

## **REQUEST FOR PROPOSALS (RFP):**

### **Town Hall Interior Renovation Project**

#### **1. PROJECT OVERVIEW**

The Town of Taylorsville is seeking proposals from qualified licensed contractors to provide interior renovation services for the Town Hall facility. The goal of this project is to modernize the facility, improve administrative workflow, and enhance public service areas.

#### **2. PRELIMINARY SCOPE OF WORK**

The following items represent the town's functional goals for this project. Bidders are expected to verify all field conditions and provide a detailed plan for execution:

- **Kitchen & Office Relocation:**
  - Swap the current locations of the kitchen and the adjacent office.
  - Relocate and reconnect all plumbing, cabinetry, and electrical utilities to support the new kitchen layout.
- **Billing & Public Counter Area:**
  - Reconfigure and relocate existing cabinetry and countertops in the upfront billing area to improve ergonomics and citizen service flow.
  - Removal of non-loadbearing wall between main hallway and the upfront customer area.
- **Facility-Wide Flooring:**
  - Remove existing linoleum flooring throughout the Town Hall.
  - Prep subfloors and install new commercial-grade flooring (to be specified in the proposal, e.g., Luxury Vinyl Plank or equivalent).
- **Debris Removal:**
  - Contractor is responsible for the removal and legal disposal of all construction debris.

#### **3. PROJECT TIMELINE & CONSTRAINTS**

- **RFP Issue Date:** April 29, 2026
- **Mandatory Pre-Proposal Walkthrough:** Please call Town Hall to schedule (828) 632-2218.

- *Note: Proposals will not be accepted from bidders who do not schedule a walkthrough.*
- **Proposal Due Date:** May 29<sup>th</sup>, 2026 at 12:00 p.m.
- **Operational Continuity:** The Town Hall must remain open to the public during renovations. Contractors must provide a phasing plan to minimize service disruptions.

#### 4. PROPOSAL REQUIREMENTS

Interested parties must submit a proposal including:

1. **Technical Approach:** A brief narrative or sketch of how the office/kitchen swap and billing area reconfiguration will be handled.
2. **Proposed Materials:** Town will provide materials purchased from local material providers.
3. **Qualifications:** List of three (3) similar projects completed in the last five years, preferably for commercial or government clients.
4. **Cost Proposal:** Please submit a proposal that is itemized by major task/project (Demolition, Plumbing/Electric, Flooring, Finish Work, etc.).

#### 5. EVALUATION CRITERIA

Proposals will be evaluated based on the following:

- **40% - Technical Approach & Timeline:** Ability to solve layout challenges and work around town operations.
- **30% - Cost:** Overall value and clarity of the budget.
- **30% - Experience:** Quality of past work and references.

#### 6. INSTRUCTIONS TO BIDDERS

Please submit 2 hard copies and one digital copy of your proposal to:

**Nathan Hester, Town Manager**

67 Main Ave. Taylorsville, NC 28681

[Nhester@taylorsvillenc.com](mailto:Nhester@taylorsvillenc.com)

The Town of Taylorsville reserves the right to reject any or all proposals and to waive any informality in the bidding process. The Town of Taylorsville is an equal opportunity employer. Female and minority owned businesses are encouraged to apply.