

**Request for Proposals
Town of Stantonburg
Town Hall Municipal Building Project**



**Town of Stantonburg
PO Box 10 Stantonburg, NC 27883**

**DATED: December 20, 2024
Prepared By: Brian Hawley, MPA
bhawley@townofstantonburg.com**



RFP ISSUE DATE: Friday, December 20, 2024

RFP SUBMISSION DEADLINE: Monday, January 13, 2025 @5:00pm

Submit completed proposal packets via mail to:

Submit to: Town of Stantonsburg RFP

RFI Contact Name: Brian Hawley, MPA

Contact Address: PO Box 10 Stantonsburg, NC 27883

Telephone Number: 252-238-3608

Outline of this Request for Proposals (RFP):

- a. Overview of Request for Proposals (RFP)
- b. About Stantonsburg and the Project
- c. Project Timeline
- d. Instructions to Submit a Proposal
- e. Proposal Evaluation
- f. Conditions, Clarifications, and Reservations

a. Overview of Request for Proposals:

With the support of State Appropriations, the Town of Stantonsburg has acquired the property located at 312 S. Main St. Stantonsburg, NC 27883 to be converted to the new town hall and municipal government complex. This project involves demolition and a complete remodel of the inside with minor repairs to the exterior. In addition, the project is being completed so town services can be consolidated under one roof.

The Town of Stantonsburg is seeking a licensed general contractor or firm to provide the construction and repair services for the town hall project. Turpentine Design is assisting with the construction administration support.

b. About Stantonsburg and the Project

Stantonsburg, North Carolina was originally incorporated in 1817 and was the first incorporated town in Wilson County. The town is named for James Stanton V who, in 1790, received a land grant of 3990 acres. The agrarian history, as well as the presence of historic plantation houses, the W.H. Applewhite House and the Edmondson-Woodward House, add to the town's cultural heritage.

The town hall municipal government complex project has been made possible due to two grant appropriations awarded from the NC General Assembly. The property was acquired earlier in 2024, and the remodel plans were prepared by Turpentine Design. This project will ensure the town administration staff and police department to be consolidated under one room to reduce the cost of operating.

The town hall project will also provide a formal town council chamber, and an area designated for historical artifacts for the Stantonsburg community.

c. Project Timeline (All time is Local Time-EST)

The Town of Stantonburg desires this project to be completed by July or August 2025, with hopes of occupying the property in September 2025. The anticipated timeline below is a blueprint that we intend to follow for this project.

Release Date of RFP	December 20 th , 2024
Interested parties are invited to attend a nonmandatory (optional) pre-bid meeting. Email bhawley@townofstantonburg.com by Thursday December 26th, 5:00pm	10:00am Friday December 27 th , 2024. A link will be provided at that time via email response for all interested parties for a QA.
Deadline for written questions-email above	January 2 nd 2025, 5:00pm
Deadline for submission	January 13 th , 2025, 5:00pm
Open Sealed Submissions	January 13 th , 2025, 6:30pm
Select contractor and negotiate contract	On or before January 20 th , 2025
Permitting and begin demolition	On or before February 1, 2025

d. Instructions to Submit a Proposal

The contractor/firm should submit a response via mail to the Town Manager Brian Hawley, MPA at PO Box 10 Stantonburg, NC 27883. The Town is inviting all interested licensed general contractors or firms to attend a pre-award call to ask questions and/or ask for clarification of any components within this RFP. A recording of the pre-award call will be posted on the Town website here: www.townofstantonburg.com. All written questions must be received by Brian Hawley at bhawley@townofstantonburg.com, no later than 5:00 p.m. EST on January 2, 2025. Please do not call with questions.

This is a construction and repair contract and is estimated to fall below the \$500,000 formal bid process. Informal bidding- bids for projects in the informal bidding range must be “secured.” The statutes do not specify any particular requirements for securing informal bids. However, the Town of Stantonburg will follow a formal bidding standard regarding advertising, and the bidding process.

The Town of Stantonburg is requiring submissions to be accompanied by a bid deposit in the amount of at least 5% of the bid and must be in the form of cashier’s check, certified check, or bond.

Proposals should include the following:

- **Sealed envelope:** All submissions must be mailed to the attention of Brian Hawley, MPA, Town of Stantonburg, PO Box 10 Stantonburg, NC 27883. All submissions must have in their title line Stantonburg Town Hall Project RFP, remained sealed until they are publicly opened January 13th, 2025 6:30pm.

- **Letter of interest:** Understanding of the project's requirements and Town's vision, and recognized ability to perform the desired tasks.
- **Consultant team qualifications and key personnel:** Resumes, including responsibilities, background, and relevant experience, of key personnel that will be working directly on this project. Provide at least three relatable examples of projects that you or your firm have completed over the past five years, highlighting any similar project activities in small towns.
- **Project experience and references:** Include the names of three individuals that can be contacted as references concerning the professional capabilities and resources of your services and/or firm.
- **Proposed work and timeline:** Include the project's anticipated timeline for completion of project. The Town is striving to have the project completed no later than September 2025.
- **Innovative approaches and cost efficiencies:** Include any innovative approaches that may provide cost effective solutions for the project.
- **Cost of overall project:** Using the architect plans provide an estimated total cost to complete the Town Hall Municipal Complex Project. The estimated size of the interior to be remodeled is 5700 sq ft.

*There is no limit to the number of pages included in a submitted proposal but only incorporate the requested documents as presented above.

e. Proposal Evaluation

The Town of Stantonsburg will select the most qualified firm or individual through a competitive process based on the following criteria.

Criteria	Points (Percentage)
Understanding of the project's requirements	10%
Consultant team qualifications and key personnel	30%
Project experience and references	30%
Proposed work and timeline	20%
Inclusion of an innovative approach and identification of ways to address cost-efficiency	10%

f. Conditions, Clarifications, and Reservations:

- The Town expects to select one firm or individual but reserves the right to request substitutions for subconsultants.
- The Town reserves the sole discretion and right to reject any and all responses received with respect to the RFP and to cancel the RFP process at any time prior to entering into a

formal agreement. The Town further reserves the right to request additional information or clarification of information provided in any response. The Town also reserves the right, but is under no obligation, to waive technicalities and informalities. The Town shall make the award as deemed in its best interest.

- A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind. The RFP does not commit the Town to pay for costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFP process concerning an individual firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the Town unless the Town and your firm execute a contract.
- All responses to this RFP shall be the property of the Town.

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