



Oak Island Town Hall

TOWN HALL RENOVATION

Invitation to Bid

10-25-2024

INVITATION TO BID

1. Qualified (licensed) contractors are invited to submit sealed bids for furnishing labor, materials and equipment required to complete the Town of Oak Island Town Hall Renovation. Bids shall be Lump Sum Bids. Bids will be received for Single Prime Bids for general construction work.
2. Owner will be evaluating bids and awarding a contract based upon bid price and qualification information provided. Bidder qualification documentation is required to be submitted with the bid.
Note: All contractors are hereby notified that they must have proper license(s) under the state laws governing their respective trades.
 - a.) General contractors are notified that chapter 87, Article 1, General statutes of North Carolina, will be observed in receiving and awarding general contractors.
3. **Description of project:** The project consists generally of the following:

This renovation project aims to enhance the accessibility and security of the building by repositioning key service areas and adding security features. The project involves moving the Tax and Collection windows and the Community Development front desk to the front lobby of the building. By doing so, we intend to make these services more accessible to the public while optimizing the existing space.

Key Elements

- a. Relocation of Service Areas:
 - Tax and Collection Windows: Relocating to the front lobby of the building for better public access.
 - Community Development Front Desk: Relocating to the front lobby of the building for better public access.
- b. Countertop Reuse:
 - The existing countertops from the current Tax and Collection windows and Community Development front desk will be reused in the new locations, promoting sustainability and cost-efficiency.

Security Enhancements

- c. Installation of Three Doors:
 - Adding two new doors to restrict public access to hallways, ensuring that only authorized personnel with key cards can enter.
 - The third door will be for the new customer service administrator's office, transforming the former tax and collections office into two separate office spaces.
- d. Reuse of Existing Door:
 - One of the new doors will be repurposed from an office where it is no longer needed. This will also create a connecting office space for the Community Development front desk.
 - A threshold will be installed to connect the two offices.

- e. Electrical and Data Modifications:
 - o Data/Telephone Outlets: Installation of necessary data and telephone outlets in the updated offices.
 - o Reconfiguration of Outlets: Flipping some data outlets and receptacle duplexes to ensure their continued usability in the new layout.
- 4. Owner: Town of Oak Island, 4601 East Oak Island Dr., Oak Island, North Carolina, 28465.
- 5. Person to Receive Bids: Town of Oak Island staff member Lisa Stites, Town Clerk (Tel. 910-201-8004 / Email. lstites@oakislandnc.gov) Town Clerk, Town of Oak Island, 4601 East Oak Island Dr. Oak Island, North Carolina, 28465.
- 6. Place for Receipt of Bids: First floor Conference Room, Town of Oak Island, 4601 East Oak Island Dr. Oak Island, North Carolina 28465.
- 7. Time and date for Receipt of Bids: 10 a.m. on Wednesday, November 27th, 2024.
- 8. Type of Bid Opening: Public
- 9. Documents are ready for review at The Town of Oak Island, 4601 East Oak Island Dr. Oak Island, North Carolina 28465.
- 10. Procedure for obtaining bidding documents: Contact Lisa Stites, (Tel. 910-201-8004 / Email lstites@oakislandnc.gov) Town Clerk, Town of Oak Island, 4601 East Oak Island Dr. Oak Island, North Carolina, 28465.
- 11. Rejection of Bids: The owner reserves the right to reject any or all bids and to waive informalities.
- 12. Site Inspection: Prime Bidders are required to visit the site prior to bidding. Site visits can be scheduled with Steve Edwards, (Tel. 910-201-8052) Development Services Director, Town of Oak Island, 4601 East Oak Island Dr., Oak Island, North Carolina, 28465.
- 13. All work described under this bid offering shall be completed by January 31, 2025. If the contractor anticipates the need for a time extension or other relief from stipulated terms and conditions during any event due to extenuating circumstances beyond his control, a written request for such extension or relief must be sent to the Town's Development Services Director as soon as such circumstances become known. Extensions and/or other relief will be evaluated judiciously and, if approved, shall be provided to the Contractor in writing and in a timely manner. The Town reserves the right to approve or not approve any such time extensions or other relief requested at its sole discretion.

Town Of Oak Island
4601 E. Oak Island Dr.
Oak Island, North Carolina



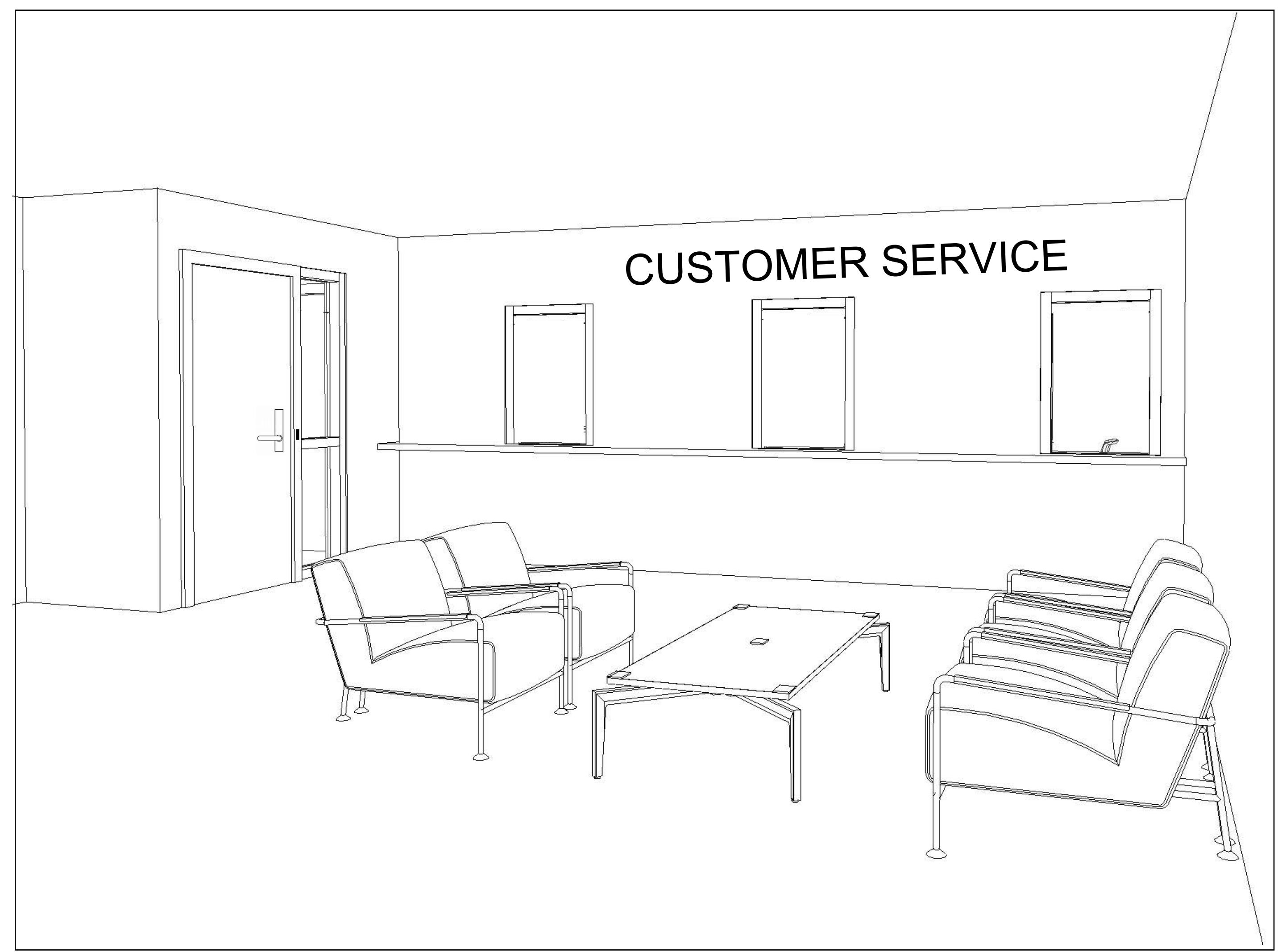
OAK ISLAND TOWN HALL RENOVATION

4601 E Oak Island Dr, Oak Island, NC 28465

EXISTING



PROPOSED



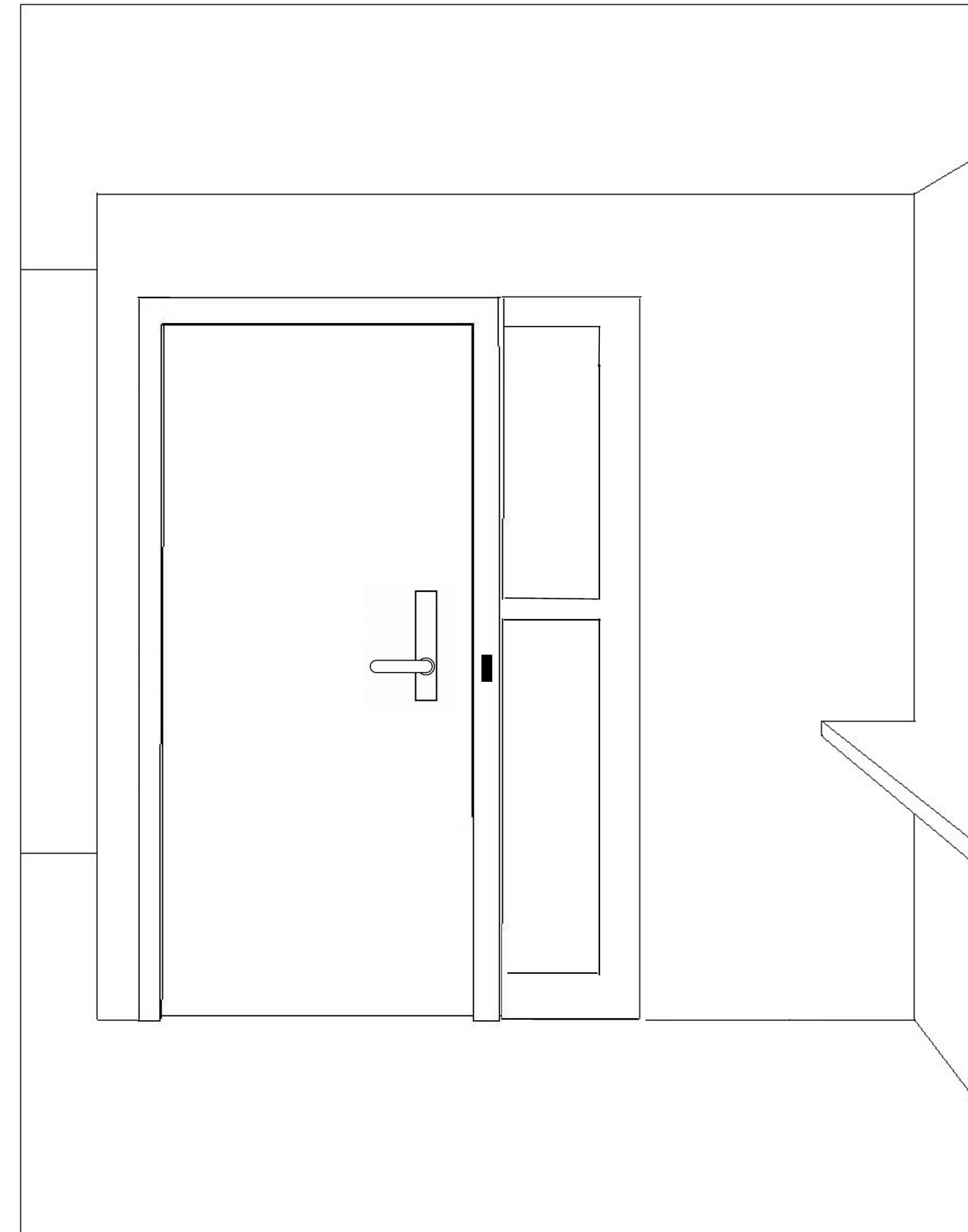
New tax and collections counter location. Reuse original counter but cut down to 18'. Seating area arranged to allow 6' between the counter and seats. Addition of double door closing off hallway.

LOCATION FOR RE-PURPOSED DOOR



Hallway to tax and collections office.

PROPOSED

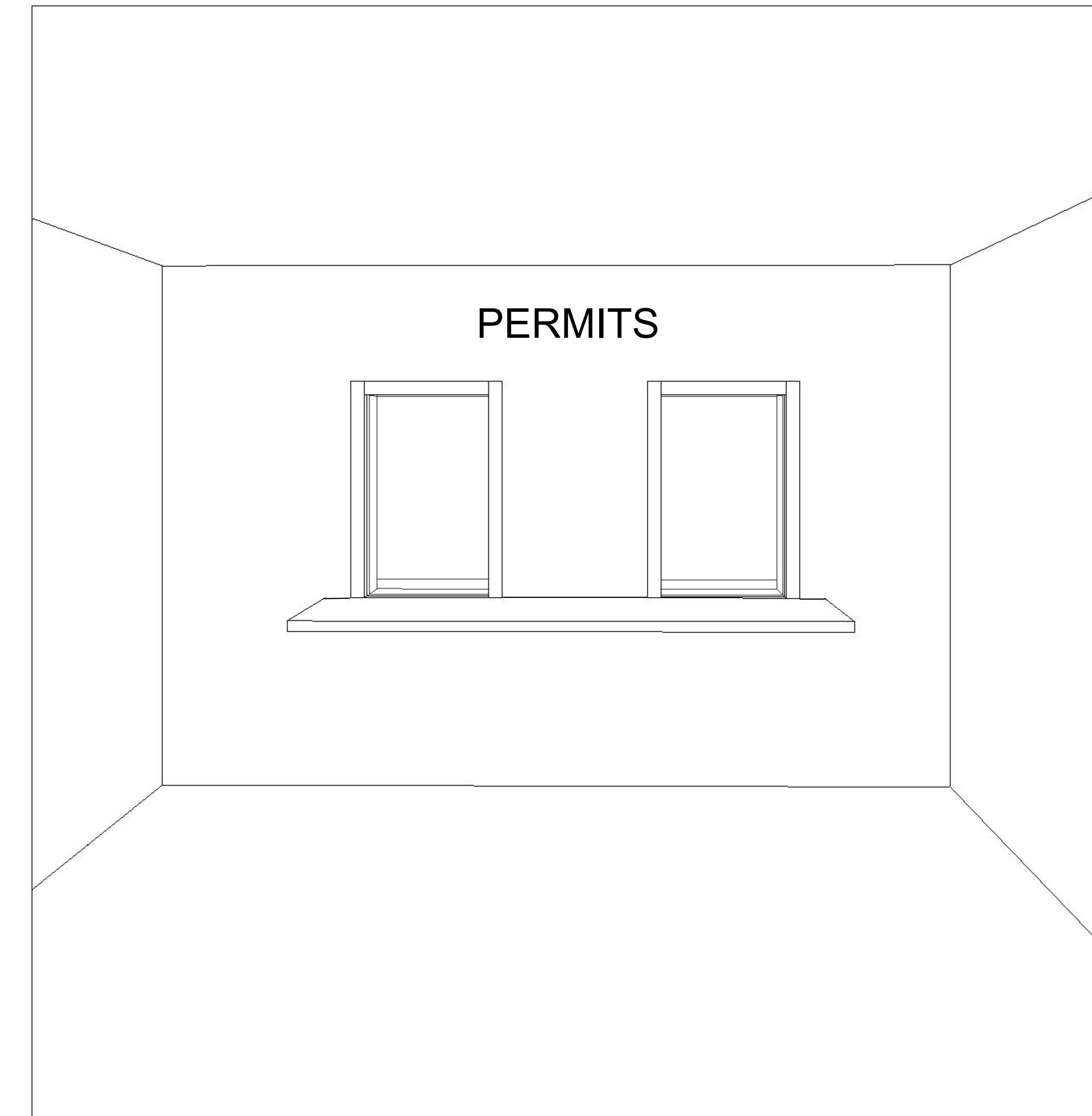


Re-purposed door (see floor plan) blocking off hallway with key card access only.

EXISTING



PROPOSED



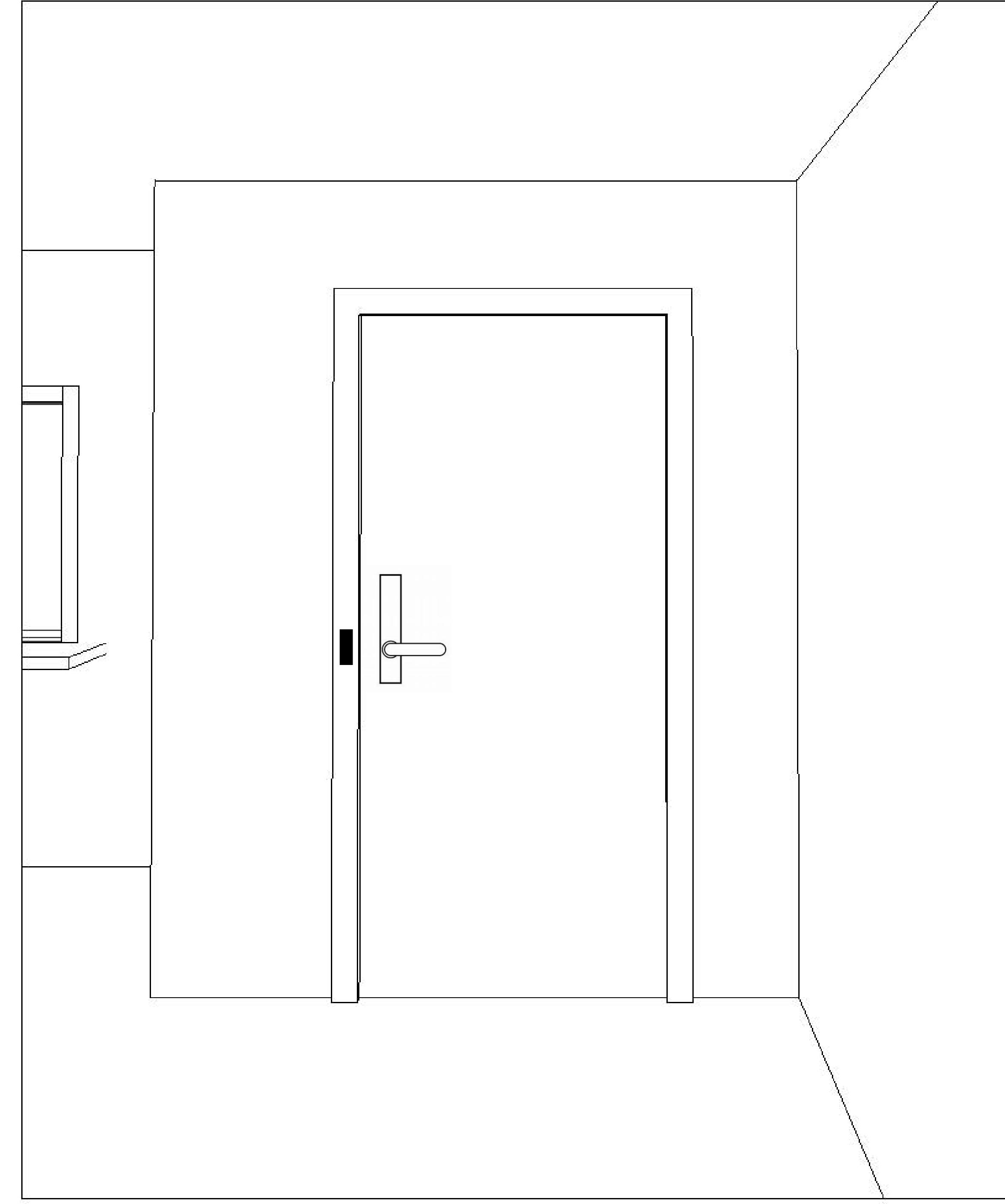
New community development front desk location. Taking out counter that is existing and replacing with the counter from original location.

EXISTING



Hallway to community development office.

PROPOSED



New door blocking off hallway. key card access only.

NOTES

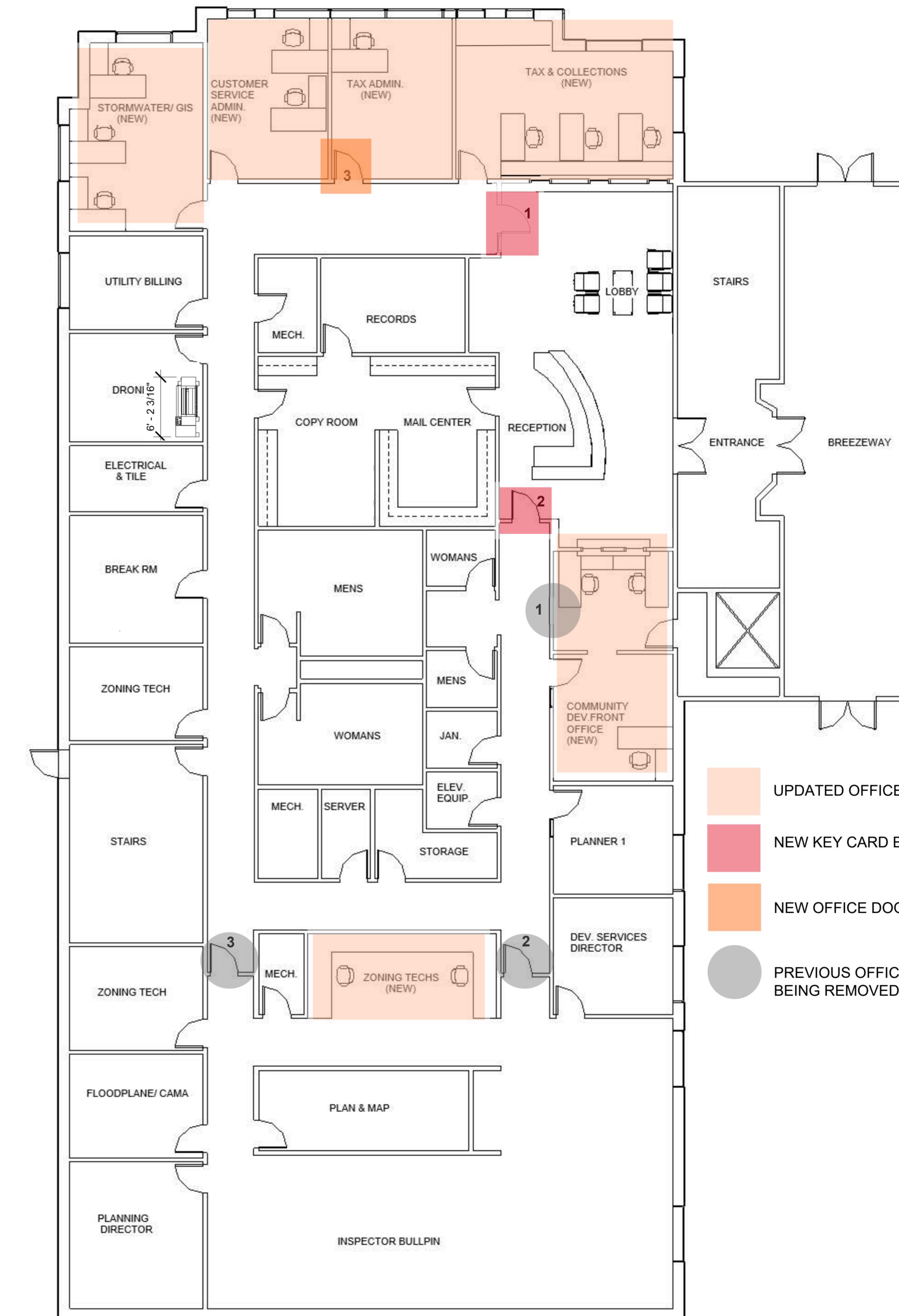
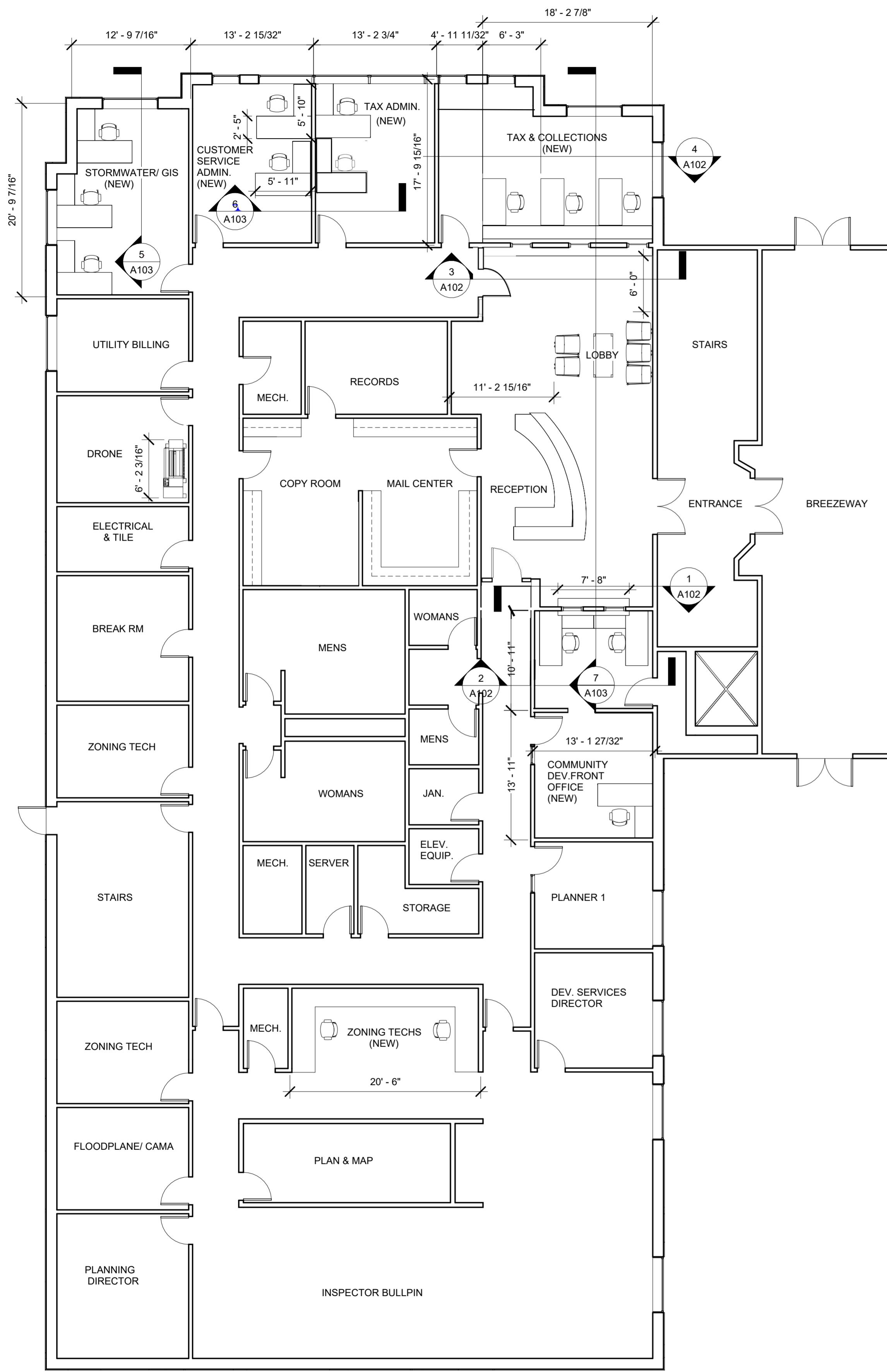
Repurposed door 1 to be relocated to new key card entrance door 1 location.

Repurposed door 2 to be relocated to new key card entrance door 2 location.

Repurposed door 3 to be relocated to new office door 3 location.

Repurposed door 1 existing location to be walled in.

Repurposed door 2 & 3 existing locations to be finished off as case openings



OAK ISLAND TOWN HALL RENOVATION

FIRST FLOOR PLAN

Date 06/03/2024

Drawn by Michaela Wise

Scale 1/8" = 1'-0"

6/3/2024 4:29:08 PM

① Level 1
1/8" = 1'-0"

N

A101

NOTES

D - 1

Re-Purposed door 2

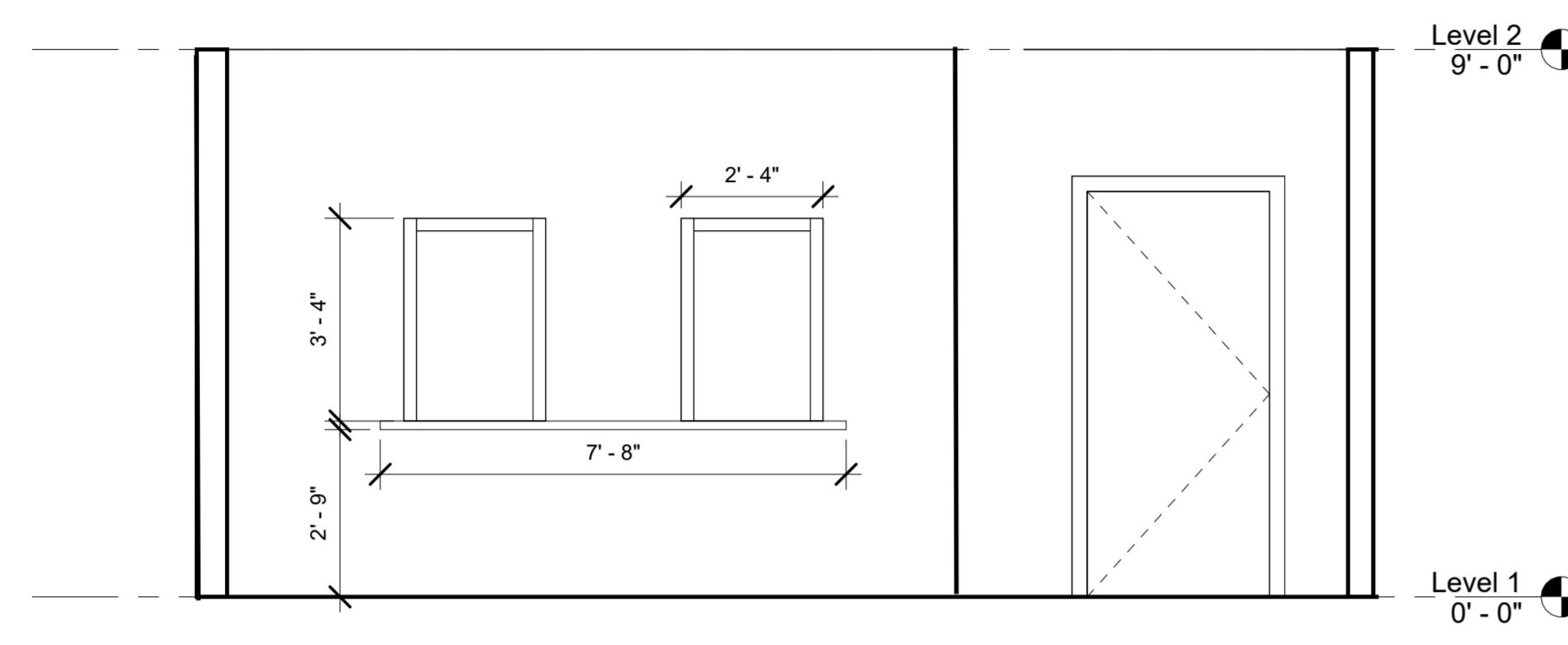
HEAVY DUTY MORTISE LOCKS:

SCHLAGE 9000 SERIES 03A (CAST-LEVER) (BASIS OF DESIGN), SARGENT 8200 LINE TRIM DESIGN LNJ (CAST-LEVER), RUSSWIN ML2200 SERIES TRIM DESIGN 8200 LUSTRA (CAST-LEVER)

PANIC EXIT DEVICES: VON DUPRIN 99 LX 03 SERIES 32D, YALE 7100 X CR526X32D

CYLINDERS (RIM): SCHLAGE: 20-057; RUSSWIN CORBIN: 3080

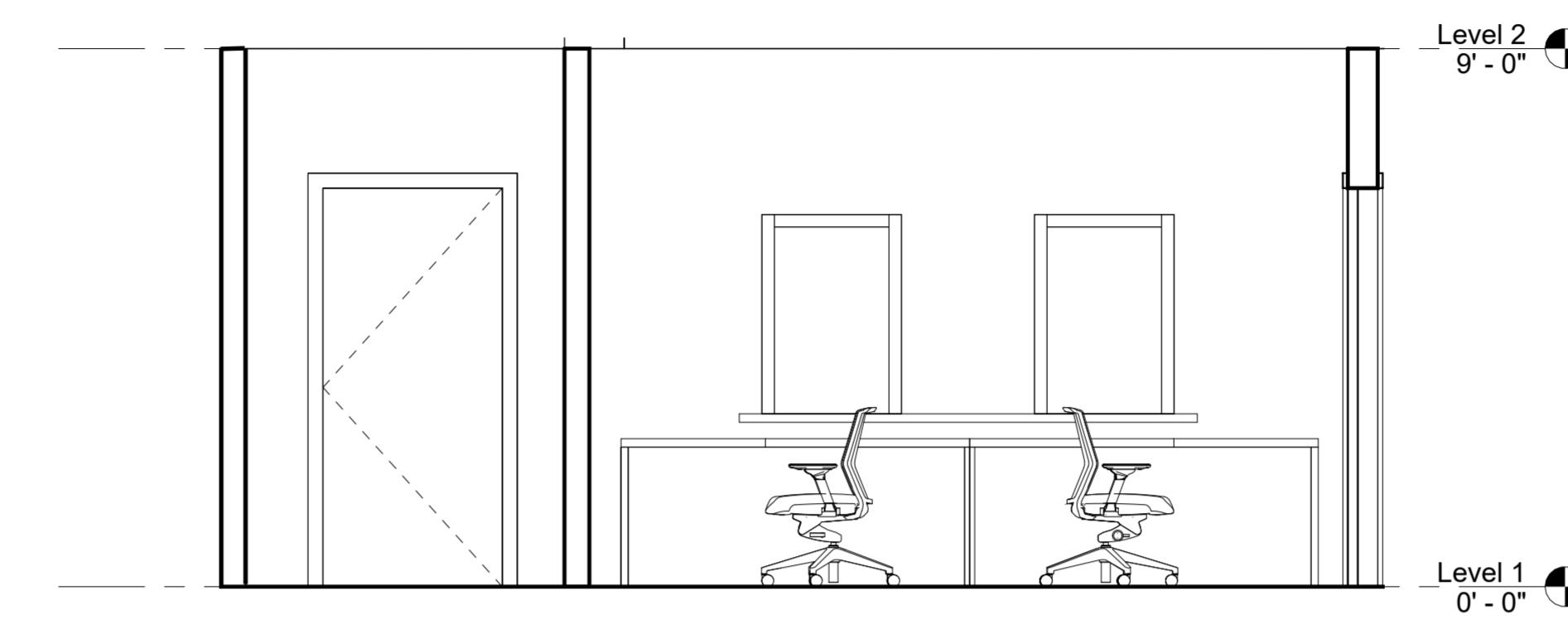
Community Development Window



D - 1 (SEE NOTES)

① Section 1
3/8" = 1'-0"

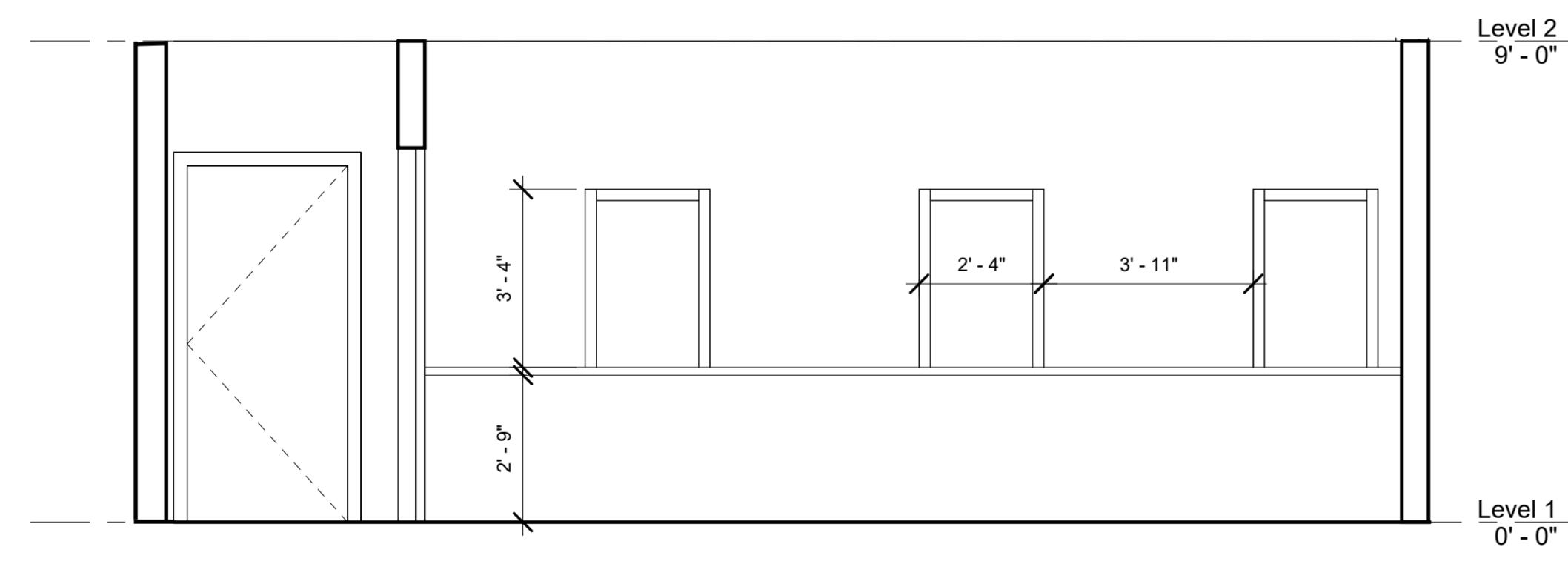
Community Development Office



D - 1 (SEE NOTES)

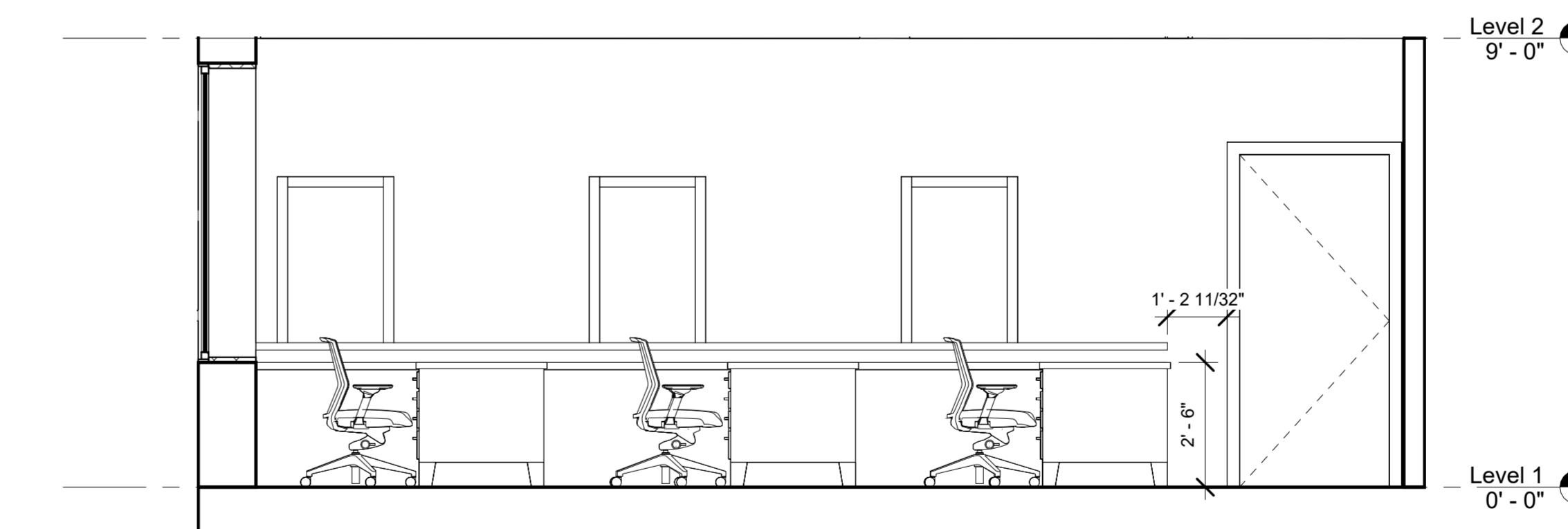
② Section 2
3/8" = 1'-0"

Tax and Collections Window



③ Section 3
3/8" = 1'-0"

Tax and Collections Office



④ Section 4
3/8" = 1'-0"

OAK ISLAND TOWN HALL RENOVATION

SECTIONS

| | |
|----------|---------------|
| Date | 05/31/2024 |
| Drawn by | MICHAELA WISE |

A102

| | |
|-------|--------------|
| Scale | 3/8" = 1'-0" |
|-------|--------------|

NOTES

D - R

REPURPOSED DOOR 1

PANIC EXIT DEVICES: VON DUPRIN

99 L X 03 SERIES 32D, YALE 7100 X

CR526X32D

CYLINDERS (RIM): SCHLAGE: 20-057:

RUSSWIN CORBIN: 3080

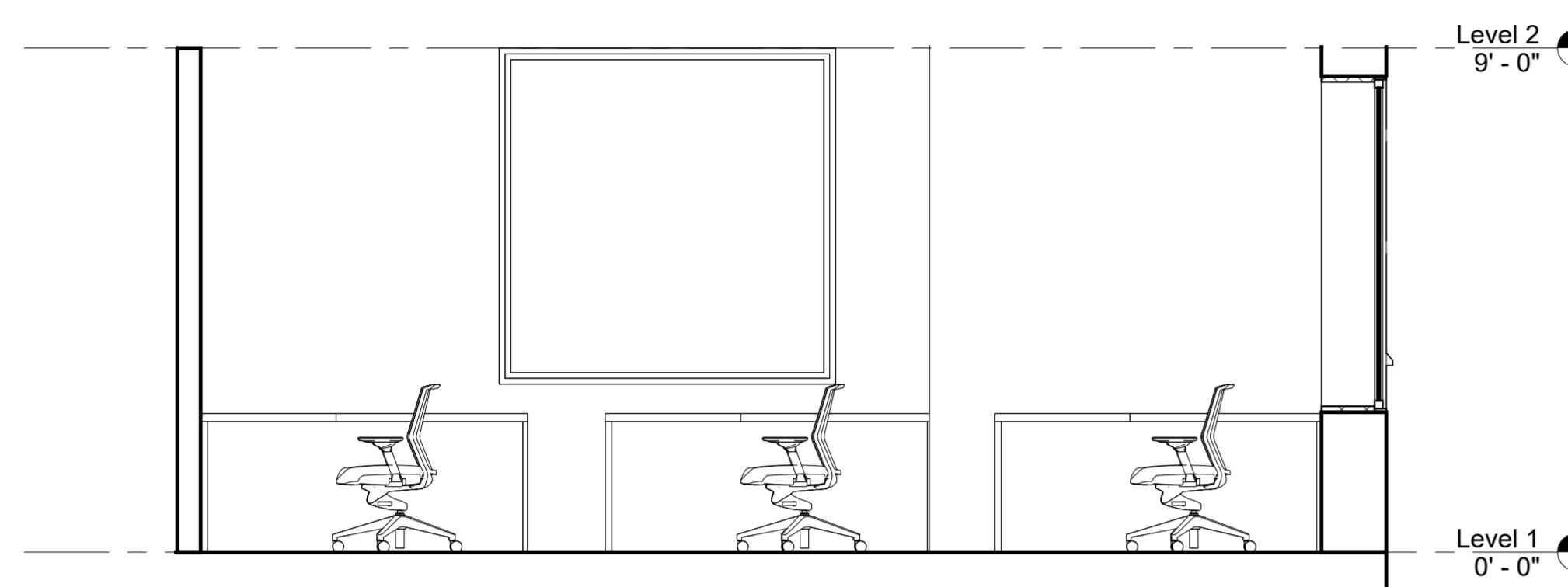
Verify if panic hardware from repurposed door 3 can be used on repurposed door 1 and door hardware from repurposed door 1 can be used on repurposed door 3.

PAINT COLORS

FIELD COLOR- TOPSAIL SW 6217

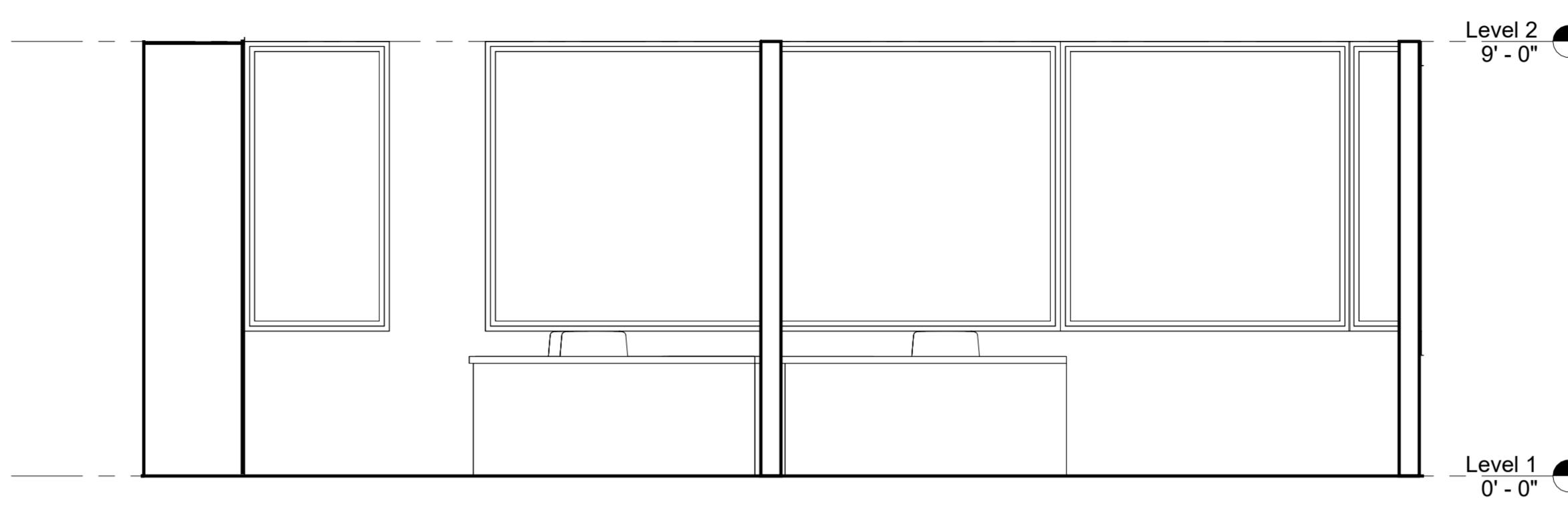
DOOR FRAME COLOR- TRADEWIND SW 6218

New Stormwater/ GIS Office



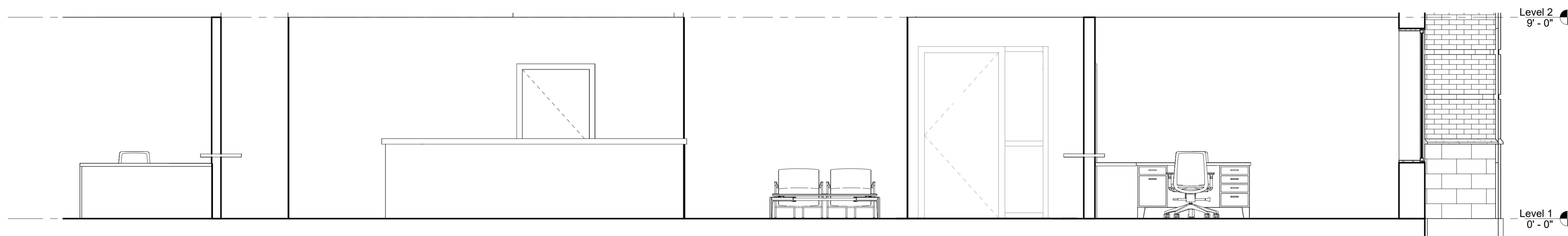
⑤ Section 5
3/8" = 1'-0"

New Customer Service/Tax Administrator Offices



⑥ Section 6
3/8" = 1'-0"

Front Desk View/ New Window Locations



D - R (SEE NOTES)

⑦ Section 7
3/8" = 1'-0"

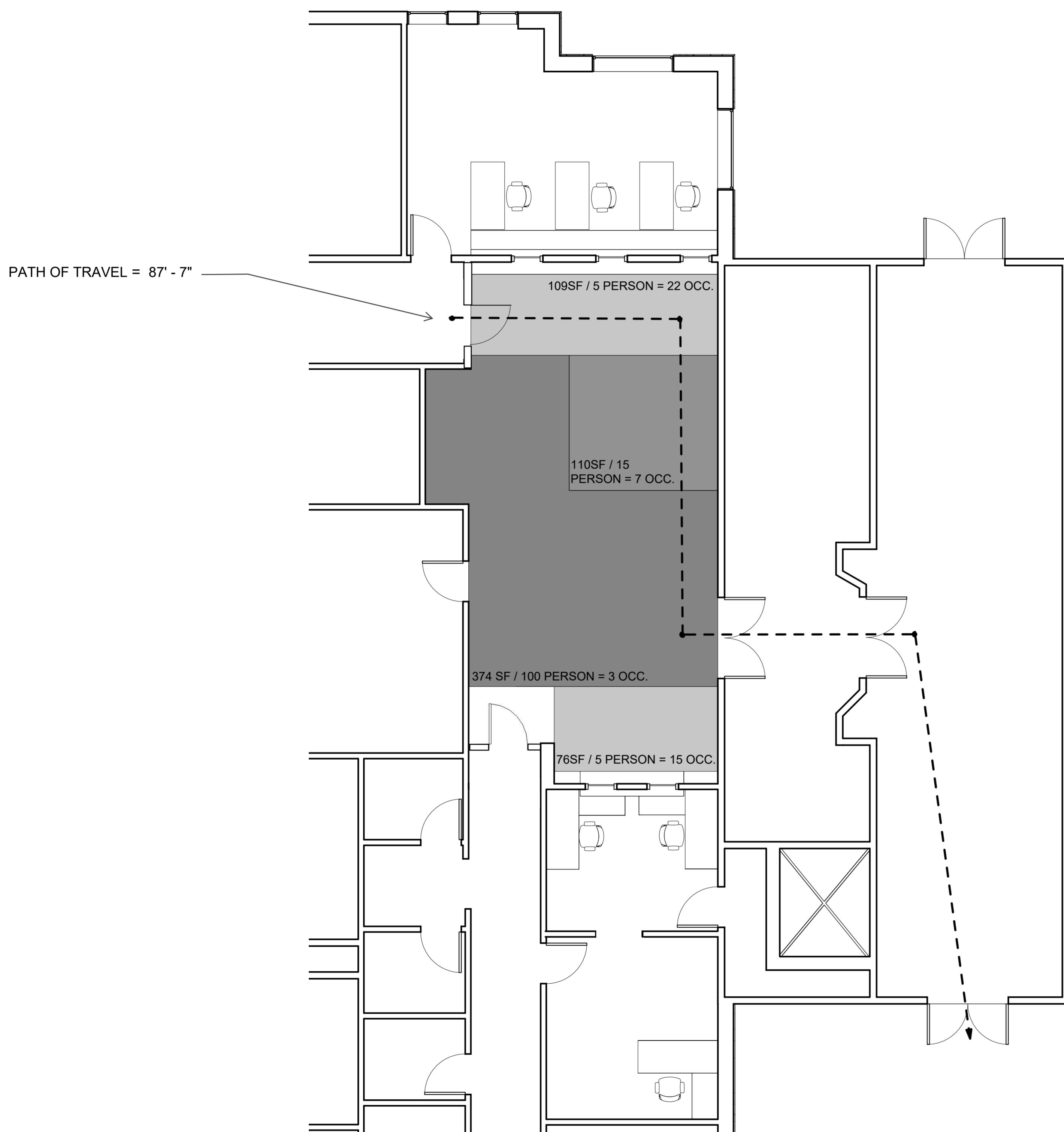
OAK ISLAND TOWN HALL RENOVATION

SECTIONS

Date 05/31/2024
Drawn by MICHAELA WISE

A103

Scale 3/8" = 1'-0"



LIFE SAFETY PLAN LEGEND

← ----- → PATH OF EXIT ACCESS TRAVEL

LIFE SAFETY PLAN NOTES

1. BUILDING IS SPRINKLERED

| | |
|----------------------|--|
| QUEUING | QUEUING TOTAL OCCUPANCY 185 SF / 5 = 37 OCCUPANTS |
| WAITING/SEATING AREA | WAITING/SEATING AREA TOTAL OCCUPANCY 110 SF / 15 = 7 OCCUPANTS |
| BUSINESS OCCUPANTS | BUSINESS OCCUPANTS TOTAL OCCUPANCY 374 SF / 100 = 3 OCCUPANTS |

TOTAL = 47 OCCUPANTS

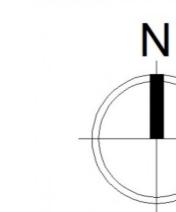
OAK ISLAND TOWN
HALL RENOVATION

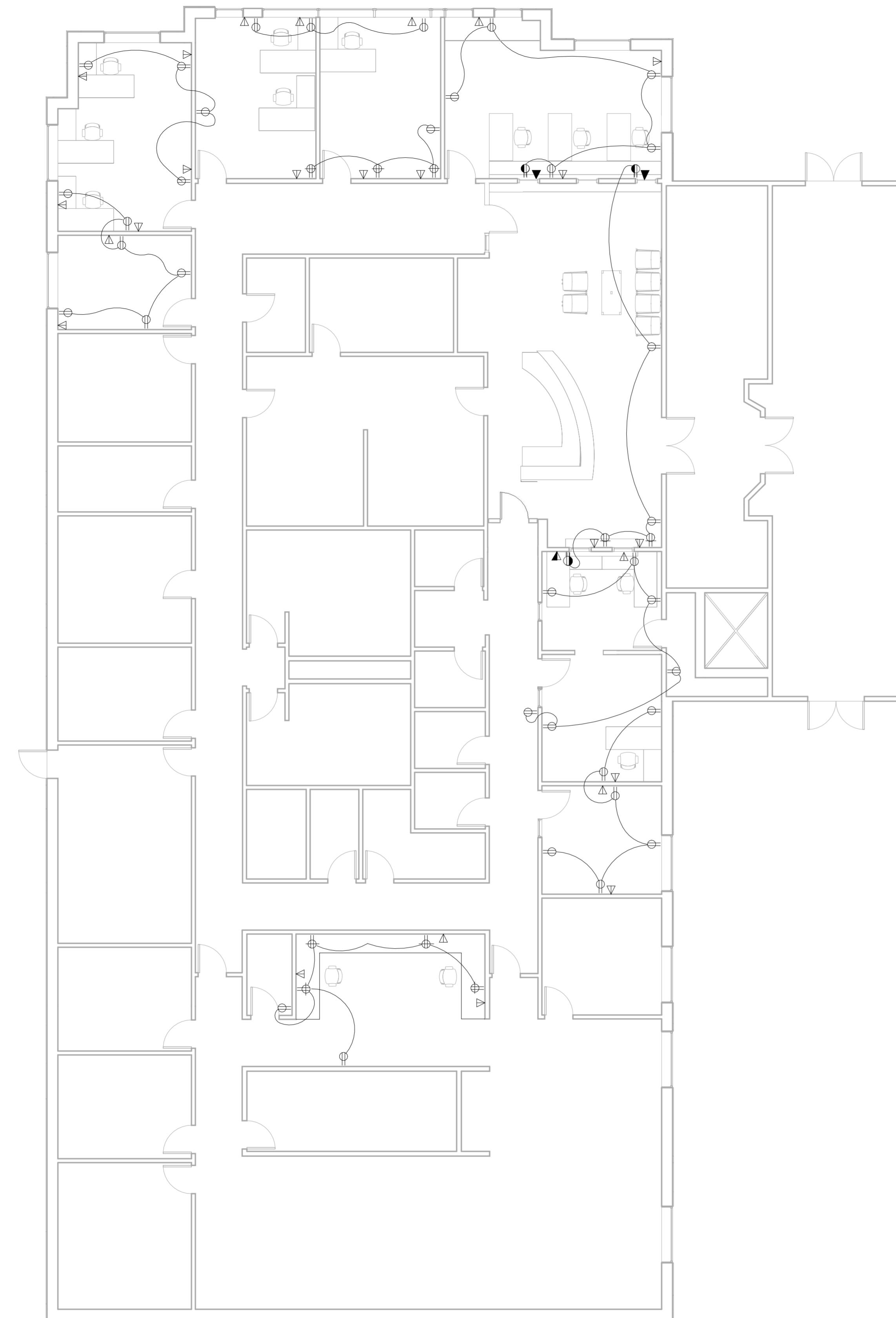
LIFE SAFETY PLAN

Date 05/30/2024
Drawn by MICHAELA WISE

A104
Scale 3/16" = 1'-0"
5/30/2024 2:29:46 PM

① LIFE SAFETY PLAN LEVEL 1
3/16" = 1'-0"

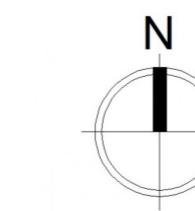




① ELECTRICAL PLAN
1/8" = 1'-0"

ELECTRICAL PLAN LEGEND

- ELECTRICAL WIRE
- RECEPTACLE DUPLEX
- RECEPTACLE QUADPLEX
- DATA/ TELEPHONE OUTLET
- NEW DATA/ TELEPHONE OUTLET
- FLIPPED RECEPTACLE DUPLEX
- FLIPPED DATA/ TELEPHONE OUTLET



OAK ISLAND TOWN
HALL RENOVATION

ELECTRICAL PLAN

Date 06/03/2024
Drawn by MICHAELA WISE

A105

Scale 1/8" = 1'-0"