

REQUEST FOR PROPOSALS

Commercial Space Restoration and Roof Replacement

1. PROJECT OVERVIEW

Project Name:	DPS Building Remodel
Property Address:	505 Palmer Rd, St Clair, MI 48079
Affected Area Size:	Approximately 2,400 square feet
Property Type:	Commercial Space

1.1 Project Description

This project involves the restoration and repair of a commercial space that has experienced water damage, requiring ceiling repairs, mold remediation, roof replacement, and flooring restoration. The work must be completed in accordance with all applicable building codes and industry standards for mold remediation and commercial construction.

1.2 Project Goals

- Complete restoration of water-damaged areas to pre-loss condition
- Proper mold remediation and treatment in all affected areas
- Install new roof system with 30-year warranty
- Ensure all work meets current building codes and safety standards
- Minimize business disruption during construction

2. Detailed Scope of Work

All work must be performed by licensed and insured contractors in accordance with applicable building codes, manufacturer specifications, and industry best practices. The affected area is approximately 2,400 square feet.

2.1 Roof Replacement

- Remove existing shingle roof system completely
- Inspect roof decking and replace plywood sheathing as needed
- Install ice and water shield at eaves, valleys, and penetrations as required by code
- Install synthetic underlayment over entire roof deck
- Install 30-year architectural/dimensional fiberglass shingles
- Install new drip edge, ridge vents, and flashing as needed
- Provide manufacturer's 30-year warranty on shingles

- Provide contractor workmanship warranty (specify duration)
- Proper disposal of all roofing debris
- Magnetic sweep of property for nails and debris

2.2 Ceiling Drywall Repair and Replacement

- Remove damaged ceiling drywall in affected areas
- Replace removed drywall with new 1/2-inch or 5/8-inch drywall (match existing)
- Tape and mud all drywall seams and fasteners
- Sand smooth and prepare for painting
- Texture to match existing ceiling (if applicable)
- Prime repaired areas

2.3 Drop Ceiling System

- Remove damaged drop ceiling tiles and grid components as needed
- Replace grid components (main runners, cross tees) as necessary
- Install new ceiling tiles to match existing (specify size: 2x2 or 2x4)
- Ensure proper support and compliance with code requirements

2.4 Insulation Replacement

- Remove and properly dispose of damaged or contaminated insulation
- Install new insulation to match or exceed existing R-value
- Use appropriate insulation type for application
- Ensure proper ventilation is maintained
- Install vapor barrier as required by code

2.5 Mold Remediation and Treatment

- Set up proper containment in affected areas as required
- Treat all areas with visible or suspected mold with Mold Armor or equivalent EPA-registered antimicrobial product
- Remove and dispose of any mold-contaminated materials that cannot be effectively treated
- Apply mold-resistant products on treated surfaces
- Follow EPA and IICRC S520 standards for mold remediation
- Document all remediation work with photographs
- Provide certificate of mold remediation upon completion

2.6 Painting

- Prime all repaired drywall areas
- Repaint entire affected area (approximately 2,400 sq ft) for uniform appearance
- Use commercial-grade paint suitable for commercial spaces
- Apply two coats of paint minimum
- Match existing colors or provide color consultation
- Protect floors and furnishings during painting

2.7 Flooring - VCT (Vinyl Composition Tile) Replacement

- Remove existing damaged VCT flooring in affected area
- Inspect subfloor and repair/level as necessary
- Ensure subfloor is clean, dry, and properly prepared
- Install new VCT flooring to match existing
- Match existing color and pattern or provide samples for selection
- Install appropriate transition strips at doorways and edges
- Apply initial finish/wax coat per manufacturer recommendations
- Proper disposal of old flooring materials

2.8 Site Protection and Cleanup

- Protect unaffected areas from dust and debris
- Use dust barriers and negative air filtration as needed
- Daily cleanup of work areas
- Final thorough cleaning upon project completion
- Remove all debris and materials from site

3. PROJECT TIMELINE AND SCHEDULE

Milestone	Date
RFP Issued	2/18/26
Site Visit (Recommended)	Upon request
Questions Due	3/16/26
Proposals Due *NEW	3/19/26 @11am
Desired Construction Start	Immediate
Desired Completion	5/1/26

Contractors must provide a detailed project schedule with their proposal, including estimated duration for each phase of work and any weather or seasonal considerations for roofing work.

4. PROPOSAL SUBMISSION REQUIREMENTS

All proposals must include the following information to be considered complete:

4.1 Company Information

- Company name, address, phone, and email
- General contractor license number and expiration date
- Roofing contractor license (if separate from general license)
- Years in business performing similar restoration work
- Key personnel and project manager who will oversee this work

4.2 Qualifications and Experience

- Description of similar commercial restoration projects completed in the last 3 years
- Experience with mold remediation and water damage restoration
- Experience with commercial roofing projects
- References from at least three (3) recent commercial clients with contact information

4.3 Insurance and Bonding

- Certificate of general liability insurance (minimum \$1,000,000 per occurrence / \$2,000,000 aggregate)
- Workers' compensation insurance certificate
- Proof of commercial auto insurance
- A certified check, bank draft or satisfactory bid bond, executed by the bidder and a surety company, payable to the City of St. Clair, in the amount equal to five percent (5%) of the bid, shall be submitted with each bid.

4.4 Technical Proposal

- Detailed scope of work addressing all items in Section 2
- Project methodology and approach, particularly for mold remediation
- Detailed project schedule with milestones (roof, ceiling, painting, flooring phases)
- Safety procedures and containment plan for mold remediation work
- Material specifications including:
 - Shingle manufacturer, style, and color options
 - Underlayment and roofing materials specifications
 - Mold treatment product (Mold Armor or equivalent)
 - Paint brand and type

- VCT manufacturer and style options

- Subcontractor list with their specific scope of work and licenses
- Site protection and containment plan to minimize disruption
- Waste disposal and recycling plan

4.5 Cost Proposal

Provide an itemized breakdown of costs for each scope category:

- Roof replacement (materials and labor separated)
- Plywood replacement (per sheet or total estimate)
- Ceiling drywall removal and replacement
- Drywall taping, mudding, and finishing
- Drop ceiling removal and replacement
- Insulation removal and replacement
- Mold remediation and treatment
- Painting (2,400 sq ft area)
- VCT flooring removal and replacement
- Debris removal and disposal
- Permit fees
- Contingency allowance (if applicable)
- Payment schedule tied to project milestones
- Unit prices for potential scope adjustments (additional plywood sheets, extra square footage, etc.)
- Warranty information:
 - Roofing manufacturer warranty (30-year on shingles)
 - Contractor workmanship warranty for roof
 - Workmanship warranty for interior work
 - Mold remediation warranty/guarantee

4.6 Submission Format

- Written sealed bids
- Subject line: "Commercial Restoration Proposal – **DPS Building Remodel**
- Deadline: 11:00am Thursday, March 19, 2026
- Late submissions will not be accepted unless prior arrangements are made

6. TERMS AND CONDITIONS

6.1 General Conditions

- The owner reserves the right to accept or reject any or all proposals, to waive irregularities, and to award the contract to the bidder that best meets the project requirements.

- The owner is not obligated to accept the lowest bid.
- All costs associated with preparing and submitting proposals are the sole responsibility of the contractor.
- Proposals become the property of the owner and will not be returned.
- The owner may request clarifications or modifications to proposals before making a final selection.

6.2 Site Visits

A site visit is strongly recommended and will be conducted as requested.

Contact Bob Bieth at 810-357-7095 rbieth@cityofstclair.com to schedule a visit. Contractors are responsible for their own safety during site visits and must follow all posted safety protocols.

6.3 Questions and Clarifications

All questions regarding this RFP must be submitted in writing to rbieth@cityofstclair.com by March 16, 2026. No verbal interpretations of the RFP will be binding.

6.4 Permits and Code Compliance

The contractor shall be responsible for obtaining all necessary building permits and ensuring all work complies with applicable building codes, fire codes, and safety regulations. The contractor must schedule and coordinate all required inspections. Permit costs will be included in bid price.

6.5 Insurance Requirements

The selected contractor must maintain insurance coverage throughout the project and name the property owner as an additional insured on their general liability policy. Proof of insurance must be provided before work commences.

6.6 Warranty Requirements

The contractor must provide the following minimum warranties:

- Roofing: 30-year manufacturer warranty on shingles PLUS minimum 5-year contractor workmanship warranty
- Interior work: Minimum 1-year warranty on all workmanship and materials
- Mold remediation: Written guarantee/certificate that remediation was performed to IICRC S520 standards
- All warranties must be transferable to future property owners

6.7 Payment Terms

Payment will be made according to the milestone schedule provided in the contractor's proposal. Final payment will be withheld until all work is completed, inspected, approved, and all required warranties and documentation are provided.

6.8 Contract Award and Commencement

The selected contractor will be required to execute a written contract. Work shall not begin until a contract is fully executed, insurance certificates are provided, and all necessary permits are obtained. The contractor must be prepared to begin work within 7 days of contract execution, subject to permit approval and weather conditions for roofing work.

6.9 Change Orders

Any changes to the scope of work must be approved in writing through a formal change order process before the work is performed. Change orders must include detailed description of changes, cost impact, and schedule impact.

CONTACT INFORMATION

For questions or additional information regarding this RFP, please contact:

Name: Robert (Bob) Beith

Title: DPS DIRECTOR

Email: rbeith@cityofstclair.com

Phone: 810-357-7095

Property Address: 505 Palmer Rd, St Clair, MI 48079
