



TOWN OF SOUTH PALM BEACH

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To: Eligible Contractors & Service Providers
From: James S Titcomb, Town Manager
Date: July 9, 2026
Subject: Request for Specific Proposals on Town Hall Repairs Projects

Town of South Palm Beach requests specific proposals for renovation projects as listed below (metric-based on local government or state-vetted contracts).

- **Remove & Replace Roofing** to Standing Seam, Miami-Dade Hurricane Code Rated.
- **Paint Exterior of Town Hall** completely, including prep & minor repairs.
- **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.
- **(4) Fire Exit Doors Replacement** with sills installation and finishing.
- **Paint Interior of Town Hall** (w popcorn ceiling removal, prep & minor repairs).
- **Town Hall Flooring**, remove carpet and tile areas throughout (materials TBD).
- **Renovate (4) Bathrooms to ADA Compliance.**
- **Main Garage Door Replacement** - Possible Storm-Rated door or “window wall.”
- **Mechanical Systems & IT Room reconfiguration (CJIS compliant).**
- **Landscaping, Signage & Parking Lot improvements**

Background

The Town is actively seeking proposals for various Town Hall renovation projects, utilizing local government or state contract vetted bids/pricing metrics, to move forward under our procurement policies and award repair and restoration task contracts, on individual or multiple items listed. Town administration and its Certified Building Official (CBO), through its building department process will preside over necessary permitting, inspections and planning aspects of renovations awarded under town council authorizations.

Interested and qualified parties (registered, licensed & insured in Florida) may inspect Town Hall premises to gather metrics, specifications to 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 compliance and applicable jurisdictional laws and codes in SPB, Florida. To request an appointment, obtain building drawings or inspect the premises for details of site conditions, please contact the Town manager or town staff to arrange for same.

Email contacts are:

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Website links:

- <https://www.southpalmbeach.com/building>
- <https://www.southpalmbeach.com/community/page/town-hall-news-and-updates>