



TOWN OF DENTON

PROJECT REFERENCE. 4 N 2ND ST. BID 14-002

13 North 3rd St., Denton MD 21629

www.dentonmaryland.com

ALL BIDS ARE DUE AT 2PM EDT ON APRIL 24, 2014

Request for Bidders – Town Hall Building Renovation Proposal

The Town of Denton has recently purchased the building located at 207 Market Street in Denton, Maryland. (Formerly the PNC Bank). The Building address will change to “4 North 2nd Street” after construction is completed.

The Proposal calls for a Design-Bid-Build project delivery format.

A mandatory pre-proposal meeting will be scheduled at time of advertising for all trades interested in building segments or specified equipment required (**Monday, MARCH 26, 2014 at 2:00 PM EDT at project site**).

From the specifications listed below and the attachments, contractors are able to present a cost proposal on the entire project in the format provided as a Bid Unit Cost Template. The Town of Denton may accept a total proposal for the entire project, or by individual Scope, or award by cost and the contractor’s experience. The Town of Denton will also accept material substitution, with product specification for the requested material and the substitution material that the contractor would like to use for the substitution. All building paint will be provided by the Owner with the contractor applying the minimum of one coat of primer and two coats of final paint for the square footage required to completely cover all interior building walls.

Construction will be approved by the Mayor and Council of The Town of Denton. A ninety day construction schedule is required with the exception of the elevator and generator installation as the date of operation will be coordinated by contractor and owner. Building occupancy must be completed within the ninety day schedule.

Start date and construction plans must be presented at the time of the contract award. The contractor must provide Structural Engineering Drawings for the elevator and the entire structure prior to construction for the purpose of applying for a building permit from the Town of Denton Building Inspection Department. The Town of Denton desires an Otis Elevator, pit less with a machine room-less.

The contractor must provide an electrical schedule and systems upgrade for the project. All upgrades to the Delmarva Power specification will include all permits and inspections in compliance with the MD. Building Performance Standards (MBPS) and Denton Building Codes.

Any lighting upgrades for interior lights shall be LED where noted and must also meet Maryland Energy Specifications, and the Town of Denton Energy Policies. A Lighting Drawing Plan must be presented for review prior to installation. The Town of Denton requires automatic wall switches for all areas unless

**SCOPE OF WORK – ROOM BY ROOM
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otherwise indicated on the attached drawing. The Town of Denton will require a number of lighting fixtures to remain on at all times as indicated on sketches or at time of drawing review.

All exterior doors will be re-keyed to a master; all attempts to re-key interior doors to same key pattern is recommended. The Town of Denton will identify interior doors to fit master key which may include office doors. The Town of Denton will provide a KNOX Box for installation on the 2nd Street entrance door.

Owner has surplus and salvaged materials and furnishings that shall be used or installed during construction operation.

One set of As Built drawings, one set paper and one digital copy (CD) Portable Document Format (PDF) is required to receive final payment.

ADDITIONAL REQUIREMENTS OF THIS RFP:

1. All proposals are required to be submitted and maintain a Bid Bond.
2. Elevator Substantial Completion* shall be obtained Thirty (30) Days after Substantial Completion of the 1st and 2nd Floors. Contractor is required to pay Liquidated Damages in the amount of One Thousand Dollars (\$1,000.00) / daily for the 1st five days and Five Thousand Dollars (\$5,000.00) daily after the first five days in the event Elevator Substantial Completion is not obtained after the timeframe for Substantial Completion of the 1st and 2nd Floor.

* NOTE: Elevator Substantial Completion shall mean "Legal and full functional use". Elevator is considered Substantial Completion upon obtaining approvals for all inspections, third party and State of MD., and be fully operational and approved for Public use.

SCOPE OF WORK NOT IN THIS CONTRACT REQUEST

The following are Not in Contract (NIC) and presented for INFORMATION PURPOSES ONLY –

Heating and AC existing units require service; including Unit 7 which is located on the second floor (currently off line) and Unit on 1st Floor currently has A/C, and no heat. Current thermostats were updated through Delmarva Energy for seven day cycle and will remain. The Unit #7 Meeting Room heating and AC unit discharge and intake lines are to be disconnected from the system in favor of a Fujitsu two-zone mini split unit (Reference ASU18RLF or approved equivalent).

The Town seeks to install a digital phone system, IPECS or Equal, through the existing Verizon service. Specifications are listed. The system will also cover the replacement of the Denton Police Department system at the time of bid. The Town is also seeking to connect to the Maryland Broad Band Fiber Optics located in the Town Hall as an alternate proposal and may be requested to connect directly to the network.

The Town of Denton will coordinate with the contractor on the computer specification regarding the location of servers and employee computers. This is a separate contractor on contract with the Town of Denton.

The contractor will provide a cost to move furniture and equipment along with files from the current location to the new facility, less computers and servers.

*** REFERENCE BELOW AND THIS DOCUMENT FOR ROOM BY ROOM SCOPE OF WORK***

ROOM 101 – LOBBY

1. Provide Accessible entry hardware (automatic opener) to exterior door at 2nd Street entrance.
2. Repair walls and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
3. Provide and install elevator – 2500 –lb., two door, three stop, pit-less elevator, machine room in basement.
4. Remove and salvage existing shelving and install in Office, Room 106.
5. Provide 42-inch height (AFF) counter and service door.
6. Replace Lighting with LED.
7. Repair ceiling tile.
8. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
9. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).

ROOM 102 – FINANCE OFFICE

1. Construct 2x6 or 6-in. metal wall frame wall and provide new bullet resistant window and payment transfer counter.
2. Repair walls in Hall between Room 109 and 110. Provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
3. Provide two service windows.
4. Provide Owner salvaged door.
5. Provide 42-inch height (AFF) counter and service door.
6. Replace Lighting with LED.
7. Repair ACT or replace as necessary.
8. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
9. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).

ROOM 103 – LARGE CONFERENCE

1. Complete demolition work and construct new 2x6 or 6-in. 18-gauge metal wall frame wall according to plans. Provide 6-inch sound batt insulation in all new walls for sound control.
2. Repair walls and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
3. Provide hardware and install two (2) Town provided, salvaged doors.
4. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
5. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).
6. Repair ACT or replace as necessary.

ROOM 104 / 204 – STAIRWELL

1. Replace exterior door and convert to emergency exit, including providing applicable hardware.
2. Repair walls and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
3. Repair wall, including providing any underlayment and repair of substrate for receiving finish.
4. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).
5. Repair ACT or replace as necessary.
6. Provide wall switch for lighting activation.

ROOM 106 – SMALL CONFERENCE

1. Repair walls and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
2. Replace Lighting with LED.
3. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
4. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).
5. Install Town supplied, salvaged, Dias.

ROOM 107 – FINANCE CLERK

1. Repair walls and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
2. Replace Lighting.
3. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
4. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).

ROOM 108 – TOWN CLERK OFFICE

1. Repair walls and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
2. Replace Lighting.
3. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
4. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).

ROOM 109 – WATER DEPARTMENT OFFICE

1. Repair walls, including Hallway, and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
2. Replace Lighting and relocate light switch in accordance with Owner approved location.
3. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
4. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).

ROOM 110 – HALL #1

1. Repair walls and trim and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
2. Add Owner salvaged door between Room 110 and Room 111.
3. Replace Lighting and interconnect with Room 109 activation.
4. Repair ceiling tile.
5. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
6. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).

ROOM 111 – FUTURE OFFICE

1. Repair walls and trim and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
2. Replace Lighting with LED.
3. Repair ceiling tile.
4. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
5. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).

ROOM 114 – VAULT

1. Replace lighting with LED.

ROOM 115 – PLANNING AND CODES

1. Repair walls and trim and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
2. Replace Lighting with LED.
3. Repair ceiling tile.
4. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
5. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).

ROOM 116 – PLANNING DIRECTOR OFFICE

1. Repair walls and trim and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
2. Replace Lighting with LED.
3. Repair ceiling tile.
4. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
5. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).

ROOM 117 – HALL #2

1. Repair walls and trim and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
2. Replace Lighting with LED.
3. Repair ceiling tile.
4. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
5. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).

ROOM 118 – GIS ROOM

1. Repair walls and trim and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
2. Replace Lighting with LED.
3. Repair ceiling tile.
4. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
5. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).

ROOM 121 – WOMEN’S RESTROOM

1. Repair walls and trim and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
2. Replace and provide new toilets and lavatory.
3. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).
4. Paint ceiling in accordance with Manufacturer Specifications (Sherwin-Williams).

ROOM 201 – COUNCIL CHAMBERS

1. Complete demolition work and construct new 2x6 or 6-in. 18-gauge metal wall frame wall according to plans. Provide 6-inch sound batt insulation in all new walls for sound control.
2. Repair walls and install salvaged wainscoting and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
3. Provide hardware and install two (2) Town provided, salvaged doors.
4. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
5. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).
6. Repair ACT or replace as necessary.
7. Relocate recessed lighting and provide LED and switch.
8. Install 2x or 18-gauge metal wall frame bulkhead entire length where wall is removed.
9. Install Town supplied, salvaged, Council Dias.

ROOM 202 – EXECUTIVE SESSION CHAMBERS

1. Repair walls and install salvaged wainscoting and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
2. Replace Lighting with LED.

ROOM 203 – TOWN ADMINISTRATOR OFFICE

1. Complete demolition work and construct new 2x6 or 6-in. 18-gauge metal wall frame wall according to plans. Provide 6-inch sound batt insulation in all new walls for sound control.
2. Repair walls and trim and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
3. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
4. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).
5. Repair ACT or replace as necessary.
6. Relocate recessed lighting and provide LED and switch.

ROOM 204 – TOWN ADMINISTRATOR ASST.

1. Repair walls and trim and provide paint in accordance with Manufacturer Specifications (Sherwin-Williams).
2. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
3. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).
4. Repair ACT or replace as necessary.
5. Relocate recessed lighting and provide LED and switch.

ROOM 105 / 205 – ELEVATOR

1. Provide interior finish options for Owner selection.

ROOM 206 – OFFICE

1. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
2. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).
3. Repair ACT or replace as necessary.

ROOM 208 – KITCHEN

1. Remove existing appliances, sink, and sink cabinet.
2. Provide new sink, sink cabinet, and garbage disposal.
3. Provide and replace lighting with LED and switch.

ROOM 209 – UNISEX ACCESSIBLE RESTROOM

1. Remove and provide new accessible toilet, grab bars, lavatory, toilet paper dispenser, mirror, and hand dryer.
2. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).
3. Provide and replace lighting with LED and occupancy activated switch.
4. Replace and provide new VCT flooring, including providing any underlayment and repair of substrate for receiving finish.

ROOM 210 – MEN’S RESTROOM

1. Remove and provide new toilets, lavatories, toilet paper dispensers, mirror, and hand dryer.
2. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).
3. Provide and replace lighting with LED and occupancy activated switch.
4. Replace and provide new VCT flooring, including providing any underlayment and repair of substrate for receiving finish.

ROOM 211 – 2ND FLOOR HALL #2

1. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
2. Paint all walls and trimwork in accordance with Manufacturer Specifications (Sherwin-Williams).

ROOM 214 – PUBLIC WORKS DIRECTOR

1. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
2. Replace Lighting with LED.

ROOM 215 – PUBLIC WORKS ADMINISTRATOR

1. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
2. Replace Lighting with LED.

ROOM 216 – PUBLIC WORKS DEPARTMENT

1. Replace Carpet, including providing any underlayment and repair of substrate for receiving finish.
2. Replace Lighting with LED.

EXTERIOR – PARKING LOT

1. Stripe parking area and add signage Town of Denton employees only as shown; visitor parking as shown.
2. Two glass entrance doors to be painted with Town of Denton Seal.
3. Provide two 30 foot flag poles with LED light on top of poles (TBD on location).
4. Remove existing 'Summerfest' power panel and relocate power supply to ATM (2nd Street façade), repair sidewalk at Market Street façade, near existing tree.

NOTES REGARDING BID PROCEDURES.

1. Mandatory attendance is required for acceptance of Bid Proposals by the Town. Meeting is located at 4 N. 2nd St. (Project Site) on **Wednesday, March 26, 2014 at 2:00PM Eastern Daylight Time (EDT)**. All documentation available on the Town Website at www.dentonmaryland.com.
2. All Request for Information (RFI's) shall be emailed to the Town Administrator, Donald H. Mulrine, Jr., who is serving as the project manager and the authorized representative of the building Owner, the Town of Denton. **EMAIL RFI's to: dmulrine@dentonmaryland.com**
3. All Bids Due are due: **THURSDAY, APRIL 24, 2014 at 2PM EDT in Town Office, 13 N 3rd St, Denton, MD.**

ALL BID PROPOSALS, SUPPORTING DOCUMENTATION, AND QUALIFICATIONS OF ANY ITEMS are required to be submitted by the Due Date and Time. Any deviations from the Bid Procedures may result in rejection of the bid proposal.