

# Request for Proposal (RFP 26-1)

Remodel of Police Department, Herculaneum City Hall



**Logan Jaskiewicz**  
**City Administrator**  
**City of Herculaneum**

## **1. INTRODUCTION**

The City of Herculaneum is seeking proposals from a qualified construction company to remodel the lower level of Herculaneum City Hall. Any questions regarding this request should be directed to Logan Jaskiewicz, City Administrator at [ljaskiewicz@cityofherculaneum.gov](mailto:ljaskiewicz@cityofherculaneum.gov) or 636-524-2114.

### **Background Information**

The City of Herculaneum is located in Jefferson County, Missouri. Founded in 1808 and established as a town in 1818, the City of Herculaneum has a population of 5,165 and is located 27 miles south of the City of St. Louis.

The City of Herculaneum is fourth-class city and operates under a Mayor/Board of Aldermen/City Administrator format of government, providing a wide range of municipal services including police, fire, street maintenance, sewer and water and parks and recreation.

## **2. SCOPE OF WORK**

The selected contractor shall provide all labor, materials, equipment, supervision, and disposal services necessary to complete the following:

### **A. Flooring**

- Remove existing carpet and tile flooring in designated areas.
- Clean and properly prepare all floor surfaces.
- Install Luxury Vinyl Plank (LVP) flooring throughout the lower level per provided floor plan.

### **B. Office Rooms**

- Remove all existing cove base protections.
- Repair drywall as needed.
- Install new baseboards and casing trim.
- Paint walls using Agreeable Gray; Trim in Solid White.
- Install new 6-panel solid white primed interior doors with associated trim.
- Install LVP flooring in the back center office.

### **C. Kitchen Area**

- Install new cabinetry and countertop.
- Install new sink and faucet with appropriate plumbing.
- Provide required electrical services for microwave and outlets.
- Install LVP flooring.

### **D. Utility Area**

- Frame new walls with door access for a supply/storage room.
- Install new electrical wiring and lighting.
- Frame dedicated space for water heater and HVAC equipment.
- Prime and paint all the walls.
- Install new ceiling grid and ceiling tiles.

#### **E. Additional Work**

- Install stair banister.
- Install LVP on stair treads leading to the lower level.
- Drywall stairwell walls; finish, prime, and paint.
- Install all casing and trim in stairwell area.
- Provide dumpster rental and ensure proper disposal of all construction debris.

### **3. GENERAL REQUIREMENTS**

- All work must comply with current building codes, OSHA regulations, local ordinances, and ADA guidelines where applicable.
- The contractor shall always maintain a clean and secure work area.
- All work must be completed during regular business hours unless otherwise approved.
- Any work outside this scope must be submitted in writing and approved via a signed change order.

### **4. PROPOSAL REQUIREMENTS**

Interested contractors shall submit the following:

- Detailed cost breakdown including labor, materials, and other relevant charges.
- Proposed timeline for completion.
- Copy of business license, proof of insurance, and any applicable certifications.
- References for similar projects completed within the past 3 years.
- Sealed in an envelope and delivered to City Hall.

To schedule a site visit call Kim Niehaus at (636)-306-3860.

## 5. SUBMISSION INSTRUCTIONS

All submissions must be received by:

**Friday, January 30<sup>th</sup>, 2026, at 2:00 PM (Local Time)**

Submit to: Kim Niehaus  
City of Herculaneum  
Attn: RFQ 2025-01 – Remodel of Lower Level, Herculaneum City Hall  
#1 Parkwood Court  
Herculaneum MO, 63048  
Email for digital submission: [Kniehaus@cityofherculaneum.gov](mailto:Kniehaus@cityofherculaneum.gov)

## 6. QUESTIONS

Submit questions in writing by **Friday, January 30<sup>th</sup>, 2026, at 2:00 PM (Local Time)**, to:

**Logan Jaskiewicz, City Administrator**  
Email: [ljaskiewicz@cityofherculaneum.gov](mailto:ljaskiewicz@cityofherculaneum.gov)

## 7. CITY RIGHTS AND CONDITIONS

The City reserves the right to:

- Reject any or all submissions
- Modify or cancel this RFP at any time
- Waive informalities or irregularities
- Select a firm deemed in the best interest of the City.

### Selection Guidelines

The process of selection is explained in Chapter 133 of the City of Herculaneum Code of Ordinances. The Selection Committee shall review the solicited proposals and make a recommendation to the Board of Aldermen for approval or rejection. The deadline for submitting proposals will be **Friday, January 30<sup>th</sup>, 2026, at 2:00 PM**, with follow ups being conducted the following week.