

# Request for Proposals

Issue Date: September 29, 2021

Due Date: October 25, 2021

Contact Information:

Brent Dean

Public Services Director

910.285.2812

[bdean@wallacenc.gov](mailto:bdean@wallacenc.gov)

## Project: Wallace Armory Public Services Renovation

### Background

The Town of Wallace owns the property at 838 Old Wilmington Road, Wallace, NC, which includes a decommissioned NC National Guard Armory structure. The structure and grounds are being converted and upfitted to house the Town's Public Services Department including various utility infrastructure divisions, supplies, equipment, and related staff. The transition to this site is tied to their current facility being purchased by a private entity, so the intent and desire of this phase of the project is to focus on basics for operations with the potential of other work in future phases. It is also the intent to move quickly to implement the work as described in order for the Town to have full use of the space as soon as is feasible.

### Site Description

The site is located at 838 Old Wilmington Road in Wallace, NC consisting of a decommissioned NC National Guard Armory facility including a 13,400 square foot structure on approximately 5.2 acres. The facility was in operation from 1961 to 2016.

### Site Limitations

There are no significant site limitations. The work being proposed will generally provide basic upgrades to an existing structure. Public Services operations will continue on and/or near the site of the renovations.

### Project Goals

The goal of the project is to provide a sustainable, long term upfit to the facility by modernizing the office areas of the structures and joining them with the more utilitarian larger bay area by way of a new hallway structure.

### Questions or clarifications

Contractors are encouraged to review the bid documents and submit questions to Brent Dean at: [bdean@wallacenc.gov](mailto:bdean@wallacenc.gov) or 910-285-2812 no later than 1:00 PM, Thursday, October 14, 2021 in order for timely issuance of addenda or clarifications, if necessary. Bidders must be a licensed contractor in the State of North Carolina.

## Submission Details and Timeline

Activity	Date
Request for Proposals issued by City	September 29, 2021
Mandatory Pre-Bid Walk Through	October 8, 2021 10 AM
Deadline for submissions/ Bid Opening	October 25, 2021 1:30 PM
City Council approval	October 28, 2021
Projected Work Authorization	October 29, 2021

Each submission should include the components outlined below. Each component may be relatively succinct if the key information is conveyed.

**Bidders are required to attend a pre bid facility walkthrough on October 8, 2021 at 10 AM at 838 Old Wilmington Road, Wallace, NC**

### ***Cover Letter***

- The cover letter should serve as the introduction to the proposal and to your organization or team. Including a description of what makes you uniquely qualified to complete this project

### ***Description and Qualifications of your Organization***

- Describe your organization or team and the key staff members who will have direct responsibility for work on the project. Include a list of proposed subcontractors if any.
- Indicate how long your organization has been operating and your current contracting licenses
- Provide a copy of your company liability insurance certificate

### ***Relevant Experience and References***

- Provide project summaries of at least three (3) recent, relevant projects and reference contact information of the recent projects listed.
  - Reference's Name
  - Title / Position
  - Organization
  - Project Name
  - Email
  - Phone

### ***Project Tasks and Work Plan***

- Provide a general work plan and any additional description as needed along with cost proposals for the following using the included cost proposal form.

### ***General Operational Timeline (subject to change)***

- Provide a projected project timeline to include at a minimum the estimated project start date and project completion date assuming a contractor is selected and is approved by Town Council on October 28, 2021.

### ***Price Proposal***

Provide a price proposal for the project on the included form for the main project, Divisions 1-12, and also the alternate bid items, 13, 14 and 15. Please use the included form.

### **Submission Deadline**

All proposals must arrive at Town Hall by October 25, 2021 by 1:30 PM for a bid opening addressed to:

**Brent Dean, Public Services Director  
Town of Wallace  
316 E. Murray Street  
Wallace, NC 28466**

### **Submission Disclaimer**

The Town may, at its sole discretion, request that proposers supplement their qualifications with additional information following initial submittal. The Town reserves the right to reject any or all proposals submitted, to cancel this RFP, and/or to modify and reissue the RFP at any time. Pursuant to the North Carolina Public Records Act, all documents submitted in response to this RFP will be considered public records and will be made available to the public upon request.

**Use provided Town of Wallace Cost Proposal Form found at the end of this RFP.**

### **Selection Criteria**

- **Qualifications** - Town will evaluate proposals based on relevant experience, qualified staff or subcontractors to perform the work, and references.
- **Proposed Work Plan** - Town will evaluate proposals based on Contractor's standard approach or proposed work plan to complete project tasks for the project, including the evaluation of proposed timelines to complete the desired work.
- **Cost proposal** - Town will evaluate proposals based on cost proposal form submissions for the primary work and alternate work bid items.

## DESCRIPTION OF WORK TO BE PERFORMED

### DIVISION 1 — GENERAL REQUIREMENTS:

The work: The contractor shall perform all the work covered by this contract which consists of furnishing all labor, equipment, and materials necessary for the completion of the described project except as otherwise stated.

This project proposals should include contractor provided:

1. Travel
2. Labor
3. Supervision
4. Clean-up
5. Trash Removal
6. Safety/First Aid
7. Payroll Taxes/Insurance
8. Fasteners
9. Freight
10. Small Tools
11. Office Supplies
12. OSHA Compliance
13. Fuel
14. Clerical/Scheduler
15. Construction Photos
16. Drinking Water
17. Telephone/Communication
18. Not included
  - a. Underground Objects: Any underground object that requires relocating, removal, or that results in additional cost to this contract will be added to the contract price as an extra, additional cost, or a change order, i.e. below ground stumps, tanks, concrete, trash. None anticipated.
19. Contractor is Responsible for removal of any hazardous material unless specifically noted in this contract, i.e. asbestos, lead paint, hydrocarbons. Newly identified hazards to be removed will be done as a change order if and when identified. NOTE: Currently only the existing office floor tile is identified as asbestos containing, and its removal/ disposal is the responsibility of the contractor within their bid.
20. Insurance Provided: Worker's Compensation Insurance as required by the State of North Carolina, and General Liability (\$1,000,000) per occurrence. Certificate must be provided prior to authorization to begin work.
21. Fees: Building Permit fees are to be included.
22. Local Building Code Compliance: Contractor shall adhere to NC Building Codes and Town of Wallace Codes.
23. Supervision; The Contractor shall supervise and direct the work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures and for coordinating all portions of the work under the contract, unless contract documents give other specific instructions concerning these matters.
24. Temporary utilities and sanitary facilities:. Water and electricity provided by the owner.
25. Testing: None anticipated
26. Clean up: Contractor shall at all times keep the construction area reasonably free from accumulation of waste materials and rubbish. Upon completion of the work, Contractor shall leave work area in a clean and workmanlike manner

27. Warranty/Guarantee: A one year guarantee on workmanship will be provided upon completion and owner acceptance of work.
28. Any work requested or performed that is not specifically mentioned in this proposal/contract will be handled as additional cost. All additional costs of materials will be billed at cost plus 10% overhead and 10% profit. "Cost" of changes to include administrative cost, design cost, and other impact cost caused by the changes except as stated otherwise in this agreement. Contractor to Request a Change Order for approval.
29. Bidders are required to attend a pre bid facility walkthrough on **October 8, 2021 at 10 AM**

**DIVISION 2 — DEMOLITION: (see diagram for work locations noted as A through Z rooms or spaces)**

1. Remove and dispose of the windows located along the front, along the left side, and on the right-side bathroom of the building, Right-side boiler-room window, and on the rear of the building. (A,B,C,DF,G,M,R,X,N,K)
2. Remove and dispose of the window units in the offices inside of the building. (A,B,C,D,F,G,X,Y)
3. Remove and dispose of the remaining asbestos floor tile in the offices inside of the building. (A,B,C,D,E,F,H,J, X, O, R))
4. Remove and dispose of any damaged existing ceiling tiles. (A,B,C,D,F,X)
5. Remove and dispose the radiators and piping inside the offices in the building. (A,B,C,D,F,G,X,)
6. Remove and dispose of the existing toilet partitions. (K,L,M)
7. Remove and dispose of the broken skylight in the "mop room". (S)

**DIVISION 3 - CONCRETE: (P)**

1. Fill in the 12'1"x18'2"x15" pit in the old shooting range room with fill dirt up to 4" below existing slab grade.(P)
2. Provide and install #5 dowels at 2' on centers to tie the existing slab into the new slab.
3. Provide and install plastic and welded wire mesh in the pit area.
4. Cast in place a 12'1"x18'2"x4" slab in the old pit area.

**DIVISION 4 — ROUGH CARPENTRY: (new hall noted as "I")**

1. Frame new 8-foot-wide hallway walls along front and the left side along the offices using 2"x4"s at 16" on center to include the first door of room "X".
2. Hang Treated 2"x8" ledger using tapcons along the existing CMU wall.
3. Frame 2"x8"s for the beams for the hallway.
4. Frame the ceiling joists using 2"x 8"s at 16" on center.
5. Provide and install plywood for the roof of the hallway.
6. Provide and install OSB along the outside of the walls of the hallway.
7. Insulate the walls using R-13 and insulate the ceiling using R-19.
8. Hang and finish the inside of the hallway using Type X Sheetrock.
9. Provide Weight Limit Information signage for Hallway Ceiling exteriors posted ever 10 feet.
10. Install a wood framed, sheetrock wall , dividing room G between the doors to create an office work space.
11. Install a wood framed, sheetrock wall , dividing room X to create an office work space.

**DIVISION 5 — FLOORING:**

1. Provide and install new VCT tile inside the offices and new hallway. (A-I and R)
2. Provide and install a rubber wall base along the walls and new hallway.(A-J, O, R, X)
3. Install epoxy paint flooring in Rooms G and X, and Halls J and O.

### **DIVISION 6— DOORS AND WINDOWS:**

1. Provide and install three new half glass doors, and one -half glass double door with hardware for the newly installed hallway. (i)
2. Install bronze framed storefront with bronze tinted windows along the front, along the left (southern) side, and on the right-side of the building and along the rear of the building, and on exterior door leading to hallway. (A,B,C,D,F,G,M,R,X,N,K,H,Y)
3. Replace door joining offices B and C.
4. Install new skylight fixture in the mop room (S).

### **DIVISION 7 — PAINT:**

1. Repaint all of the existing office and meeting room spaces walls . (A, B, C, D, E,F,G, R, X)
2. Paint the walls and ceiling of the newly installed hallway (i)
3. Paint all the doors. (H, A B C D E F G J K, L,M,O,R,X)
4. Paint walls and ceilings of existing hallways and entrance areas (H, J, O, E))
5. Paint Walls and Ceilings of bathrooms (K, L, M)
6. Paint Kitchen Ceiling ( R )
7. Paint exterior ceiling, fascia, and supporting poles of outdoor entrance awning. (Z)

### **DIVISION 8 — BATHROOM PARTITIONS:**

1. Provide and install new solid plastic toilet partitions that are floor mounted and overhead braced to replace the 8 stalls removed from the bathrooms. (K, L, M)
2. Reconfigure bathroom partitions in room (L) to a single stall ADA Accessible Bathroom layout.

### **DIVISION 9- PLUMBING:**

1. Currently evaluating, but no planned work associated with this request for proposals at this point.

### **DIVISION 10- HVAC: (A,B,C,D,E,F,G,M,R,X,I)**

1. Provide and install three Mitsubishi 19 seer HP systems (or equivalent) with wall hung ductless air handlers that will be mounted high side wall per preference and manufactures recommendations.
2. Place outdoor heat pumps on properly sized Ultralite pads.
3. Run properly sized refrigerant lines-sets.
4. Run permanent drain line from attic to the exterior of the building.
5. Put line hide covers on all exterior line-sets.
6. Install ERVs in the bathrooms.

### **DIVISION 11 - ELECTRICAL:**

1. Remove and dispose of the existing lights except for the Warehouse Bay lighting. (A,B,C,D,E,F,G,Z,H,J,O,M,R,X,K,L)
2. Install sixty-four 4" LED surface mount strip lights and sixteen 2x2 LED strip lights, total for all the office and conference rooms. (A,B,C,D,E,F,G,Z,H,J,O,M,R,X,K,L)
3. Install four vanity lights in the bathrooms. (K,L,M)

4. Provide and install lights and receptacles in the new hallways. (i)
5. Install conduit, conductors, and disconnects for three heat pumps.
6. Provide and install 120V circuits to two flow ducts and two ERV units. (K,L,M)
7. Replace Exterior Awning Lighting with 3 LED fixtures. (Z)
8. Warehouse bay lights will remain unchanged. (W)
9. Install separate controls for lights in new office created in space G.
10. Install additional electrical receptacles along walls in room G.
11. Replace 2 bay garage door flood light fixtures with LED fixtures

#### **DIVISION 12- CEILINGS**

1. Install new drop ceiling in office space designated as room "G"
2. Repair or replace ceiling tiles as needed in office spaces designated as (A, B, C, D, F, X)

### **Alternate Bid Items**

The following items should be bid as separate, free standing alternate bids. The Town will evaluate these separately from the other Divisions of work 1-12 that will be evaluated as a consolidated price proposal. The Town may elect to accept any , all or none of the alternate bid items.

#### **DIVISION 13- EXTERIOR HALLWAY ELEVATED STORAGE**

1. Install one set of aluminum OSHA stairs and 50 feet of steel pipe railing to service the exterior top platform storage area over the new hallway. (I)

#### **DIVISION 14- EXTERIOR SIGNAGE**

1. Install one , double sided ground mounted 6 feet x 4 feet sign to include wording" Town of Wallace, Public Services, 838 Old Wilmington Road (SEE SIMILAR TOWN SIGN for WWTP AT 851 OLD WILMINGTON ROAD)
2. Remove existing, exterior building letters and replace with "Town of Wallace Public Services" in metal wall-mounted, 20 inch lettering. The existing letters are to be returned to the Town.

#### **DIVISION 15- FLAGPOLE RENOVATIONS**

1. Prep and paint flagpole
2. Install flagpole spot lighting
3. Repair pulley mechanism as needed.

**Town of Wallace Cost Proposal Form**  
**Wallace Armory Public Services Renovation**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_

**Primary Contact Phone:** \_\_\_\_\_

**Primary Contact Email:** \_\_\_\_\_

**Fed ID. Number:** \_\_\_\_\_

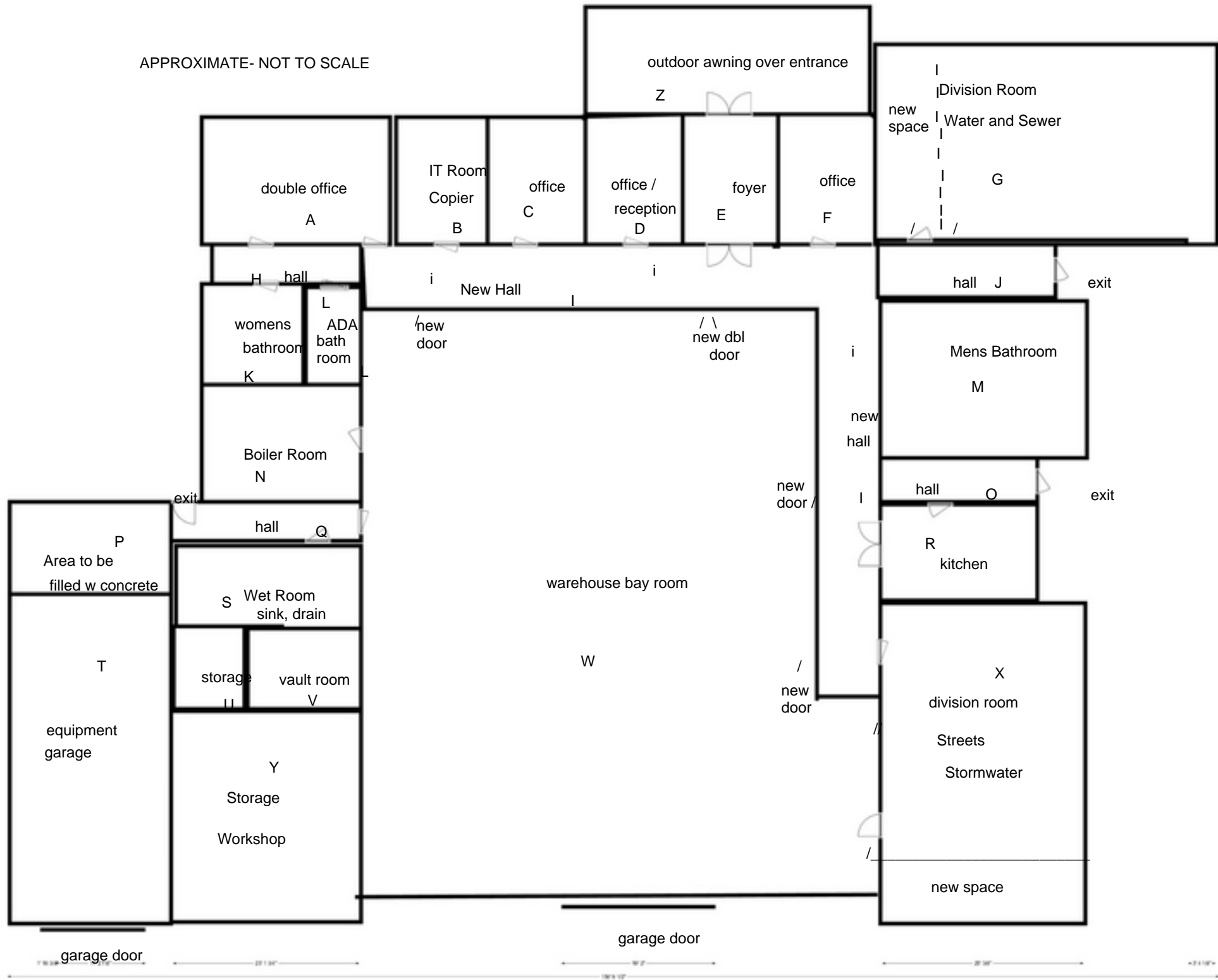
**NC Contractor Type & License No:** \_\_\_\_\_

DIVISIONS	PRICE PROPOSAL
Divisions 1-12	\$
Alternate Division 13	\$
Alternate Division 14	\$
Alternate Division 15	\$
<b>Total with All Divisions and Alternates</b>	\$

Primary Contact Signature \_\_\_\_\_ Date \_\_\_\_\_



APPROXIMATE- NOT TO SCALE



APPROXIMATE NOT TO SCALE

**Armory Floor Plan Notations**  
**(approximate measurements in feet)**

- A. Double Office Approximately 24 X 16
- B. Copier/Electronics/ IT Room Approx. 12 X 16
- C. Office Approx. 12 X 16
- D. Office with Reception window Approx. 12 X 16
- E. Entrance Foyer/ waiting room approx. 11.5 x 16
- F. Office Approx. 12 X 16
- G. Large Division Room Approximately 42 X 24
- H. Existing Hall approx. 23.5 X 5.5
- I. New Hall to be constructed, 8 feet wide connecting offices, division rooms, kitchen and bathrooms in L shape. To be constructed with a ceiling weight rating noted.
- J. Existing hall approx. 21 X 5.5
- K. Existing Bathroom approx. 15 X 16
- L. Existing Bathroom approx. 8 X 16
- M. Mens Bathroom / Showers Approx 21 X 16
- N. Boiler Room Approx. 18 X 22
- O. Existing hall to exit and kitchen approx.. 5.5 X 16
- P. Area to be filled with concrete in smaller equipment garage/bay approx. 12 x 18
- Q. Existing Hall 20 x 5
- R. Kitchen with passthrough to Warehouse approx.. 12 X 16

**S. Wet Room/ Mop Room approx.**

**T. Equipment Garaage Approx**

**U. Storage Room**

**V. Vault Room**

**W. Warehouse Bay Room**

**X. Division Room**

**Y. Storage/Workshop**

**Z. Exterior Main Entrance Awning**