

Town of Townsend
Request for Proposals (RFP)
Construction of Public Works Facility

RFP Issued: January 1, 2026

Proposals Due: January 31, 2026, by 12:00 p.m.

Introduction

The Town of Townsend is seeking qualified, licensed contractors to provide comprehensive construction services for a new Public Works Facility. The intent of this project is to create a durable, functional, and efficient structure capable of supporting the Town's Public Works operations, vehicle storage, equipment maintenance, and materials handling. The selected contractor will be responsible for design coordination, permitting support, construction, and necessary site improvements. The Town encourages proposals that demonstrate strong technical capability, proven experience with municipal or industrial buildings, and the ability to deliver within budget and timeline requirements.

Project Overview

The project consists of constructing a **30' x 90' Public Works building** situated on a **40' x 100' reinforced concrete foundation**. The facility is expected to include multiple garage bays, access doors, storage capacity, and future-ready utility rough-ins for electric, plumbing, and potentially HVAC systems.

The structure will serve as a combined operational and storage facility for the Town's Public Works Department. The design should reflect practical use, longevity, and cost-efficiency.

Scope of Work

The Contractor will be responsible for providing all labor, equipment, materials, engineering coordination, and supervision to complete the project in accordance with the specifications below.

Site Preparation & Civil Work

- Conduct site assessment prior to construction, including review of grades, soil conditions, and drainage.
- Perform clearing, grubbing, and removal of debris as required.
- Provide excavation and backfill to prepare the site for the concrete foundation.
- Ensure proper drainage and ground stabilization to prevent settling or water intrusion.
- Install erosion control measures throughout construction.

Foundation Construction

- Pour a **40' x 100' concrete slab, 6 inches thick**, meeting or exceeding all applicable ASTM standards.
- Reinforce with steel rebar or mesh consistent with commercial building code requirements.
- Ensure installation of vapor barrier, compaction, and sub-base stone as required.
- Include anchor points and footings as needed for the building type proposed.
- Provide expansion joints, control cuts, and finish sealing appropriate for industrial use.

Building Structure

- Construct a **30' x 90' engineered building** (metal, pole, steel frame, or comparable) capable of meeting snow load, wind load, and seismic requirements as dictated by Delaware Code.
- Exterior must be fabricated with durable, low-maintenance materials such as steel siding or metal panel systems.
- Roofing must utilize corrosion-resistant materials with appropriate insulation options included.
- Provide interior framing (as applicable), structural bracing, and framing for doors and utility areas.
- Ensure all construction is weather-tight and energy efficient.

Access Points, Doors & Openings

- Provide **multiple garage doors** sized to accommodate heavy equipment such as trucks, plows, tractors, or skid steers.
- Proposals should identify recommended door sizes, materials, insulation, and lifting mechanisms (manual or powered).
- Install at least one exterior personnel access door and any additional doors required for code compliance.
- Provide weather stripping, proper hardware, locks, and security considerations.

Utility Rough-Ins

Contractor shall install rough-ins for:

- **Electrical**
 - Conduit runs for lighting, outlets, exterior lighting, and equipment power.
 - Panel box location and capacity suitable for future expansion.
 - Rough wiring for overhead doors, fans, and any mechanical systems.
- **Plumbing**
 - Rough-in for water service, potential restroom connection, wash station, and drains.

- Stub-outs for future sink or bathroom installation (if requested by Town).
- Floor drains or trench drains where appropriate.
- **Mechanical (as applicable)**
 - Space allocation and utility connections for potential HVAC or heating systems.
 - Ventilation considerations for equipment storage areas.

Finishes & Additional Components

- Install basic interior gravel or concrete finishing as proposed.
- Provide exterior grading and stabilization around the perimeter of the structure.
- Include gutters, downspouts, and stormwater considerations.
- Provide recommendations for optional interior storage, shelving, or partition walls (these may be add-alternates).

Permitting & Code Compliance

- Contractor is responsible for ensuring all construction meets federal, state, and local building codes.
- Contractor must coordinate with the Town or its engineer regarding required approvals.
- Contractor must schedule all code inspections, including foundation, framing, electrical, plumbing, and final inspection.

Proposal Requirements

Proposals must include the following, clearly labeled in sections:

Cover Letter

- Statement of interest
- Summary of qualifications
- Name of primary contact

Company Profile

- Company history and years in business
- Proof of licensing and bonding
- Organizational chart or listing of key personnel

Technical Proposal

A detailed description of how the contractor will complete the work, including:

- Proposed construction materials
- Door specifications and placement
- Structural system type (metal, pole, steel frame, etc.)
- Foundation reinforcement details

- Utility rough-in plan
- Site work approach
- Preliminary design or concept drawings (if available)

Project Schedule

- Start date
- Estimated timeline, broken into phases
- Substantial completion date
- Final completion date

Cost Proposal

A detailed, itemized cost schedule including:

- Materials
- Labor
- Equipment
- Subcontractors
- Permit fees (if applicable)
- Alternates (recommended but not required)

References

- At least **three municipal, commercial, or industrial clients** for whom similar work has been performed.
- Include contact names, phone numbers, and project descriptions.

Insurance

- Proof of general liability, worker's compensation, and vehicular insurance coverage.

Submission Instructions

All proposals must be sealed and clearly marked:

“Public Works Facility RFP – DO NOT OPEN”

Submit to:

Town of Townsend

Attn: Town Manager
141 Main Street
Townsend, DE 19734

Deadline: January 31, 2026, by 12:00 p.m.

Late submissions will not be accepted.

Electronic submissions will not be considered unless authorized in advance.

Evaluation Criteria

Proposals will be evaluated on:

- Compliance with requirements
- Experience and qualifications
- Quality and durability of proposed materials
- Cost competitiveness
- Ability to meet timeline
- References and reputation
- Completeness and clarity of submission

The Town reserves the right to negotiate, reject any or all proposals, waive informalities, and accept the proposal deemed most advantageous to the Town.

Contact Information

Questions must be submitted in writing to:

Town Manager- Julie Goodyear

Town of Townsend

Email: jgoodyear@townsend.delaware.gov

Phone: 302-378-8082.

All questions must be received no later than **January 20, 2026** to ensure adequate time for response.