

REQUEST FOR PROPOSALS

General Contractor Services - Residential Rehabilitation

710 N. Browning Street, Columbia City, Indiana 46725

Issued by Brightpoint Communities, Inc. (BCI)

RFP Issue Date	July 14, 2026
Mandatory Pre-Bid Walkthrough	Available by Appointment
Questions Due	August 1, 2026, 5:00 p.m. EDT
Proposal Due Date	August 17, 2026
Expected Notice to Proceed	August 28, 2026
Required Completion	Within 30 calendar days of Notice to Proceed
Owner	Brightpoint Communities, Inc.
Contact	Mary Harris
Email	MaryHarris@mybrightpoint.org
Submission Subject Line	Proposal - 710 N. Browning Street Rehabilitation

Budget Ceiling

BCI anticipates awarding a contract with a total value not to exceed \$30,000. BCI reserves the right to modify the scope of work and negotiate pricing based upon proposals received.

Source note: Scope is informed by the Compass Home Inspections report dated April 9, 2026, provided by BCI. The report is not included as an exhibit to this RFP.

1. Introduction and Project Overview

Brightpoint Communities, Inc. (BCI) is soliciting proposals from qualified general contractors to perform rehabilitation work at a single-family residential property located at 710 N. Browning Street, Columbia City, Indiana 46725.

The selected contractor shall provide all labor, materials, equipment, supervision, permits if required, and incidentals necessary to complete the project in accordance with applicable building codes, manufacturer instructions, and accepted residential construction practices.

The rehabilitation scope is informed by a professional home inspection completed April 9, 2026. Contractors are responsible for verifying field conditions during the mandatory pre-bid walkthrough.

2. Procurement and Project Schedule

Milestone	Date / Time
RFP Issued	July 14, 2026
Mandatory Pre-Bid Walkthrough	Available by Appointment
Questions Due	August 1, 2026, 5:00 p.m. EDT
Responses to Questions Issued	August 4, 2026, 5:00 p.m. EDT
Proposals Due	August 17, 2026
Interviews, if needed	August 24, 2026
Contractor Selection	August 28, 2026
Contract Award / Agreement Execution	September 4, 2026
Notice to Proceed / Desired Start	September 4, 2026
Substantial Completion	Within 30 calendar days of Notice to Proceed

Time is of the essence. Contractors should demonstrate the capacity to begin promptly following the Notice to Proceed and complete within the required timeframe.

3. Scope of Work - Base Bid

The following work items represent BCI's anticipated base scope. Flooring replacement has been moved to Alternate Pricing and shall not be included in the Base Bid unless specifically awarded by BCI.

A. Laundry Room Microbial Growth Remediation

- Remediate apparent microbial growth observed on laundry room wall and ceiling areas.
- Remove affected drywall, trim, and related finish materials as necessary to complete remediation.
- Treat exposed framing and substrates using appropriate professional methods and products.
- Replace removed drywall and trim; finish surfaces to a paint-ready condition.
- Identify and address apparent moisture source when feasible within the approved scope.
- Include a description of proposed remediation methods in the proposal.

B. Interior Painting - Entire House

- Prepare and paint all interior walls, ceilings, trim, doors, and closets.
- Include patching nail holes, repairing minor wall defects, sanding, caulking, and priming repaired or stained areas as needed.
- Apply two finish coats of quality interior paint unless manufacturer instructions or surface conditions require otherwise.
- Final colors to be selected or approved by BCI prior to application.

C. Lower Kitchen Cabinet and Countertop Replacement

- Remove and dispose of all existing lower kitchen cabinets and existing kitchen countertops.
- Install new lower kitchen cabinetry in the existing configuration unless otherwise approved by BCI.
- Install new countertops, including required cutouts, edge treatment, seams, substrate support, and finish caulking/sealant.
- Repair wall, floor, and adjacent areas exposed during demolition as needed for a complete installation.
- Coordinate sink, dishwasher, countertop, and plumbing reconnections as necessary for proper operation.
- Contractor shall field to verify all dimensions prior to ordering cabinets and countertop materials.

Cabinet and Countertop Specification Options

Option	Cabinet Specification	Countertop Specification	Bid Instruction
Option A: Cost-Conscious	Stock white shaker lower cabinets; furniture board or plywood box; standard drawer glides; soft-close hinges preferred.	Post-form laminate countertop or comparable budget-grade laminate, color selected by BCI.	May be proposed only if clearly labeled as a value option.
Option B: Recommended Base Bid	White shaker-style lower cabinets; plywood construction or equivalent quality; soft-close doors and drawers; full-extension drawer slides; adjustable shelving; moisture-resistant toe kicks; finished end panels where exposed.	New laminate countertop of residential-grade quality, including sink cutout, end caps, backsplash/side splash where applicable, and sealed edges.	Use for the Base Bid unless bidder proposes a superior equivalent.
Option C: Enhanced Durability Alternate	All-plywood construction; dovetail drawer boxes; soft-close full-extension hardware; upgraded moisture-resistant components.	Solid surface, quartz, or comparable upgraded countertop material.	Price separately as Alternate #8 if proposed.

Required base bid cabinet/countertop language: Contractor shall remove and dispose of existing lower kitchen cabinets and countertop and install new white shaker-style lower cabinets of Option B quality or better, together with a new residential-grade laminate countertop or approved equivalent.

D. Drywall, Wall, Ceiling, Door, and Trim Repairs

- Repair damaged drywall, wall patches, ceiling damage, and moisture-stained materials identified during site verification.
- Replace moisture-damaged materials where needed and check for hidden damage when repairs are made.
- Repair or replace damaged interior door jambs, damaged doors, missing hinges, loose hardware, and missing door stops as needed.
- Finish all repaired areas to be visually consistent and paint-ready.

E. Cleanup and Closeout

- Maintain a safe and orderly jobsite throughout construction.
- Remove all construction debris and dispose of materials lawfully.
- Complete touch-up work and final punch-list items identified by BCI prior to final payment.
- Provide warranty information and manufacturer documentation at closeout.

4. Concealed Conditions and Change Orders

Because moisture-related damage was documented in several areas of the home, BCI may authorize additional work for concealed damage discovered during demolition. Any additional work shall require written approval from BCI prior to proceeding. No verbal authorization shall be binding unless confirmed in writing by BCI.

5. Alternate Pricing

BCI may elect to include one or more alternates. Alternates should be priced separately and shall not be included in the Base Bid unless specifically directed by BCI.

Alternate	Description
Alternate #1	Flooring replacement throughout the home per the room-by-room flooring schedule below.
Alternate #2	Repair and secure sliding glass patio door.
Alternate #3	Repair garage door opener and associated controls.
Alternate #4	Repair damaged exterior siding, trim, and sealant deficiencies.
Alternate #5	Repair damaged upper rear window frame and exterior caulking.
Alternate #6	Perform miscellaneous electrical corrections identified during walkthrough or by prior inspection information.
Alternate #7	Perform miscellaneous plumbing corrections identified during walkthrough or by prior inspection information.
Alternate #8	Enhanced cabinet and/or countertop option, if proposed.

Alternate #1 - Flooring Replacement Schedule

If awarded, Contractor shall remove and dispose of existing floor coverings and install waterproof luxury vinyl plank (LVP) flooring throughout the home. Minimum specification: 20-mil wear layer, residential/commercial-rated waterproof LVP, floating or manufacturer-approved installation, coordinated transition strips, and underlayment if required by manufacturer.

Area / Room	Flooring Type	Notes
Living Room	Waterproof LVP	Match main flooring selection.
Dining Area	Waterproof LVP	Coordinate transitions with kitchen and living areas.
Kitchen	Waterproof LVP	Install after lower cabinet and countertop work as field conditions require.
Laundry Room	Waterproof LVP	Install after microbial remediation and substrate repair.
Hallways	Waterproof LVP	Coordinate transitions to adjoining rooms.
Primary Bedroom	Waterproof LVP	Include closet if present.
Bedroom 2	Waterproof LVP	Include closet if present.
Bedroom 3, if applicable	Waterproof LVP	Bidder to verify room count and dimensions.
Full Bathroom	Waterproof LVP	Waterproof product required; seal perimeter as appropriate.
Half Bathroom	Waterproof LVP	Waterproof product required; seal perimeter as appropriate.
Closets	Match adjacent flooring	Include transitions and trims as needed.

6. Mandatory Pre-Bid Walkthrough

A mandatory pre-bid walkthrough will be conducted at 710 N. Browning Street. Attendance by a representative of the bidding contractor is required for proposal consideration.

Contractors are responsible for verifying existing conditions, measurements, quantities, accessibility, material requirements, and any other factors affecting the work. No change of orders will be approved for conditions reasonably observable during the site visit.

7. Proposal Requirements

Proposals shall include the following:

- Completed Contractor Bid Form included as Exhibit A.
- Cover letter with firm name, contact information, and authorized representative.
- Qualifications summary, including years in business and relevant residential rehabilitation experience.
- Project approaches, including staffing, schedule, and method for addressing microbial growth.
- Detailed lump-sum base bid and line-item breakdown by major work items.
- Alternate pricing, including separate pricing for flooring replacement.
- Three references for similar residential rehabilitation projects.
- Proof of insurance, including commercial general liability and workers compensation coverage.
- Identification of any assumptions, exclusions, allowances, or proposed substitutions.

8. Evaluation Criteria

BCI intends to award the proposal determined to provide the best overall value. Cost will be a driving factor, but qualifications, responsiveness, references, and schedule capacity will also contribute to the final selection.

Evaluation Factor	Weight
Cost Proposal	50%
Qualifications and Relevant Experience	30%
Ability to Meet Schedule	15%
References	5%

BCI reserves the right to conduct interviews with one or more firms prior to award but may also award without interviews.

9. Insurance, Contract, and Warranty Requirements

Insurance

- Commercial General Liability Insurance.
- Workers Compensation Insurance, as applicable.
- Automobile Liability Insurance, if vehicles will be used in performance of the work.
- Certificates of insurance must be provided prior to execution of the construction agreement.

Contract

The selected contractor will be required to execute a construction agreement acceptable to BCI. Because BCI does not currently have a standard contract form for this project, BCI may use a mutually acceptable short-form construction agreement incorporating the final scope, bid form, schedule, payment terms, and warranty requirements.

One-Year Workmanship Warranty

The Contractor shall provide a one (1) year workmanship warranty covering all labor and installation performed under this contract. Any workmanship deficiencies identified during the warranty period shall be corrected at no cost to Brightpoint Communities, Inc. All manufacturer warranties shall be transferred to BCI upon project completion.

10. Reservation of Rights

- Reject any or all proposals.
- Request clarification or additional information from bidders.
- Negotiate scope and pricing.
- Award the project in whole or in part.
- Cancel or revise this solicitation at any time.
- Award in the best interest of BCI, even if the selected proposal is not the lowest-cost proposal.

11. Submission Instructions

Submit proposals electronically to:

Mary Harris

Brightpoint Communities, Inc.

Email: maryharris@mybrightpoint.org

Subject line: Proposal - 710 N. Browning Street Rehabilitation

Proposals must be received no later than August 17, 2026. Late proposals may not be considered.

12. Exhibit

- Exhibit A: Contractor Bid Form.

EXHIBIT A - CONTRACTOR BID FORM**710 N. Browning Street Rehabilitation | Brightpoint Communities, Inc.****Contractor Information**

Company Name	_____
Contact Person	_____
Address	_____
City, State, Zip	_____
Phone Number	_____
Email Address	_____
Years in Business	_____
Authorized Representative	_____

Base Bid

The undersigned proposes to furnish all labor, materials, equipment, supervision, permits, and incidentals required to complete the Base Bid work described in the RFP. Flooring replacement shall not be included in the Base Bid unless specifically awarded as an alternate by BCI.

Item	Bid Amount
Base Bid Amount	\$ _____

Base Bid Breakdown

Scope Item	Amount
Mobilization and Site Setup	\$ _____
Laundry Room Microbial Remediation	\$ _____
Drywall, Wall, and Ceiling Repairs	\$ _____
Interior Painting	\$ _____
Lower Kitchen Cabinet and Countertop Replacement	\$ _____
Door, Door Jamb, and Trim Repairs	\$ _____
Cleanup and Final Punch List	\$ _____
Other (Describe): _____	\$ _____
TOTAL BASE BID	\$ _____

Alternate Pricing

Alternate	Price
Alternate #1 - Flooring Replacement Throughout Home	\$ _____
Alternate #2 - Sliding Door Repair	\$ _____
Alternate #3 - Garage Door Opener Repair	\$ _____

Alternate #4 - Exterior Siding and Trim Repairs	\$ _____
Alternate #5 - Window Frame Repair	\$ _____
Alternate #6 - Electrical Corrections	\$ _____
Alternate #7 - Plumbing Corrections	\$ _____
Alternate #8 - Enhanced Cabinet and/or Countertop Option, if proposed	\$ _____

Proposed Schedule

Milestone	Date / Duration
Earliest Start Date	_____
Estimated Completion Date	_____
Total Calendar Days Required	_____

Contractor acknowledges project completion is expected within thirty (30) calendar days of Notice to Proceed.

Warranty Acknowledgement

By submitting this bid, Contractor agrees to provide a one (1) year workmanship warranty covering labor and installation performed under the contract.

References

Reference #1

Client Name	_____
Project Name	_____
Contact Person	_____
Phone Number	_____
Email Address	_____

Reference #2

Client Name	_____
Project Name	_____
Contact Person	_____
Phone Number	_____
Email Address	_____

Reference #3

Client Name	_____
Project Name	_____
Contact Person	_____
Phone Number	_____

Email Address	_____
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Bid Certification

The undersigned certifies:

1. The bidder has examined the property and is familiar with existing conditions.
2. The bidder has reviewed the RFP and all information made available by BCI.
3. The bidder has included all labor, materials, equipment, overhead, profit, and incidentals necessary to complete the work described.
4. Pricing shall remain valid for a minimum of sixty (60) days.
5. The bidder can obtain all required permits and insurance.
6. The bidder agrees to provide a one-year workmanship warranty upon project completion.

Signature

Contractor Name	_____
Authorized Representative	_____
Title	_____
Signature	_____
Date	_____

BCI Internal Use Only - Evaluation Summary

Evaluation Category	Score
Cost (50 Points)	_____
Qualifications (30 Points)	_____
Schedule (15 Points)	_____
References (5 Points)	_____
Total Score	_____
Recommended Award	_____
Reviewed By	_____
Date	_____