

# Town of Milton

115 Federal St  
Milton, DE 19968



[www.ci.milton.de.us](http://www.ci.milton.de.us)

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## REQUEST FOR PROPOSAL 2012-04

The Town of Milton is accepting proposals from experienced **General Contractors** for the purposes of rehabilitating the community center located at Mulberry Street and Shipbuilders Boulevard in the Town of Milton.

### Project Description

The existing clubhouse building is a one story ranch style building measuring approximately 32 feet by 64 feet. The structure is wood frame construction over a shallow crawl space. Foundation walls are concrete masonry units with interior girder support piers constructed with 16 x 16 masonry units. The roof is framed with pre-fabricated wood trusses. Please refer to the attached drawing for interior dimensions.

Proposals shall be inclusive of all components in the Scope of Work. Proposals that exclude any component of the described work shall be excluded from the evaluation process. Proposals that include components exceeding the minimum standard and the Scope of Work *will* be considered. Qualifications of the General Contractor are an essential aspect of the proposal.

Proposals shall include pricing for each aspect of the project as described under the Scope of Work. The Town of Milton may diminish the Scope of Work at its sole discretion. The Town of Milton reserves the right to reject any and all bids. Prices shall remain in effect for a period of 120 days from the bid due date.

### Scope of Work

Exterior – Replace front and side doors and/or door hardware to provide for security and “panic” egress as per State Fire Code. Remove rear sliding glass door and replace with an extension of the wall and a window. Replace vinyl siding, soffit and fascia. Replace exterior lighting components.

Access/Egress – All points of entry and egress (steps/ramp, doors, landings, etc.) shall be made to be in conformance with the Americans with Disabilities Act. Railing must be attached or erected for both the ramp and front steps. Existing ramp is 48” in width with 38” between posts. Refer to Appendix A of Part 1191 of the American with Disabilities Act Accessibility Guidelines for Buildings and Facilities (most current edition).

Foundation/Crawl Space/Floor – Remove internal flooring. Provide termite extermination and preventative measures in the crawl space. Install a polymer vapor barrier of 6mil thickness on the ground under the crawl space. Each support pier shall be wrapped in a manner that prevents infestation from ground. Sister all floor joists with an additional 2x12 such that there will be a double 2x12 at 16 inches on center spanning 16 feet. Replace the central girder with (4) 1 ¾” x 9 ¼” LVL’s. Install R-30 floor insulation. Insulate pipes. Replace main room flooring with ¾” Oriented Strand Board (OSB).

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### Scope of Work, continued

Interior/Lighting – Replace ceiling tiles and install twenty (20) four foot fluorescent lighting fixtures in central meeting room. Replace incandescent fixtures in bathrooms (2), side hallway and kitchen. Replace carpet in main room with Class 1 Radiant Panel rating commercial carpet and padding specified for high traffic areas. Replace flooring in kitchen, hall and bathrooms with seamless, durable vinyl of neutral color. Remediate any mold on walls. Paint (color scheme to be determined) walls, including trim, door and window frames.

HVAC – Install high efficiency heat pump appropriate for 2,000 – 2,500 sq. ft. living area (Mid-Atlantic climate zone) in a secure outside location. An above-ground pad and security enclosure are required. Install or modify existing ventilation system, as required. Pressure test system and repair leaks, as required. Interior closet with primary duct will be converted to an electronics hub and must be well ventilated. All registers throughout the building to be replaced with appropriately sized and neutral color components. Install programmable thermostat (one zone).

Electrical – Provide electrical inspection of 200 amp service. Replace breaker box cover. Install GFCI outlets in kitchen and two bathrooms. Replace component parts as necessary. Install, repair or replace emergency lighting system, as per State of Delaware Fire Code for meeting places. All work subject to inspection by Town of Milton and other duly authorized inspection agencies.

Plumbing – Install one (1) two basin sink in kitchen, including hot/ cold water service and drain. Install one (1) handicap accessible toilet and sink, with privacy dividers in each of two (2) bathrooms. Install one (1) additional low-flow commercial grade toilet and one (1) additional sink in each of two bathrooms. Install one (1) shower stall and attached changing area, with seating, in each of two (2) bathrooms. Refer to Appendix A of Part 1191 of the American with Disabilities Act Accessibility Guidelines for Buildings and Facilities (most current edition).

Note: Toilet and sink services currently exist. Shower service does not exist in current configuration.

### Interior Dimensions and Notes

See attached drawing.

### Qualifications

- 1) Proposals shall be accompanied with three (3) project descriptions and references that are similar in scope, are located on the Delmarva Peninsula and have been completed in the last five years.
- 2) Proposals shall be accompanied with three (3) years of audited financial statement and a current credit report from Dunn & Bradstreet, or a similar commercial credit rating agency.

### Form

All proposals shall be provided in triplicate, on hard copy (no electronic submissions) and delivered to 115 Federal Street, Milton, DE 19968 before 4:30 pm on January 18, 2013.

### Insurance, Licensing and Performance Bond Requirements

The Town of Milton will review all proposals that meet the criteria detailed in this and the accompanying RFP 2012-04 documents. The vendor selection process will include rating for fidelity to the specified standards, qualifications and pricing. Top-rated vendors may, additionally, be interviewed by the Town Council, or an appointed committee. The selected vendor will be required to hold or secure insurance, licensing and a performance bond (or other security instrument) prior to the execution of any contract. The Town of Milton reserves the right to reject any and all proposals.