



**Public Restroom - Huguenot Children's Library**

**RFP Number: RFP 24-10-24-1**

**Start Date: 10/15/2024 9:00 AM**

**Close Date: 11/15/2024 5:00 PM**

**Introduction**

The New Rochelle Public Library (NRPL) is seeking sealed bids for an ADA compliant renovation of two (2) existing public restrooms at Huguenot Children's Library (HCL) branch. HCL is devoted exclusively to children.

**Project Description**

The two bathrooms at HCL are outdated, unappealing and not child friendly. The complete overhaul of these bathrooms is overdue and crucial to ensuring that our facilities are sufficiently reliable given the increasing numbers of children and caregivers that attend our programs.

**Scope of Work**

For Both Restrooms:

- Remove existing toilet and sink
- Demo entire bathroom walls, floors and ceiling
- Prep walls and ceiling for new moisture resistant sheetrock
- Install new moisture resistant board, tape and spackle ready for paint and tile
- Supply and install new toilet
- Reuse existing sink, with new faucets
- Supply and install new Panasonic exhaust fan
- Supply and install lighting in ceiling
- Supply and install new baby changing station
- Supply and install new handicap bars in toilet area
- Prime and paint 2 coats on walls above tiled areas
- Prime and paint 2 coats on ceiling and trim

First Floor Restroom:

- Supply and install new wall tile 4 feet high on walls; tile to be determined on start of job
- Supply and install new floor tile; tile to be determined on start of job

Basement Restroom:

- Supply and install new wall tile 4 feet high on walls; tiles to be 4 X 10 maiolia-aqua matte
- Floor to be Epoxy finish
- Supply and install new pump-up toilet.

**Project Timeline**

The HCL Restroom Renovations will be scheduled to start December 1, 2024 with anticipated completion by March 31, 2025.

Walk-throughs, questions or request for clarification shall be done by appointment with the Library Director, and shall be complete by November 1, 2024 at 5pm.

**Selection Criteria**

NRPL Buildings and Grounds Committee reserves the right to select a contractor based directly on the proposal or to negotiate further with one or more respondents.

NRPL Buildings and Grounds Committee reserves the right to reject any and all proposals.

The NRPL Buildings and Grounds Committee will evaluate the proposals in accordance with the following criteria:

- Experience and success in library construction and renovation projects, (80%)  
including positive experience of completion on time and within budget.
- Cost to complete the process. (20%)

**RFP Availability**

The RFP will be posted on the New Rochelle Public Library website: [www.nrpl.org](http://www.nrpl.org)

Questions should be submitted in writing to:

Eugenia Schatoff, Director  
New Rochelle Public Library  
One Library Plaza  
New Rochelle, New York, 10801  
Email: [eschatoff@nrpl.org](mailto:eschatoff@nrpl.org)

The library must have questions by 5 PM, Friday November 15, 2024. Answers will be sent out in a Q&A format to all known and interested parties and posted on the New Rochelle Public Library website.

**Proposal Content Requirements**

Respondents shall have:

- A letter providing a brief description of the firm or individual, name, address of company, telephone number, email, and fax of principal contact person.
- A schedule of costs for services, including supplies, and other costs associated with the project.

- References (and contact information) of preferably three (3) previous clients for which renovation or remodeling services have been provided.
- Additional Documentation – Certification of insurance, certified payroll.
- Legal authority to do business in New York State.
- Compliance with all Fair Labor Standards and Prevailing Wage Laws where applicable, and assumes all responsibility for fair and equitable hiring practices.

**RFP Standards**

- NRPL reserves the right to reject any or all responses to this Request for Proposal.
- No NRPL Board or staff member shall have financial interest in this proposal.
- In cases of dispute over differences of opinion as to the services in the proposal, the decision of NRPL shall be final.
- NRPL reserves the right to ask for clarification in the proposal if the need arises.
- The respondent is expected to provide evidence of professional liability insurance in the amount of not less than \$1,000,000.

**Respondents must submit the original and one unbound copy of the proposal to:**

Eugenia Schatoff, Director  
New Rochelle Public Library  
One Library Plaza  
New Rochelle, New York, 10801  
Email: [eschatoff@nrpl.org](mailto:eschatoff@nrpl.org)

Proposals must be received in a sealed package appropriately marked with the proposal title and name and address of the respondent by 5 PM on November 15, 2024. Proposals not received by that date will be returned unopened.