



Town of Blowing Rock

1036 Main Street ★ Post Office Box 47 ★ Blowing Rock, North Carolina 28605

To: Mayor J.B. Lawrence and Blowing Rock Town Council

From: Kevin Rothrock, Planning Director

Subject: Authorization to Select Contractor for Renovations Historic Ice House and Begin the Request for Proposals Process for a Tenant

Date: May 10, 2016

On the direction of Town Council, staff has requested informal bids from general contractors for renovations to the historic Ice House located at 140 Maple Street. Once renovations are completed, the plan is to make the building available for lease.

After initial meetings with three general contractors, two firms originally submitted proposals. Following a review of the information submitted, it was determined that in order to ensure an apples to apples comparison of specific details associated with the bids received, more detailed proposals were requested. Only one contractor resubmitted a new bid. The work identified in the bid includes the following:

Exterior

1. Remove paint, tar, and stains from exterior of building.
2. Replace rotten wood trim as needed (note rotten rafter and soffit at rear).
 - Spec – Rough-sawn cedar replacement trim—18 lineal ft 1x12 and soffit plywood
3. Prime and Paint all trim.
 - Spec - Sherwin Williams exterior grade paint or equal
4. Remove old vine residue from building.
5. Replace roof shingles with a metal standing seam roof.
 - Spec – Series 1,000 metal standing seam roof or equal to accommodate low pitch
6. Replace front door and hardware.
 - Spec – Marvin full glass steel frame door
 - Spec - Schlage oil-rubbed bronze “Camelot” entry handle with keyed deadbolt or equal
7. Add concrete to end of front walkway to fill in gap on lower side.
8. Rerun utilities to nearby light pole and bury from new location to meter.
9. Replace side door with similar door and hardware.
 - Spec – Marvin 6 panel Insulated steel door
 - Spec - Schlage bronze entry knob / deadbolt or equal
10. Extend overhang on sides minimum amount needed to meet front façade width and allow fascia to wrap all 4 sides. Close in soffit as needed with additional overhang.
 - Spec – Rough-sawn 1 x 12 cedar fascia and soffit plywood – 72 lineal ft
11. Tuck point exterior stone work as needed to ensure solid mortar joints.
12. Add gutter and downspout to flow out onto turf to street at rear of roof.
 - Spec – 6” commercial painted aluminum gutter and downspout

Interior

13. Remove all drywall wall paneling and inspect walls for mold. Reinstall moisture resistant drywall on all walls. Ceiling to remain.
 - 13.1 Provide a contingency estimate in case of rot / excessive mold including mold and mildew remediation, inspect and test for mold, anti-microbial wipe down, extensive clean and air scrub, dehumidification of area during cleaning, and re-testing for mold/mildew dehumidification of area during cleaning, and re-testing for mold/mildew after completion.
14. Prime and paint walls with Sherwin Williams interior grade paint or equal.
15. Prepare and paint floor.
 - Spec – Clean/etch and paint floor with epoxy floor paint
16. Replace lighting fixtures (contractor will provide allowance, town to select fixture).
17. Replace bathroom toilet and sink with ADA fixtures (wall mount sink and ADA height toilet).
 - Spec – American Standard “Right Height” toilet
 - Spec - American Standard wall mount lavatory w/ Delta faucet
18. Replace Bathroom door with 36” RH out swinging door framed closer to corner to allow room for wall mount vanity.
 - Spec – Marvin 36” wide 6 panel hollow core door
 - Spec - Schlage bronze handle or equal
19. Add grab bars in bathroom per ADA code compliance.
 - Spec – 42” Side Bar and 24” Rear Bar
20. Replace rotten and missing trim.
21. Insulate piping and flooring that has crawlspace below
 - Spec – insulate to r-30.
22. Add Minisplit system to be sized by HVAC contractor. Unit placement by HVAC contractor.
 - Spec – 12, BTU Hyper Heat Mitsubishi Minisplit 26 SEER – 12 year warranty
23. Replace 4 fixed glass side windows.
 - Spec – 5/8” Tempered Glass to Code
24. Cap off plumbing in front closet area.
25. New baseboard and trim as needed where the windows and doors have been replaced.
26. Seal the accessible crawlspace and install a sump pump. The Town will provide a dehumidifier.

Staff has reviewed the proposal received and compared it with previous proposal submissions to determine its value relative to previous cost estimates. Staff recommends awarding the work to VPC Builders, LLC for a total estimated cost of \$44,431 with the addition of \$5,000 for contingency items, making the total \$49,431.

Included in the requested bid is an allowance of \$5,000 in the event there is rot and/or excessive mold inside the building that is discovered during the renovation process. Determination as to the level and need regarding this aspect of the work will be made by the Town and the contractor once the construction process reaches the point where any remediation needs can be better determined (i.e. all existing drywall has been removed). If no rot or mold remediation is required and no other contingency items arise, the cost of the project would then be \$5,000 less, or \$39,431.

VPC Builders has indicated that should Council approve the project on May 10, they could begin within two weeks and estimate being done with the work four to six weeks later such that the project would be complete by the end of June.

Should Council decide to move forward with the bid award, it is recommended that this project be funded with an appropriation of fund balance from the general fund.

It is further recommended that Council authorize staff to begin the Request for Proposals process for potential tenants for the Ice House, with a preference for year-round active retail uses. Contrary to the previous request for proposals, this RFP will not require capital improvements be made by the selected company prior to occupancy, so hopefully there will be multiple interested parties. Our goal would be to have proposals back in time for Council consideration at the June 14 Council meeting. The full proposal schedule, assuming Council approves moving forward at this time, would be as follows:

May 10 Town Council approves contractor selection
May 10 Town Council approves draft RFP at Council Meeting and process initiation
May 11 RFP advertised on Town website
May 11 RFP advertisement sent to Blowing Rocket for publishing May 19
Jun 3 Proposal submission deadline 2:00 p.m.
Jun 14 Lease terms for selected company approved at Town Council meeting
Jun 16 Public Notice with lease terms of selected company advertised in Blowing Rocket
Jul 12 Lease agreement authorized with selected company at Town Council meeting
Jul 13 Ice House available for occupancy by the selected company

REQUEST FOR PROPOSALS FOR USE OF HISTORIC ICE HOUSE TOWN OF BLOWING ROCK, NORTH CAROLINA

Background:

The Town of Blowing Rock (hereinafter "Town") owns the historic Ice House located at 140 Maple Street. Over the past several years the building has been vacant with the exception of occasional staging and ticket sales for the Blue Ridge Wine Festival, which is now known as Savor Blowing Rock. Previously, the Blowing Rock Stage Company used the Ice House for ticket sales for summer performances.

The Town is undertaking an extensive renovation of the Ice House that will include a heating and cooling system to better accommodate year round operation.

Lease Period:

The Town is flexible regarding the lease term selected, but is seeking a lease agreement of at least one year and up to three years in length with the possible option to renew after the agreed upon term. The proposal should include a draft lease agreement including the proposed lease terms and notice of cancellation. Based on the RFP review and approval process, the building is expected to be ready for occupancy on July 13, 2016.

Type of Business:

The Town is seeking proposals from interested parties desiring to utilize the historic Ice House building for retail purposes to operate during normal business hours (minimum 10 a.m. to 5 p.m., Monday through Friday during May-November season). Preference may be given to retail uses that are in operation throughout the entire year and those that operate on Saturdays and have extended hours of operation beyond 5:00 p.m.

The proposed uses must be allowed within the Central Business zoning district and require only a zoning permit for administrative approval.

Proposals Guidelines:

Proposals must include:

- Business name, address and contact information
- The type of business and hours of operation
- Number of employees
- Business history
- A proposed lease amount as part of a draft lease agreement. Note that proposed contract terms and conditions will be negotiated upon selection of winning bidder for this RFP. Terms may include monthly lease rate, parking designation, hours of operation, signage, utility fees, public use of restroom facilities, etc. Please note that the tenant will be responsible for all utility costs associated with the building.

Proposal Evaluation Criteria:

The following criteria will be considered when evaluating proposals:

- Compatibility of proposed use with downtown business environment
- History of business
- Consistency of proposed business operational hours with a preference given to those that offer operating hours into the evening (i.e. after 5:00 p.m.)
- Number of months of operation with a preference given to year round operation
- Type of business with a preference given to retail
- Proposed lease rate

Submittal Process:

Written responses to this RFP are due by 2:00 PM on Friday, June 3, 2016 by email to:

kevin@townofblowingrocknc.gov

RFPs may also be hand-delivered to:

Town Hall

1036 Main Street

Blowing Rock, NC 28605

Questions may be directed by phone to Kevin Rothrock at (828) 295-5240.

Submittals will be evaluated by Town Staff and will then be submitted to the Blowing Rock Town Council for their review, consideration, and approval. Current scheduling will allow Town Council to approve a lease agreement with a successful bidder on July 12, 2016, with the building being available for occupancy as early as July 13, 2016.