Request for Qualifications and Proposals  
Community Pavilion Structure

The Town of Carlton Landing, OK is currently accepting proposals for design and construction of a Community Pavilion Structure. Interested parties should submit statement of qualifications and proposals to the Town of Carlton Landing, OK 74432 by October 2, 2020 at 4:00 PM. Proposals may be mailed to 44 Water Street, Carlton Landing, OK 74432.

Generally, the Pavilion shall be a thirty-five foot by seventy foot (35’ X 70’) open air structure with a floor to ceiling height of seventeen and a half feet (17.5’). Preference is for a primarily wooden structure with a metal roof and set on a raised slab platform. The building shall include electric outlets, lighting, and air circulation fans.

The Pavilion site location is 48 Water Street, Carlton Landing, OK 74432.   
(Latitude 35°12’19.19”N; Longitude 95°32’28.96”W)

The Statement of Qualifications should provide experience of members that will be working on the Pavilion. Experience shall include other pavilion and or large open span structure(s).

**Design qualifications:**

Proposal should include one to three (1 -3) conceptual designs for the Pavilion. Designs should depict style and appearance of the Pavilion structure without need for full plans. It is anticipated the pad for the Pavilion will be larger than the actual size of the Pavilion.

The Proposal shall also include a preliminary cost estimate for the Pavilion including all design, permitting, and construction costs for the project.

All Federal, State, and local building codes shall be followed and generally be depicted in the design proposal(s). (i.e. ADA, handrails, etc.)

The Pavilion will be a major community asset and should represent a prominent presence while being welcoming and functional for activities and events. The structure will be located at 48 Water Street, Carlton Landing, Oklahoma 74432.

For the proposal, there are no final plan requirements for the proposal. Once a Contractor and Pavilion design has been selected by the Town the Contractor shall prepare final plans and specifications for submittal and approval.

**Construction Timeline:**

The proposal shall provide a timeline for the construction of the Pavilion, once the Notice to Proceed has been issued. The project timeline should include anticipated weather days or an allowance for weather days. The Contract will incorporate the project timeline or an agreed upon completion time schedule, with a deduction per day for failure to complete the Pavilion within the stipulated timeframe, accounting for verifiable documented weather days.

**Ground Preparation:**

The Town and successful Bidder will negotiate site preparation regarding ground fill, ground stabilization, foundation, and building pad. The proposal shall identify if the contractor has the capability to complete site preparation. If contractor can complete site preparation work include such work within the proposed timeline and cost.

Any costs or expenses included in preparation and submittal of the Request for Qualifications and Proposal shall be responsibility of the prospective bidder.

Questions regarding the project should be directed to Greg Buckley, Town Administrator at [admin@townofcarltonlanding.org](mailto:admin@townofcarltonlanding.org) or 918-707-5005.

Attachment A -Site Location Map

