



TOWN OF SOUTH PALM BEACH

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To: Licensed Contractors & Eligible Service Providers
From: James S Titcomb, Town Manager
Date: May 19, 2026
Subject: Request For Information (RFI) on Town Hall Repairs & Renovations

Town of South Palm Beach seeks **RFI (Request for Information)** with cost estimates from local government “piggyback” or state-vetted contracts on:

- **Remove & Replace entire Roof** to Standing Seam, Miami-Dade Storm Code Rated.
- **Painting Exterior of Town Hall** completely, including prep & minor repairs.
- **Painting Interior of Town Hall** (w popcorn ceiling removal, prep & minor repairs).
- **Replace all Town Hall Flooring**, carpet and tile areas throughout (materials TBD).
- **Renovate (4) Bathrooms to ADA Compliance** (possibly into 3 Bathrooms).
- **Remove front “knee wall” on garage**, repair damaged block, base and stucco face.
- **Remove Maintenance Office “Lean To”** northside (-250 sq ft) repair stucco face and weatherize external MEPs exposed. Fill 1 door with block, replace other with exit door.
- **Replace Metal Fire Stairway to 2nd floor** northside, & **Entrance Railings** south side.
- **(3) Fire Exit Doors Replacement** with sills installation and finishing.
- **New Landscaping** site enhancements around entire building and site/lot.
- **Parking Lot Repaving & Striping**, with possible reductions of impervious areas to pervious (sod and landscaping enhancements).
- **Removal of abandoned Fleet Fuel Tank** and restoration of footprint area.
- **Main Garage Door Replacement** - Note: Possible Storm-Rated “window wall/doors.”
- **Parking Lot French Drain Installation** – Design and permitting required to be determined.
- **Town Signs and Message Boards** – Mounting (base/pole/wall) and wiring as applicable.

Background: A 2018 Town Hall Assessment Study contained a then “wish-list” for adaptive reuse of the town hall and site. Most conditions on the list prove obsolete today and trigger floodplain codes adding 4.5+ feet to base floor elevations (BFE) under the “50/50” FEMA/FBC rules of 2026. While the Town pursued many new Town Hall designs over the years, none reached full fruition. Subsequently, Town Administration recommended enacting long-deferred maintenance, repairs and replacement of existing building infrastructure, systems, and cosmetic upgrades to make our current town hall fully functional again.

As asked “Can we live within the four walls-configuration of existing town hall? – the Town Council answered yes and so directed staff by a unanimous vote to redirect away from further new building design pursuits to prioritize repairing, refurbishment, and renovations of the existing facilities (RTCM 05-12-26).

Seeking solicited information on the list of items sought by the Town, utilizing local government-vetted “piggyback” bids or state contracts is to gather options for the town to move forward under our procurement policies to award repair and restoration task contracts, on individual or multiple items as applicable. The Town of South Palm Beach and its Building Official & Permitting Process will preside over any necessary permitting, inspections and planning of renovations awarded under town authorizations as let.

Interested and qualified parties (registered, licensed & insured in Florida) may inspect Town Hall premises to gather metrics, specifications, and scope upgrades needed as well as meet with town administration during normal business hours (8a-4p,M-F). Successful proposals for services will be subject to all requirements of local government contracting and applicable jurisdictional laws and codes in SPB, Florida.