

**CLARE COUNTY LAND BANK AUTHORITY
REQUEST FOR PROPOSALS (RFP)
General Contractor Rehabilitation Services
Arthur Street Schoolhouse Rehabilitation Project**

Issuing Agency

Clare County Land Bank Authority
515 W. Arthur Road
Lake, Michigan 48632
Parcel ID: 010-222-004-00
Lincoln Township, Clare County

Primary Contacts

Jenny Beemer-Fritzinger
Clare County Land Bank Chair
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Construction Manager
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1. INTRODUCTION

The Clare County Land Bank Authority (“Owner” or “Land Bank”) is soliciting sealed proposals from qualified, licensed, and insured General Contractors for the rehabilitation of the historic Arthur Street Schoolhouse property located at 515 W. Arthur Road, Lake, Michigan.

This project is anticipated to be funded in whole or in part through the Michigan State Land Bank Authority (SLBA) Blight Elimination Program (BEP), including federal funding sources subject to Davis-Bacon prevailing wage requirements and all applicable federal procurement standards.

The selected contractor shall provide all labor, supervision, permits, materials, equipment, insurance, administration, and incidentals necessary to complete the rehabilitation project in accordance with the attached specifications, floor plan, applicable building codes, and grant compliance requirements.

The rehabilitation effort is intended to preserve and restore the historic character of the former schoolhouse while creating a safe, ADA-accessible, energy-efficient, and code-compliant community facility.

2. PROJECT OVERVIEW

The project includes substantial rehabilitation of the historic schoolhouse structure and attached addition, including but not limited to:

- Roofing replacement
- Exterior restoration
- Historic window replacement
- ADA accessibility improvements
- Interior rehabilitation
- Kitchen installation
- Bathroom construction
- Mechanical, electrical, and plumbing upgrades
- Flooring and ceiling restoration
- Insulation and energy-efficiency improvements
- Site cleanup and project closeout

The project includes preservation-sensitive work and contractors shall exercise care to maintain historic elements including wall murals, hardwood details, and existing architectural character.

3. MANDATORY PRE-BID WALKTHROUGH

A mandatory pre-bid walkthrough will be conducted at the project site.

Date: Monday, June 1

Time: 2:00 PM

Location: 515 W. Arthur Road, Lake, Michigan 48632

Attendance is mandatory. Contractors failing to attend the walkthrough may be deemed non-responsive.

4. BID DUE DATE

Sealed proposals must be received no later than:

Date: June 5

Time: 4:30 PM

Late submissions may not be accepted.

Submission Address

Clare County Land Bank Authority
Attn: Jenny Beemer-Fritzinger
225 W. Main Street
PO Box 564
Harrison, MI 48625

Electronic submissions may be accepted at the discretion of the Land Bank.

5. PROCUREMENT METHOD

This procurement is being conducted as a competitive proposal process in accordance with:

- 2 CFR Part 200
- Michigan State Land Bank Authority Blight Elimination Program Guidelines
- Applicable state and local procurement regulations
- Federal grant compliance requirements

The Land Bank reserves the right to reject any or all proposals, waive informalities, negotiate with respondents, and award in the best interest of the project.

6. SCOPE OF WORK

The successful contractor shall furnish all labor, materials, supervision, permits, testing, waste disposal, equipment, and coordination necessary to complete the following work.

6.1 General Requirements

The contractor shall:

- Verify all field dimensions and existing conditions
- Coordinate all subcontractors and trades
- Maintain project schedule

- Maintain site security and safety
- Protect adjacent structures and historic features
- Comply with OSHA regulations
- Obtain and close all permits
- Coordinate inspections
- Provide all final closeout documentation
- Provide builder's risk insurance
- Maintain required project signage if applicable
- Provide dumpster service and sanitary facilities
- Complete post-construction cleaning

6.2 Hazardous Materials and Lead Safety

Contractor shall:

- Comply with all EPA, OSHA, EGLE, and Michigan requirements
- Utilize lead-safe work practices
- Conduct any required asbestos or lead abatement
- Provide all required testing and clearances
- Submit waste manifests and disposal documentation

No asbestos was identified in the existing ACM survey; however, contractor remains responsible for compliance with all applicable regulations.

6.3 Roofing

Contractor shall:

- Remove and dispose of existing roofing materials
- Repair or replace damaged rafters and sheathing
- Install proper roof ventilation
- Install new fascia and soffit to match existing character
- Install standing seam metal roofing system
- Color: Brown

6.4 Exterior Rehabilitation

Windows

- Remove and replace existing windows in schoolhouse section
- Match historic appearance and proportions
- Install thermally efficient low-E argon-filled windows
- Brown exterior with pine interior finish

Exterior Doors

- Install new exterior doors and hardware
- Rear entrance must comply with ADA accessibility requirements
- All locks keyed alike

Masonry

- Tuckpoint brick masonry
- Repair or replace damaged brick and sills
- Match existing materials and appearance

Entry Improvements

- Repair front concrete entry
- Install black metal handrail
- Construct ADA compliant access ramp

Siding and Trim

- Remove and replace siding on west addition
- Provide cedar clapboard or approved equal
- Replace trim to match historic appearance

Gutters

- Install new aluminum gutters and downspouts
- Color: Brown

6.5 Interior Rehabilitation

Flooring

- Remove deteriorated hardwood flooring
- Repair floor framing and joists as required
- Install new hardwood flooring matching historic pattern
- Extend flooring into kitchen and bathroom areas

Ceilings

- Remove and replace beadboard ceiling in schoolhouse
- Match historic appearance
- Provide attic access

Interior Walls

- Repair and preserve historic wall surfaces
- Protect existing murals
- Utilize lead encapsulation where appropriate
- Paint colors:
 - Behr Paradise Landscape
 - Behr Linen White

Kitchen

- Install hardwood shaker-style cabinets
- Install granite countertops
- Install commercial-grade appliances
- Provide soft-close hardware

Bathrooms

- Construct two ADA-compliant bathrooms
- Provide blocking for grab bars and accessories
- Install commercial-grade fixtures and hardware

Doors and Trim

- Install hardwood interior doors and trim
- Finish to match flooring and historic appearance

6.6 Insulation

Install insulation to meet or exceed current energy code requirements including:

- Ceiling: R-49
- Walls: R-13 + 5
- Floors: R-25

Brick schoolhouse walls are to remain uninsulated unless otherwise approved.

6.7 Plumbing

Contractor shall provide:

- New plumbing permit
- Tankless water heater
- New PEX supply piping
- New sanitary piping
- ADA-compliant fixtures
- Mop sink
- Commercial kitchen sink and faucet

6.8 Mechanical

Contractor shall provide:

- Mechanical permit
- New 95% efficient furnace
- New ductwork and ventilation
- Programmable thermostat
- Bathroom exhaust ventilation systems

6.9 Electrical

Electrical work shall include all wiring, fixtures, devices, panels, code-required upgrades, emergency systems, and final connections necessary for a complete and operational facility.

All work shall comply with current National Electrical Code requirements.

7. HISTORIC PRESERVATION REQUIREMENTS

The building is considered historically significant. Contractors shall:

- Preserve historic character where feasible
- Protect murals and architectural elements
- Match existing finishes and profiles where required
- Coordinate any material substitutions with the Land Bank
- Minimize demolition of salvageable historic materials

Any proposed substitutions must receive written approval prior to installation.

8. CONTRACTOR QUALIFICATIONS

Respondents must demonstrate:

- Experience with rehabilitation and restoration projects
- Experience with publicly funded construction projects
- Experience with Davis-Bacon prevailing wage compliance
- Ability to manage multiple trades
- Appropriate staffing capacity
- Financial stability
- Proper licensing and insurance

Preference may be given to firms with historic rehabilitation experience.

9. REQUIRED BID SUBMITTALS

Bidders shall submit:

1. Completed proposal form
2. Lump sum base bid
3. Detailed schedule of values
4. Proposed project schedule
5. Contractor qualifications and experience
6. References for similar projects
7. Proof of Michigan licensing
8. Proof of insurance
9. W-9 form
10. SAM.gov debarment verification
11. Proposed subcontractor list
12. Bonding capacity letter
13. Acknowledgment of addenda
14. Prevailing wage acknowledgment
15. Safety program documentation
16. Any proposed alternates

Incomplete submissions may be rejected.

10. PREVAILING WAGE / DAVIS-BACON REQUIREMENTS

This project is anticipated to utilize federal funding.

All contractors and subcontractors shall comply with:

- Davis-Bacon Act
- Federal prevailing wage requirements
- Weekly certified payroll submissions
- Applicable labor standards
- Apprenticeship requirements where applicable

The contractor shall:

- Pay workers no less than prevailing wage rates
- Submit certified payroll documentation weekly
- Maintain labor records
- Cooperate with audits and monitoring
- Flow down all requirements to subcontractors

Failure to comply may result in withholding of payment, termination, or debarment.

11. INSURANCE REQUIREMENTS

The selected contractor shall provide:

- Commercial General Liability Insurance
- Workers Compensation Insurance
- Automobile Liability Insurance
- Builder's Risk Insurance
- Umbrella/Excess Liability Coverage

Certificates of insurance shall name the Clare County Land Bank Authority as additional insured.

12. BONDING REQUIREMENTS

For contracts exceeding \$50,000:

- 100% Performance Bond required
- 100% Payment Bond required
- Letter of bondability must accompany proposal

Bonds must be submitted within two weeks of award.

13. PROJECT SCHEDULE

The contractor shall provide a detailed construction schedule.

The anticipated schedule is:

Milestone	Estimated Timeline
Notice of Award	June 9, 2026
Contract Execution	June 12, 2026
Notice to Proceed	June 16, 2026
Construction Start	June 16, 2026
Substantial Completion	September 11, 2026
Final Completion	September 30, 2026

The Land Bank reserves the right to adjust project timelines.

14. PAYMENT TERMS

Payments will be made on a reimbursement basis.

Contractor shall submit:

- AIA-style pay applications or approved equivalent
- Lien waivers
- Certified payrolls
- Inspection approvals
- Supporting invoices
- Progress documentation

Retention may be withheld until final completion.

15. CHANGE ORDERS

No changes in scope, price, or schedule shall proceed without written approval from the Clare County Land Bank Authority.

Unauthorized work may not be compensated.

16. CLOSEOUT REQUIREMENTS

Prior to final payment, contractor shall provide:

- Final lien waivers
 - Final inspections
 - Certificate of Occupancy
 - Warranty documentation
 - Operation manuals
 - As-built documentation
 - Final certified payrolls
 - Waste disposal manifests
 - Final cleaning
 - Punch list completion
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17. EVALUATION CRITERIA

Proposals may be evaluated based on:

Criteria	Weight
Relevant Experience	25%
Project Understanding	20%
Cost Proposal	25%
Schedule	10%
References	10%
Compliance Capacity	10%

The Land Bank reserves the right to interview finalists.

18. FEDERAL COMPLIANCE REQUIREMENTS

The selected contractor shall comply with all applicable federal regulations including:

- 2 CFR Part 200
 - Equal Employment Opportunity requirements
 - Section 3 requirements if applicable
 - Civil Rights Act requirements
 - OSHA regulations
 - Record retention requirements
 - Debarment and suspension requirements
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19. NON-DISCRIMINATION

Contractor shall not discriminate against any employee or applicant because of race, religion, color, national origin, sex, age, disability, marital status, height, weight, or other protected status.

20. RIGHT TO REJECT

The Clare County Land Bank Authority reserves the right to:

- Reject any or all proposals
- Waive irregularities
- Negotiate with respondents
- Request clarification

- Modify project scope
 - Cancel the solicitation
 - Award in whole or in part
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21. ATTACHMENTS

The following documents are incorporated into this RFP:

1. Arthur Street Floor Plan
 2. Specification Worksheet
 3. State Land Bank Authority BEP Guidelines
 4. ACM and Lead Base Paint Surveys/Reports
 5. Any issued addenda
 6. Applicable prevailing wage determinations
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22. PROPOSAL SIGNATURE

The undersigned certifies that they are authorized to submit this proposal and agree to comply with all requirements contained herein.

Contractor Information

Company Name

Address

Contact Person

Phone

Email

License Number

Federal EIN

Authorized Signature

Signature: _____

Name: _____

Title: _____

Date: _____