of a Sase Protect Select Sealer with burnish.
Plumbing
Contractor will run new drain and water lines for sink and future icemaker to cabinet area.
Provide new 20-gauge stainless steel sink and faucet. Contractor will be responsible for final hook-up.
Electrical
Demo the existing baseboard heaters in lobby area and large meeting room.
Provide and install new GFI and three standard outlets above new casework.
Provide and install new under counter lighting and switch (as specified).

Casework

Provide and install custom casework (as specified) for new breakroom/service area. This should include upper and lower cabinets in wall to wall application. Finish trim and tie in to existing bulkhead to be completed once cabinet installation is complete.

Light rail molding to be installed on upper cabinets.

Cabinets to be painted. Color to be chosen by Owner.

Contractor shall provide and install new Wilsonart or equal laminate tops. Owner will be allowed to make final selection on grade and color of laminate.

Glass

Provide and install custom glass on counter at Reception Area with sliding glass openings.

This should include both standard and ADA height area requirements.

Please provide all necessary products and services to provide a turn-key solution to complete this area as noted. Any unforeseen circumstances or questions must be addressed with the Town Manager for clarification. All work is to be performed during daytime work hours unless otherwise specified.

Time and Place of Work

- Office Renovation will occur at 16 S. Main Street, Waynesville, NC. The second floor of building will continue to operate with normal business hours of 8:30 a.m. to 5:00 p.m. Monday through Friday excluding holidays. Coordinate your work schedule with facilities prior to starting.
- We are requesting a start date of February 24, 2020 and finishing no later than June 30, 2020.

Necessary Equipment

The Contractor shall possess necessary equipment to perform this job.

Right to Subcontract

The Contractor shall not subcontract the installation work without the express permission of the Town. If such approval is granted this does not relieve the Contractor of liability or responsibility under this agreement.

References

The Contractor will provide a minimum of three references of similar projects performed. Including the dollar amount contracted; location of the work performed; a point of contact and telephone number of the reference. Contractor must possess an **unlimited** licensure.

Insurance

1. Contractor shall maintain, at his own expense, insurance in the amount set below. Certificates of insurance, evidencing this coverage is required at bid. Certificates naming the Town as additional insured' shall be furnished to the Town of Waynesville Finance Director within ten days of notification of the receipt of this award.
2. Workers Compensation in accordance with the laws of the State of North Carolina.
3. Liability Insurance:
 - General Liability Insurance including contractual insurance in the amount of \$1,000,000 each occurrence and, Comprehensive
 - Automobile liability insurance in the amount of \$ 1,000,000 each occurrence and property damage Insurance of \$ 1,000,000.00 each occurrence.

Payment/Taxes

1. Town of Waynesville is not exempt from sales tax.
2. The Town Manager must sign off on completed work before payment is approved.

Pricing

The Contractor shall submit a firm fixed price for "Town of Waynesville Municipal Building Renovation".

Termination for Cause

The Town of Waynesville reserves the right to terminate contractor for failure to comply with the terms of this agreement or cause.

Submission/Inquiries

Written proposals shall be submitted in writing in a sealed envelope marked “**RFP – Town of Waynesville Municipal Building Renovation**” and received no later than 3:00 pm February 3, 2020. Proposals shall be submitted to:

Purchasing Department

Robert W. Hites, Jr, Town Manager
Amie Owens, Assistant Town Manager
129 Legion Drive
Waynesville, NC 28786
(828) 452-2491

Request for Proposals for Municipal Building Renovation
Town of Waynesville

Vendor Name: _____

Date: _____

Water Damage Bid \$ _____

First Floor Renovation Bid \$ _____

Signed _____ Dated _____

*If a vendor is unable to perform all aspects of this request for proposal said limitations shall be noted in the submitted proposal as stated on an attached document. **The Town of Waynesville reserves the right to accept/reject any and all offers which it deems is in the Best Interest of the Town.***

References

List a minimum of three references:

Name of Company _____

Contact Person & Phone Number _____

Scope of Work _____

Name of Company _____

Contact Person & Phone Number _____

Scope of Work _____

Name of Company _____

Contact Person & Phone Number _____

Scope of Work _____

Name of Company _____

Contact Person & Phone Number _____

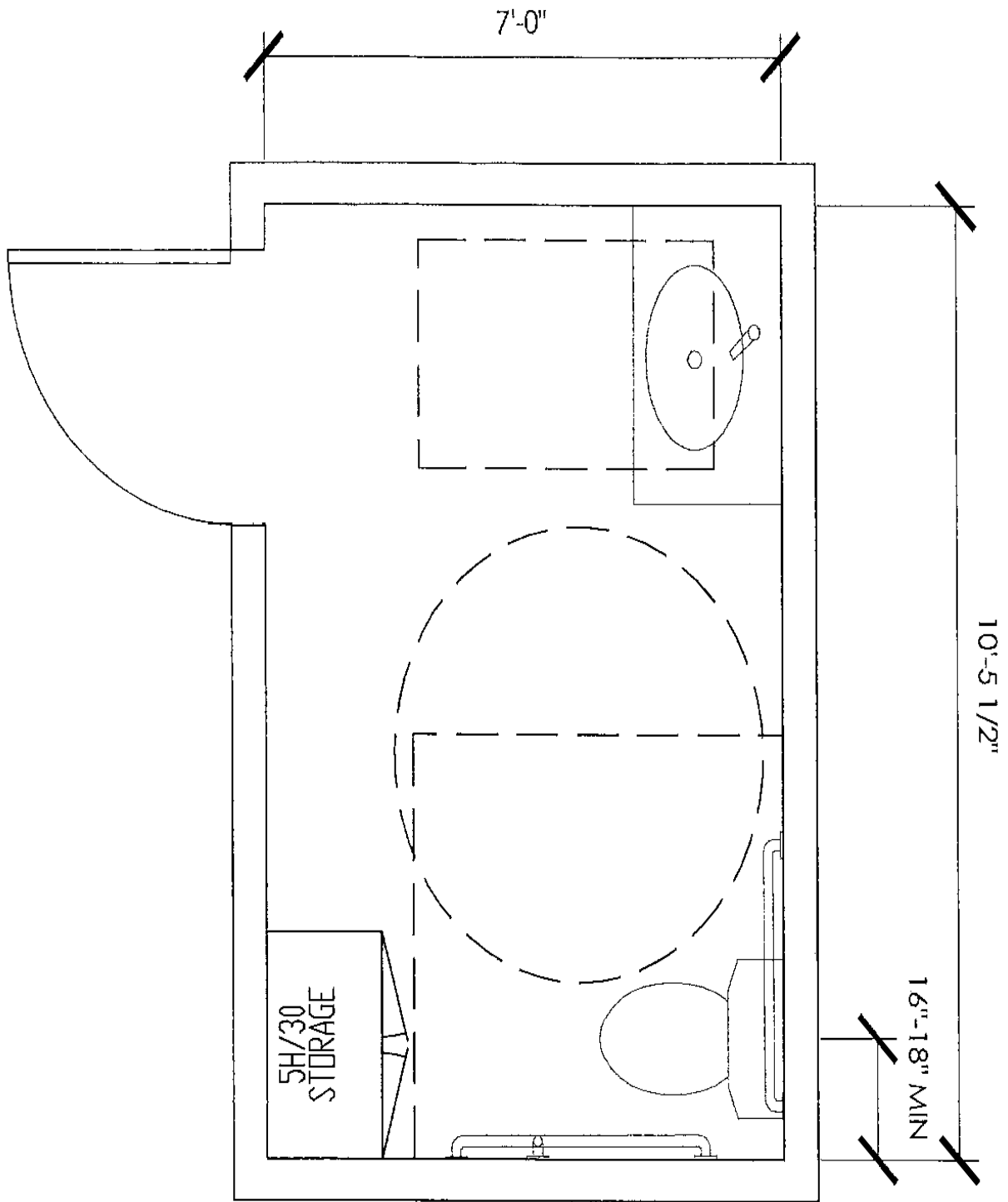
Scope of Work _____

Name of Company _____

Contact Person & Phone Number _____

Scope of Work _____

RESTROOM



Town of Waynesville Renovation

Floor Tile Specification

MFR: Florida Tile-Porcelain -Divinity 12" x 24". Substitutions should be approved by Owner.

Wall Tile Specification

MFR: Florida Tile-Mosaic. Substitution should be approved by Owner.

Base Tile

MFR: Florida Tile-Porcelain-Divinity 3" x 24". Substitutions should be approved by Owner.

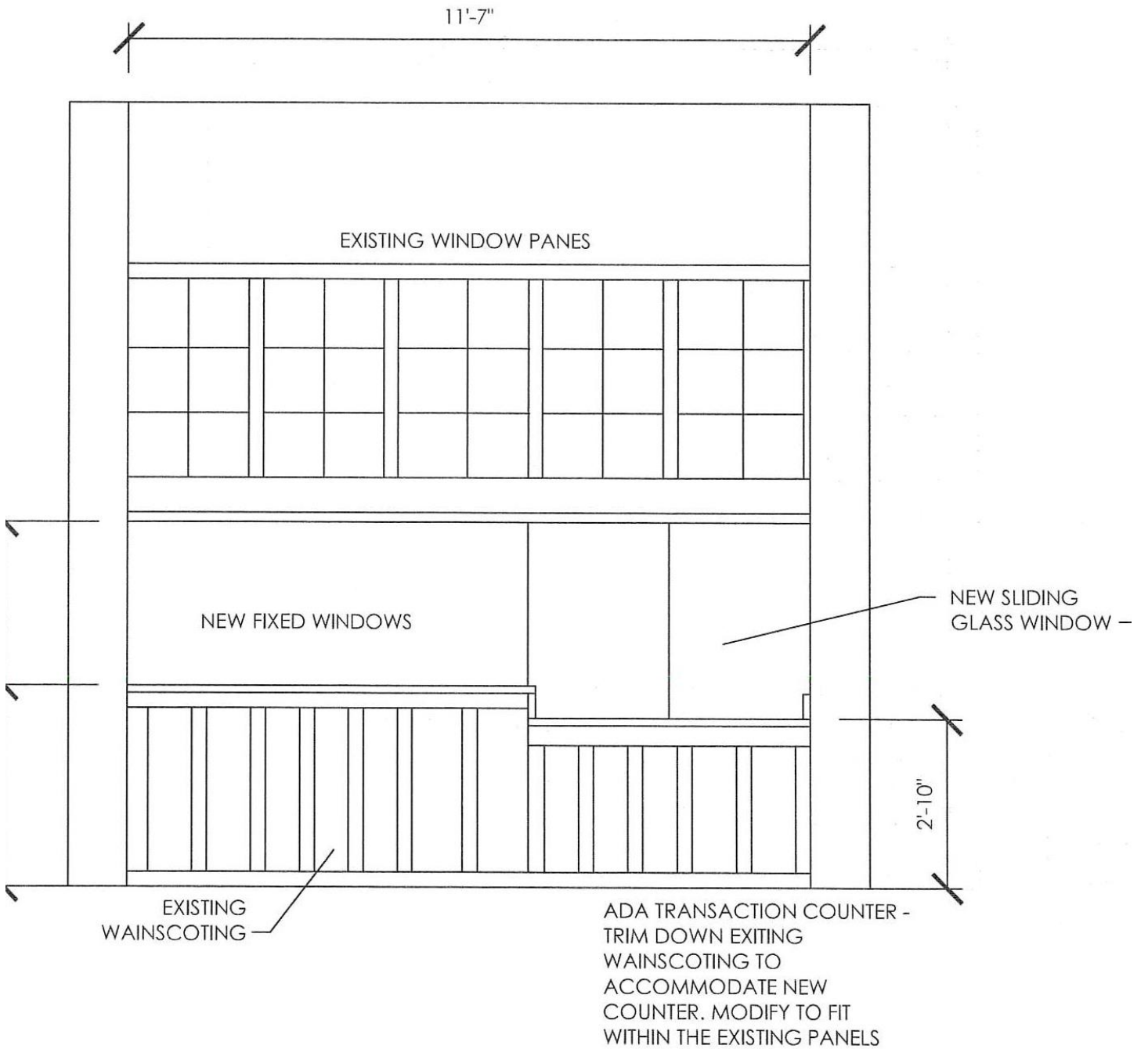
Wall Paint

Sherwin Williams Pro Classic Latex (or equivalent) color matched to existing wall color.

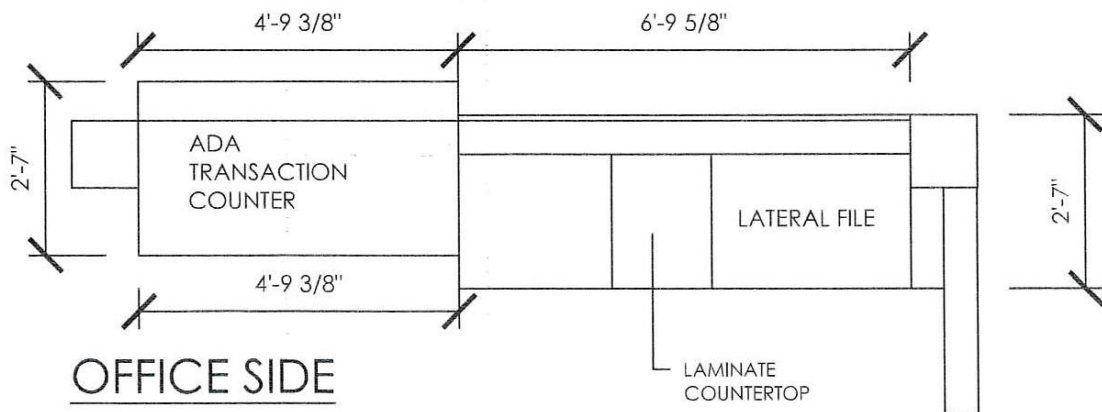
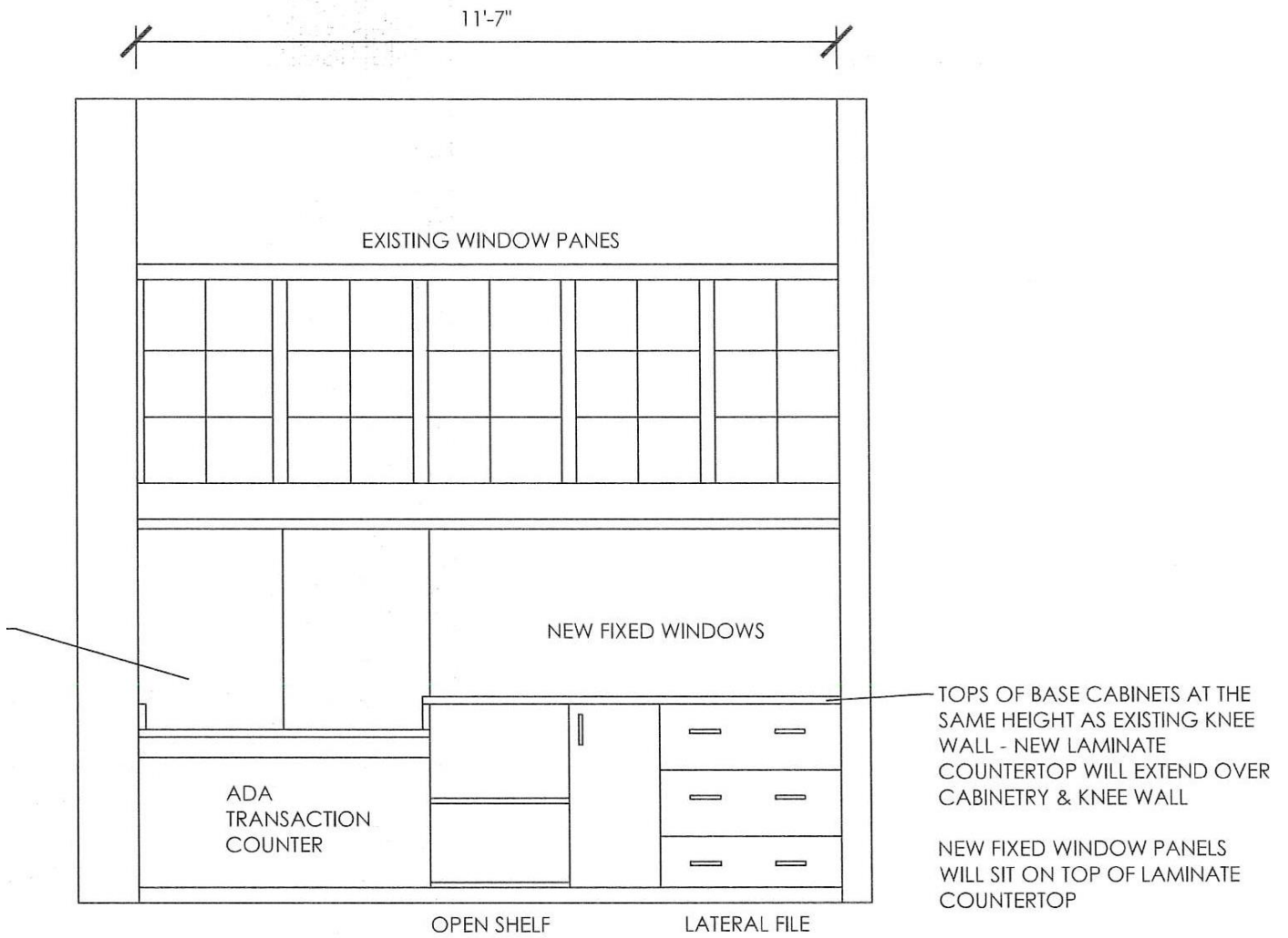
Sherwin Williams Pro Classic Enamel (or equivalent) color matched to existing casework and door color.

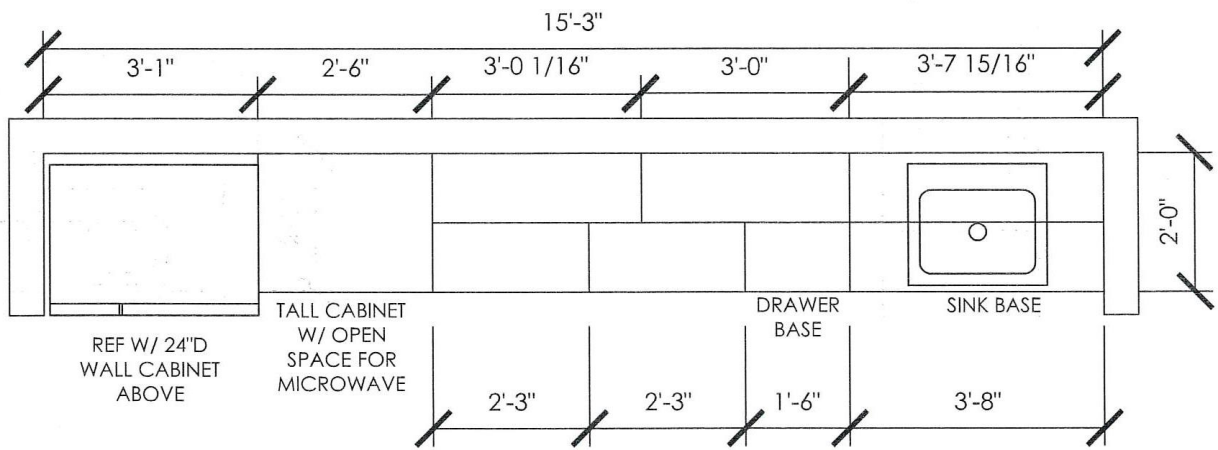
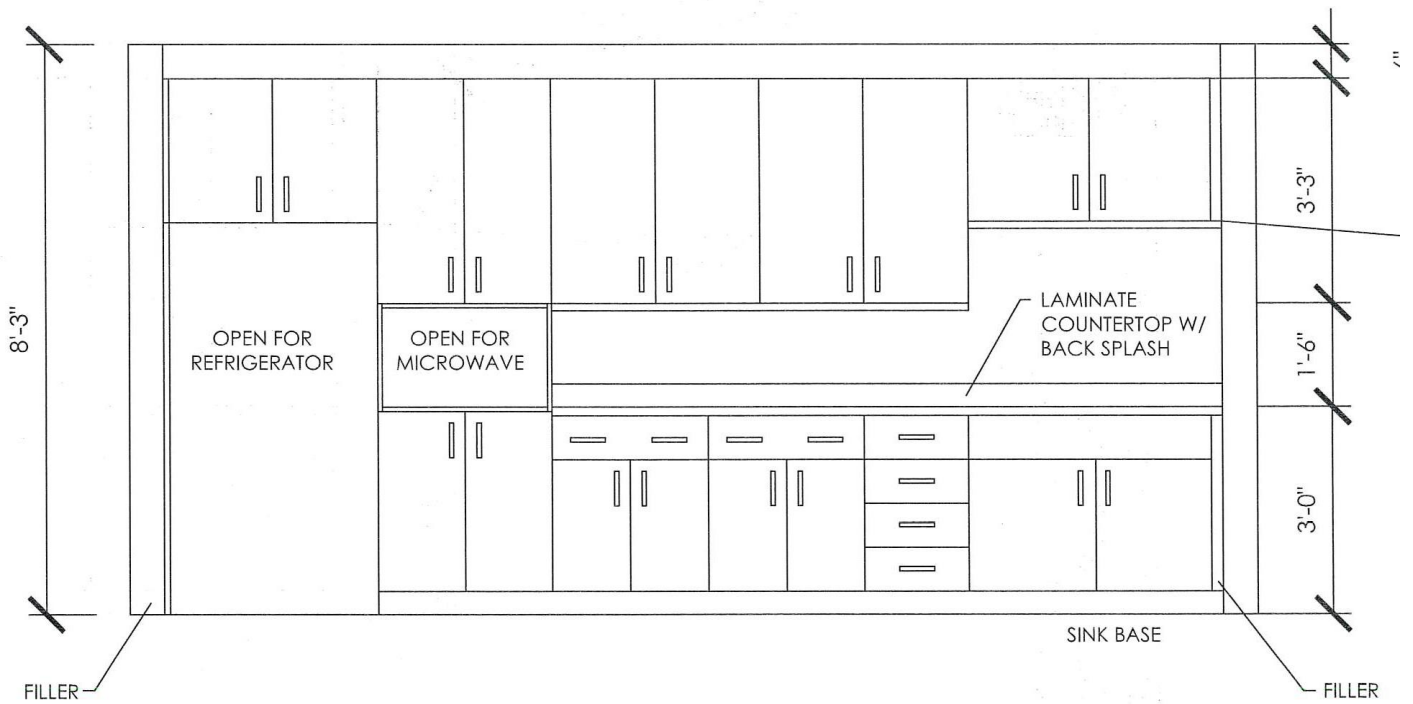
Sherwin Williams wall and trim primer (or equivalent).

LOBBY SIDE



OFFICE SIDE





MEETING/TRAINING ROOM