

Request for Proposal

Entity: Alabama Court of Civil Appeals

Location: Heflin-Torbert Judicial Building
300 Dexter Avenue, Montgomery, AL 36104

Type: Office Renovations

Date of work: Summer 2024

Work Time: Normal business hours

Quote due date: Friday, June 7, 2024, by 5:00 p.m.

Summary:

This project will require renovations of the offices of the Alabama Court of Civil Appeals (“the Court”) located in the Heflin-Torbert Judicial Building (“the Building”) located at 300 Dexter Avenue, Montgomery, Alabama.

The Court’s offices are located on the second floor and the lobby floor of the Building. On the western side of the second floor, the Court has 11 suites. Seven of the suites currently are occupied; the remaining four suites are vacant or are used for storage. Each suite has a front-desk area, a large office, a smaller office, two cubicles, a file-room area, a bathroom (located inside the large office), and three small closets. The second floor also contains a conference room (with a kitchen and a robing room), a break room, two copier/supply rooms, a courtroom, three restrooms, a closet, and a large hallway. On the western side of the lobby floor is the Court’s Clerk’s Office. The Clerk’s Office is comprised of a large open area with modular office cubicles, two offices, two closets, and a vacant storage area.

The wall coverings on some of the walls in areas of the Court, including on the walls of the large hallway on the second floor, are

original to the Building and have accumulated dust and other debris for over 30 years.

This project will consist of removing all existing wall coverings in the second-floor and the Clerk's Office areas of the Court, painting/repainting all walls and trim in those areas, and re-carpeting the hallways and most offices of the Court. The robing room in the Court's second-floor conference room will be updated. In the Clerk's Office on the lobby floor, part of the open area will be enclosed to create one additional office and a storage closet. In addition, the vacant area in the Clerk's Office that is currently used for storage will be refurbished into a breakroom. At this time, no renovations will be made to the courtroom.

Scope of the Work:

- (1) Remove all wall coverings in the hallways on the second floor, in the front-desk area and the large office in each of the second-floor suites and in the large office in the Clerk's Office on the lobby-floor area. All walls on the second-floor and lobby-floor areas of the Court will be painted or repainted, including the walls from which covering is removed. The paint color will be uniform in all hallways and offices. Labor, materials, and equipment shall be required to perform the following:
 - a. Remove existing coverings from all walls including office suites and hallways. This includes all areas of the Court on the second floor and one individual office on the lobby floor. The contractor will be responsible for disposing of all wall coverings that are removed.
 - b. Sand and or remove any remaining residue from walls.
 - c. Apply any necessary sealers to wall surfaces to lock down any loose wall substrate.
 - d. For all walls: apply skim coats and sand between coats to prep for new paint finish.
 - e. Apply two coats of finish paint to ceiling soffits.

- f. Apply primer and two coats of finish paint in desired color scheme to all wall surfaces.
- g. Apply two coats of finish paint to all trim, including door frames, crown molding, wood base, and wall trim.

(2) Carpet

All carpet on the second floor and in the Clerk's Office areas, except for two offices, will be removed and replaced with carpet of the Court's choosing. The carpet in the large office in each of the 11 suites on the second floor will be rolled carpet. In all other areas, carpet squares will be required. In the hallway on the second-floor area, the carpet squares will have specific color trim along the walls, with squares of a different color running down the middle. All other areas will require the same color of carpet squares.

- a. In all areas of the Court, remove any existing carpet and padding and dispose.
- b. Basic floor preparation.
- c. Install rolled carpet in the large office of each suite on the second floor.
- d. Install identical carpet squares in all other areas of each office suite and in the Clerk's Office area.
- e. In the second-floor hallway, install carpet squares, with lighter color as border trim along the walls and a darker color running down the middle.

(3) Office and Storage-Space Addition

In the Clerk's Office, an office and a storage closet will be constructed in what is currently open office space. This space is along the exterior wall of the lobby level area of the Court, and currently measures approximately 18'9" wide and 13'4" deep. There is a large support beam in this area that will mostly end up in the storage space. The new storage-space area will have to accommodate a copy machine.

- a. Divide the open space by erecting walls to create an office of the approximate size of 13'4" by 10', with the remaining space on the other side of the office serving as a storage closet.
- b. Rearrange or recenter existing light ballasts as required so that lighting is provided in both the new office and the new storage space.
- c. Add light switches for both the new office and storage space.
- d. Reuse return air but add new air return if needed.
- e. Add a new door to office and new door to storage space to match existing doors.
- f. Paint new sheetrock walls to match existing paint in office.
- g. Add rubber base to match existing.

(4) Breakroom

In the Clerk's Office area, a breakroom will be constructed in what is currently open office space that measures approximately 18'8" by 8'8".

- a. Demolish two half walls.
- b. Add upper and lower base cabinets.
- c. Connect plumbing to existing water and drain supply to bathroom on the other side of the wall.
- d. Add kitchen sink (no disposal)
- e. Add icemaker inside base of cabinet.
- f. Add above counter outlets.
- g. Remove carpet and replace with LVP of the Court's choice.
- h. Paint walls and wood trim to match existing paint.
- i. Add control access point (card reader) on exterior door.

(5) Conference Room Kitchen

On the second-floor area of the Court, the kitchen in the conference-room area will be updated.

- a. Move the existing stove/oven to the opposite side of the kitchen and relocate ice maker, if necessary.
- b. Upgrade cabinets and counter tops

(6) Robing Room

On the second-floor area of the Court, the robing-room lockers off the conference room will be updated by making them taller and more user friendly.

Site Visit:

Any interested vendor may contact the Court by e-mail at lynn.devaughn@alappeals.gov to set up a site visit to inspect/review the areas where the work will be performed. Site visits may be scheduled between May 15, 2024, and May 31, 2024. Original drawings of the Building may be made available during any site visit.

Pricing:

Any proposal submitted to the Court should include a total amount for items (1) through (5), but the proposal shall also provide a breakout price for each individual item. **Quotes shall be submitted to the Court by e-mail to lynn.devaughn@alappeals.gov no later than close of business on Friday, June 7, 2024 (5:00 p.m. CDT).**

Other:

Contractors and their employees, including any employees of subcontractors, will be subject to background checks before being allowed entry to the Building. Assistance in moving furniture may be required of

the contractor, especially for re-carpeting. The Court will attempt to make accommodations for parking to the contractor and subcontractors.