



Request for Proposal (RFP)

City of McLendon-Chisholm, TX

Remodel of the old Fire Station to New City Annex

RFP No.: 2025-6-10

Issue Date: 10/06/2025

Proposal Due Date: 10/20/2025 by 4:00 p.m. CST

Introduction

The City of McLendon-Chisholm is soliciting proposals from qualified contractors to remodel the old Fire Station located at 10685 FM 548, McLendon-Chisholm, TX 75032, into a new City Annex. Please refer to Exhibit A. The purpose of this project is to repurpose the existing facility into a functional municipal building that will provide administrative and community services.

Scope of Work

The selected contractor will provide all labor, materials, equipment, and services necessary to complete the remodel, including but not limited to the following:

1. Framing & Finish Out

- Demising wall and partitions
- New entry door and windows
- Interior doors and trim installation (specify door type and material used)
- Hardware allowance
- Flooring allowance
- Framing in overhead door space with new exterior wall and window
- Kitchenette build-out (specify appliance allowance if included)
- Interior drywall and painting (specify grade point, number of coats)
- Insulation in attic and exterior walls (specify insulation used for ceilings and walls)

2. Electrical

- Install new outlets and switches in office areas (including phone and ethernet ports)
- Provide wiring, connectors, couplings, straps, bushings, and related supplies
- Bring all electrical up to current code

3. Plumbing

- Complete rough-in and top-out for all plumbing systems

4. Exterior Painting

- Paint exterior of building



5. Septic System

- Install two 500-gallon aerobic septic systems

6. Concrete Work

- Construct 40x40 parking lot
- Add one ADA-compliant handicap parking space
- Remove and replace 60x2 concrete strip
- 4-inch thick concrete with rebar 18" O.C.

7. Excavation and Erosion Control

- Trench, drain, grade, and backfill per site plan

8. Drive and Storage Pad

- Excavate, grade, and install gravel drive with storage pad

9. Fencing

- Install 8' property fencing (8' iron with finials)

10. HVAC

- Install 2 Ton 19.2 SEER2 Kaden Hyper Heat system with wall air handler
- Includes thermostat, ductwork, supply/return cut-ins, new condenser pad, electrical disconnect, line flush, and connections
- 2-year labor warranty, 10-year parts warranty

Proposal Requirements

Proposals must include:

- Company profile and experience with similar projects
- Project timeline with estimated completion date
- Cost proposal (itemized if possible)
- Warranty and service details
- References from at least three similar projects completed within the past five years

Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications
- Ability to meet project specifications
- Cost competitiveness
- Project timeline
- References and past performance

Submission Instructions

All proposals must be submitted no later than **October 20, 2025, by 4:00 PM CST** to:



City of McLendon-Chisholm
Attn: City Manager
1371 West FM 550
McLendon-Chisholm, TX 75032

Electronic submissions may also be sent to: citymanager@mclendon-chisholm.com

Late submissions will not be considered.

Additional Information

- A walkthrough of the facility is available by request. Contractors may contact City Hall at 972-524-2077 to schedule a walkthrough.
- The City reserves the right to accept or reject any or all proposals and to award the contract in the best interest of the City.
- Contractors are responsible for obtaining all required permits and ensuring compliance with applicable building codes and regulations.

Questions

- Should you have any questions regarding this RFP, please contact City Hall at 972-524-2077 or send an email to citymanager@mclendon-chisholm.com



Exhibit A

