



## Henderson County Capital Projects

100 North King Street, Project Management

Hendersonville, North Carolina 28792

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*Memorandum To: Interested Qualified Bidders*

*From: Ronnie Kilby  
Capital Projects Coordinator  
Bryan Rhodes  
Capital Projects Director*

*Subject: Request for Proposals:  
Henderson County Parks and Rec Athletics & Activities Center ADA Upgrades*

*Date: May 6, 2026*

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**Mandatory Pre-Bid Meeting:** **May 13, 2026 @ 11:00 am**  
Henderson County Athletics & Activity Center  
700 N. Grove Street  
Hendersonville, NC 28792

**Proposals are due:** **May 20, 2026, by 3:00 pm**  
Henderson County Project Management  
Attention: Bryan Rhodes  
100 North King Street, Project Management  
Hendersonville, NC 28792

**Location of Work:** Henderson County Athletics & Activities Center (AAC)  
700 N. Grove Street  
Hendersonville, NC 28792

**Last Day for Questions:** **May 15, 2026, at 3:00pm.** Questions 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 Coordinator [rkilby@hendersoncountync.gov](mailto:rkilby@hendersoncountync.gov)

Sealed hard copy bids will be received from bidders by Henderson County at the Henderson County Government Offices, 100 North King Street, Project Management, Hendersonville, North Carolina 28792 until **May 20, 2026 @ 3:00 pm.**

**\*\*Note\*\* - It is the sole responsibility of the vendor that their bid reaches Henderson County, by the designated date and time, indicated above.**



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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 provide renovations to the restroom facilities and two (2) entry ways to meet current ADA standards. This project will consist of renovation of the entryways into both the men's and women's restrooms inside the facility. Appropriate renovations of the restrooms to include, but not limited to are, at least one ADA compliant stall in each, modification of the shower areas to meet ADA compliance, and modification to the exterior entry ways in two areas to ensure they meet ADA compliance. 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 the entire duration of the project.
- Night, evening, or weekend work may be required and will be coordinated through the Henderson County Project Management Office
- 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.

### **SCOPE OF WORK:**

- **Men's Restroom – Entry Way:**
  - Ramped transition down from gym floor; must meet ADA code and match existing finish.
  - Demo of CMU divider walls as needed to achieve ADA-compliant landing.
  - All new walls need to be painted to match existing; drywall is acceptable.
- **Men's Restroom – Bathroom:**
  - One stall must meet ADA standards.
  - Install new phenolic panels in ADA-compliant configuration.
  - Installation of one phenolic urinal divider panel.
- **Men's Restroom – Shower Area:**
  - Create one ADA-accessible shower stall using phenolic panels, panel color and finish should match existing.
  - Water to be spliced and routed from existing showers.
  - Utilize existing floor drain.
- **Women's Restroom – Entry Way:**
  - Ramp down from gym floor; must meet ADA code and match existing finish.
- **Women's Restroom – Bathroom:**
  - Install new phenolic panels.
  - Addition of one ADA accessible toilet in the adjacent locker room area; inclusive of all plumbing and sewer tie-ins, and installation of new phenolic panels in appropriate configuration to meet ADA compliance
- **Women's Restroom – Shower Area:**
  - Modify shower entry to be ADA compliant; finish floor to match existing.
- **Entry Areas:**
  - Back Entry #1: Install concrete ramping into gym area from outside, demo any of the existing entry that is necessary; must meet ADA requirements.



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- Back Entry #2 (Alternate): Re-work concrete including demo; possible addition of stairs; ramping to parking lot must meet ADA requirements.
  - **General Requirements:**
  - All painting must match existing.
  - All flooring inside bathrooms or shower areas must match existing.
  - All necessary demolition and disposal of demolished materials is required
  - ADA compliance is the primary objective; all renovations and repairs must support this.
  - Contractor will be required to provide a 1-year warranty on workmanship from the substantial completion date.

### **SITE CONDITIONS:**

1. The Contractor will be responsible for permitting and scheduling of inspections.
2. The Contractor will be solely responsible for ensuring all work done meets the most current ADA code
3. The Contractor will be responsible for providing own power for project.
4. The Contractor will be responsible for providing a dumpster.
5. The Contractor will be responsible for providing their own storage containers for material, as needed
6. Smoking is not permitted on the job site.
7. Contractor will need to barricade the work area with safety cones and caution tape to prevent pedestrians from entering the work area.
8. Any damage to walkways, pads, patios and foliage will be the responsibility of the Contractor to repair or replace at their expense.
9. All workers are required to wear proper work attire.
10. Weapons are prohibited on County property.

### **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.
9. **Payment and Performance bond** for 100% of the base bid are required for proposals over \$300,000.00.
10. Include the appropriate **MWBE affidavits** with the proposals over \$300,000.00.



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**Project will be awarded based on base bid.**

**Base Bid:** \$ \_\_\_\_\_

**Alternate 1:** Back Entry #2, Re-work concrete including demo. Possible addition of stairs. Ramping into parking lot that must meet ADA Requirements.

\$ \_\_\_\_\_

### 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, and 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 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 **Ronnie Kilby @ [rkilby@hendersoncountync.gov](mailto:rkilby@hendersoncountync.gov)** .