



TEMPLE CITY MUSEUM

City of Temple, GA
Temple Museum Department

Request for Proposal

Temple City Museum Renovation Project
RFP # 2025-1028

Proposal Due Date:
Friday, December 19, 2025, at 3 pm.

Request for Proposal

Temple Museum Renovation Project

RFP # 2025-1028

General Information

The City of Temple, GA (hereafter referred to as “The City”) is seeking proposals to renovate the Temple City Museum. The existing building is in need of electrical, plumbing, HVAC, framing, and grading. This work will be at Temple City Museum, 598 Sage Street Temple, Georgia 30179.

Elements of Proposals:

- Construction team: general contractor, sub-contractors, and suppliers.
- All contractors must be licensed and insured
- Electrical:
 - Install new 200 amp service and new panel box
 - Install all wiring: light fixtures, switches, outlets, covers, new stove and dishwasher circuits, new venthood, new a/c unit (inside air handler and new outside unit) – All wiring must meet N.E.C. and County codes.
- Plumbing:
 - Remove or plug old plumbing lines, drains, and vents
 - Install all new water lines, drains, with water lines to tie into the necessary locations.
 - Install all new vents, replumb 2 new bathrooms to meet ADA compliance, along with new urinals, toilets, sinks, faucets, flush valves, with 2 outside faucets (1 in front, 1 in rear), new dishwasher line, new kitchen sink, new water heater with drain.
- HVAC:
 - Remove all old heat/air system, piping, vents, line sets
 - Install all new air handler and outside unit, all new piping, all new vents, boots, line sets, new drains, new pad for A/C unit, new thermostat -installed per code.
- Demolition/Framing Work
 - Remove and reframe walls
 - New sheetrock in areas marked
 - Paint all walls
 - Make entry openings bigger for ADA compliance
 - Remodel the 2 bathrooms to meet ADA compliance
 - Replace all windows to meet new energy codes

- Install all new exterior doors with double-bored doors
- Assess and repair roof in areas needed
- Add new countertops, appliances (dishwasher, stove, vent hood)
- Repair flooring in damaged areas; sand and stain all floors with 2 coats of finish
- Grading:
 - Remove the old driveway and existing concrete
 - Install appropriate subgrade to meet compaction to include GAB under new driveway and sidewalks
 - Add sidewalk to the rear of the building with ADA ramp
 - Install new ADA ramp at the front door into the handicap parking area
 - Extend driveway past the end of the house to the new parking area with pavement from street to rear parking
 - Remove trees and undergrowth
 - Remove one tree and bush in the front of the house
 - Cut back limbs on existing trees
 - All ADA ramps must have railing per code
 - Include 400 feet of silt fence to be installed as directed by City staff/inspectors.
- The complete cost of the entire turn-key project.
- Timeline of all phases of the project.
- All change orders must have prior discussion and prior approval from City officials before work is carried out. This approval must be signed and dated accordingly.
- Reference and list of similar projects.
- The installation will include all labor and materials needed to complete the project.
- Qualifications of the firm, project manager, and the project team, including resources, workload, and performance history:
 - Must be bonded for at least \$25,000.00.
 - All contractors must be licensed and insured.
 - All contractors are responsible for their employees.
- All design and work must meet or exceed federal, state, and local laws, ordinances, and requirements.
- Any available discounts for prompt payment, government or cooperative purchasing, etc., must be noted and reflected in the bid figures and not entered as separate pricing on the proposal form.

Pre-Proposal Meeting:

There will be one pre-proposal meeting and walkthrough. It is scheduled for 2:00 p.m., Thursday, November 20, 2025, at the City Museum, 598 Sage Street, Temple, GA. Attendance is mandatory.

Please place **Temple City Museum Renovation Project # 2025-1028** in the SUBJECT of all emails and/or written correspondences. All emailed dialog regarding this project is subject to discussion by all prospective companies. Email questions to Ingrid McKinley, (imckinley@templega.us). The final date for questions is December 5, 2025, 2:00 pm.

RFP Procedure

Tentative Project Schedule

A tentative timeline is set forth below. This timeline is subject to change by the City, at the City’s sole discretion, as events and conditions warrant.

• Proposal Release Date	November 4, 2025
• Pre-Proposal Meeting	November 20, 2025
• Questions & Site Visit Requests Completed by	December 5, 2025
• Written Proposals Due	December 19, 2025
• Formal Acceptance/Award of Proposal by City (to include signatures of contracts and work to commence on formal approval)	January 6, 2026
• Project Completion Date	May 29, 2026

Method of Submission

Proposers must submit one (1) original Proposal and one (1) copy. Envelopes used in submitting Proposals must be clearly marked, **“PROPOSAL: Temple City Museum Renovation Project-10-28** and be mailed or hand-delivered to:

Kristin Etheredge, City Clerk
 City of Temple, Georgia
 240 Carrollton Street
 P.O. Box 160
 Temple, Georgia 30179

The deadline for submission is **Friday, December 19, 2025, by 3:00 pm Eastern Standard Time.** Proposals received after the time and date listed above will not be considered.

- The City will not be responsible for any expenses in the preparation and/or presentation of the proposals and oral interviews, if any; and for the disclosure of any information or material received in connection with the solicitation, whether by negligence or otherwise.
- The City reserves the right to request additional information, if necessary, or to request an interview with business(es), or to reject any and all proposals with or without cause, and waive any irregularities or infirmities in the proposals submitted. The City further reserves the right to make such investigations as it deems necessary as to the qualifications of any

and all businesses submitting proposals. In the event that all proposals are rejected, the City reserves the right to re-solicit proposals.

- The City reserves the right to reject any and/or all bids and waive all minor technicalities, informalities, and irregularities. The City reserves the right to accept the bid, which at the judgment of The City, is in their best interest.
- The City will handle all permits.
- Responding businesses may withdraw their proposals at any time prior to the final filing date and time, as indicated on the cover page of this RFP, by written notification signed by an authorized agent of the business. The proposal may thereafter be resubmitted, but only up to the final filing date and time.
- The responding business assumes sole responsibility for the complete effort required in the RFP. No special consideration shall be given after proposals are opened because of a business's failure to be knowledgeable about all the requirements of this RFP. By submitting a proposal in response to the RFP, the business represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.
- Complete the City of Temple Vendor Information Packet, if not currently an approved vendor. Responsive documents are available online under the Community Tab, in the Forms, Permits, and Applications section (www.templega.us/forms).
- Documents and information submitted in response to the RFP shall become property of the City of Temple and generally shall be available to the general public as required by applicable law, including the Georgia Open Records Act.

General Terms and Conditions

Insurance

The City of Temple has certain insurance requirements that must be met. The BUSINESS will be responsible for purchasing and maintain at its sole expense the required insurance coverage.

- BUSINESS shall furnish the City copies of all insurance policies or certificates of insurance relating to the insurance policies that must be maintained hereunder. In addition, insurance policies applicable hereto shall contain a provision that the City shall be given thirty (30) days written notice by the insurance company before each policy is substantially changed or cancelled.

Evaluation Process

- Cost of project
- References and similar projects
- Quality of materials and fixtures
- Timeline-demonstrated ability to complete projects on time

Scope of Work

The selected proposer shall furnish all labor (including subcontractors), transportation, tools, equipment, and materials necessary to execute and complete all the assigned work.

This project includes the following specifications:

- ✓ The contractor shall retain professional personnel who have successfully and competently provided services and installations of multicourt systems similar to this scope.
- ✓ The contractor will provide State standards. *If the contractor proposes different equipment, it shall be equivalent or better. The City of Temple will have the right to discard any proposals with equipment proposed that is different than what is listed below, though these proposals will be evaluated and considered.
 - Electrical:
 - Install new 200 amp service and new panel box
 - Install all wiring: light fixtures, switches, outlets, covers, new stove and dishwasher circuits, new venthood, new a/c unit (inside air handler and new outside unit) – All wiring must meet N.E.C. and County codes.
 - Plumbing:
 - Remove all old plumbing lines, drains, and vents
 - Install all new water lines, drains, water lines to the street
 - Install all new vents, replumb 2 new bathrooms to meet ADA compliance, along with new urinals, toilets, sinks, faucets, flush valves, with 2 outside faucets (1 in front, 1 in rear), new dishwasher line, new kitchen sink, new water heater with drain.
 - HVAC:
 - Remove all old heat/air system, pipings, vents, line sets
 - Install all new air handler and outside unit, all new piping, all new vents, boots, line sets, new drains, new pad for A/C unit, new thermostat -installed per code.
 - Demolition/Framing Work
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- Replace all windows to meet new energy codes
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- The complete cost of the entire turn-key project.
- Timeline of all phases of the project.
- All change orders must have prior discussion and prior approval from City officials before work is carried out. This approval must be signed and dated accordingly.
- Reference and list of similar projects.
- The installation will include all labor and materials needed to complete the project.
- Qualifications of the firm, project manager, and the project team, including resources, workload, and performance history:
 - Must be bonded for at least \$25,000.00.
 - All contractors must be licensed and insured.
- ✓ All contractors are responsible for their employees.
- ✓ Clean, seed and straw any disturbed existing landscaped areas and all otherwise.

The project completion deadline is May 29, 2026.

Addendum #1

Please review the following amended item for the Museum Renovation Project, listed on page 4, under the RFP Procedure and Tentative Project Schedule.

- The Formal Acceptance/Award of Proposal by City (to include signatures of contracts and work to commence on formal approval): the date has been amended from January 6, 2026 to January 13, 2026.

Exhibit A

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