

# Request for Proposals (RFP)

## Interior Remodel – Rivers Enrichment Center (Former Hotel Bar Area)

### St. Joseph County Commission on Aging (COA)

#### Rivers Enrichment Center

1200 W. Broadway Street, St. Joseph County, Michigan

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## 1. Introduction and Invitation

The St. Joseph County Commission on Aging (COA) is soliciting sealed proposals from qualified and licensed contractors to provide all labor, materials, equipment, supervision, and services necessary to complete an interior remodel of the former hotel bar area at the Rivers Enrichment Center. This project will convert an existing hotel bar space into a functional conference and staff support area.

This Request for Proposals (RFP) is issued in accordance with St. Joseph County Purchasing Policies & Procedures and applicable local, state, and federal requirements.

COA reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most advantageous to the County.

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## 2. Background Information

The St. Joseph County Commission on Aging provides programs and services that support older adults throughout St. Joseph County. The Rivers Enrichment Center is a key facility for program delivery, staff operations, and community engagement.

The proposed remodel will improve staff functionality and meeting capacity by repurposing an underutilized former hotel bar area within the existing COA facility. The space was part of the original hotel structure constructed in 1980 and **remains largely in its original condition, as it was excluded from the renovation completed approximately seven years ago during the building's conversion to a senior center.** Original 1980 building plans are available for contractor review.

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## 3. Project Overview and Goals

The goal of this project is to remodel approximately **1,054 square feet** of interior space to:

- Create a large, flexible conference/meeting area
- Provide a private staff restroom
- Create a secured storage area
- Install a staff kitchenette
- Improve safety, accessibility,

and associated building systems (including electrical, plumbing, HVAC, and fire protection) necessary to support the remodeled space.

The COA seeks a qualified contractor capable of coordinating demolition, construction, and multiple trades while maintaining compliance with applicable building codes and safety standards.

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## 4. Scope of Work

The scope of work includes, but is not limited to, the following:

### A. General

- Provide all labor, materials, tools, equipment, permits, and supervision
- Coordinate all required inspections
- Comply with all applicable federal, state, and local codes and regulations
- Maintain a clean and safe work site at all times

### B. Existing Conditions and Concrete Slab Preparation

The existing concrete slab is part of the original hotel construction and includes areas of prior plumbing modifications. Known conditions include capped and abandoned plumbing penetrations, countersunk concrete patches, and areas to be disturbed for new restroom and kitchenette plumbing installation.

The Contractor shall be responsible for **all concrete slab preparation required to receive the finished flooring**, including but not limited to:

- Filling and leveling existing depressions and countersunk concrete patches
- Permanently capping, filling, and finishing abandoned plumbing penetrations
- Backfilling, compacting, and restoring concrete where slab cuts are required for new plumbing
- Applying patching compounds, feather finishes, or skim coats as necessary
- Ensuring the slab is clean, dry, smooth, and suitable for the specified flooring system

All slab preparation shall be included in the Contractor's base bid and shall not be considered extra work.

Concrete slab surfaces receiving finished flooring shall be prepared to achieve a flatness tolerance suitable for the specified flooring system. For resilient flooring, the slab shall be level to **no greater than 1/8 inch variation within any 6-foot radius and no greater than 1/4 inch variation within any 10-foot radius**, with no abrupt height changes, ridges, or voids. Any areas not meeting these tolerances shall be corrected by the Contractor at no additional cost.

### C. Demolition and Preparation

- Remove existing 1980-era tile flooring throughout the project area
- Remove a lowered ceiling system
- Remove designated **non-load-bearing walls** as shown in available plans or as required for the new layout
- Remove and legally dispose of all construction debris

### D. Construction and Framing

- Construct new non-load-bearing walls to define:
  - Private staff restroom-ADA compliant
  - Enclosed storage area
  - Staff kitchenette
- Install framing for required door openings
- Install **two (2) steps, hand railing** and **up to two (2) doors**, as required by final layout and code

### E. Drywall and Finishes

- Install new drywall throughout remodeled areas
- Finish drywall to be smooth and ready for painting
- Paint all walls
- Install new baseboards

### F. Flooring

**Base Bid 1:** Furnish and install commercial-grade **Luxury Vinyl Plank (LVP)** flooring throughout the approximately **1,054 square foot** project area.

Flooring shall meet the following minimum requirements:

- Commercial-grade LVP suitable for light to moderate institutional use
- Minimum **20 mil wear layer**
- Waterproof construction
- Installed over prepared concrete slab with manufacturer-approved adhesive or floating system
- Include integral or separate underlayment as recommended by manufacturer to accommodate minor slab irregularities
- Manufacturer's warranty minimum of **10 years commercial use**

Contractor shall include all transitions, trims, base installation, and coordination with adjacent finishes.

## **F-1. Flooring – Alternate Bid #1 (Non-Slip Epoxy Flooring)**

**Alternate Bid #1:** Furnish and install a **commercial-grade, non-slip epoxy flooring system** throughout the approximately **1,054 square foot** project area.

The epoxy flooring system shall meet the following minimum requirements:

- Multi-coat epoxy or resinous flooring system suitable for institutional or commercial use
- Incorporation of **integral slip-resistant aggregate** appropriate for pedestrian traffic
- Seamless, non-porous finish resistant to moisture, staining, and routine cleaning chemicals
- Minimum dry film thickness as recommended by the manufacturer for the specified use
- Slip resistance meeting or exceeding **ADA and applicable safety standards** for walking surfaces

### **Concrete Preparation:**

- Contractor shall include all surface preparation required for epoxy flooring, including grinding, patching, leveling, and treatment of existing slab imperfections
- All abandoned plumbing penetrations, countersunk patches, and areas disturbed by new plumbing installations shall be permanently filled, leveled, and finished flush prior to epoxy application
- Moisture testing shall be performed as required by the epoxy manufacturer; any required moisture mitigation system shall be included in the Alternate Bid price

### **Warranty:**

- Minimum **5-year manufacturer and installer warranty** against delamination, peeling, or failure under normal use

Contractor shall clearly identify the total cost for Alternate Bid #1 separate from the Base Bid.

## **G. Kitchenette**

- Install staff kitchenette including:
  - Approximately **6-foot countertop**
  - Small sink
  - Upper cabinets and lower cabinets with drawers

## **H. Plumbing**

- Modify and install plumbing systems for:
  - Staff restroom (water and sewer)
  - Kitchenette sink

## I. Electrical

- Modify and install electrical systems including:
  - Lighting
  - Switches
  - Outlets
- Ensure adequate power for conference and staff use

## J. HVAC and Fire Protection

- Modify HVAC ductwork as required due to ceiling and wall changes
- Coordinate relocation or modification of fire suppression systems as required
- Staff Restroom: Ventilation Contractor shall provide a **code-compliant mechanical exhaust ventilation system** for the private staff restroom. The system shall include an exhaust fan, ductwork routed to the exterior of the building, backdraft damper, and all electrical connections required for operation. Ventilation shall meet or exceed applicable Michigan Building Code and Mechanical Code requirements. Coordination with existing HVAC, fire protection, and ceiling systems shall be included.

## K. Closeout

- Final cleaning of the project area
- Removal of all remaining debris and materials
- Provide warranties and closeout documentation

**Note:** A previously prepared conceptual estimate is provided for reference to understand scope only. Cost figures contained in that document shall not be used or relied upon in proposal pricing.

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## 5. Contractor Qualifications

Proposing contractors must: - Be properly licensed and insured in the State of Michigan - Demonstrate experience with comparable interior renovation projects - Have the ability to coordinate multiple trades - Demonstrate capacity to complete the project within the required timeline

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## 6. Insurance Requirements

Contractors must provide proof of: - Commercial General Liability Insurance - Workers' Compensation Insurance - Any additional insurance required by St. Joseph County

Certificates of insurance will be required prior to contract execution.

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## 7. RFP Schedule (Anticipated)

Milestone	Date (Estimated)
RFP Advertisement Published	Feb 6
Pre-Bid Meeting / Site Walk	Feb 18
Deadline for Written Questions	Feb 20
Proposal Submission Deadline	Feb 25
Evaluation of Proposals	Mar 2
Contractor Interviews (if required)	Mar 5-6
Award Recommendation	Mar 10
Board Approval (if required)	Mar 17
Notice to Proceed	Mar 18

**Project Completion Deadline:** All work must be substantially complete **no later than December 1, 2026.**

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## 8. Proposal Submission Requirements

- Proposers shall submit a **lump sum cost proposal** to complete the full scope of work. In addition, proposers shall provide a **detailed cost breakdown by major work components** sufficient to allow the COA to evaluate, compare, and understand pricing.

The cost breakdown is for evaluation purposes only and shall not alter the lump sum nature of the contract. The COA reserves the right to request clarification or additional detail regarding any cost proposal.

- Proposed project schedule - Description of relevant experience - References (minimum of three) - Proof of insurance and licensing
  - Proposals must be sealed and clearly marked: **“RFP – Rivers Enrichment Center Interior Remodel”**
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## 9. Evaluation Criteria

Proposals will be evaluated based on: - Responsiveness to RFP requirements - Contractor qualifications and experience - Proposed approach and schedule - Cost proposal - References

The COA may conduct interviews with one or more proposers prior to final selection.

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## 10. Advertisement for Newspaper (Bid Notice)

### **NOTICE TO BIDDERS**

The St. Joseph County Commission on Aging (COA) is accepting sealed proposals for an interior remodel of a portion of the Rivers Enrichment Center located at **1200 W. Broadway Street**. The project involves renovation of an interior area that was part of the building's **former hotel use and was not included in the renovation completed approximately seven years ago when the building was converted into the Rivers Enrichment Center.**

Proposals must be received by **Wednesday, February 25, 2026 by 2:00pm EST**. Bid documents may be obtained by contacting the St. Joseph County Commission on Aging. The COA reserves the right to reject any or all bids.

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## 11. Contact Information

All communications regarding this RFP shall be directed to:

### **Pamela Riley**

Executive Director, St. Joseph County Commission on Aging  
Phone: (269)279-8083 Email: [priley@sjccoa.com](mailto:priley@sjccoa.com)

OR

### **Gary Oberlander**

Maintenance Department  
Phone: (269) 279-8083 Email: [goberlander@sjccoa.com](mailto:goberlander@sjccoa.com)

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## 12. Additional Conditions

- The COA reserves the right to reject any or all proposals.
- The COA may waive minor informalities.
- Issuance of this RFP does not commit the COA to award a contract.
- All costs incurred in proposal preparation are the responsibility of the proposer.