



Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628
(954) 434-0008 Town Hall
(954) 434-1490 Fax
<https://www.southwestranches.org/procurement/>

March 4, 2025

ITQ No. 25-08 Town Hall Interior Wall & Door Construction

Addendum #1

Attachments and ITQ Replacement Pages:

Attachment "A" – Front desk area existing floorplan

Attachment "B" – ITQ Specification pages "4(a)" and "5(a)" hereby replace earlier ITQ pages 4 and 5.

Clarifications

1. **Q:** Existing Drawings: Can the government provide as-built drawings of the existing structure to ensure accurate planning and installation?
A: Reference Attachment "A" for purposes of this scope.
2. **Q:** Can the government specify the exact locations where the Kevlar-grade material should be installed within the new drywall?
A: Any new drywall should have the Kevlar-grade material, up to at least 6 or 7 feet high as appropriate.
3. **Q:** Is the purpose of the Kevlar-grade material for bulletproofing?
A: Yes.
4. **Q:** If so, what UL-rated level of ballistic protection is required?
A: Level 3.
5. **Q:** Does the government require this material to be installed on the existing low wall and where the door is being removed?
A: Yes
6. **Q:** What is the intended purpose of installing the Kevlar-grade material?
A: To provide a level of safety and security to the employees behind these walls.
7. **Q:** Is batt insulation required inside the wall for soundproofing or other purposes?
A: Yes.
8. **Q:** Should the new drywall be fire-rated 5/8" Type X?
A: No, does not need to be. This is not a fire wall.

9. **Q:** Does the new door need to be fire-rated?
A: Does not need to be. This is not a fire wall.
10. **Q:** Should we match the existing paint color for the new drywall?
A: Yes
11. **Q:** Does the stucco finish on the wall need to match the existing texture?
A: Yes
12. **Q:** What type of baseboard material is required (wood, vinyl, or other)?
A: Vinyl
13. **Q:** Should the new door be equipped with a magnetic lock for access control?
A: No. The access control system will be installed by a separate vendor.
14. **Q:** Are there any specific hardware requirements for security purposes?
A: No.
15. **Q:** During demo, salvaging the existing countertop may be an issue, as the laminate could be discontinued. Would the government prefer new countertops instead?
A: If the existing countertop laminate is discontinued, then new laminate for countertops can be installed (with pre-approval from Town in accordance with change order policy).
16. **Q:** Regarding the front and side glass panels - Does the government intend to salvage the front glass and dispose of the side glass?
A: Yes.
17. **Q:** Since a new wall will be built, the front glass will need to be resized. Are new glass panels being considered, given the risk of breakage during cutting?
A: New glass panels are not being considered at this time. Should glass panels be broken, consultation with the Town must occur and a change order may be required to replace the glass.
18. **Q:** Should we construct a drywall partition where the side glass will be removed?
A: Yes.

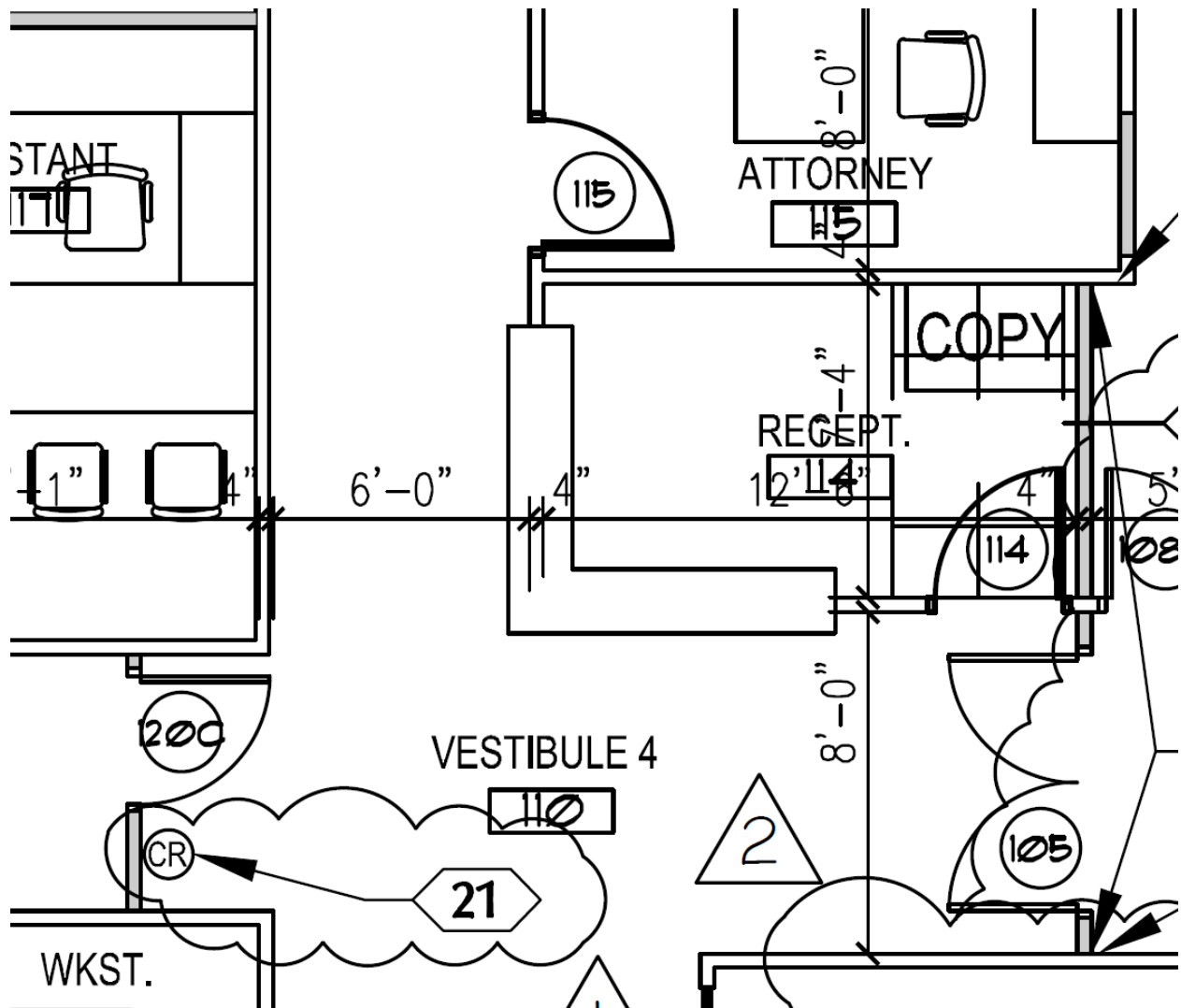
Reviewed by:

Christina Semeraro

Christina Semeraro, NIGP-CPP, CPPO, CPPB
Procurement Officer

Attachment "A"

Front desk area existing floorplan



Attachment "B"

ITQ Specification pages "4(a)" and "5(a)" hereby replace earlier ITQ pages 4 and 5.

SECTION II – SCOPE OF WORK AND SPECIAL TERMS

1. Purpose

****The informal quote process is used when the Town estimates the total amount not to exceed \$24,999.****

The Town of Southwest Ranches invites qualified contractors to submit quotations for the construction of an interior wall with a door, incorporating safety features (including Kevlar grade material reinforcement) at Town Hall located at 13400 Griffin Road, Southwest Ranches, Florida 33330. Prices shall be inclusive of all labor, materials, drawings/plans, tools, equipment, supervision, rubbish disposal, administrative costs, profit, overhead, and insurance.

A. MANDATORY PRE-QUOTE MEETING & SITE VISIT

A Mandatory Pre-Quote Meeting will be held at 1:00 PM EST on Thursday, February 27, 2025, at the Southwest Ranches Town Hall Grand Oak Conference Room. Attendance at this meeting is required for all prospective suppliers in order to be eligible to submit a quote.

Failure to attend the Mandatory Pre-Quote Meeting on time will result in automatic disqualification from the procurement process. No exceptions or alternative meeting opportunities will be provided. Suppliers must ensure that a company representative is present and signs in at the meeting to confirm attendance.

2. Scope of Work

Contractor shall furnish all labor and tools necessary to construct a wall, purchase and install a door, remove an existing door, and to reconstruct portions of a wall. Kevlar-grade material reinforcement shall be embedded in specified drywall locations. Lump sum bid price will include all associated costs to complete the project turn-key.

Contractor responsible to provide any and all drawings/engineering as required by the Building Department.

Contractor is responsible for all applicable permits, permit applications, and inspection scheduling. Permits will be reimbursed at cost only. The Town will not pay the cost of permit runner fees. Proof of payment (receipt) is required for reimbursement.

3. Specifications

Area 1: Wall Construction

- Construct a wall between two adjacent and perpendicular walls:
 - One existing full wall
 - One existing half wall
 - Approximately six (6) feet apart
 - Include batt insulation.
- Include an interior-main entry door:
 - Standard size
 - Matches the adjacent Town Hall interior door with push bar and delay action door closer, matching interior handle with lock, and door stop
 - Metal frameSolid wood door

- Include standard "EXIT" sign above the door interior
- Integrate necessary electrical components:
 - Electrical conduits or provisions for light switches
 - Outlets, security access, and data connections
- Install Kevlar-grade material in critical sections behind construction materials
- Use high-quality materials for the interior drywall
- Include matching vinyl baseboards for all new wall sections for a seamless look
- ~~Install a robust, reinforced door:~~
 - ~~○ High quality locks and safety hardware~~

Area 2: Front Desk Modifications

- Modify the front desk area to include:
 - Kevlar on the bottom half of a public-facing wall
- Remove an interior entry door from a public-facing wall
- Construct a new wall. Embed wall interior with Kevlar-grade material and batt insulation.
- Create ~~an open entry~~ a door way with solid wood interior door, matching interior handle with lock, and door frame to the space behind the wall described in Area 1.
- Remove side facing glass and countertop for new side wall
- Town to specify which materials (glass, countertops, etc.) to be reserved and re-used
- Maintain/re-route existing electrical outlet(s) as appropriate

Area 3: Countertop Installation

- Install a small countertop for customer use:
 - No more than three (3) feet wide
 - 18 inches deep
 - Positioned along a portion of the initial wall (as mentioned above)

All work shall be performed in compliance with industry best practices and manufacturer recommendations as applicable.

Finishes and Debris Clean-up

Contractor is responsible for ensuring a clean and finished installation. Contractor shall include the cost of any debris or rubbish disposal in their lump sum quote.

4. Hours of Work

The site is a high-traffic public area that requires daytime use for residents and visitors.

Unless otherwise authorized or directed by the General Services Manager or designee, the work hours for this project will be as follows:

Weekdays: 5:30-9:00 am to 95:00 pm with the consideration of the public still being able to access certain portions of the public space during this time.

Weekends: TBA 9:00 a.m. to 5:00 p.m. only for demolition and work that would produce a considerable amount of noise, dust, and/or vibration.

Contractor shall not be permitted on site outside of the confirmed hours without prior approval.