



Town of Marshall
Request for Proposals

Town of Marshall, NC
Town Hall Demolition and Removal
180 S Main St
Marshall, NC 28753
Lat: 35.79603
Long: -82.68145



Issue Date: September 18, 2025

Response Deadline: October 10, 2025, by 2:00 pm

Contact:

Ryan Cody, Town Administrator

Email: administrator@townofmarshall.org

Phone: (828) 649-3031

Project Overview

The Town of Marshall is soliciting proposals from qualified contractors for the demolition and removal of the existing Marshall Town Hall located at 180 S Main St in Marshall, NC. The existing Town Hall location was severely damaged by the French Broad River flooding related to Hurricane Helene in September 2024. This project is FEMA-funded, requiring compliance with all Local, State, and FEMA guidelines.

The scope of this project includes:

- Full demolition of the existing Town Hall building.
- Removal and Disposal of the debris in accordance with applicable laws and regulations.
- Site cleanup and restoration.

Scope of Work

A. Demolition

- Full Demolition: Complete removal of the building itself, including its foundation (footings), roof, and all associated materials.
- Site Demolition: Removal of the surrounding concrete and asphalt parking areas.
- Material Salvage: A key part of the project is the salvage and preservation of specific materials:
 - Granite slabs from the front entrance and steps.
 - Any steel beams found within the structure.
- Debris Management: The project requires proper and compliant disposal of all demolition debris, following guidelines from local, state, and FEMA authorities.
- Coordination and Protection: The contractor must work with Town staff and/or the Town Engineer to protect neighboring properties and any existing infrastructure (like utilities or roads) during the demolition process.

B. Grading and Site Restoration

- Grading to restore site to pre-construction street level grade.
- Seeding and straw the lot after demolition and removal has been completed.

C. Compliance

- Contractor must comply with all FEMA Public Assistance (PA) Program construction and documentation standards.
- Project Documentation: Project photos (before, during, and after), materials receipts, and labor time logs, debris load hauling and disposal tickets, as required for FEMA reimbursement.
- Adhere to applicable OSHA, environmental, and stormwater controls.

Proposal Requirements

Each proposal must include:

- Company profile and relevant project experience.
- Copy of North Carolina General Contractor's license, Building Classification.
- Work plan and project schedule (including estimated start and finish).
- Itemized cost proposal.
- Proof of general liability and workers' compensation insurance (See Appendix A)
- Bonding Requirements (Appendix B)
- Three (3) references for similar work

Submission Details

Deadline: October 10, 2025, by 2:00 pm.

Delivery: Proposals can be submitted by email, mail, or hand delivery. Submission must be clearly labeled as, "RFP – Marshall Town Hall Demolition"

Deliver to:

Town of Marshall

Attn: Ryan Cody, Town Administrator

10 Derringer Drive,

Marshall, NC 28753

Or by email to Ryan Cody, Town Administrator – administrator@townofmarshall.org

Late proposals will not be considered.

Pre-Bid Meeting (optional)

A non-mandatory site visit may be scheduled by contacting Ryan Cody at administrator@townofmarshall.org. Contractors interested in submitting a bid for this project are encouraged to visit the site to understand the conditions.

Evaluation Criteria

Proposals will be evaluated based on:

- 30 Points - Experience and qualifications
- 30 Points - Cost
- 20 Points - Schedule and availability
- 20 Points - FEMA project understanding and compliance

Additional Information

- Contractor shall be responsible for obtaining all necessary permits.
- Town reserves the right to reject any or all bids, to waive informalities, and to select the proposal deemed most advantageous to the Town.
- Bids must be on a lump sum contract amount.
- Final contract shall be contingent on FEMA funding compliance.

Appendix A

The selected Contractor shall purchase and maintain with a company acceptable to the Town of Marshall and authorized to do business in the State of North Carolina, such insurance as will protect the contractor from claims under workers' compensation laws, disability benefit laws or other similar employee benefit laws; from claims of damages because of bodily injury, occupational sickness or disease, or death of Contractor employees; from claims for damages because of bodily injury and personal injury; and from claims for damage and destruction of tangible property, including loss of use resulting there from – any or all of which may arise out of or result from the Contractor's operation under the scope of work, whether such operations be by the Contractor or subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable. The insurance shall not be written for less than the limits of liability specified below.

Automobile:

Bodily injury and property liability covering all owned, non-owned and hired automobiles for limits of not less than \$1,000,000.00 bodily injury each person, each accident and \$1,000,000.00 property damage, or \$1,000,000.00 combined single limit – bodily injury and property damage combined.

Commercial General Liability:

Bodily injury and property damage liability as shall protect the Contractor and any subcontractor performing work under this Contract from claims of bodily injury or property damage which arise from operations of this Contract, whether such operations are performed by the Contractor, any subcontractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000.00 bodily injury each occurrence/aggregate and \$1,000,000.00 property damage each occurrence/aggregate or \$1,000,000.00 bodily injury and property damage combined single limits each occurrence/aggregate. This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability. The coverage shall be on an occurrence basis.

Worker' Compensation and Employers' Liability:

Shall meet the statutory requirement of the State of North Carolina, in an amount of \$100,000.00 each accident and disease – each employee and \$500,000.00 disease policy limit providing coverage for employees and owners.

The Town of Marshall shall be named as an additional insured under the commercial general liability insurance for operations or services rendered under this Contract.

Appendix B

Bonds

The selected Contractor to whom a contingent award is made for this service shall be required to execute and deliver to the Town of Marshall a Performance and Payment Bond each in an amount equal to one hundred percent (100%) of the contract amount.

The performance and payment bond shall be written by a surety company authorized to do business in the State of North Carolina and shall comply with North Carolina General Statute 44A-26 et seq. The performance and payment bond shall be in a format approved by the Town of Marshall and shall be delivered to the Town of Marshall within ten (10) calendar days after the Contract has been executed.

If the selected Contractor fails to deliver the Performance and Payment Bond within the specified time, the Town of Marshall shall declare the Contractor in default of the contractual terms and conditions and the Town of Marshall shall have just cause for contract termination which forfeiture shall be considered, not as a penalty, but in mitigation of damages sustained.