

**Request for Proposal
Construction Management
Pre-Construction and Construction**

**ROSCOMMON COUNTY TRANSPORTATION AUTHORITY
Prudenville, MI**



September 22, 2026

INTRODUCTION:

This Request for Proposal (RFP) is to solicit a Construction Manager at Risk (CMaR) to work with the Owner (Roscommon County Transportation Authority [herein referred to as 'RCTA']) and A/E firm DLZ Michigan Inc. (DLZ) as a team during pre-construction and construction phase services for the renovation and addition to the existing transit facility located at 2665 South Townline Rd. in Prudenville, MI.

SUBMISSION & SCHEDULE REQUIREMENTS:

1. This RFP for CMaR Services shall be issued **September 22, 2026**.
2. A pre-proposal walk-through of the facility for prospective bidders shall be conducted on **October 8, 2026, at 11:30 am**. Prospective bidders are strongly encouraged to attend.
3. The deadline for submitting written questions (no verbal questions will be accepted) related to the RFP will be **October 15, 2026, at 10:00 am**. Responses to all written questions will be issued no later than **October 20, 2026**.
 - a. Submit to Mr. Sean Conklin at sconklin@dlz.com.
4. An electronic copy of your proposal shall be emailed to sconklin@dlz.com no later than **October 23, 2026, at 2:00 PM EST**. Late submissions shall not be accepted. Proposal shall be less than 20 MBs.
5. Selected firms may be invited to an interview to review their proposal. This process is to clarify or respond to questions related to their proposal. No changes or modification may be made to their proposal. Key project personnel will be required to attend the interview and will be asked to answer questions from the selection committee.
6. Firms will be notified, if selected for an interview, no later than **October 30, 2026**. Interviews, if any, for selected firms will be conducted during the week of **November 6, 2026**; location to be determined.

PROJECT SCOPE AND SCHEDULE:

The project scope includes an addition to (and partial renovation of) the existing Transit Facility located at 2665 South Townline Rd. Prudenville, MI. Refer to attached Exhibits A.1(demolition) & A.2 (proposed) and project scope under TYPE OF CONTRACT section below.

Pre-Construction Phase Services:**Administration**

- The Construction Manager (CM) will work collaboratively with the project team to review the proposed concept to develop best-value, effective solutions.
- Attend design meetings during design development and construction document phases.
- Conduct field verification and have knowledge of existing conditions and systems.
- Participate in QA/QC design reviews.
- Collaborate with the project team to monitor NEPA compliance.

Scheduling

- Collaborate with the project team to develop and maintain the project schedule for discussion at each progress meeting. Provide input as required to align the design, document development, bidding, and construction within timeframe expectations. The

Schedule shall include anticipated dates for Substantial Completion, Inspections, Commissioning, Occupancy, and Closeout.

- The CM shall research availability and lead times of site, building, and MEP systems on behalf of the project team, to assist in preparing documents and specifications that align with the Project Schedule.
- Tentative project schedule
 - December 2026: Final Bid Documents
 - March 2027: Bid Approval
 - April 2027 – September 2028: Construction

Budgeting

- CM shall collaborate with the project team in developing the anticipated budget and subsequent Guaranteed Maximum Price (GMP).
- CM will prepare an anticipated project construction budget based on Initial Project Information and subsequent milestones including 100% Design Development, 60% Construction Documents, and 90% Construction Documents. This effort shall assess the anticipated budget for construction at each milestone and suggest opportunities for best-value strategies to maintain alignment with the overall project budget.
- CM shall collaborate with the Project Team to gather and maintain updated information as to anticipated systems and detail development and other constructability issues that have budgetary impacts.
- The Project Budget is anticipated to be established as a GMP at the completion of the CD Phase of Development. The GMP shall identify an index of drawings and specifications (provided by A/E Team) allowances, overhead and profit, contingencies, and assumptions made by the CM.

Construction Phase Services:

Bidding

- Develop and prepare project bid packages and facilitate the bidding process.
- Advertise, solicit, recruit bidders, and manage the bid process.
- Promote and conduct pre-solicitation meeting(s) for subcontractors.
- Facilitate the request-for-information (RFI) process.
- Review and issue design addendums or revisions in collaboration with the AE firm.
- Conduct formal bid openings.
- Receive and evaluate bids/quotes with the RCTA Procurement Department.
- Evaluate bids to determine the apparent best value bidder and develop recommendation(s) for award-of-bids.
- Provide budget verification with bids received.
- If scope alignment is required after bidding to align with project budget, provide value engineering opportunities.
- Generate a recommendation for the approval process with the A/E and RCTA representative(s) based on the bids/quotes received.

Administration

- Coordinate submittal of construction documents for applicable plan review and permitting. Plan review and permitting fees shall be included within the GMP.
- Facilitate the required permits process.
- Coordinate meetings with AHJ and A/E as needed.
- Collaborate with the project team to monitor NEPA compliance.
- Schedule and coordinate all contractor work. Note: the transit facility will remain operational during the entire construction phase. The CM shall develop strategic plans to mitigate impact on facility operations during construction
- Lead the Construction kick-off meeting with all project team representative(s).
- Develop, maintain, and distribute master project schedules, detailed construction schedules, submittal schedules, inspection schedules, and occupancy schedules.
- Create and maintain bi-weekly OAC meeting schedule, and issue meeting minutes.
- Facilitate contractor/trades meetings.
- Facilitate reviews of all contractor shop submittals with appropriate members of the project team as appropriate.
- Maintain all submittal and bulletin logs and distribute records weekly.
- Monitor construction costs against the project budget.
- Facilitate responses and distribution of request-for-information (RFIs)
- Facilitate, issue and gather pricing for design revisions and proposal requests. Implement approved changes.
- Prepare, document, and obtain necessary authorizations for change orders.
- Review, provide recommendations, and submit all contractor invoices for payment with the monthly application and certificate for payment, and schedule of values.
- Ensure all permits are secured/posted, schedule inspections. Address all issues related to regulatory processes and requirements with the AHJ and the A/E.
- Coordinate timing of delivery and installation of equipment, furnishings, signage, IT, security, FFE, etc.
- Prepare and distribute weekly progress reports at the end of each week including photographs.
- Facilitate with contractors the final punch list development and completion
- Administer post-construction close-out and warranty collection
- Develop and deliver warranty log. The summarized log shall identify product, contractor and/or manufacturer information, warranty start and stop dates, and any special warranty period.
- Compile project close-out manual to include record submittals, cut sheets, maintenance and training schedules, and other information as required.
- Provide as-built record drawings.
- As part of the scope of services, the CM must provide Construction Management Software (Procore or similar) for Owner and A/E Team use. The purpose of this will be a centralized location for all documents, to include but not limited to: Drawings, RFIs, Submittals, Meeting Minutes, Documents, Photos, Specifications.
- Provide a project safety management plan.

TYPE OF CONTRACT:

The award will be a firm-fixed-price contract with progress payments. The prime contractor will complete the project AND submit an invoice to the Roscommon County Transportation Authority to guarantee payment. No payment will be submitted to the State of Michigan for reimbursement until the RCTA verifies that the project meets the bid specifications. Upon acceptance, the RCTA will submit a request to the State of Michigan which will take up to thirty (30) days to be processed. No payment will be made by the RCTA until the reimbursement check is received from MDOT. All invoices shall be itemized.

Award, if made, will be to the responsible Contractor whose proposal is determined to be the most advantageous to RCTA, considering evaluation criteria listed, and will need to be approved by the Michigan Department of Transportation.

The initial agreement for CMaR services is anticipated to be for Pre-Construction Phase Services only. Upon successful, collaborative development of the GMP and construction schedule, it is anticipated that construction phase services shall be awarded as an amendment to the original agreement. An award for pre-construction phase services does not guarantee an award for construction phase services.

All contracts greater than \$100,000 will require a third-party contract through MDOT before the contract can be awarded. An example of the third-party contract form (MDOT Form 5634), can be found here: <https://mdotjboss.state.mi.us/webforms/GetDocument.htm?fileName=5634.pdf>

The construction project is anticipated to be awarded as one contract, with implementation divided into two phases:

- Phase 1, Garage Renovations
 - New Wellness Room
 - New Men's and Women's Toilet/Shower Rooms
 - Expansion of Fleet Maintenance Area
 - New Storage Area
- Phase 2, Office Addition and Renovation
 - New Play and Nursing Room
 - Dispatch Renovations
 - New Office Space
 - New Toilet Rooms
 - New Conference Space
 - Site Modifications
 - Mechanical, electrical, plumbing improvements per FCA dated 1/6/26.

The following exhibits are available to prospective bidders upon request:

1. Exhibit 'C': Preliminary Design Development Documents (not for construction)
2. Exhibit 'D': Geotech analysis provided by Soils and Structures, dated July 24, 2026
3. Exhibit 'E': Facility Condition Assessment (FCA) by DLZ dated January 06, 2026

Construction documents are **anticipated** to be completed in December 2026, at which point the project will move into bidding, award, and construction phases. Owner occupancy of the completed project is anticipated by September 2028.

CONSTRUCTION BUDGET:

The total contract for construction for both phases is not expected to exceed \$1.9 million. The RCTA is in receipt of Federal and State Grant funds that will be utilized for a portion of the construction phase of this project; the Construction Manager will be required to comply with standard requirements of government-funded projects including Davis-Bacon, Certified Payrolls, and Build America Buy America (BABA) requirements. It is the Owner's desire to obtain the best value and to maximize the use of available funds for this project.

PROPRIETARY INFORMATION:

Proposals shall be the property of the Owner and shall not be returned. Information within the proposals will not be distributed outside the Owner's selection team, except under the Freedom of Information Act (Public Act 442), RCTA is obligated to permit review of its files, if requested by others. Responses to this RFP are to be prepared at the sole cost of the proposing firm.

REJECTION OF OFFERS:

The Owner reserves the right to reject any or all the submitted proposals. This RFP does not obligate RCTA to award a contract, to pay any costs incurred in the preparation of a proposal responding to this RFP, or to procure a contract. The RCTA reserves the right to waive any irregularities and inconsistencies, or to act as determined appropriate by the RCTA to be in its best interest. Each proposal shall remain valid for 60 days beyond the date of submission.

RCTA reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with qualified Offerors, to award a contract with or without discussions, interviews, or negotiations, or to cancel this RFP in whole or in part.

PROPOSAL REQUIREMENTS:

Proposals are strongly encouraged to be **straightforward, complete, and concise**, illustrating the firm's capabilities to meet the requirements of this RFP. Proposals shall be organized in the following format:

1. COMPANY INFORMATION

- A. State the legal name under which Bidder carries out business, the year the company was established, types of services the company provides, and the size of the company in terms of total employees and annual revenues.
- B. Business address, as well as the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.
- C. Provide contact information (name, title, telephone number, and email) for the Bidder's representative submitting the proposal.
- D. Brief description of the Bidder's company.
- E. Documentation showing the Proposer is not debarred in SAM.gov federal system. To fulfill this requirement, submit a screenshot showing a search, or searches, for Contractor official name(s), selecting "all words" and search results that should show either (1) "No matches found" or (2) a green "Entity" indicator box at the top of the Contractor entry in SAM.gov, both of which indicates the Contractor is not on the federal debarred or suspended list.

2. PROJECT TEAM

- A. Staffing – provide a summary of key team members along with resumes summarizing their experience, project role, and specific responsibilities.
- B. Resumes of proposed project team and breakdown of specific responsibilities.

3. QUALIFICATIONS AND EXPERIENCE

- A. Provide profiles and associated contact information for at least three relevant projects including date completed, cost, and project delivery method.
- B. Describe your firm's experiences and outcomes working with DBE suppliers and trade partners.

4. CONSTRUCTION MANAGEMENT APPROACH

- A. Describe your plan to complete the work as generally described within.
- B. Describe your company's approach to project management, staffing, scheduling, and quality control for this project.
- C. Provide any specific insights your approach offers to provide added value.
- D. Identify your specific approach and experience with CM services and collaboration with Owner and Design Team.
- E. Identify any self-perform capabilities and how they might be employed on this project

5. FEES/COMPENSATION

- A. Briefly describe your proposed method of compensation. Provide proposed fees for pre-construction services. As part of the eventual GMP, provide fees as a percentage for overhead and profit, and estimate for general conditions, outlined as follows:

Pre-Construction Services

Staffing with Hourly Rate Schedule

Bid and Construction Phase Services

Staffing with Hourly Rate Schedule

Profit

Overhead (Temp Facilities, Safety, Utilities, Permits)

Bonds

Liability Insurance

Builder's Risk Insurance

Fee terms shall be noted in the proposal.

- B. State any exceptions to your proposed fees with an explanation.
- C. List items that would **NOT** be covered in your construction management proposal.

6. Completed MDOT Form 3170 (Professional Services Less than \$350,000)

7. (If project is under \$100,000) Completed MDOT Form 3139 (Certification of Compliance with Federal Contract Clauses)

PROPOSAL EVALUATION ELEMENTS:

The following describes the elements, listed in order of importance, that will be used for evaluation of the proposals. Price is less important than the other technical factors as a whole. The evaluation will be completed by a Selection Committee made up of parties associated with this project. The Selection Committee may be assisted by other technical personnel as deemed appropriate for the purpose of selecting the proposer with whom a contract will be executed. The Selection Committee will provide a recommendation to the RCTA for final proposal selection, then the selected proposal will be approved and the contract awarded through MDOT Office of Passenger Transportation.

- A. Proposed Work Plan – 40 points
- B. Past Involvement with Similar Projects – 30 points
- C. Professional Qualifications – 20 points
- D. Fee Proposal – 10 points

Proposals will be scored using the Federal Transit Administration's formula: lowest proposal price divided by the price being evaluated times the available points (10).

CONTRACT AWARD:

The award will be a firm-fixed-price contract, which will need to be approved by the Michigan Department of Transportation. Notification letters will also be sent to each contractor who submitted a proposal.

RIGHTS OF AGENCY:

The Agency reserves the right to cancel the solicitation or reject all proposals for sound, documentable, business reasons. The Agency also reserves the right to accept the proposal or any part thereof that it determines best serves the Agency's needs and waive any informalities or irregularities in the proposals.

PROTEST:

Respondents must send protests about specifications or solicitation procedures to Roscommon County Transportation Authority, 2665 South Townline Rd. in Prudenville, MI. by 10 business days before the proposal's due date. Post-award protests must be received no later than 5 business days after award notification. The Agency's Director will provide a written response to the protestor within 10 business days of receiving the protest.

WITHDRAWAL AND AMENDMENTS OF PROPOSALS:

A written request to withdraw a proposal or any part thereof will be granted if the Agency receives it before the specified proposal due date and time.

Proposals, amendments thereto, or requests for withdrawal of proposals received by the Project Management Specialist after the specified proposal due date and time will not be considered.

INSURANCE AND LICENSING REQUIREMENTS:

Proposals must include proof of insurance to the following requirements, at a minimum. Each policy and Certificate of Insurance must be acceptable to the Agency. Nothing

contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from his operations under this contract. The Contractor shall maintain insurances in force at all times during the term of this agreement. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers that have a Best Company's Insurance Reports Rating of A or A-(Excellent).

The Contractor shall be responsible for the maintaining all required licenses. Additionally, the Contractor shall comply with all Federal, State, and local ordinances, rules, and regulations in the performance of this project.

COST PROPOSAL COVER PAGE

Date Issued: September 22, 2026

Proposals Due: October 23, 2026, 2:00 pm EST

Proposer Company Name: _____

Proposal Price for Pre-Construction Services: _____

*Attach items as described in the RFP documents, including but not limited to, work plan, names, title, hourly rates, overhead factors, and any other details, including hours of effort for each member by task, and sub-task.

Submit Proposal To: Sean Conklin, Project Manager, DLZ Michigan sconklin@dlz.com

PROPOSER READ AND COMPLETE

The undersigned certifies that he/she offers to furnish services in strict accordance with all requirements set forth in this proposal.

I certify that the proposal price provided is valid for a minimum of 90 days after the proposal due date.

I hereby state that all the information I have provided is true, accurate, and complete. I hereby state that I have the authority to submit this proposal, which will become a binding contract, if accepted by the Roscommon County Transportation Authority. I hereby agree to abide by all City ordinances, rules and regulations, including the suspension process for poor performance arising out of this contract, if awarded.

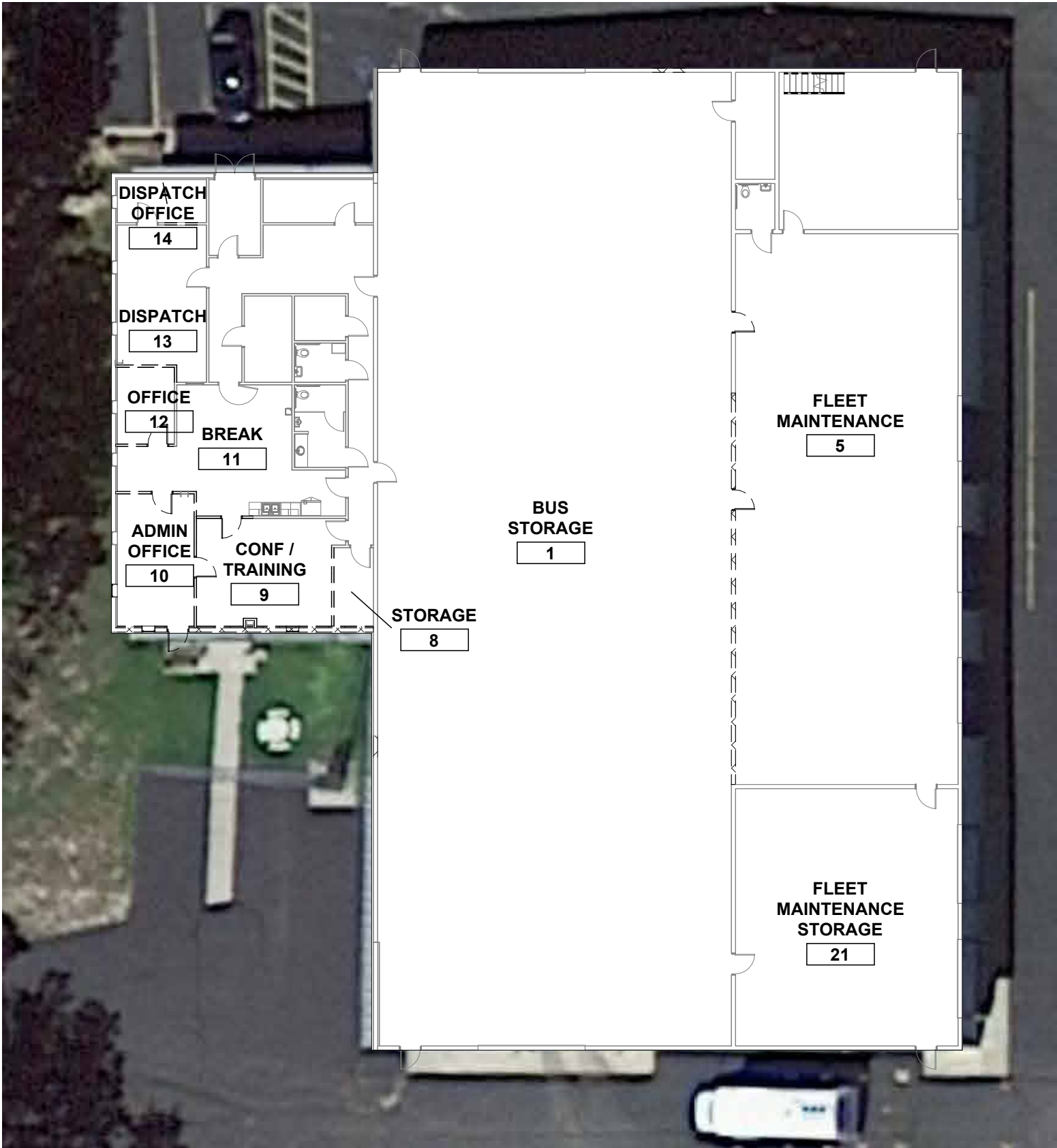
Signature

Date

Name: _____

Position Title: _____

Unique Entity Identifier (UEI) or Federal ID#: _____
(Precede with "S" if Social Security #)



LEGEND

- EXISTING WALLS TO REMAIN
----- WALLS TO BE REMOVED



1

EXHIBIT A.1

SCALE: 1" = 20'-0"



BUILDING ADDITION AND RENOVATION
ROSCOMMON COUNTY TRANSPORTATION AUTHORITY

EXHIBIT A.1

REMARKS:	SKETCH NUMBER
PROJECT NO:2541-7994-00	EX A.1
DATE:	GENERAL



PHASE LEGEND

- EXISTING
- PHASE 1
- PHASE 2



1

EXHIBIT A.2

SCALE: 1" = 20'-0"

NORTH

 EDLZ ARCHITECTURE • ENGINEERING • PLANNING SURVEYING • CONSTRUCTION SERVICES DLZ MICHIGAN, INC	BUILDING ADDITION AND RENOVATION ROSCOMMON COUNTY TRANSPORTATION AUTHORITY EXHIBIT A.2	REMARKS:	SKETCH NUMBER
		PROJECT NO: 2541-7994-00	EX A.2
		DATE:	GENERAL