



REQUEST FOR PROPOSAL

**RESTROOM REMODEL
TO ADHERE TO ADA**

Rappahannock County Elementary School

SEALED BIDS WILL BE RECEIVED

**DELIVER TO:
Dr. Robin Bolt
6 Schoolhouse Rd
Washington, VA**

Rappahannock County Public Schools

**ISSUE DATE: April 23, 2026
BID DUE: 3:00 PM June 1, 2026**



REQUEST FOR PROPOSAL

ADA-COMPLIANT RESTROOM REMODEL (THREE **RESTROOMS**)

1. Introduction

Rappahannock County Public Schools (RCPS) is seeking qualified contractors to submit proposals for the renovation and modernization of three (3) existing restroom facilities to ensure full compliance with the Americans with Disabilities Act (ADA) and applicable Virginia Uniform Statewide Building Code (VUSBC).

2. Project Overview

The scope of work includes comprehensive remodeling of three restrooms to improve accessibility, safety, durability, and overall functionality. Work will include demolition, structural modifications, plumbing upgrades, flooring replacement, painting, and installation of ADA compliant fixtures and accessories.

3. Scope of Work

The contractor shall provide all labor, materials, equipment, supervision, and permits necessary to complete the following:

3.1 Demolition and Preparation

- Removal of existing fixtures, partitions, flooring, and finishes
- Disposal of all debris in accordance with local regulations
- Protection of adjacent areas during construction

3.2 Structural Modifications

- Enlargement of restroom entrances to meet ADA clearance requirements (minimum 32" clear opening)
- Modification of wall framing as needed to accommodate wider doorways and accessible layouts
- Reinforcement of walls for grab bar installation

3.3 Doors and Entrances

- Installation of ADA compliant doors and hardware

- Lever-style handles and accessible locking mechanisms
- Proper maneuvering clearances per ADA standards

3.4 Plumbing

- Replacement or relocation of plumbing lines as required
- Installation of ADA-compliant toilets, and lavatories
- Installation of touchless or low-flow fixtures where feasible
- Insulation/protection of exposed pipes under sinks

3.5 Flooring

- Installation of slip-resistant, durable LVT flooring materials
- Proper subfloor preparation and moisture mitigation
- Installation of coved base where applicable

3.6 Walls and Finishes

- Repair and preparation of wall surfaces
- Application of moisture-resistant paint or wall coverings
- Installation of wall protection systems as needed

3.7 Accessibility Features

- Installation of grab bars meeting ADA specifications
- Installation of ADA-compliant mirrors, dispensers, and accessories
- Proper mounting heights and clear floor space compliance
- Installation of accessible stall partitions and doors

3.8 Electrical (if applicable)

- Upgrades to lighting for adequate illumination
- Installation of occupancy sensors or energy-efficient fixtures
- Relocation of switches to accessible heights

3.9 Painting

- Surface preparation including patching and sanding
- Application of primer and high-quality, moisture-resistant paint
- Coordination of color scheme with RCPS

3.10 Final Inspection and Closeout

- Coordination of required inspections
- Correction of deficiencies
- Final cleaning and turnover

4. Compliance Requirements

All work must comply with:

- Americans with Disabilities Act (ADA)
- Virginia Uniform Statewide Building Code (VUSBC)
- Local building and health codes
- OSHA safety standards

5. Project Timeline

- Issue Date: April 23, 2026
- Proposal Due Date: 3:00 PM June 1, 2026
- Project Start: July 1, 2026
- Substantial Completion: August 7, 2026

6. Proposal Requirements

Proposals must include:

- Company qualifications and relevant project experience
- Detailed project approach and methodology
- Itemized cost breakdown
- Project timeline
- References
- Proof of licensing and insurance

7. Evaluation Criteria

Proposals will be evaluated based on:

- Cost effectiveness
- Project timeline
- Quality of past work
- References

8. Site Visits

Mandatory site visits may be scheduled. Details will be provided upon request.

9. Submission Instructions

Sealed bids will be received for this project.

Submit proposals in sealed envelopes clearly marked: “RFP – ADA Restroom Remodel – Rappahannock County Elementary School”

Deliver to:

Dr. Robin Bolt
Executive Director of Administrative Services
Rappahannock County Public Schools

6 Schoolhouse Rd
Washington, VA 22747

Proposals must be received no later than 3:00 PM June 1, 2026. Late submissions will not be accepted.

10. Terms and Conditions

RCPS reserves the right to:

- Reject any or all proposals
- Waive informalities in the proposal process
- Award the contract in the best interest of the school division

11. Questions

All questions regarding this RFP must be submitted in writing to:

Dr. Robin Bolt
Executive Director of Administrative Services
Rappahannock County Public Schools
6 Schoolhouse Rd
Washington, VA 22747
540-227-0023
rbolt@rappahannockschools.us

12. Proposal Policies and Conditions

12.1 Virginia Freedom of Information Act (FOIA)

Except as otherwise provided by law, all proposals submitted shall be subject to public inspection in accordance with the Virginia Freedom of Information Act. Offerors must clearly identify any proprietary or trade secret information at the time of submission and provide justification for protection. Entire proposals may not be designated as proprietary.

12.2 SWaM and Local Business Participation

Offerors are encouraged to identify participation as a Small, Women-owned, or Minority-owned (SWaM) business certified by the Commonwealth of Virginia. Firms should also indicate if they are located within Rappahannock County and describe any partnerships supporting SWaM participation goals.

12.3 Proposal Guarantee

All proposal pricing shall remain valid for a minimum of 120 days from the submission deadline.

12.4 Right to Reject and Negotiate

RCPS reserves the right to reject any or all proposals, waive informalities, and negotiate with any proposer to obtain the best value for the school division. All submissions become the property of RCPS.

13. Mandatory Contractual Provisions

13.1 Nondiscrimination

The contractor shall comply with all applicable nondiscrimination provisions of the Code of Virginia and shall not discriminate against any employee or applicant for employment.

13.2 Conflict of Interest

The contractor shall comply with the Virginia State and Local Government Conflict of Interests Act and related statutes and certify no conflicts exist.

13.3 Assignment and Amendments

No assignment or modification of the contract shall occur without prior written consent of RCPS. All amendments must be in writing.

13.4 Notices

All official notices shall be provided in writing to the contact listed above or to the contractor's designated representative.

13.5 Virginia Public Procurement Act

All procurement activities shall comply with the Virginia Public Procurement Act.

13.6 Certification Regarding Criminal Background

Contractors must certify that employees with direct student contact have not been convicted of disqualifying offenses as defined by Virginia law.

13.7 Unauthorized Aliens

Contractors shall not knowingly employ unauthorized aliens in compliance with federal law.

13.8 Vendor Conduct

Vendors shall comply with all RCPS policies regarding access to school premises, solicitation, and employee interactions.

14. Evaluation Criteria

Proposals will be evaluated based on the following:

- Cost effectiveness -40%
- Project timeline-35%
- Quality of past work-15%
- References– 10 points

Total: 100 points

Bid Sheet
RFP – ADA Restroom Remodel
Rappahannock County Elementary School

Item Description	Cost
Mobilization & Site Preparation	_____
Demolition	_____
Entrance Enlargement / Framing	_____
Doors & Hardware (ADA)	_____
Plumbing Fixtures & Rough-In	_____
Flooring Installation	_____
Walls, Finishes & Painting	_____
ADA Accessories (grab bars, mirrors, etc.)	_____
Electrical / Lighting	_____
Final Inspection & Closeout	_____
Total Project Cost (Lump Sum)	_____

Vendor Name: _____

Address: _____

Contact Person: _____

Phone: _____

Email: _____

LUMP SUM CERTIFICATION:

The undersigned certifies that the total project cost listed above includes all labor, materials, equipment, supervision, permits, and incidentals required to complete the project in accordance with the RFP documents.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

NON-COLLUSION AFFIDAVIT:

The undersigned certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

Authorized Signature: _____

Printed Name: _____

Date: _____

15. Changes in Work (Change Orders)

No changes to the scope of work shall be performed without prior written authorization from RCPS.

All change orders must:

- Be submitted in writing
- Include detailed cost breakdowns
- Be approved by RCPS prior to execution

Unauthorized work may not be compensated.

16. Warranty

The contractor shall provide a minimum one (1) year warranty on all workmanship from the date of final acceptance.

All manufacturer warranties for materials and equipment shall be transferred to RCPS upon project completion.

17. Work Hours and Site Conditions

Work shall generally occur between the hours of 7:00 AM and 5:00 PM, Monday through Friday, unless otherwise approved by RCPS.

18. Safety and Background Requirements

All contractor personnel must comply with RCPS safety and security procedures.

- No unsupervised interaction with students is permitted
- Workers may be required to check in at the main office
- Identification may be required while on school property

All requirements under Section 13.6 (Criminal Background Certification) remain in effect.

19. Subcontractors

All subcontractors must be properly licensed and insured in accordance with Virginia law.

The contractor shall be fully responsible for the performance, supervision, and coordination of all subcontractors.