



## Henderson County Capital Projects

100 North King Street, Suite 206  
Hendersonville, North Carolina 28792

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*Memorandum To: Interested Qualified Bidders*

*From: Brian Cotton  
Capital Projects Superintendent  
Bryan Rhodes  
Capital Projects Construction Manager*

*Subject: Request for Proposals:  
Dana Park Community Building Remodel*

*Date: JAN 23<sup>rd</sup>, 2024*

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**Mandatory Pre-Bid Meeting:** **February 6<sup>th</sup>, 2024, @ 10:00 am**  
Dana Park Community Building  
2879 Upward rd.  
Flat Rock, NC 28739

**Proposals are due:** **February 20<sup>th</sup>, 2024, by 2:00 pm**  
Henderson County Government Offices  
Attention: Brian Cotton  
100 North King Street, 2<sup>nd</sup> Floor, Suite 204  
Hendersonville, NC 28792

**Location of Work:** Dana Park Community Building  
2879 Upward Rd.  
Flat Rock, NC 28739

**Last Day for Questions:** February 13<sup>th</sup>, 2024, at 3:00pm. Question must be in written form by email or USPS letter on or before, but NLT date indicated. Submit all questions to Brian Cotton the HC Capital Project Superintendent  
[bcotton@hendersoncountync.gov](mailto:bcotton@hendersoncountync.gov)

Sealed hard copy bids will be received from bidders by Henderson County at the Henderson County Government Offices, 100 North King Street, Suite 204, Hendersonville, North Carolina 28792 until February 20<sup>th</sup>, 2024 @ 2:00 pm.



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### Scope of Work:

- Provide all required permits and inspections.
- Provide all labor and material to complete project per RFP, Drawings and Permit Requirements.
- Demo existing ceiling, lighting, hvac diffusers, as needed to meet design requirements in common area and kitchen.
- Demo existing kitchen cabinets, sink and appliances.
- Demo existing fireplace, hearth, and mantle.
- Demo existing interior/ non load bearing wall in kitchen area.
- Demo existing passthrough countertop.
- Demo existing drain to below slab in Common area floor at exterior wall. Verify drain is not connected to existing system.
- Provide new stand-alone stainless sink and faucet for kitchen as per spec or suitable owner approved substitution. Reconnect to existing utility connection.
- Sheetrock exterior wall at kitchen sink area. Re-trim around existing window.
- Provide and install new electrical wiring/devices in Kitchen and Common area as needed per design and state and local building code.
- Provide and install new lighting for kitchen area as per spec or suitable owner approved substitution.
- Provide and install new stainless counter at existing passthrough.
- Rework/ replace existing HVAC duct work to meet new design requirements.
- Provide and install new lighting for Common area as per spec or suitable owner approved substitution.
- Insulate and sheetrock common area ceiling. Sheetrock to follow truss profile. Ceiling finish to be knockdown.
- Infill existing fireplace after demo, finishes to match.
- Provide and install flat cap on existing chimney. Contractor must submit for approval.
- Repair/replace existing front and rear entry doors/ hardware.
- Provide and install new LVT flooring throughout Common, Kitchen area and into 1 Restroom. See spec.
- Install new vinyl cove base throughout where new LVT is installed. See spec for color.
- Paint walls, trim and doors throughout Common and Kitchen area. See spec for color.
- Continue framing from existing return closets in Common area to new ceiling height, sheetrock existing closet and install door/ hardware.
- Provide and install fire extinguisher box. See attachment.



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### **GENERAL:**

Henderson County requests proposals to provide a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, permits, inspections to complete project. Contractor is to meet or exceed all requirements and specifications outlined in the RFP, Pre-bid and State and local codes.

- Contractor is required to provide a scheduled timeline for time frame of project.
  - Contractor is required to furnish all necessary supervision, labor, tools, equipment, and materials to complete the work outlined in the RFP and Pre-bid meeting.
  - Contractor will be required to provide a detailed written warranty for all work upon completion of project.
  - The Contractor will be responsible for permitting and scheduling of inspections.
  - The Contractor will be responsible for providing own power for project if power is not available.
  - The Contractor will be responsible for providing a dumpster.
  - Smoking is not permitted on the job site.
  - Contractor will need to barricade the work area with safety cones and caution tape to prevent pedestrians from entering the work area.
  - Contractor is required to ensure all workers are wearing proper P.P.E. (Hard hat, safety glasses, gloves, Hi-vis clothing etc.) during construction and following all required OSHA guidelines.
  - Any damage to walkways, pads, patios, and foliage will be the responsibility of the Contractor to repair or replace at his expense.
  - All utility interruptions are to be scheduled with the owner. This includes times which the fire notification may need to be taken offline for work.
  - All workers are required to wear proper work attire.
  - Weapons are prohibited on County property.
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Project will be awarded on base bid price.

**Base Bid:**           \$ \_\_\_\_\_

**Additional Pricing Requested:**

**Alternate 1.**           \$ \_\_\_\_\_

**Cost of framing and sheetrock to cover infilled area at demolished fireplace area. Floor to ceiling**

**Alternate 2.**           \$ \_\_\_\_\_

**Cost of replacing existing duct work with exposed spiral duct below finished ceiling.**

**Alternate 3.**           \$ \_\_\_\_\_

**Cost of provide, install and wiring of can lighting in Common area instead of specified lights.**

**Alternate 4.**           \$ \_\_\_\_\_

**Cost to repair Restroom window.**

**Alternate 5.**           \$ \_\_\_\_\_

**Cost to add/ replace exterior lights in soffit at walkways.**

**Alternate 6.**           \$ \_\_\_\_\_

**Cost to add/ replace existing vinyl soffit with hardie board and paint.**

**The following information must be included in the proposal:**

1. All applicable licensure with North Carolina.
2. General Workday Schedule for "all anticipated workdays start and completions" or stoppage.
3. Warranty on all above work
4. Proposals to be in the form of a proposed contract signed by the bidder and ready for the County's approval.
5. Include a copy of COI, W-9 form and all applicable licenses.
6. Proposals should include a lump sum price for the base bid work with separate pricing for each alternate listed.
7. Contractor is required to price all alternates as well as base bid price.  
Include all applicable taxes in proposal. Henderson County is not tax exempt.



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### ACCEPTANCE OF WORK

1. All work must be permitted by Henderson County and receive County inspections. Owner is to receive written copies of all.
2. Owner is to receive all warranties, maintenance manuals, product data, closeout documents.

See “Doing Business with Henderson County” for general information and Henderson County Insurance and Bond Requirements along with Minority Business Participation Guidelines at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>

### **Terms & Conditions:**

Any proposal submitted to Henderson County shall be deemed to include all the Terms and Conditions shown in the document found online at

[https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson\\_county/page/42611/terms\\_and\\_conditions\\_02.23.2022.pdf](https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/terms_and_conditions_02.23.2022.pdf)

These Terms and Conditions, which refer to a “purchase order”, shall be deemed to be included in any contract entered as a result of this Request for Proposals (“RFP”).

Any attempt by a proposed contracting party (the “Bidder”) under the RFP to exclude any of these Terms and Conditions shall cause any Proposal made in response to this RFP to be deemed to be non-responsive (unless Henderson County has notified the Bidder that the funding source for the goods or work sought under this RFP is not federal funds, in which case those provisions under number 15 of the Terms and Conditions (and all subparts thereunder) may be excluded from a Proposal.

Henderson County reserves the right to reject any and / or all bids. Qualified contractors interested in bidding on this project may contact **Brian Cotton @** [bcotton@hendersoncountync.gov](mailto:bcotton@hendersoncountync.gov) .