



Village of Howard City
125 Shaw Street*P.O. Box 510*Howard City*MI*49329
p: (231) 937-4311 * f: (231) 937-6643 * Voice/TTY: (844) 578-6563
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Date Issued: November 17, 2025

REQUEST FOR PROPOSALS (RFP)

VILLAGE OF HOWARD CITY ENSLEY PARK BATHROOM REMODEL

I. INVITATION TO BID

Sealed bids are currently being accepted for the **Ensley Park Bathroom Remodel Project** located at **502 E. Shaw Street, Howard City, Michigan 49329**.

Proposals not physically received by the Village by 11:00 a.m. on Thursday, January 29, 2026, will not be considered.

Emailed or faxed bids will **not** be accepted.

All proposals should be addressed to:

The Village of Howard City

Re: *(Vendor Name)*

Proposal for Ensley Park Bathroom Remodel

Attention: Mike Falcon, Village Manager

P.O. Box 510

Howard City, MI 49329

II. PROJECT DESCRIPTION

The Village of Howard City is soliciting proposals from qualified **design/build contractors** for the renovation of the public restrooms located in Ensley Park.

Currently, the facility consists of two separate bathrooms divided by a shared wall. The remodel will include removal of the dividing wall to create **one larger, fully ADA-accessible unisex bathroom** of approximately **225 square feet**.

The renovated space must include:

- New plumbing fixtures, including a toilet and sink
- New lighting fixtures
- Finished walls and floors suitable for public restrooms
- All necessary ADA-compliant amenities and features
- Enclosure of the existing electrical service panel to restrict public access while maintaining required utility access

The Village seeks a **turnkey solution** that includes design, demolition, construction, and final finishing. All work must comply with applicable **building codes, ADA regulations, and local ordinances.**

III. SUMMARY OF REQUIREMENTS

- The Contractor shall furnish all **labor, materials, tools, and equipment** necessary to complete the remodel.
- All products shall comply with **applicable laws, codes, and industry standards** and be used per manufacturer recommendations.
- **Completion Date:** July 06, 2026.
 - A **1% penalty** of the overall contract cost may be applied per week for unfinished work after 4:30 pm on July 06, 2026.
- The Contractor shall ensure **public safety** during construction.
- The Contractor is responsible for **daily site cleanup** and **proper debris disposal** in accordance with local, state, and federal regulations.
- The Contractor shall **guarantee all work, materials, and parts for one (1) year** after completion.
- A **pre-bid site walkthrough** is encouraged. Contact the Village Manager to schedule.

IV. EVALUATION OF PROPOSALS

Proposals will be evaluated based on the following criteria:

1. Experience working with public agencies on similar projects.
2. Qualifications of personnel assigned to this project.
3. Completeness and compliance with RFP instructions.
4. Reasonableness of cost and price.

A contract will be offered to the firm deemed **most qualified** by the Village.

V. RIGHT TO REJECT

This RFP does not commit the Village to award a contract. The Village reserves the right to:

- Reject any or all proposals
- Waive minor irregularities
- Negotiate with qualified vendors
- Cancel this RFP in part or in full

The Village is not responsible for any costs incurred by proposers in preparing or submitting responses.

VI. DAMAGE LIABILITY

The selected contractor shall be responsible for **any property damage** caused by personnel or equipment during the project and for **removal of all project-related debris**.

VII. INSURANCE REQUIREMENTS

The contractor shall, at their own expense, maintain **public liability and casualty insurance** sufficient to protect personnel and the Village against damages for bodily injury or death that may arise during project operations, including work performed by subcontractors.

VIII. VENDOR RESPONSIBILITY

Unless otherwise stipulated, the vendor shall provide and pay for all **materials, labor, tools, equipment, transportation**, and other facilities necessary for project completion.

IX. PROPOSAL SUBMISSION REQUIREMENTS

Proposals are due no later than 11:00 a.m. on Thursday, January 15, 2026.

Each proposal shall include:

1. Detailed cost breakdown for demolition services
2. Detailed cost breakdown for design and construction

Proposals may be submitted in person or by mail to:

Village of Howard City
125 E. Shaw Street
P.O. Box 510
Howard City, MI 49329

X. SELECTION PROCESS

The Village of Howard City will review all proposals and contact top candidates directly. Once a final candidate is selected, a **formal contract** will be established between the Village and the contractor.

XI. ANTICIPATED PROJECT SCHEDULE

Event	Date	Time
RFP Available to Vendors	November 24, 2025	—
Deadline for Questions	January 27, 2026	4:30 p.m. EST
Proposals Due	January 29, 2026	11:00 a.m. EST
Candidate Selected	January 30, 2026	—
Project Completion Deadline	July 06, 2026	4:30 p.m. EST

XII. DISCLOSURE OF CONTACTS

All proposal information will be held in confidence until the submission deadline has expired, Pursuant to Section 13(1)(i) of the **Michigan Freedom of Information Act (MCL 15.243(1)(i))**, bids and proposals are exempt from public disclosure until the time for submission has passed.

XIII. RFP QUESTIONS

Questions regarding this RFP should be directed to:
Michael Falcon, Village Manager, mfalcon@howardcity.org
Deadline for questions: **4:30 p.m. EST, January 27, 2026**