

MANISTEE COUNTY HISTORICAL MUSEUM

REQUEST FOR PROPOSALS

Exterior Wall Modernization Project

425 River Street | Manistee, Michigan 49660

RFP Issued	November 1, 2026
Questions Due	November 15, 2026
Proposals Due	November 30, 2026
Anticipated Award	December 2026
Construction Period	Spring 2027
Project Location	Manistee County Historical Museum, 425 River Street, Manistee, MI 49660

1. Invitation to Submit Proposals

The Manistee County Historical Museum invites qualified contractors to submit proposals for rear exterior wall tear down and rebuild at the museum, 425 River Street. The selected contractor will furnish the labor, materials, equipment, supervision, and related services necessary to complete the work described in this Request for Proposals (RFP).

The work is anticipated to take place in Spring 2027. Proposers should review the scope, inclusions, exclusions, and utility coordination requirements carefully and identify any assumptions or conditions that may affect their proposal.

2. Project Scope

The project generally consists of removing the existing brick veneer and installing a new material for the rear exterior wall of the museum. Proposers will provide the museum with the costs and installation of three materials 1) Metal; 2) Board and Batten and 3) EFIS. Proposals may also include other materials as suggested. Installation of the selected material will be contingent upon the Museum Board approval.

3. Base Scope of Work

- Remove and dispose of the existing brick veneer.
- Remove and reinstall the two existing lights located above the doors.
- Furnish and install selected material
- Provide all lifts and equipment required to perform the work.
- Provide supervision and management for the work.
- Perform daily cleanup and disposal of construction debris generated by the contractor.
- Provide general liability insurance appropriate for the work.

4. Utility Coordination

The contractor shall coordinate with the applicable utility company regarding relocation of overhead wires and pulling meters back from the wall as necessary to make the work area safe and provide the museum with associated costs.

5. Exclusions

- Removal and replacement of the existing substrate. The suitability of the existing substrate to receive the new EIFS or other material is currently unknown.
- Any building permit fees or building permit procurement.
- Utility company fees, unless specifically included in the proposal.

If a proposer determines that any excluded work is necessary to properly complete the project, the proposer shall identify the work and provide a separate price or allowance.

6. Existing Conditions and Site Review

Proposers are encouraged to inspect the project area before submitting a proposal and to consider existing wall conditions, access, staging, utilities, and conditions that could affect performance. Because the existing substrate has not been confirmed as suitable for the new material, proposers shall state any assumptions regarding substrate condition and identify any recommended investigation or allowance.

7. Schedule

The Museum will establish the final construction schedule with the selected contractor. Proposals shall state the contractor's anticipated duration and earliest available start date.

8. Proposal Requirements

Each proposal shall include, at minimum:

- Contractor's legal name, address, primary contact, telephone number, and email address.
- Description of the contractor's experience with respect to installation and comparable exterior wall projects.
- Description of the proposed approach to removal of the existing brick veneer and installation of the new material.
- Proposed project schedule, including anticipated start date and duration.
- Lump-sum base proposal for the complete included scope.
- Separate pricing for any recommended work not included in the base scope.
- Separate identification of utility-related costs, if any.
- Identification of assumptions, exclusions, allowances, and potential additional costs.
- Description of warranty coverage for materials and workmanship.
- Evidence of general liability insurance and any other insurance customarily maintained for the proposed work.
- Acknowledgment of any addenda issued by the Museum.

9. Proposal Form

Contractor / Firm	
Primary Contact	
Telephone	
Email	
Base Proposal	\$
Optional / Alternate Work	\$
Utility Costs Included	\$
Anticipated Start Date	
Anticipated Duration	
Authorized Signature / Date	

10. Evaluation

The Museum may consider the following when evaluating proposals:

- Experience with comparable exterior wall and materials.
- Understanding of the project and proposed approach.
- Completeness and clarity of the proposal.
- Proposed schedule and ability to perform the work during Spring 2027.
- Qualifications and references.
- Price and overall value.
- Clarity regarding exclusions, assumptions, utility costs, and potential additional work.

11. Contractor Responsibilities

- Provide qualified labor and appropriate supervision for all included work.
- Provide all lifts, tools, equipment, and ordinary materials necessary for the contractor's scope.
- Maintain a safe and orderly work area.
- Coordinate utility-related access and relocation work as applicable.
- Protect existing building elements and the two existing lights during the work.
- Perform daily cleanup and disposal of debris generated by the contractor.
- Provide required insurance and documentation before beginning work.
- Notify the Museum promptly of concealed conditions, substrate deficiencies, utility conflicts, or other conditions that may materially affect cost or schedule.

12. Change in Conditions

If conditions are discovered after removal of the existing brick veneer that require work outside the base scope, the contractor shall notify the Museum before proceeding with such work. Any additional work shall require written authorization from the Museum before it is performed, except where immediate action is necessary to protect people or property.

13. Questions and Site Visits

Questions regarding this RFP or requests for a site visit shall be submitted to:

Manistee County Historical Museum

425 River Street

Manistee, Michigan 49660

Attention: Mark Fedder, Executive Director

Questions due: November 15, 2026

14. Submission Instructions

Submit the complete proposal and supporting materials as a single electronic PDF or in another format to: manisteeemuseum@gmail.com. Proposals shall be received no later than the deadline identified above. Late proposals may be rejected. The museum may request clarification or additional information from a proposer during the evaluation process.

15. Museum Rights

- The Museum reserves the right to reject any or all proposals.
- The Museum may request clarification of any proposal.
- The Museum may negotiate scope, schedule, or price with a selected proposer.
- The Museum may cancel or modify this RFP when determined to be in its best interest.
- The issuance of this RFP does not obligate the Museum to award a contract or reimburse proposal preparation costs.

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