

# **Request for Proposal (RFP)**

## **Restroom Remodel Project - First and Lower Floors**

**Issue Date:** May 5th, 2025

**Response Deadline:** 10:00 AM, June 30th, 2025

**Target Starting Date:** September 01, 2025

### **Contact Information:**

#### **Facilities Manager**

Joshua Alcorn

Franklin County Cooperative Extension Office

101 Lakeview Ct, Frankfort, Kentucky 40601

Phone: 502-695-9035

Email: joshua.alcorn@uky.edu

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## **1. Introduction**

The Franklin County Cooperative Extension Office is seeking proposals from qualified contractors for a restroom remodel project on the first and lower floors of our building. The primary goal of this remodel is to modernize the restrooms while ensuring full compliance with the Americans with Disabilities Act (ADA) standards, enhancing functionality, and incorporating an environmentally sustainable design. This Request for Proposal (RFP) serves as an invitation to submit proposals for this project, allowing us to select a contractor who can deliver within the outlined design, timeline, and budget.

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## **2. Project Overview**

The scope of work encompasses the complete renovation of the restrooms on both the first and lower floors. This will include upgrades and replacements of plumbing, fixtures, flooring, lighting, partitions, and other essential elements to ensure a fully functional and modern restroom environment.

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## **3. Scope of Work**

The selected contractor will be responsible for the following tasks:

- **ADA Compliant Doors**  
Replace existing restroom doors with ADA-compliant automatic doors.

- **Commode Replacement**  
Install new automatic dual-flush commodes in both restrooms on both floors .
  - **Auto-Flush Urinals**  
Install auto-flush urinals in both men's restrooms.
  - **Lighting**  
Replace existing lights with energy-efficient, motion-sensing automatic lighting.
  - **Restroom Partitions**  
Install new partitions that meet current safety and privacy standards.
  - **Vanities**  
Install new vanities, each equipped with integrated trash receptacles and soap dispensers.
  - **Mirrors**  
Install ADA-compliant mirrors at appropriate heights for accessibility.
  - **Sinks and Touchless Faucets**  
Replace sinks and install touchless faucets to promote water conservation and hygiene.
  - **Automatic Soap Dispensers**  
Install automatic soap dispensers in both restrooms.
  - **Hand Towel Dispensers**  
Install new, preferably touchless or automatic, hand towel dispensers.
  - **New Flooring / Re-Grouting**  
Evaluate and replace flooring if necessary or re-grout existing flooring to maintain a clean and updated appearance.
  - **Tile Wainscot on Restroom Walls**  
Install new tile wainscots to enhance the aesthetic appeal and durability of restroom walls.
  - **Color Scheme Coordination**  
Coordinate the color scheme for the restrooms, including wall colors, fixtures, and finishes to create a modern, welcoming atmosphere.
  - **Baby Changing Stations**  
Install mounted or built-in baby changing stations in both restrooms.
  - **Relocate/Enclose Solar Heater Plumbing**  
Relocate or enclose solar heater plumbing to improve functionality and aesthetic appeal.
  - **Water Fountain/Bottle Fill Station**  
Install a water fountain and bottle fill stations on both floors.
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## 4. Project Timeline

**Goal:** At least one set of bathrooms must remain open at all times

**Project Start Date:** Monday, September 1, 2025

**Estimated Duration:** 7 weeks total (per set: 5 weeks, staggered)

The selected contractor must adhere to the timeline. If any delays or issues arise, the contractor must notify the Facilities Manager or Office Staff immediately.

## 5. Proposal Requirements

To ensure a comprehensive evaluation, please provide the following information:

1. **Company Information**
    - Company name, address, and contact information.
    - Proof of licensure, bonding, and insurance.
  2. **Project Approach and Timeline**
    - A detailed description of your proposed approach to the remodel.
    - A breakdown of the timeline for each phase of the project.
  3. **Experience and Qualifications**
    - Relevant experience with similar restroom remodels or comparable construction projects.
    - A list of at least three (3) references from previous clients, including project details and completion dates.
  4. **Cost Breakdown**
    - A detailed cost breakdown for labor, materials, and any additional costs.
  5. **Materials and Products**
    - A list of materials and fixtures to be used, including product specifications for all major components (e.g., commodes, sinks, faucets).
  6. **Compliance with ADA and Environmental Standards**
    - Demonstrated understanding of ADA requirements and environmentally sustainable building practices.
  7. **Warranty Information**
    - Warranty details for both labor and materials used.
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## 6. Selection Criteria

Proposals will be evaluated based on the following criteria:

1. **Experience and Qualifications**
  - Proven ability to successfully complete similar projects on time and within budget.
2. **Cost**
  - Competitiveness of pricing and adherence to the budget constraints.
3. **Timeline**
  - Ability to meet the required project timeline.
4. **Quality of Proposed Materials**
  - Quality, durability, and sustainability of proposed materials and fixtures.
5. **Compliance**
  - Adherence to ADA compliance and environmental best practices.

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## 7. Terms and Conditions

- **Payment Schedule**  
Payments will be made according to mutually agreed-upon milestones.
  - **Insurance Requirements**  
The contractor must maintain appropriate insurance coverage during the project, including general liability, worker's compensation, and any other relevant coverage.
  - **Contractor Responsibilities**  
The contractor must comply with all local building codes and regulations, including ADA and environmental standards.
  - **Site Management**  
The contractor must ensure that the work site is clean, safe, and secure at all times.
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## 8. Submission Instructions

Please submit your complete proposal by **10:00 AM, June 30th, 2025**,

**MAIL proposals to:**

The Franklin County Cooperative Extension Office  
101 Lakeview Ct, Frankfort, Kentucky 40601  
**ATTN:** Joshua Alcorn

**EMAIL proposals to:**

[Joshua.alcorn@uky.edu](mailto:Joshua.alcorn@uky.edu)

For questions, clarifications or on-site visit, please contact:

**Joshua Alcorn**

Facilities Manager

Phone: 502-695-9035

Email: [joshua.alcorn@uky.edu](mailto:joshua.alcorn@uky.edu)

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## Thank You for Your Interest

We appreciate your interest in this project and look forward to reviewing your proposal.

Sincerely,  
**Joshua Alcorn**  
Facilities Manager

Franklin County Cooperative Extension Office  
Phone: 502-695-9035  
Email: [Joshua.alcorn@uky.edu](mailto:Joshua.alcorn@uky.edu)