



TUSCOLA COUNTY HEALTH DEPARTMENT

Phone: 989-673-8114

1309 Cleaver Road, Suite B, Caro, MI 48723

Fax: 989-673-7490

www.tchd.us

Request for Proposals

Overview

The Tuscola County Board of Health is soliciting proposals from qualified and licensed contractors to perform renovation and construction services for the Health Department Lobby Renovation Project located at the Tuscola County Health Department.

This proposal opportunity is open to parties that meet the specifications outlined below and are willing to work with the Tuscola County Maintenance Department and Health Department.

To be eligible to submit a proposal, interested parties must attend the mandatory walk-through scheduled for 10:00 am on July 29, 2026. Attendance at this walk-through is the first required step in the proposal process.

Parties whose proposals are selected for further consideration must submit sealed bids to the Tuscola County Health Department Board of Health no later than August 12, 2026. Sealed bids must include all costs associated with the building construction based on the information available at the time of submission. The Board of Health will review bids and may consider them for award following the review process.

Specifications

Project Scope of Work

The selected contractor shall provide all labor, materials, equipment, supervision, permits, and related services necessary to complete the project, including but not limited to:

- Demolition and removal of existing lobby finishes and fixtures.
- Construction of new reception and customer service areas.
- Installation of flooring, wall finishes, ceilings, and trim.
- Electrical modifications, lighting upgrades, and data connections.
- HVAC adjustments as required.
- Accessibility improvements in compliance with ADA requirements.
- Construction of any new internal walls
- Painting and finishing work.
- Installation of signage and wayfinding elements.
- Installation of reception desk (if applicable)
- Final cleaning and project closeout documentation.

A detailed set of plans and specifications will be provided.

Other Minimum Requirements

1. Shall meet ADA compliance
2. Shall provide adequate construction in accordance with local, State, and federal codes.
3. The county or its agents will conduct a walk-through of the building and grounds to verify the ability to comply with the specifications before awarding the bid
4. It must be a barrier-free environment.
5. Proof of appropriate licenses, workers' compensation, and liability insurance to perform construction work in Michigan
6. Detailed project schedule, from design approval to completion.

Proposal Submission Requirements

Firm Information

- Company overview
- Years in business
- Relevant experience
- Team qualifications

Project Approach

- Understanding of project objectives
- Design methodology
- Communication plan
- Proposed schedule

Relevant Experience: Provide examples of at least three similar projects, including:

- Client name
- Project description
- Project value
- Completion date
- Reference contact information

Fee Proposal Includes

- Design fees
- Reimbursable expenses
- Hourly rates
- Optional services
- Completed timeline must be submitted

References

Provide at least three client references.

For more information, please call Jon Suber at 989-673-1725



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Proposals must be submitted as a sealed bid to the Tuscola County Health Department, 1309 Cleaver RD, Caro, MI 48723, by 4:00 p.m. on August 12, 2026.

Disclaimer

Tuscola County reserves the right at its sole discretion to reject any proposals received without penalty and not to enter into a contract as a result of this RFP. The County also reserves the right to negotiate separately with any source whatsoever in any manner necessary to attend to the County's best interests, waive irregularities in any proposal, and accept a proposal that best meets the needs of the County, irrespective of the bid price."

By submitting a bid, the bidder acknowledges that no contractual relationship will exist between Tuscola County and the bidder until both parties have formally approved and signed a written contract to be prepared by Tuscola County legal counsel.

The County reserves the right to award, without further discussion, any submitted proposal. Therefore, the proposal should be submitted initially on the most favorable terms that the offer can propose. There will be no best-and-final-offer procedure. The county reserves the right to contact an offer to clarify its proposal."