



# *Lincoln County*

Request for Proposals  
for  
Construction Manager/General Contractor

Issue Date: July 30, 2025

Proposal Due Date: September 10, 2025

Lincoln County  
255 SW Coast Hwy  
Newport, Oregon 97365  
541-265-0464

**UPDATED AUGUST 4, 2025**

**UPDATES:**

- Page 2, Request for Proposals
  - Corrected proposal due date and time to September 10, 2025 by 4:00 pm.
- Page 5, Section 6
  - Corrected proposal due date and time to September 10, 2025 by 4:00 pm.

# REQUEST FOR PROPOSALS

## Lincoln County-Construction Manager/ General Contractor

Lincoln County (County) is seeking proposals from qualified and experienced General Contractors (GCs) for the purpose of providing Construction Manager/General Contractor (CMGC) services for the development of Lincoln County Behavioral Health Adult Services Center, located at 236 West Olive Street, Newport, Oregon. The County's objective is to enter into a CMGC Agreement with a qualified GC that will provide these comprehensive services.

The County's expectation of any contractor the County contracts with is that the contractor's values align with the County's values of highly ethical conduct, fiscal responsibility, respect for County and others, and responsiveness to County's customers.

The Request for Proposals (RFP) documents may be obtained from the County's website at <https://www.co.lincoln.or.us>. Or, the RFP documents may be viewed at 255 SW Coast Hwy, Suite 207, Newport, Oregon 97365, by appointment. Appointments may be scheduled by contacting 541-265-0464.

Successful proposers will be asked to sign a Construction Contract for preconstruction services, and after a guaranteed maximum price (GMP) is agreed to, a GMP Amendment to the Construction Contract with the County. The Construction Contract is a public work subject to ORS 279C.800 to 279C.870. A sample of the agreements are attached as part of the RFP documents. County will require specific levels of insurance, appropriate licenses, and a tax identification number. Proposers must evaluate these sample agreements and agree with the terms and conditions contained therein unless written objections are included as an addendum with their proposal. County will review the addenda and content of any such objection in the proposal evaluation process. Objections from a winning bidder after the awarding of the contract will not be considered and are grounds for subsequent denial of the contract.

Proposals shall be submitted by email with a subject line plainly identifying the RFP and proposers name and address. Proposals shall be delivered to [slholm@co.lincoln.or.us](mailto:slholm@co.lincoln.or.us).

Proposals will be received until 4:00 PM on September 10, 2025. Proposals received after the 4:00 PM deadline will not be considered.

For additional information regarding this RFP, please contact Lincoln County Health & Human Services Executive Assistant, Sara Holm at 541-265-0464 or 541-270-8876.

The County reserves the right to reject any or all proposals or to negotiate individually with one or more consultants, and to select one or more consultants if determined to be in the best interest of the County.

## **1. INTRODUCTION**

The County is seeking the services of a General Contractor with demonstrated experience in working with public facilities for the construction of a Behavioral Health Adult Services Center (the Project). The County acquired the building in May 2024 and renovations are necessary for the building to meet the needs of the community by providing mental health services. The scope of work is detailed in Exhibit A. Anticipated contract start date is October 2025.

## **2. PROJECT BACKGROUND**

Lincoln County is surrounded by the natural beauty of the Pacific Ocean and state and private forests on the central Oregon coast, just one hour west of Corvallis. Lincoln County is home to approximately 50,000 full time residents and it is a destination for visitors from around the world. Lincoln County is a vibrant county with an active and engaged community. The Project will require a construction team with excellent communication skills and experience working with the public.

Adult Behavioral Health services are currently housed in several locations within Lincoln County and there is an immediate need for a renovated facility to provide for the County's current Adult Behavioral Health staff and clients, as well as to prepare for future additional needs of our community.

## **3. PROJECT DESCRIPTION**

The Project is renovation of a building, approximately 4,564 SF located on a 0.18-acre site at 236 W. Olive Street in Newport, Oregon. Generally, the project includes what is listed on Exhibit A, fully incorporated here.

The award and contract will go to the proposer who best addresses the project needs as determined by the County.

The County's overall goals for the Project are:

Getting the most value for the community's investment. The community is in need of an adult Behavioral Health Center that is durable, adaptable, scalable, functional, and efficient.

Providing a safe and comfortable space for County staff and clients, in addition to being accessible and welcoming to our clients, being as environmentally sustainable as possible.

## **4. ISSUANCE OF RFP DOCUMENTS**

The RFP documents may be obtained at no cost from the County website at <https://www.co.lincoln.or.us> or 255 SW Coast Hwy, Suite 207, Newport, OR 97365, by appointment. Contacting Sara Holm at 541-270-8876 or 541-265-0464 to schedule an appointment.

## **5. COUNTY POINT OF CONTACT**

Lincoln County Health & Human Services Executive Assistant, Sara Holm, is the sole point of contact for all questions, concerns, and protests related to this RFP. She may be reached at slholm@co.lincoln.or.us or 541-270-8876 (cell) or 541-265-0464 (office).

## **6. PROPOSAL SUBMISSION**

Proposals (including attachments) shall be submitted and delivered by 4:00 PM on September 10, 2025, in pdf format via email to slholm@co.lincoln.or.us. Sealed bids in a sealed envelope may also be dropped off in person at 255 SW Coast Hwy, Second Floor, Suite 200, Newport, OR 97365. Bids will only be accepted via email or in-person drop-off.

## **7. PROPOSED SCHEDULE OF EVENTS**

The County anticipates the following general timeline for receiving and evaluating the proposals and selecting a contractor. This schedule is subject to change if it is in County's best interest to do so.

7.1. Posting of RFP	07/30/2025
7.2. Deadline for Clarifications/Questions/Changes to RFP	08/07/2025
7.3. Prebid Walkthroughs, 10:00 AM – 1:30 PM	08/13/2025
7.4. Deadline for Protests to the RFP	08/14/2025 5:00 PM
7.5. Proposals Due	09/10/2025 4:00 PM
7.6. Evaluation of Proposals Complete	09/11/2025 12:00 PM
7.7. Posting of Intent to Award	09/12/2025 3:00 PM
7.8. Deadline for Protests to Award	09/17/2025 5:00 PM
7.9. County BOC Approval (Date pending BOC agenda)	10/01/2025 10:00 AM
7.10. Commencement of Preconstruction Services	10/08/2025
7.11. GMP Approved, Permits Secured (dependent on planning/building departments)	Late October 2025
7.12. Construction Begins	TBD by Agreement
7.13. Substantial Completion construction	3 months from start of

## **8. MINIMUM QUALIFICATIONS**

Any proposer must have an appropriate, current CCB License, and be currently insured and bonded for this public project.

## **9. RFP CLARIFICATIONS AND PROTESTS**

### **9.1. Informal Questions or Requests for Clarification.**

Any proposer requiring clarification of the information provided in this RFP may submit specific questions or comments in writing to the contact set forth in Section 6 of this RFP. Email is the preferred form of written communication. The deadline for submitting such questions is set forth in Section 7.2.

### **9.2. Request for Change.**

Any proposer wishing to request a change to the specification or contract term contained in the solicitation documents, must submit the request to the contact set forth in Section 6 of this RFP. The deadline for submitting such requests is set forth in Section 7.2. The request for change must include a statement of the requested change(s) to the contract terms and conditions, including any specifications, together with the reason for the requested change. The request must be marked "Contract Provision Request for Change" and contain sufficient information to identify the solicitation that is the subject of the request for change.

### **9.3. Protest.**

Any proposer wishing to protest this RFP or specifications, or contract terms contained in the solicitation documents, must submit such protests to the contact set forth in Section 6 of this RFP. The deadline for submitting such protests is set forth in Section 7.4. The proposer's written protest must include all of the following and otherwise comply with OAR137-049-0260(3):

9.3.1. A detailed statement of the legal and factual grounds for the protest;

9.3.2. Detailed description of the resulting prejudice to the proposer;

9.3.3. A statement of the desired changes to the contract terms and conditions, including an specifications; and

9.3.4. Marking of the protest as follows: "Contract Provision Protest" with sufficient information to identify the solicitation that is the subject of the protest.

## **10. ADDENDA**

County reserves the right to make changes to the RFP by written addenda. If County determines that a change or clarification to the solicitation documents is necessary, such

information, clarification, or interpretation will be supplied in a written addendum, posted to County's website at <https://www.co.lincoln.or.us>

10.1. Proposers should consult County's website regularly until the proposal due date and time to assure that they have not missed any addendum announcements. By submitting a proposal, each proposer thereby agrees that it accepts all risks, and waives all claims, associated with, or related to its failure to obtain addendum information. Proposers will also be required to acknowledge receipt of each addendum in writing as part of their proposals. Additionally, County will send addenda to all prospective proposers known to have obtained the solicitation documents at the time addenda is issued. Statements made by County's representatives, including but not limited to oral or written responses to a request for clarification, are not binding on County unless confirmed by written addendum.

10.2. No addenda will be issued later than five days before the date that proposals are due, except an addendum, if County deems necessary, postponing the due date for proposals, withdrawing the RFP, or modifying elements of the RFP resulting from delayed process.

## **11. CONFIDENTIALITY**

County is subject to the Oregon Public Records Law (ORS 192.311 to 192.478), which requires County to disclose all records generated or received in the transaction of County business, except as expressly exempted under ORS 192.338 to 192.355, or other applicable law. Pursuant to ORS 279C.107, County need not open proposals for public inspection until after execution of the contract(s) awarded under this RFP. Thereafter, County will not disclose records submitted by a proposer that are exempt from disclosure under the Oregon Public Records Law, subject to the following procedures and limitations:

11.1. The proposer must mark all proposal pages containing the records it has determined as confidential under Oregon Public Records Law and must segregate those pages in the following manner:

11.1.1. Such pages must be clearly marked "Confidential" on each page of the confidential document.

11.1.2. Proposer must separate confidential pages from its other proposal pages by providing the confidential pages to County in a separate envelope or package. Proposer must separate confidential pages from its other proposal pages by providing the confidential pages to County in a separate e-mail file attachment

11.2. In its proposal, proposer must cite the specific statutory exemption in Oregon Records Law exempting such pages from disclosure.

11.3. Subsections 11.1.1. and 11.1.2. above will prevail in the event these provisions conflict with formatting or response instructions elsewhere in this document.

- 11.4. Proposers may not mark an entire proposal confidential. Should a proposal be submitted in this manner, County will hold no portion of the proposal as confidential, unless such a portion is segregated as required under subsection 11.1 above and is determined exempt from Oregon Public Records Law.
- 11.5. Notwithstanding the above procedures, County reserves the right to disclose information that County determines, in its sole discretion, is not exempt from disclosure or that County is directed to disclose by the district attorney or a court of competent jurisdiction.
- 11.6. Prior to disclosing such information, County will make reasonable attempts to notify the Proposer of the pending disclosure.

## **12. CANCELLATION AND REJECTION**

County reserves the right to cancel this RFP at any time or to reject all proposals if County determines that doing so is in the public interest.

## **13. LATE PROPOSALS**

All proposals that are not received by the proposal due date in Section 7 will not be considered and will be returned unopened to the Proposer(s).

## **14. UNACCEPTABLE PROPOSAL DELIVERY METHODS**

Phone, mail service, and facsimile proposals will not be accepted. Delays due to delivery handling, including but not limited to delays within County's internal distribution or email systems, do not excuse the Proposer's responsibility for submitting the proposal to the correct location by the proposal due date.

## **15. DISPUTES**

In case of any doubt or differences of opinion as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of County shall be final and binding upon all parties.

## **16. PROPOSER'S REPRESENTATION**

Each proposer, by the act of submitting its proposal, represents that:

- 16.1. It has read and understands the proposal documents and its proposal is made in accordance therewith;
- 16.2. It has familiarized itself with the local conditions under which services solicited in this RFP will be performed;

- 16.3. Its proposal is based upon the requirements described in the RFP without exception, unless clearly stated in the response.

## **17. CONDITIONS OF SUBMITTAL**

By the act of submitting a proposal in response to this RFP, the proposer certifies that:

- 17.1. To its best knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or part by County, has a direct or indirect financial interest in the proposal, or in the services to which it relates, or in any of the profits thereof other than as fully described in the proposer's response to this solicitation.
- 17.2. The proposer has examined all parts of the RFP, including all requirements and contract terms and conditions thereof, and, if its proposal is accepted, the proposer shall accept the contract documents thereto, unless substantive changes are made in same, without the approval of the proposer.
- 17.3. The proposer is of lawful age (if an individual); is the only one interested in this proposal; and no person, firm, or corporation, other than that named, has any interest in the proposal, or in the proposed contract.
- 17.4. 4 The proposer has quality experience providing requested services in a capacity similar to the duties outlined within the scope of services.

## **18. COST OF REQUEST FOR PROPOSALS AND ASSOCIATED RESPONSES**

Proposers will bear sole responsibility for all costs incurred in preparing and providing their proposals in response to this RFP. County is not liable to any proposer for any loss or expense caused by or resulting from the cancellation of a solicitation or rejection of a proposal.

## **19. COUNTY REQUESTS FOR CLARIFICATION, ADDITIONAL RESEARCH, AND REVISIONS**

- 19.1. County reserves the right to obtain clarification of any point in a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification may result in a finding that the Proposer is non-responsive and consequent rejection of the proposal.
- 19.2. County may obtain information from any legal source for clarification of any proposal or for information of any proposer. County need not inform the proposer of any intent to perform additional research in this respect or of any information thereby received.

19.3. County may perform, at its sole option, investigations of the responsible proposer. Information may include, but shall not necessarily be limited to, current litigation and contracting references. All such documents, if requested by County, become part of the public records, and may be disclosed accordingly. County reserves the right to request clarifications of proposals after the submission of proposals and before award.

## **20. REJECTION OF PROPOSALS**

As set forth in Section 12, County reserves the right to reject any or all proposals received as a result of this RFP if County determines that rejection is in the public interest. Reasons for proposal rejection may include but are not limited to the following:

- 20.1. Failure of the proposer to adhere to one or more of the provisions established in the RFP.
- 20.2. Failure of the proposer to submit a proposal in the format specified herein.
- 20.3. Failure of the proposer to submit a proposal within the time requirements established herein.
- 20.4. Failure of the proposer to adhere to ethical and professional standards before, during, or following the proposal process.
- 20.5. Failure of proposer to otherwise comply with all prescribed public procurement procedures and requirements.

## **21. MODIFICATION OR WITHDRAWAL OF PROPOSAL BY PROPOSER**

A proposal may not be modified, withdrawn, or canceled by the proposer for 60 calendar days following the time and date designated for the receipt of proposals. Proposals submitted before the proposal due date may only be modified or withdrawn in person with proper identification, or by issuing a written request on company letterhead, signed by an authorized representative, prior to the proposal due date and time. Written requests for withdrawal must be so worded as not to reveal material contents of the original proposal.

Withdrawn proposals may be resubmitted up to the proposal due date and time, provided that they are then fully in conformance with the RFP.

## **22. PROPOSAL OWNERSHIP**

All material submitted for any portion of a proposal in response to this RFP, or during any phase of this solicitation, will become the property of County and will not be returned to proposers.

### **23. DURATION OF PROPOSAL**

Proposal terms and conditions shall be firm for a period of at least 60 days from the proposal due date. The successful proposal shall not be subject to future price escalation or changes of terms if accepted during the 60-day period. Price decreases or changes in terms by others after the acceptance of a proposal will not be considered.

### **24. AFFIRMATIVE ACTION/NONDISCRIMINATION**

By submitting a proposal, the proposer agrees to comply with the Fair Labor Standard Act, Civil Rights Act of 1964, Executive order 11246, Fair Employment Practices, Equal Employment Opportunity Act, Americans with Disabilities Act, and Oregon Revised Statutes. By submitting a proposal, the proposer certifies that it has not discriminated and will not discriminate, in violation of ORS 279A.110, a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business in awarding a subcontract.

### **25. TAX COMPLIANCE**

By submitting a proposal, the proposer represents and warrants that the Proposer has complied with the applicable tax laws of this state or a political subdivision of this state, including, but not limited to, ORS 305.620 and ORS chapters 316, 317 and 318. The Proposer and any consultants listed on BOLI's List of Ineligibles will be rejected.

### **26. PREVAILING WAGE REQUIREMENT**

By submitting a proposal, the proposer agrees to be bound by and will comply with the provisions of 279C.838, 279C.840 or 40U.S.C.3141 to 3148.

### **27. SAVINGS AND COST LIMITATIONS**

Any savings realized in performing the Construction Contract awarded under this RFP will accrue to the County unless the Construction Contract provides otherwise. The County will not pay for any amount that exceeds the guaranteed maximum price established under the Construction Contract except as otherwise provided in the Construction Contract or GMP Amendment.

### **28. PROPOSAL AND SUBMISSION REQUIREMENTS**

Proposer shall respond to specific criteria that shall facilitate proposal evaluation. Responses should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. All proposals submitted in response to this RFP must also include the following:

#### **28.1. INTRODUCTORY LETTER**

An introductory letter indicating the proposers differentiating characteristics,

why the firm is the best fit for the Project, and how the County benefits from the firm's services. [1 page maximum.]

28.2. **QUALIFICATIONS**

In addition to the qualification set forth in Section 8, the following criteria relate to the proposer's capabilities and resources in relation to this Project. Please address the following:

28.2.1. **Relevant Projects Similar to this Scope of Work:** [4 pages maximum]: Describe your company's experience with the project of similar size and scope. Include the range of construction services you have provided for the comparable project, a brief description, year completed, total dollar value, contracting method, and location. Preference will be given to bidders who can demonstrate experience managing a public works project on the Oregon Coast or other rural community.

28.2.2. **Approach to Maintaining Budget and Schedule:** Describe your company's approach to maintaining budget and schedule for the project and how you would communicate any changes or delays with the County.

28.2.3. **Lawsuits and Claims [no page limit]:** Provide a list of any outstanding lawsuits including claims, both settled and unsettled, for the past five (5) years.

**29. PROPOSER REQUIREMENTS**

Any contractor submitting a proposal must meet the following minimum requirements:

- 29.1. All Proposers must be licensed to perform business in the State of Oregon and properly licensed to perform the services described in this RFP, including but not limited to being registered with the Construction Contractors Board, as specified in OAR 137-049-0230;
- 29.2. All proposers must be licensed under ORS 468A.720 regarding asbestos abatement projects.
- 29.3. All Proposers must be experienced in those services requested of County;
- 29.4. All Proposers must agree to execute County's Construction Agreement, if awarded; and
- 29.5. All Proposers must carry required insurance, naming County as an additional insured.

**30. SELECTION COMMITTEE**

- 30.1. A selection committee will be comprised of at least four (4) members. Each proposal shall be evaluated on its completeness and quality in accordance with the criteria identified in this RFP by the selection committee. County has the right to require any clarification or change needed to understand the proposer's approach to the Project.
- 30.2. Each proposal shall be evaluated as a demonstration of the proposer's capabilities and understanding of the Project. Evaluation criteria and weighting factors for the proposal shall be as follows:

<u>Criteria</u>	<u>Maximum Points</u>
Relevant Experience	25
Bid / Cost Estimate	25
Proposed Project Timeline	25
Approach to Maintaining Budget & Schedule	25
<b>TOTAL</b>	<b>100</b>

- 30.3. Each member of the selection committee will independently score proposals in accordance with the evaluation criteria above. The County will then average the proposal scores per category and sum the category averages for a total score for each proposal.
- 30.4. County reserves the right to:
  - 30.4.1. Reject any and all proposals not in compliance with all public procedures and requirements including but not limited to the requirement to demonstrate responsibility under ORS 279C.375(3)(b);
  - 30.4.2. Reject any proposal not meeting the specifications set forth herein;
  - 30.4.3. Waive any or all irregularities in proposals submitted;
  - 30.4.4. Award contracts for any or all parts of the services solicited under this RFP; and
  - 30.4.5. Request references and other data to determine responsiveness.
  - 30.4.6. Following evaluations of the proposers, County will provide written notice of its intent to award the contract to the highest-ranked proposer.

**31. PROTEST OF CONTRACT AWARD**

A proposer may protest the intent to award a contract in accordance with OAR 137- 049-0450, provided:

- 31.1. The Proposer is adversely affected because the Proposer would be eligible to be awarded the contract if that the protest is successful; and
- 31.2. The reason for the protest is:
  - 31.2.1. All higher-ranked proposals (or, in the event multiple contracts are awarded, a sufficient number of proposals) are non-responsive or failed to meet the requirements of this RFP, or
  - 31.2.2. All higher-ranked proposers; or County committed a substantial violation of a provision in this RFP or of an applicable procurement statute or administrative rule, and the protesting proposer was unfairly evaluated and would have, but for such substantial violation, been the responsible proposer offering the highest-ranked proposal.
- 31.3. The protest is clearly marked as a protest, includes a description of this RFP, and is delivered to the point of contact and address set forth in Section 6 of this RFP.
- 31.4. All protests of Award must be in writing and physically received by the title of procurement official no later than 5:00 PM on the deadline for submitting such protests set forth in Section 7.
- 31.5. Protests must specify the grounds for the protest including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for protest.
- 31.6. Protests not filed within the time specified in this Section 7, or which fail to cite the specific law, rule, regulation, or procedure upon which the protest is based will be dismissed. An issue that could have been raised by request for clarification or protest of the solicitation documents is not a ground for protest of award.
- 31.7. County will resolve all protests in accordance with OAR 137-049-0450.

## **32. CONTRACT REQUIREMENTS**

County reserves the right to negotiate final terms of a Construction Contract as County determines to be in its best interest.

- 32.1. County will negotiate the Construction Contract once the selection committee have chosen the top-ranked proposer. If County cannot come to terms with the top-ranked proposer, County may enter into negotiations with the second-ranked proposer. This process may continue until County reaches an agreement which County deems appropriate for the services.

32.2. The award of a contract is accomplished by executing a written Construction Contract that incorporates the proposer's proposal, clarifications, addenda, additions, and insurance.

32.3. All such materials constitute the contract documents.

Approved as to Form  
/s Douglas Holbrook  
Assistant Lincoln County Attorney  
July 25, 2025



- viii. Ensure all lighting fixtures are LED compatible and replace those that are not.
- ix. Remove all baseboard and wall heaters and thermostats.

3. FLOORING:

a) EXISTING:

- i. Building has various flooring surfaces throughout the main and second floors. This includes carpeting and sheet vinyl.
- ii. There is a small area, approximately 5' x 5' in the reception area that does not have subflooring and is open to the ground below. This area was previously used as a planter box for a large tree.

b) DESIRED END RESULT:

- i. Bathrooms: New sheet vinyl.
- ii. All other areas of the main and second floor, including the stairs: Plank vinyl
- iii. Area without subflooring should be appropriately finished and flooring installed.

c) PREFERRED PRODUCT BRANDS/SPECIFICATIONS:

- i. Brand, type, and color to be determined with recommendation from Contractor.

4. KITCHENETTE:

a) EXISTING:

- i. Kitchenette is outdated and does not contain all the necessary appliances.
- ii. It is unclear if the kitchenette contains the necessary outlets for all appliances.

b) DESIRED RESULT:

- i. A layout for the kitchenette will be determined for the efficient placement of all appliances: stove with oven, kitchen hood, refrigerator, and microwave.
- ii. Appropriate electrical supply and outlets will be installed for appliances (2. b.ii and 2.b.iii)
- iii. New kitchen sink and faucet will be installed.
- iv. New counters and cabinets will be installed.
- v. Flooring will be installed consistent with the flooring throughout the rest of the building (4.b.ii)
- vi. Contractor will be responsible for supplying the necessary kitchen vent hood. All other appliances will be supplied by the County.

c) PREFERRED PRODUCT BRANDS/SPECIFICATIONS:

- i. Kitchen Vent Hood: Good quality residential-grade hood
- ii. Kitchen Fixtures: Sloan Commercial Grade fixtures

5. PLUMBING:

a) EXISTING:

- i. In the crawlspace of the building, there are several pipes that are improperly supported by steel supports, exhibiting corrosion and/or evidence of leakage.
- ii. Plumbing does not exist for several needs, including washing machine, shower unit, and sink in the Medication Room (as noted in 1. and 10.b.ii.)

b) DESIRED END RESULT:

- i. Issues with pipes in the crawl space will be corrected. Secure plumbing pipes in crawl space and some piping that is corroded and/or leaking.
- ii. Bathroom plumbing will be done, including installing hookup and drainage for

washing machine and installing plumbing for shower unit. Any additional plumbing will be done, as needed (1.b.iii).

- iii. Medication room will have a sink installed (10.b.i)
- iv. Kitchenette plumbing will be addressed as needed.

6. PAINING:

a) DESIRED END RESULT:

- i. All walls on the first and second floor painted, to include all office spaces, bathrooms, hallways, and common areas. Ceilings painted, excluding the wooden ceilings in the common area and reception.

b) PREFERRED PRODUCT BRAND/SPECIFICATIONS:

- i. Sherwin Williams Paint
- ii. Color(s) to be determined

7. EXTERIOR DOORS:

a) EXISTING:

- i. Exterior doors are weathered and not energy efficient.
- ii. The exterior door in the basement does not function properly.

b) DESIRED END RESULT:

- i. All exterior doors will be replaced, including trim.
- ii. Exterior door at northeast corner of building will have an ADA remote door opener added.

8. PERMITS:

- a) Contractor will be required to secure all permits necessary to complete the job.
- b) All copies of permits will be provided to HHS when obtained.

9. INTERIOR STAIRS:

a) EXISTING:

- i. Handrails on interior stairs, both from basement to main floor and main floor to second floor, are difficult to grip.
- ii. Additionally, the handrails are installed in such a manner that the rails can catch clothing or other items, creating a fall hazard.

b) DESIRED END RESULT:

- i. Replace all stair handrails (basement to second floor) with rails that are easy to grip and will not snag clothing and other items.

10. MEDICATION ROOM:

a) EXISTING:

- i. Currently, there is not an adequate office space with necessary plumbing, for a medication room.

b) DESIRED END RESULT:

- i. Divide existing office located in the northwest corner of the building into a medication room. This would entail creating two separate spaces.
- ii. Medication Room will require a sink, locking cabinets, counter, and a refrigerator. The Med Room door should be accessible via keycard access.

- iii. The space remaining after the Medication Room is created should be adequate for a small office space.
- iv. To accomplish this, the existing office door would be removed. A small entry with a door to the Medication Room and a door to the new office space would be created.

11. IT SETUPS:

- a) County will be responsible for ensuring proper IT connections, including electrical supply to the connections, are installed.

12. RECEPTION and LOBBY AREA:

a) EXISTING:

- i. Reception area has a counter separating it from the lobby area. It also contains a section of floor that does not have subflooring and is open to the ground below.
- ii. Lobby area has a built-in bookcase.
- iii. Reception area has non-code compliant floor outlets.
- iv. Reception has built-in cabinets along western wall.

b) DESIRED END RESULT:

- i. Enclosed and secure reception area. This area will have two check-in counters with windows facing into the lobby. One counter will be ADA-compliant.
- ii. The reception work area will have a door accessible via key card entry. The enclosure of the reception area will not impede the hallways and doorways into the building. All hallways and doorways must remain compliant with ADA standards for hallways and doorways. Floor must be finished as described in 4.c.iii. Wall should be tall enough to provide security to reception staff but are not required to meet the vaulted ceiling.
- iii. Enclosed reception space will have adequate, code-compliant wall outlets (2.b.iv)
- iv. The current built-in storage cabinets along reception's western wall will remain.
- v. The built-in bookshelf in the lobby will be removed. Any repairs to the wall and floor following removal will be completed. The area will be painted as noted in 7.a.i.

13. OFFICE SPACES:

a) EXISTING:

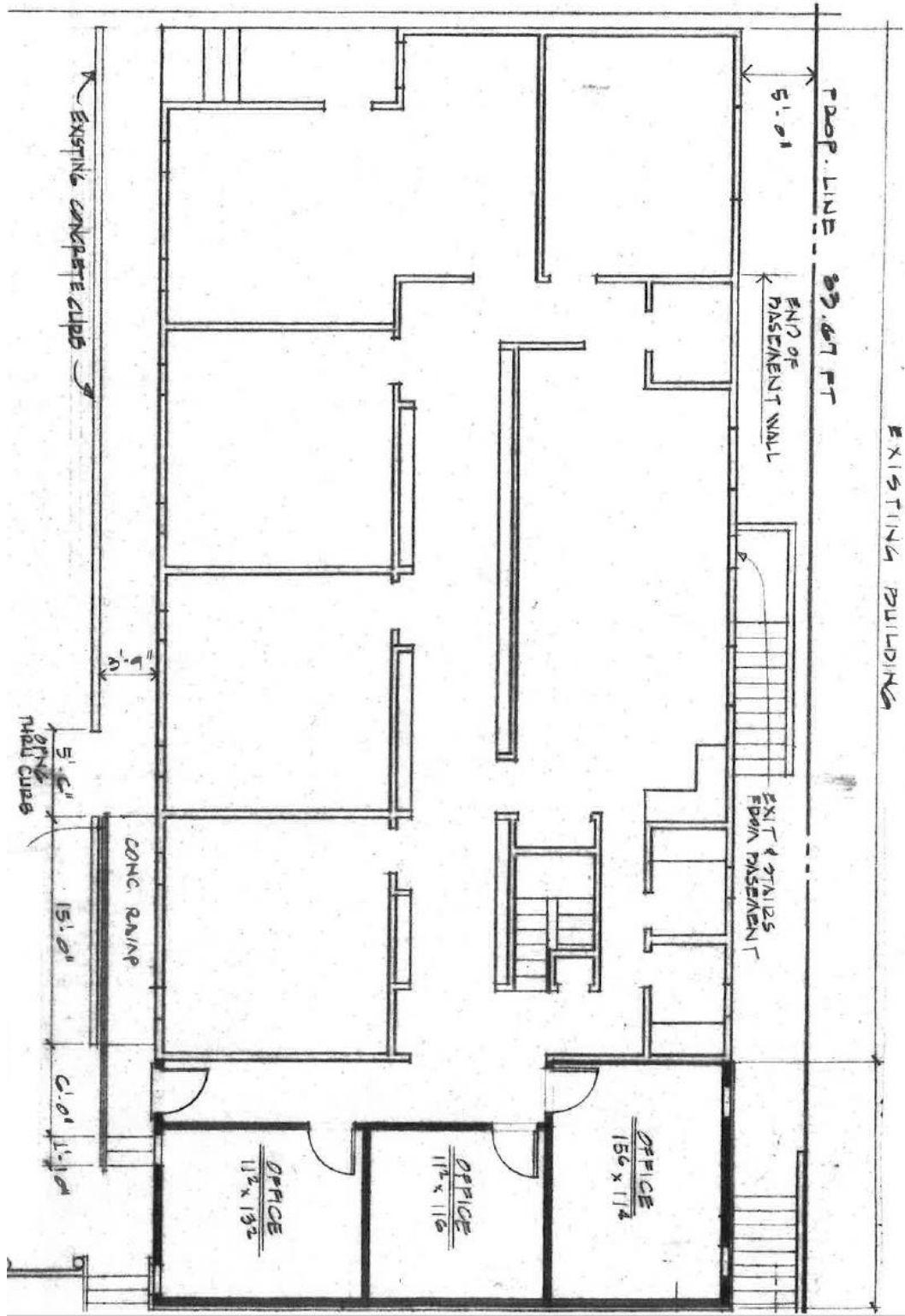
- i. The three offices along the east side of the building and the conference room behind reception have built-in bookcases.

b) DESIRED RESULT:

- i. Bookshelves and soffits removed.
- ii. Walls repaired, as needed, and painted.

# EXHIBIT B

## Existing Floor Plan for the First Floor



# EXHIBIT C

Proposed Floor Plan for First Floor, Subject to Change based on Building Needs

