



Henderson County Capital Projects

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

Memorandum To: Interested Qualified Bidders

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

*Subject: Request for Proposals:
Etowah Library Outdoor Venue*

Date: Nov 8th, 2023

Mandatory Pre-Bid Meeting: **November 20th, 2023 @ 10:00 am**
Etowah Library
101 Brickyard Rd.
Etowah, NC 28729

Proposals are due: **November 30th, 2023, by 3:00 pm**
Henderson County Government Offices
Attention: Bryan Rhodes
100 North King Street, 2nd Floor, Suite 204
Hendersonville, NC 28792

Location of Work: Etowah Library
101 Brickyard Rd.
Etowah, NC 28729

Last Day for Questions: November 27th, 2023, 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 the HC Capital Project Superintendent
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 November 30th, 2023 @ 3:00 pm.



Henderson County Capital Projects

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

Scope of Work:

- Provide all required permits and inspections.
- Provide all labor and material to complete project per RFP, Drawings and Permit Requirements.
- Provide all labor and material to build 30' x 18' stage with roof and ADA ramp as per drawings.
- Provide all labor and material to complete roof over stage area as per drawings. Roof material will be metal. Color to match existing coping on main building. Color to be selected by owner.
- Provide all labor and material to install composite decking on stage area. Color to match existing coping on main building. (See Alt.2) Color to be selected by owner.
- Provide all labor and material to stain new wood. Contractor to submit samples and Color to be selected by owner.
- Provide all labor and material to install gutters, downspouts, and dissipater as per drawings.
- Provide all labor and material to prep ground, form and pour concrete sidewalk as per drawings. Approx. 33 sq. yds.
- Provide all labor and material to prep seating area. Seating area will be mulched with a metal landscape border. (See Alt.1) Approx. 79 Sq. Yds.
- Provide all labor and material to install benches. Benches are set inground, 12' long. Benches will be provided by owner.
- Provide all labor and material and required permits for electrical outlets in stage area and connection to existing service at main building.
- Daily Cleanup of all affected work areas and paths of entry and material delivery or removal.
- Any damage to buildings, walkways, pads, patios and foliage will be the responsibility of the Contractor to repair or replace at their expense.

GENERAL:

Henderson County requests proposals to provide a turnkey project inclusive of all labor, materials, traffic control, supervision, disposal fees, permits, inspections to build the outdoor venue at the Etowah Public Library. This project will consist of covered stage, walkway, ADA ramp and seating area. Contractor is to meet or exceed all requirements and specifications outlined in the RFP and Pre-Bid.

- 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.



Henderson County Capital Projects

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

Job Specifics:

SITE CONDITIONS:

1. The Contractor will be responsible for permitting and scheduling of inspections.
 2. The Contractor will be responsible for providing own power for project.
 3. The Contractor will be responsible for providing a dumpster. The contractor will not be allowed to use Etowah Library trash receptacles.
 4. Smoking is not permitted on the job site.
 5. Contractor will need to barricade the work area with safety cones and caution tape to prevent pedestrians from entering the work area.
 6. Any damage to walkways, pads, patios and foliage will be the responsibility of the Contractor to repair or replace at his expense.
 7. 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.
 8. All workers are required to wear proper work attire.
 9. Weapons are prohibited on County property.
-

Project will be awarded based on base bid.

Base Bid: \$ _____

Additional Pricing Requested:

Alternate 1. \$ _____

Cost of Pea Gravel instead of Mulch in seating area.

Alternate 2. \$ _____

Cost of Pressure treated Decking instead of Composite for stage area.

Alternate 3. \$ _____

Cost to replace metal roof on Book drop off to match new roof of stage.



Henderson County Capital Projects

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

The following information must be included in the proposal:

1. All applicable licensure with North Carolina.
2. General Workday Schedule for “all anticipated workday 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 and W-9 form.
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.
8. Include all applicable taxes in proposal. Henderson County is not tax exempt.

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

These Terms and Conditions, which refer to a “purchase order”, shall be deemed to be included in any contract entered into 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 .