

December 6, 2024

ITB # 2024-03
Town Hall Flood Repair & Renovation

To Whom It May Concern:

The Town of Damascus is accepting bids from qualified vendors for the repair and renovation of the Damascus Town Hall.

Bids must be received no later than 5:00 pm, January 24th, 2025, and must be clearly identified on the outside of the envelope. "Damascus ITB #2024-03". Bids received after that time, postmarks notwithstanding, shall be rejected. The Town of Damascus (Town) reserves the right to reject any or all bids.

The Proposal packet, containing instructions and specifications, is attached for your use. If further information is required, please contact me at (276) 475-3831, ext 4.

Sincerely,

Chris Bell
Town Manager

Attachments:
 Bid Form
 Specifications

TOWN OF DAMASCUS
Invitation to Bid # 2024-03
Town Hall Flood Repair & Renovation

Notice is hereby given that the Town of Damascus, VA will be accepting proposals from qualified contractors for repair and renovation of the Damascus Town Hall. Bids with qualifications will be received until **EOD (5:00 PM) on January 24th, 2025**, at the **Damascus Town Hall**, Attn: Mr. Chris Bell, 786 N. Beaver Dam Ave, Damascus, VA 24236 in person or by mail at P.O. Box 576, Damascus, VA, 24236. *Proposals received after 5:00 PM will not be considered.* Submittal information can be obtained online at the Damascus Government website (damascus.org) or in the Office of the Clerk.

Contact/Questions: Inquiries about this request for proposals must be in writing and directed to:

Town of Damascus
Attn: Chris Bell, Town Manager
786 N. Beaver Dam Ave.
Damascus, VA 24236

Townmanager@damascus.org

Re: Town of Damascus – Town Hall Flood Repair & Renovation (Please note this on the outside lower left corner of the submittal envelope)

*Note: In order to receive addenda or changes to the ITB, prospective offerors must contact Chris Bell by email or telephone (townmanager@damascus.org or 276-475-3831) to indicate that they will be offering a qualifications package and request to be placed on the distribution list. No other contact with any Town of Damascus employee or elected official is allowed during this process without first submitting the written question/inquiry to Chris Bell (townmanager@damascus.org).

Project Description:

The Town is seeking a qualified contractor to perform repairs and restoration to the Damascus Town Hall, Fire Station, and Laurel Creek Bathrooms related to the damage incurred by Hurricane Helene. This includes flooring, wall, and door replacement and repair; wall painting and sealing; reset of bathroom fixtures; installation of kitchen equipment; and minor electrical work.

As an option, the Town is exploring interior upgrades to the Damascus Town Hall related primarily to American Disabilities Act (ADA) accessibility. This includes widening existing doorways and removing redundant doors and jambs, major bathroom remodeling including moving division walls, updated flooring, wall finishes, and minor electrical.

As a second option, the Town is also exploring the addition of a single office. This would require reconfiguration of the furnace and HVAC within the building and the adjacent mechanical room.

As a third option, the Town is exploring the renovation of a breakroom. This would include the removal or relocation of existing appliances and the installation of kitchen cabinetry/countertop.

As a fourth option, the Town is exploring an upgrade of the paneling in the Fire Hall with the installation of sheet rock.

As a fifth option, the Town is exploring the addition of two windows, one for the Treasurer's Office and one for the Clerk's Office.

As a final option, the Town is looking to install flood mitigation doors on all exterior entrances of the Town Hall building. Removal of current doors and installation of new doors.

More detailed specifications may be found in the attached Write-up and Site Layout.

Schedule of Events	Date/Time
RFP Release	1/6/2025 3:00 pm
Deadline for Questions	1/17/2025 1:00 pm
Proposals Due to Town of Damascus	1/24/2025 5:00 pm

Qualifications:

The intent of this ITB is to enable the Town of Damascus to evaluate contractor qualifications and pricing for services related to the interior restoration and renovations requested for the Damascus Town Hall, Fire Hall, and Laurel Creek Restrooms. The desired qualifications are outlined below. Responders are required to submit proof of compliance with each of the listed items below. Failure to properly respond and to address these qualification requirements are grounds for rejection of the proposal.

The selected Bidder should provide proof of:

- License to conduct business within the Town of Damascus.
- Public Liability Insurance in an amount not less than \$1,000,000 for any occurrence involving bodily injury, and not less than \$1,000,000 for any occurrence involving property damage. This coverage shall include contractual liability, broad form property damage, independent contractors, and personal injury, *OR* General Liability Insurance in an amount not less than \$1,000,000.
- Worker's Compensation Insurance in compliance with the Contractor's home state, *OR* including coverage not less than the following amounts:
 - Bodily injury by accident, \$100,000 for each accident;
 - Bodily injury by disease, \$500,000 policy limit;
 - Bodily injury by disease, \$100,000 for each employee.

Bids should be submitted on the enclosed Bid Form.

Prior to the final selection, bidders may be required to submit additional information that the Town of Damascus deems necessary to further evaluate the bidder's qualifications.

Non-Discrimination Policy

It is the policy of the Town of Damascus government not to discriminate based on race, color, religion sex, gender identity, sexual orientation, age, national origin, disability, status as a service-disabled veteran, pregnancy or related medical condition, or any other status prohibited by state law. The Town of Damascus government encourages the consideration of DBE's (Disadvantaged Business Enterprises) and Small, Women-owned, and Minority-owned (SWaM) Businesses.

Governing Law

The laws of the Commonwealth of Virginia and any and all applicable local and federal laws shall govern the contractual agreement with the Bidder awarded the contract.

General Terms and Conditions:

A. Ethics in Public Contracting

By submitting their Bid, the Bidder certifies that their bid is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or sub-contractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit or money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

B. Payment

1. Invoices for work completed under this ITB shall be submitted by the Bidder directly to the Town Clerk, 786 N Beaver Dam Ave, Damascus, VA 24236 (clerk@damascus.org). All invoices shall show the Bidder's federal employer identification number.
2. Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after the invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than thirty (30) days, however.

C. Changes to the Contract

Changes can be made to the Contract in any one of the following ways:

1. Town may order changes within the general scope of the contract at any time by written notice to the Bidder. Changes within the scope of the contract include, but are not limited to, things such as material selections, hardware, outlets, paint and finish selections. The Bidder shall comply with the notice upon receipt thereof. The Bidder shall be compensated for any additional costs incurred as the result of such change order and shall give the Town a credit for any savings.
2. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

D. Default

In case of failure to deliver services in accordance with the contract terms and conditions, Town, after due oral or written notice, may procure them from other source(s) and hold Bidder responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Town may utilize.

E. Award

In accordance with Va. Code Section 2.2-4302.2, proposals will be evaluated and awarded to the Bidder who is deemed by the Town to be best able to provide the services stated herein, and whose bid is deemed to be in the best interests of the Town, and responsive in all respects to the requirements of this Invitation to Bid. The Town reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete scope items prior to making an award.

F. Negotiation with the Lowest Bidder

Unless all bids are canceled or rejected, the Town reserves the right granted by Section 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible Bidder to obtain a contract price within the funds available to the Town whenever such low bid exceeds the Town's available funds. For determining when such negotiations may take place, the terms "available funds" shall mean those funds that were budgeted by the Town for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low Bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. Town shall initiate such negotiations by written notice to the lowest responsive, responsible Bidder that its bid exceeds the available funds and that the Town wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the Town and the lowest responsive, responsible Bidder.

G. Work Site Damages

Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Town's satisfaction at the awarded Bidder's expense.

H. Inspection of Job Site

Signature on the attached Bid Form constitutes certification that Bidder has inspected the job sites and is aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Town.

I. Insurance

The following insurance coverages and limits are required to be maintained to the levels and values specified below:

- Public Liability Insurance in an amount not less than \$1,000,000 for any occurrence involving bodily injury, and not less than \$1,000,000 for any occurrence involving property damage. This coverage shall include contractual liability, broad form property damage, independent contractors, and personal injury;
OR General Liability Insurance in an amount not less than \$1,000,000.
- Worker's Compensation Insurance in compliance with the Contractor's home state, *OR* including coverage not less than the following amounts:
 - Bodily injury by accident, \$100,000 for each accident;

- Bodily injury by disease, \$500,000 policy limit;
- Bodily injury by disease, \$100,000 for each employee.

J. Final Inspection

At the conclusion of the work, the awarded Bidder shall demonstrate to the Town Manager that the work is fully completed and in compliance with contract specifications and applicable local, state, and federal codes. Any deficiencies shall be promptly and permanently corrected by the awarded Bidder at the awarded Bidder's sole expense prior to final acceptance of the work.

K. Renewal

The Town may retain the awarded Bidder for a period of up to two (2) years following contract execution. Such retainage shall be subject to any renegotiations of scope or costs related to services requested which fall into the general scope of interior renovation and modifications.

METHOD OF PAYMENT:

Upon proof of completion of the work described, the Bidder will be paid the contract amount. Please reference the General Terms and Conditions section for approved payment procedures.

ATTACHMENT A: Work Write-up

ITB # 2024-03 Damascus Town Hall Flood Repair & Renovation

Work Description:

See site layout for room identification numbers:

The base bid for this project is to repair and restore the Town Hall building and the Laurel Creek restrooms to their prior condition pre-flood from Hurricane Helene.

Flooring:

Before installing the flooring in rooms 6 and 14, complete floor preparation for resilient flooring.

Install approximately 3,984 square feet of Vinyl Plank Flooring with an under base of Visqueen Moisture Protection Barrier in rooms 1-16 and 18-21.

Install a rubber or vinyl Cove Base Molding 4" high in rooms 1-16 and 18-24

Walls:

Install approximately 1,653 square feet of Paneling in rooms 1,7,8,11,16 and 18-20.

Install Fiberglass Reinforced Plastic (FRP) paneling with trim in rooms 14 and 15.

In room 11, prepare for minor electrical work to remove and replace outlets and conduits in order to properly repair the paneling. Two sheets of ½" OSB Sheathing will be needed to repair the rear wall.

In rooms 22-24, install 6" R19 paper/foil-faced Batt insulation (approximately 660 SF) and ½" drywall per LF up to 4' tall (approximately 152 LF). Install 2 ¼" R&R Casing. Seal/prime the walls with a single coat and then paint the walls, ceiling, casing, and door trim each with a single coat.

Seal part of the walls with latex-based stain blocker (1 coat) and apply two coats of paint to approximately 10,329 square feet of wall in rooms 1-16 and 18-23.

Install and paint a 2 ½" chair rail along the walls in rooms 1, 14, and 15.

Doors:

Install Interior Doors, painting the door slab, trim and jamb, and casing with two coats of paint, in rooms 2-5, 8, 9, 11-16, 18, and 20. Rooms 2 and 3 shall each have a single Dutch pre-hung unit door. Room 4a, 4b, 14, 15, and 20 shall each have a single High-Grade door unit. Room 5 shall have a single R&R Steel 3'x9' Fire Rated door. Room 5, 11, 13, and 16 shall have a single Solid Fir door with paint-grade jamb and case. Room 8 shall have a single Steel 3'x7' door. Room 9 shall have a single interior door unit. Room 12 shall have a single Steel 3'x7' door. Room 18 shall have a single Birch pre-hung door.

Install a flush R&R Exterior Door slab with a solid core made from lauan/mahogany/birch, painting the door slab, trim and jamb, and casing with two coats of paint, in room 17.

Fixtures:

Detach and Reset the Water Heaters in rooms 14 and 18.

Detach and Reset the Toilets in rooms 14, 15, 22, and 23.

Detach and reset the Wall-Mounted Sinks in room 14, 22, and 23. Install the Sink in room 18 (commercial trough-style), and Install the Vanity in room 15.

Detach and reset a single Light Fixture per room in 22, 23, and 24.
Install 2 Plumbing Fixture Supply Lines in room 15.

Detach and reset a single toilet paper holder in room 15. Detach and reset a single toilet paper dispenser per room in 22 and 23.

Detach and reset ABS (plastic) P-trap Assembly: a single one in room 15 and two each in rooms 22 and 23.

Install lower (base) Cabinetry units in room 18 using an hourly general laborer to install one oversized commercial range hood, move the commercial washing machine unit and commercial fireman suit dryer in order to install the flooring, and help compensate for the oversized range and sink.

The toe kick of the base cabinets (approximately 10 LF) in room 2 shall be reskinned.

Bid Alternates:

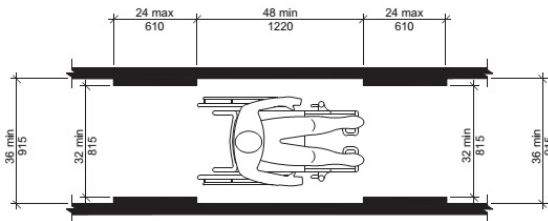
BID ALTERNATE #1

ADA Compliance & Emergency Updates:

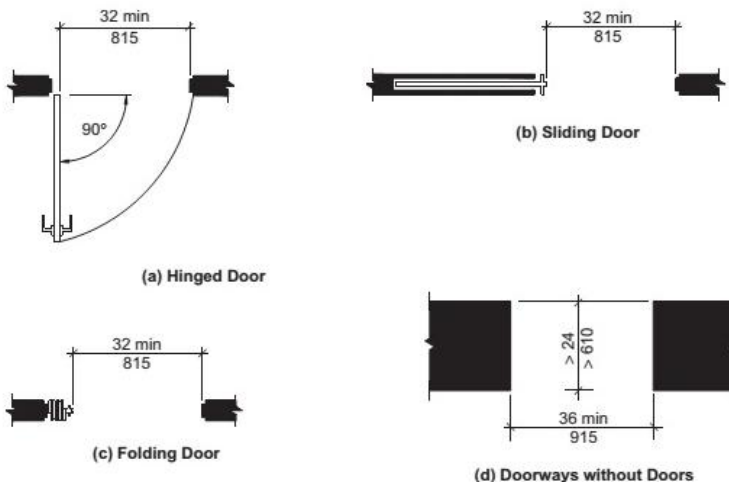
Reconfigure the existing layout and one bathroom to accommodate wheel-chair user access through doorways and into the bathrooms within the structure. Widen doorways and lower switches, dispensers, and adjust other accommodations in bathroom (toilet seat, grab bars, etc.) to adhere to ADA compliance standards. Update emergency exit signage and egress.

Work Description:

Demo the masonry obstructions and narrow door openings within the corridor leading to the Fire Department portion of the building. Repair or reconstruct the altered portion of the building to ensure the building structure and building envelope are intact and a minimum of 3' wide openings and a 5' turning radius throughout. Demo the existing bathroom #2 wall adjoining the corridor and reconstruct the wall a minimum of 60" from the opposite corridor wall, per the provided plan sheet. Demo the masonry wall that separates the mechanical room from the rear closet within. Reconstruct a new wall approximately 8'-10' from the rear wall and create a doorway leading into the corridor from the newly created area. Properly remove and dispose of all debris. Cutting and repair of the concrete slab and plumbing contained within will be needed.

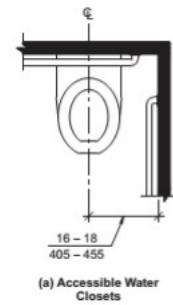


Doors and Doorways: Doorways shall have a clear opening width of 32 inches minimum. Clear opening width of doorways with swinging doors shall be measured between the face of the door and the stop, with the door open 90 degrees. Openings more than 24 inches in depth at doors and doorways without doors shall provide a clear opening width of 36 inches minimum. There shall be no projections into the clear opening width lower than 34 inches above the floor. Projections into the clear opening width between 34 inches and 80 inches above the floor shall not exceed 4 inches.



Reconfigure Bathroom #2 to meet the accessibility requirements within the 2018 Uniform Statewide Building Code and the applicable ICC A117.1 Accessible and Usable Building Facilities standard. This will include relocating the existing water heater to the mechanical room. The sink will need to be relocated as will the associated plumbing to accommodate the relocation. A plan sheet has been provided.

The water closet shall be located with a wall or partition to the rear and to one side, as it is currently. The centerline of the water closet shall be 16 inches (405 mm) minimum and 18 inches (455 mm) maximum from the side wall or partition.

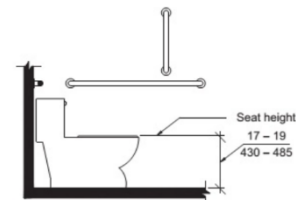


Clearance around a water closet shall be 60 inches (1525 mm) minimum in width, measured perpendicular from the sidewall.

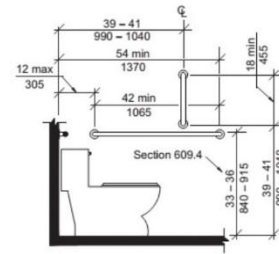
Clearance around the water closet shall be 56 inches (1420 mm) minimum in depth, measured perpendicular from the rear wall.

The required clearance around the water closet shall be permitted to overlap the water closet, associated grab bars, paper dispensers, sanitary napkin receptacles, coat hooks, shelves, accessible routes, clear floor space at other fixtures, and the turning space. No other fixtures or obstructions shall be within the required water closet clearance.

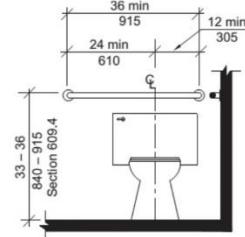
The height of replacement water closet seats shall be 17 inches (430 mm) minimum and 19 inches (485 mm) maximum above the floor, measured to the top of the seat. Seats shall not be sprung to return to a lifted position



Fixed sidewall grab bars shall be 42 inches (1065 mm) minimum in length, located 12 inches (305 mm) maximum from the rear wall, and extending 54 inches (1370 mm) minimum from the rear wall. In addition, a vertical grab bar 18 inches (455 mm) minimum in length shall be mounted with the bottom of the bar located 39 inches (990 mm) minimum and 41 inches (1040 mm) maximum above the floor, and with the center line of the bar located 39 inches (990 mm) minimum and 41 inches (1040 mm) maximum from the rear wall.

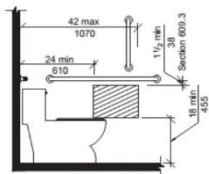


The rear wall grab bar shall be 36 inches (915 mm) minimum in length and extend from the centerline of the water closet 12 inches (305 mm) minimum on the side closest to the wall, and 24 inches (610 mm) minimum on the transfer side.

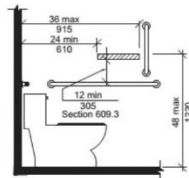


Flush controls shall be hand-operated or automatic. Flush controls shall be located on the open side of the water closet.

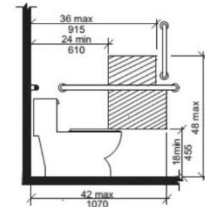
Add a toilet paper dispenser. If located above the grab bar, the outlet of the dispenser shall be located within an area of 24 inches minimum and 36 inches maximum from the rear wall. If the dispenser is located below the grab bar, the outlet of the dispenser shall be located within an area of 24 inches minimum and 42 inches maximum from the rear wall. The outlet of the dispenser shall be located 18 inches minimum and 48 inches maximum above the floor.



(a) Protruding Dispenser Below Grab Bar



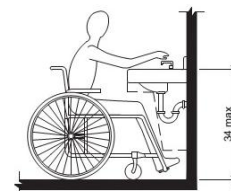
(b) Protruding Dispenser Above Grab Bar



(c) Recessed Dispenser

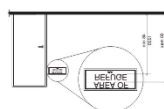
The toilet compartment door shall be self-closing. A single-lever door handle shall be placed on both sides of the door.

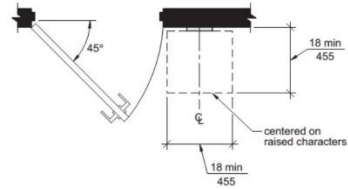
The front of lavatories and sinks shall be 34 inches (865 mm) maximum above the floor, measured to the higher of the rim.



The water supply and drainpipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.

The accessible restroom signs shall be placed on the corridor wall adjoining the door. The signs shall contain both raised characters and braille.





Wall Finishes.

- Interior walls are to be repaired with finishes matching the wall finishes in similar rooms within the facility. If wall finishes cannot match existing finishes cover with ½" drywall, taped, finished, and painted (latex semi-gloss)
- Install drop ceilings in the newly created office and repair ceilings in the renovated areas to match the existing interior ceiling.
- Remove and replace the floor covering in the affected areas with LVT, BIOTIC Style 54917, 24"x 24" squares, Face Weight 015.0, Thickness 0.104, Density 0005192, Gage 1/10 or equivalent.

Electrical.

- Add electrical outlets, two on each wall of the newly created office, two on wall above kitchen counter height in breakroom.
- Add lighting in the drop ceiling in the office. Locate the light switch next to the door opening.
- Relocate the light switch in Bathroom #2 next to the door. Relocate hallway light switch to opposite wall.
- Add communications outlets and corresponding wiring to the newly created office one on each wall. The Cat 5 wiring shall terminate in the existing server room.
- Install hardwired w/ battery backup UL listed LED "EXIT" signs above three doorways indicated. (one sign with directional "right" arrow)

Relocation of Secured Entry Device:

Relocate the secured entry device to the doorway between the Fire Department and the Municipal building. Replace any defective parts as needed for the relocation.

BID ALTERNATE #2

Additional Office:

Addition of new office, including entry door in hallway, located in the back of the council chambers, mirroring location of existing office. Dimensions would be approximately 10' x 16' with space being removed from the mechanical room located in the center of the building.

HVAC:

Reconfigure the existing Heating and Cooling system if necessary to accommodate an additional office and reconfigure the areas behind council chambers, mirroring existing office behind council chambers.

BID ALTERNATE #3

Breakroom:

Removal of existing stove and lockers and relocation of existing refrigerator. Addition of matte-white laminate kitchen base cabinets and Formica Carrara Bianco laminate counter along length of plan south wall with matching upper matte-white laminate wall kitchen cabinets above.

BID ALTERNATE #4

Fire Hall Sheetrock:

Installation of new sheetrock in the Fire Hall. This project would be installation only. Products, supplies, and removal of current paneling would be provided by the owner.

BID ALTERNATE #5

Office Window Installation:

Removal of built-in shelving units covering the windows in Rooms 1 and 2. Removal of the temporary wall coverings in Rooms 1 and 2. Installation of one window unit per room in the existing boarded-up window frames. From the outside, the window panels (2 vertical, connected panels per Room) measure an overall 16 ¼" w (frame to frame) x 103 ½" h (frame to frame). The lower window panels measure 16 ¼" w x 68 ½" h. The upper window panels measure 16 ¼" w x 35" h.

BID ALTERNATE #6

Flood Mitigation Measures:

Removal of current exterior doors and replacement with flood-proof sealing doors. The double doors on the exterior of Room 1 are 72" w x 81 ½" h (w/o frame). The single door on the exterior of Room 5 is 40" w x 86" h (w/ frame). The single door on the exterior of Room 17 leading into Room 10 is 34" w x 81" h (w/ frame). The double doors on the exterior of Room 18 are 71" w x 79 ½" h (w/o frame). The single door on the exterior of Room 19 leading into Room 17 is 35 ½" w x 83" h (w/ frame).

ATTACHMENT B: Bid Form

**Damascus Town Hall Flood Repair & Renovation
ITB # 2024-03**

BID FORM

Bidder hereby certifies attendance at the mandatory pre-bid walkthrough held on _____.

Bid Sheet for Damascus Town Hall Renovation [ITB # 2024-03]:

Base Bid \$ _____

Bid Alternate #1 \$ _____

Bid Alternate #2 \$ _____

Bid Alternate #3 \$ _____

Bid Alternate #4 \$ _____

Bid Alternate #5 \$ _____

Bid Alternate #6 \$ _____

TOTAL BID \$ _____

In submitting a bid, the bidder represents that he/she has familiarized him/herself with the nature and extent of work, site, locality conditions, building codes, laws, and regulations that may affect the cost, progress, performance, or furnishing of work.

Name, Address, email address, and Telephone Number of Bidder:

Telephone () _____

Email _____

Signature of Bidder

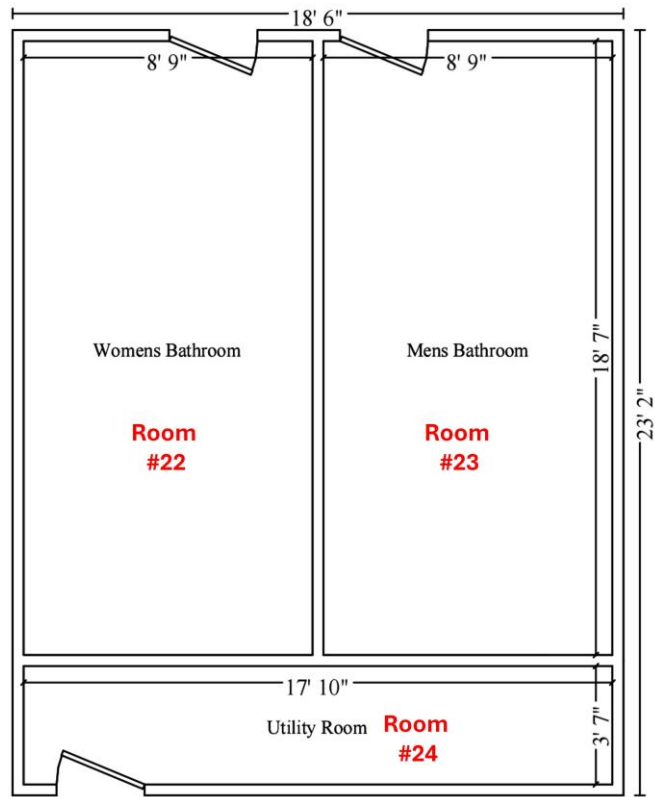
Date

All Bids are due back by **January 24th, 2025 5:00PM**

TOWN HALL REPAIR



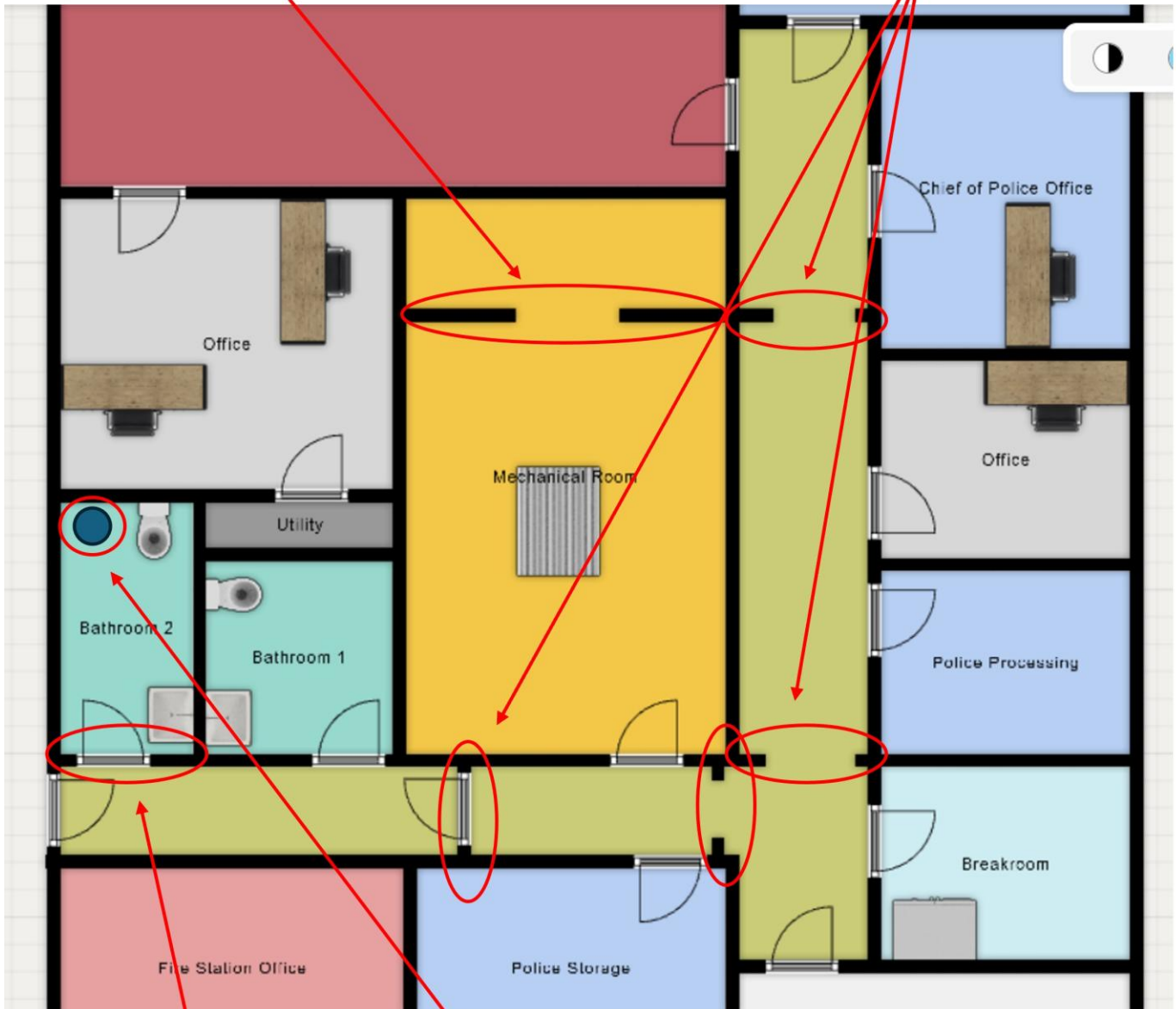
LAUREL CREEK RESTROOM REPAIR



Town Hall Renovation Demo

Bid Alternate #2
Demo masonry wall to
prep for new office

Bid Alternate #1 Demo
redundant masonry doorways



Bid Alternate #1 Relocate water heater to
mechanical room

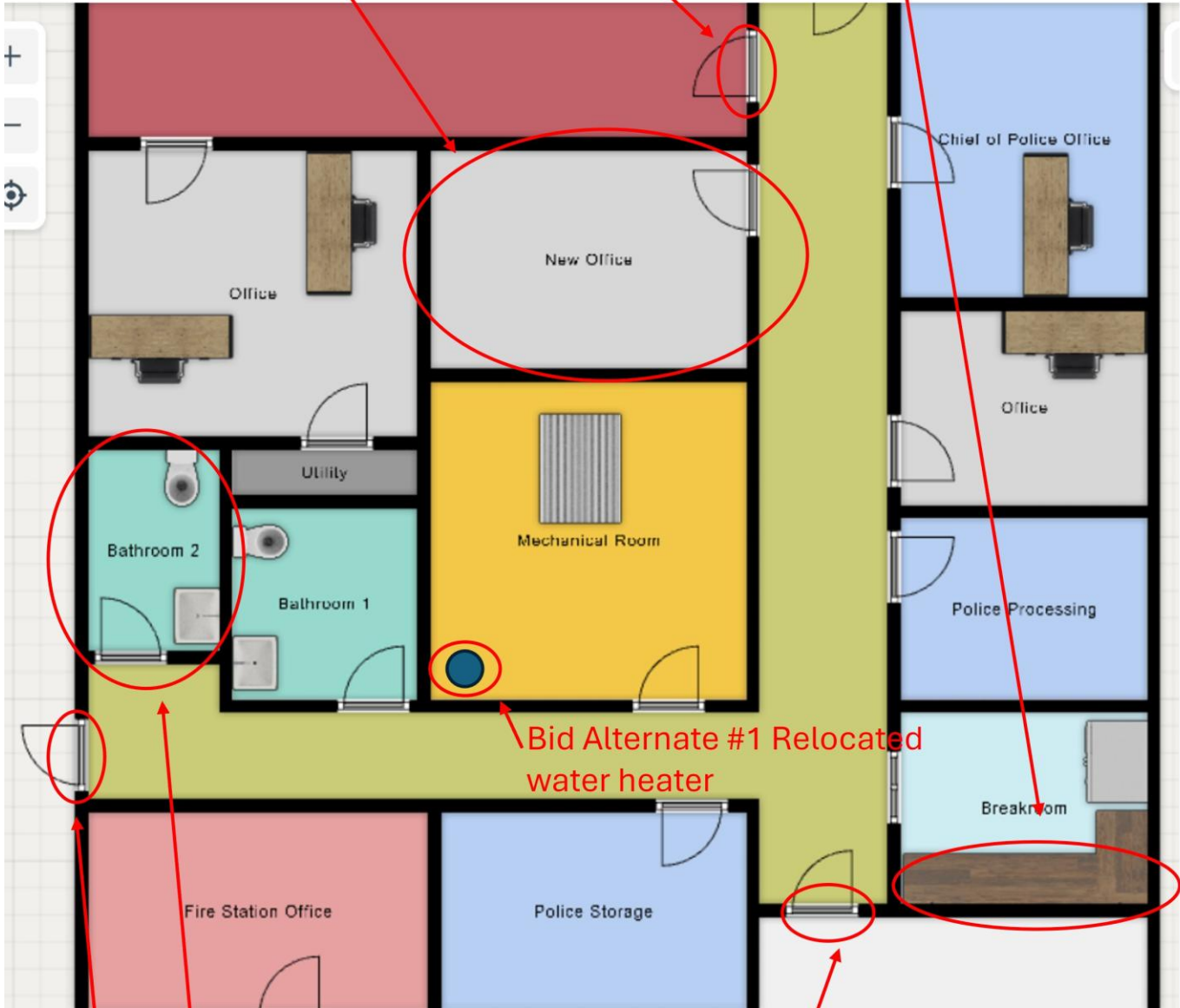
Bid Alternate #1 Demo masonry wall to prep for ADA
compliant restroom

Town Hall Renovation New

Bid Alternate #2
Build new office w/
lighting, door, HVAC,
power & network

Bid Alternate
#1 Add lighted
exit sign

Bid Alternate #3
Add kitchen cabinets/counter



Bid Alternate #1 Relocated
water heater

Bid Alternate #1 Build
new wall/restroom per
ADA compliance

Bid Alternate #1 Add lighted
directional exit sign

Bid Alternate #1 Reverse door with demo'd door/frame, relocate
light switches/access control & add lighted exit sign

Town Hall Renovation New

Bid Alternate #5 Restoration & Replacement of Windows

