

St. Clair County Community Mental Health  
Attn: Telly Delor  
3111 Electric Avenue  
Port Huron, Michigan 48060  
(810) 985-8900

Date: October 29, 2025  
Revision Date : 11/07/2025

## **INVITATION TO BID / REQUEST FOR PROPOSAL ARCHITECTURAL SERVICES**

**ITEM:** Architectural Services for St. Clair County Community Mental Health – Children’s Group Home (the “Project”)

**BID SUBMISSION**

**DEADLINE:** November 10, 2025, at 2:00 pm

**BID OPENING:** November 10, 2025, at 2:00 pm

St. Clair County Community Mental Health  
3111 Electric Avenue  
Port Huron, Michigan 48060

### **1. SUBMISSION AND RECEIPT OF BIDS**

To be considered, bids must be received prior to the specified deadline as designated on the bid form. St. Clair County Community Mental Health (“CMH”) reserves, in its sole discretion, the right to postpone the bid opening for its own convenience. Bidders shall use the bid documents furnished, and no other may be accepted. Bids are considered received when in possession of CMH. All bids shall be addressed and labeled as follows:

St. Clair County Community Mental Health  
Attn: Telly Delor  
3111 Electric Avenue  
Port Huron, Michigan 48060

Sealed Bid

St. Clair County Community Mental Health  
Children’s Group Home Project – Architectural Services  
Bid Opening: November 10, 2025, at 2:00 pm

The bid shall be a total price to design for the St. Clair County Community Mental Health – Children’s Group Home Project consistent with the specifications detailed in requirements detailed in Exhibit A hereto. Once a final design is approved, CMH intends to bid out construction of the facility with the assistance of the successful bidder. All bids shall include costs necessary to assist CMH with bidding and awarding contracts to construct the Project and to provide necessary consultation during construction of the Project.

The envelope shall contain one (1) electronic and three (3) complete hard copies of the bid and required bid information. Bids shall be sealed when submitted. Separate bids shall be submitted on each bid number and bids shall be typewritten in ink and legibly prepared. Bids having erasures or corrections thereon may be rejected unless explained or

initialed by the bidder. **If you are submitting a “No bid,” do not follow the above directions but send a letter to CMH indicating the same.**

Bids shall be mailed or delivered to St. Clair County Community Mental Health, Attn: Telly Delor, 3111 Electric Avenue, Port Huron, Michigan 48060 and must be in CMH’s possession **before** the stated deadline. **Faxed and electronic bids will not be accepted.**

## **2. RESPONSIVE BIDS**

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Unless otherwise specified, CMH reserves the right to accept or reject any individual item in the bid. Accordingly, CMH reserves the right to declare as non-responsive, and reject any incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is provided. Alterations to the written requirements will negate any response.

## **3. BIDDER’S RESPONSIBILITY**

Prior to bidding, each bidder shall fully acquaint themselves with conditions relating to the site so that it may fully understand the site conditions where the Project will be located. Any apparent omissions, errors, or discrepancies in plans or specifications shall be reported to CMH in ample time before the deadline to submit bids. The failure or omission of any bidder to receive and examine any form, instrument, addendum, or other document, or to visit the site and acquaint himself with conditions there existing, shall in no way relieve any bidder from any obligation with respect to its bid, or to the contract. The submission of a bid shall be taken as prima facie evidence that the bidder is familiar with the Project’s specifications, site conditions, restrictions, difficulties, and bid requirements.

## **4. PRICES BID**

The prices bid shall cover the complete costs of any nature, incident to and growing out of designing the Project, to assist CMH with bidding and awarding contracts to construct the Project, and to provide necessary consultation during construction of the Project.

## **5. NAME, ADDRESS, and LEGAL STATUS of the BIDDER**

The name and legal status of the bidder, whether corporation, partnership, limited liability company, or individual, shall be stated in the bid. A corporation bidder shall give the state in which incorporated, a partnership bidder shall give all the names of the partners. A limited liability company shall give the state in which it is organized and shall give the names of all members holding an interest of 10% or more in the company. Partnership and individual bidders will be required to state in the proposal the names of all people interested therein.

The place of residence of each bidder, or the office address in the case of a firm or company, with county and state must be given after his signature.

All bid documents shall be signed by an individual authorized to bind the bidder and witnessed by two witnesses who shall also sign. All bid documents shall be signed by the bidder, as follows:

A. Sole Proprietorship: Signature of sole proprietor in the presence of witnesses who shall also sign. Insert the words "Sole Proprietor" under the signature.

B. Partnership: Signature of all partners in the presence of witnesses who shall also sign. Insert the word "Partner" under each signature.

C. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures in the presence of witnesses who shall also sign. Insert the officer's capacity in which the signing officer acts, under each signature. If the bid is signed by officials other than the President and Secretary of the company, or the President/Secretary/Treasurer of the company, a copy of the by law or resolution of the Board of Directors authorizing them to do so must also be submitted with the bid in the sealed bid envelope.

D. Limited liability company: Signature of a duly authorized manager or member of the company in their normal signatures in the presence of witnesses who shall also sign. Insert the signor's capacity in which the signing officer acts, under each signature. A copy of the articles of organization or operating agreement that confirms the authority of the signor to sign for the company shall also be provided.

## **6. QUALIFICATIONS OF BIDDER**

All bidders must be from a person/entity licensed to provide architectural services in the State of Michigan. CMH may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to CMH all such information and data for this purpose as CMH may request. Such information may include past performance records, list of available personnel, financial statement, or any other pertinent information. CMH reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder, fails to satisfy CMH that such bidder is properly qualified and able to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

## **7. OFFICIAL DOCUMENTS**

CMH shall accept NO CHANGES to the bid document made by the bidder unless those changes are set out in the "Exceptions" provision of the authorized version of the bid document. It is the bidder's responsibility to acquire knowledge of any change, modifications, or additions to the authorized version of the bid document. Any bidder who submits a bid and later claims it had no knowledge of any change, modifications, or additions made by CMH to the authorized version of the bid document, shall be bound by the bid, including any changes, modifications, or additions made by CMH to the authorized version of the bid, and if that Bidder fails to accept the bid award, CMH may pursue costs and expenses to re-bid the item from that bidder.

CMH will officially distribute bid documents from its website, [www.scccmh.org](http://www.scccmh.org), and the BidNet Direct website, [www.bidnetdirect.com](http://www.bidnetdirect.com). **Copies of bid documents obtained from any other source are not considered authorized copies.** Only those bidders who obtain bid documents from the CMH website or the BidNet Direct website are guaranteed access to receive addendum information, if such information is issued.

#### **8. INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS**

Any interpretation to a bidder regarding the bid and/or contract documents or any part thereof is valid only if given in writing by Telly Delor, Chief Operating Officer/Corporate Compliance Officer of CMH. Any information given orally, given by departmental contacts, or others is not official and shall not be relied upon by the bidder. Explanations desired by bidders shall be requested from CMH in writing to Telly Delor, Chief Operating Officer/Corporate Compliance Officer, of CMH, at [tdelor@scccmh.org](mailto:tdelor@scccmh.org). If CMH determines explanations are necessary, a reply will be made in the form of a written addendum, which may be provided to other bidders. All addenda issued to bidders prior to date of receipt of proposals shall become a part of these specifications and all proposals are to include the work therein described. Each proposal submitted shall list all addenda by numbers which have been received prior to time scheduled for receipt of proposals. All inquiries shall be made within a reasonable time prior to the stated deadline in order that a written response in the form of an addendum, if required, can be processed before bids are opened. Inquiries received that are not made in a timely fashion may or may not be considered.

#### **9. CHANGES AND ADDENDA TO BID DOCUMENTS**

Each change or addendum issued in relation to this bid will be on file with the CMH website and the BidNet Direct website. It shall be the bidder's responsibility to make an inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda.

#### **10. SPECIFICATIONS**

Unless otherwise stated by the bidder, the bids will be considered as being in strict accordance with CMH's applicable standard specifications, and any special specifications outlined in the bid document.

#### **11. ALTERNATE BIDS**

Bidders are cautioned that any alternate bid, unless requested by CMH, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this bid, may be considered non-responsive, and at the opinion of CMH, may result in rejection of the bid.

#### **12. PRICING**

Prices shall be stated in units of quantity where unit pricing is specified in the bid documents. In case of a discrepancy in computing the amount of the bid, the unit price bid will govern. All prices stated in the bid must be plainly written in legible figures.

Illegibility of any figure or word in the bid may be sufficient cause for rejection of the proposal by the owner. Erasures or changes in the bid must be initialed by the bidder.

### **13. TAXES, TERMS AND CONDITIONS**

CMH is exempt from Federal Excise, State Sales Tax, and Personal Property Tax. Please review The State of Michigan's REVENUE ADMINISTRATIVE BULLETIN 1999 – 2 for clarification <http://www.treas.state.mi.us/lawrules/rabs/1999/rab9902.htm>

CMH's tax number is 38-3498601. Payment terms shall be 30 days after CMH has reviewed and accepted monthly pay applications.

### **14. AWARD**

If a contract is awarded, it will be awarded to a responsible, responsive bidder whose bid, conforming to this solicitation, will be most advantageous and in the best interests of CMH, price and other factors considered as determined in the sole discretion of CMH. CMH reserves the right, in its sole discretion, to accept or reject any or all bids, in part or whole and to waive informalities and minor irregularities in bids received. Unless otherwise specified in the bid document CMH reserves the right to accept any item in the bid on an individual basis.

CMH reserves the right to not award a contract to the low bidder. CMH reserves the right to not award a contract in response to this invitation to bid. CMH reserves the right to re-bid.

Upon award or, prior to official award, CMH may, in its discretion, request a bidder(s) attend a mandatory consultation meeting with CMH to further discuss the layout and details of the project. Such a meeting, if requested by CMH, is mandatory and will be considered a condition precedent to CMH awarding a contract.

### **15. WITHDRAWAL OF BIDS**

Bids may be withdrawn in person by a bidder, or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is received by CMH prior to the stated bid submission deadline. No bid may be withdrawn for at least 90 days after the bid opening. In case of error by the bidder in making up a bid, CMH may in its sole discretion, reject such a bid upon presentation of a letter by the bidder which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

### **16. DEFAULT CONDITIONS**

In case of default by the bidder awarded a contract, CMH may procure services from other sources and hold the bidder responsible for any excess cost occasioned thereby. In case of error by the bidder relating to a contract, CMH may, in its sole discretion, upon presentation of a written explanation by the bidder substantiating the error, reject the Contract and award to the next qualified bidder; such error may be subject to default conditions.

## 17. INFRINGEMENTS AND INDEMNIFICATIONS

The bidder, if awarded a contract, agrees to protect, defend and save CMH, its officials, employees, insurers, departments and agents harmless against; any demand for payment for the use of any patented material, process, or device that may enter into the design of the work covered by either order or contract; and from suits or a charge of every nature and description (including attorney fees) brought against it or incurred by it, arising in any way out of any injuries or damages received or sustained by the parties by or from any of the facts of the contractor, the contractor's employees, or agents; from all liability claims, demands, judgments and expenses to persons or property occasioned, wholly, or in part, by the acts or omissions of the bidder, contractor, agents or employee.

## 18. INSURANCE REQUIREMENTS

The successful bidder shall be required to provide proof of insurance coverage, which is reasonably acceptable to CMH which shall, at a minimum, include the following:

**Workers' Compensation Insurance:** The contractor shall procure and maintain during the life of the contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**Commercial General Liability Insurance:** The contractor shall procure and maintain during the life of the proposed contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate combined single limit for Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse and Underground Exclusions, if applicable.

**Motor Vehicle Liability:** The contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Personal Injury, Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

**Additional Insured:** Commercial General Liability and Motor Vehicle Liability, as described above, shall include an endorsement stating that the following shall be *Additional Insureds*: CMH and all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming CMH as additional insured, coverage afforded is considered to be primary and any other insurance CMH may have in effect shall be considered secondary and/or excess.

### **Cancellation Notice**

Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that it is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, 10 days for non-payment of premium, Non-Renewal, Reduction, and/or Material Change shall be sent to: St. Clair County Community Mental Health, Attn: Telly Delor, 3111 Electric Avenue, Port Huron, Michigan 48060.

If any of the above coverages expire during the term of the contract, the contractor shall deliver renewal certificates and/or policies to CMH at least 10 days prior to the expiration date.

### **Proof of Insurance Coverage**

The contractor shall provide CMH at the time of execution of the contracts, copies of certificates and policies as listed below:

- Certificate of Insurance for Workers' Compensation Insurance;
- Certificate of Insurance for Commercial General Liability Insurance;
- Certificate of Insurance for Vehicle Liability Insurance;
- Certified Copies of all policies above.

## **19. GENERAL INFORMATION**

CMH is accepting bids for architectural design of its Children's Group Home Project.

### **Public Act 517 of 2012**

Public Act 517 of 2012 states that all public entities must require all companies submitting a bid on an request for proposals to certify that the company is not an Iran-linked business. Iran-linked businesses may not bid on the contract and each proposer **must** provide certification that they are not an Iran-linked business.

## **20. SPECIFICATIONS AND PRICING**

Bidder will provide assistance in all re-design if possible value add to best suit the needs of CMH.

## **21. BID REQUIREMENTS AND SPECIFICATIONS**

All bids shall comply with this invitation to bid, to all documents referenced herein, to all information and specifications presented at the pre bid meeting, and all addenda to any of the aforementioned documents. **Please refer to the attached St. Clair County Community Mental Health – Children's Group Home Project – Architectural Services Scope of Work for specifications.**

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**22. FIRM PRICE GUARANTEE**

All bid pricing will remain firm for at least 90 days after the bid opening. Pricing detailed by a successful bidder shall remain firm for the length of the project and until work is completed.

~~**23. BONDS – REMOVED 11/07/2025**~~

~~All bidders must include a 5% bid bond with their bid or other acceptable security for the bid. The successful bidder will be required to provide, at its cost, a performance bond and labor/material bond in the full amount of the bid from a licensed surety which is acceptable to CMH in the full amount of the bid and in conformance with the requirements of Michigan Public Act 213 of 1963. CMH may, in its sole discretion, consider other acceptable security such as a letter of credit.~~

**24. CONTRACT**

The form contract used will be the AIA B105-2017 as amended to reflect the terms and specifications applicable to the Project in substantially the same form attached hereto as Exhibit B. The chosen method of dispute resolution will be through the St. Clair County Courts.

**28. GUARANTEE**

All labor and materials are fully guaranteed for a minimum of three years.

**29. REFERENCES (Provide at least 3)**

<u>Company</u>	<u>Contact Person</u>	<u>Phone #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**30. CONTRACT TERMINATION**

CMH reserves the right, upon thirty days' written notice, to terminate the contract for a subject bid award for failure of the bidder to comply with the terms and conditions set forth herein. Nonperformance on the part of the bidder shall constitute breach of contract and shall nullify any and all contractual obligations between the seller and the purchaser.

**31. APPROVAL ACCEPTANCE/ACCEPTANCE OF SPECIFICATIONS**

The undersigned herein submits this proposal and agrees to enter into an agreement, if awarded the contract, with CMH in accordance with the contract documents. In submitting this completed and signed proposal, it is understood that the right is reserved by CMH to reject any or all bids and to make such award that, in the opinion of CMH is in the best interest of CMH.

NAME OF BIDDER: \_\_\_\_\_

BUSINESS ADDRESS OF BIDDER: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

BUSINESS TELEPHONE # OF BIDDER: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE OF SIGNER: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_/\_\_\_\_/\_\_\_\_ FAX # \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Please contact Telly Delor with any questions regarding this document  
at 3111 Electric Avenue, Port Huron, Michigan 48060,  
via e-mail at [tdelor@scccmh.org](mailto:tdelor@scccmh.org),  
or by telephone at (810) 985-8900.**

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***THIS PAGE MUST BE SIGNED AND MUST ACCOMPANY THE BIDDER'S BID.***  
**CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**  
**Michigan Public Act No. 517 of 2012**

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in St. Clair County Community Mental Health’s Request For Proposal Architectural Services (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by St. Clair County Community Mental Health as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the St. Clair County Community Mental Health’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

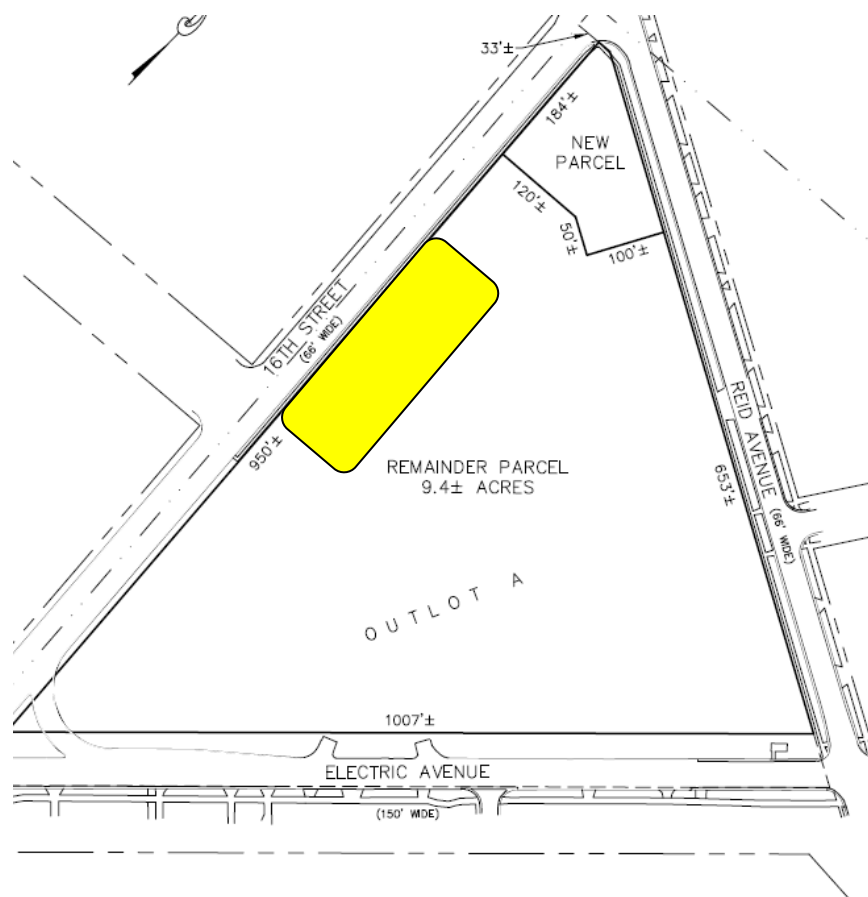
Exhibit A:

St. Clair County Community Mental Health's Children's Group Home Project  
MINIMUM PROJECT SPECIFICATIONS

General Requirements

**Design a Children's Therapeutic Group Home as defined by MCL §722.111(h), which includes the below minimum requirements and that meets all building, design, and construction requirements necessary for licensing and approval as a Children's Therapeutic Group Home/Child Caring Institution from the State of Michigan, and assist CMH with bidding the project, and assist CMH's chosen contractor(s) as needed during construction of the Project.**

The facility will be located within CMH's vacant property as highlighted in **yellow** in the sketch below, which is located within the City of Port Huron, Michigan along 16<sup>th</sup> Street between Reid Avenue and Electric Avenue:



**REMOVED 11/07/2025**

~~Construction must be compliant with all local ordinances/regulations (including building codes, zoning ordinances, and other applicable ordinances/regulations), must meet all state/federal regulations and requirements to be licensed as a Children's therapeutic group home, completed in a workmanlike manner, and free from negligence and defect.~~

Design to be completed by January 30, 2026.

### Minimum Requirements

#### Structure:

- 3,200 to 3,800 sq. ft. Children's therapeutic group home to be licensed by the State of Michigan
- Handicap Accessible Home.
- Six bedrooms (Minimum 80 sq. ft./each). All in one wing.
  - Try to have the bedrooms in line of sight from the Supervisors' Office.
- Two full bathrooms with handicap showers, tile finishes, possibly one with urinal.
- One half bath near supervisor's office and public area.
- Large open kitchen. Extra counter space and pantry area.
- Dining Area.
- Living Area.
- Program/Family Area.
- Sensory Room.
- Secure Medication Room.
- Supervisors' Office.
- Meeting room with two separate work areas/desk units.
- Laundry room.
- Attached two car garage with enclosed secure utility room.

#### Interior:

- XP Hi-Impact Gypsum Board on walls.
- Vinyl Plank Flooring.
- Solid core doors.
- Built in storage/desk units in bedrooms instead of closets.
- Tile bathroom floors and walls.

#### Mechanical:

- Alarm System, with door and window sensors.
- Backup generator.
- Dual HVAC Units.
- Dual Hot water tanks.
- Additional venting in bathrooms.
- Secure utility room attached to or in garage space with double doors.

#### Plumbing:

- Handicap shower units in both baths.
- Urinal in one bathroom.
- Floor drain in two main baths.
- Drain clean outs in each bathroom.
- Multiple drain clean outs in structure and one outside.

Electrical:

- Recessed LED lighting. All fixtures must be flush to surfaces.
- Additional alarm panels near each door and in garage or utility room.
- Outlets with USB ports at work stations and desks.
- Video Monitoring system.

Exterior:

- Large porch area in back of home.
- Play area in back of home.
- 6' vinyl fence for play area perimeter.
- 6" gutters.
- Downspouts tied to storm drain.
- Sump pump discharge tied to storm drains.
- 6" Concrete drives with wire mesh.
- 10' high garage door.
- Need parking for 10-12 vehicles.

Miscellaneous:

- Full basement. No crawl space foundation.
- Facility must be wired for high-speed data connections throughout.
- All final materials, including fit and finish, are to be approved by CMH prior to purchase.

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Exhibit B:

FORM OF CONTRACT – AIA B105-2017 WITH REVISIONS

See Attached