

Request for Proposals to Provide  
**Construction Management Services**

**RFP 25-02**

for:

PIVOTAL

[www.Pivotalstjoe.org](http://www.Pivotalstjoe.org)



The responses shall be addressed and returned to:  
Cameron Bullock  
[cbullock@pivotalstjoe.org](mailto:cbullock@pivotalstjoe.org)

**Electronic Submissions must be received  
NO LATER THAN  
Friday, March 7<sup>th</sup> at 11:00 AM  
REQUEST FOR PROPOSALS  
CONSTRUCTION MANAGEMENT SERVICES**

## **BACKGROUND AND GENERAL INFORMATION**

Pivotal stands as the leading Certified Community Behavioral Health Clinic in St. Joseph County, having faithfully served the community for over three decades. Our mission is to enhance the lives of the individuals we serve by delivering integrated services that jointly address medical and behavioral health needs including substance use disorder and primary care screening services. We pride ourselves on fostering a welcoming environment that encourages collaboration among community partners, allowing us to pool resources effectively to promote sustained success and well-being throughout the lives of those we serve.

At Pivotal, we cater to a wide range of populations, including youth and adults with mental health challenges, individuals with intellectual and developmental disabilities, and those facing substance use disorders. Our holistic approach ensures that each person receives the comprehensive care they deserve, addressing not only their immediate needs but also supporting their long-term growth and recovery.

We are immensely grateful for our dedicated board members, compassionate families, and the individuals we serve, as well as our supportive peers, staff, advocates, and other community partners. Their commitment and collaboration strengthen our efforts, enabling us to create a more inclusive and supportive community for everyone. Together, we strive to empower individuals and families, foster resilience, and promote a brighter future for all.

## **INVITATION TO SUBMIT PROPOSALS.**

Pivotal is hereby requesting proposals for the award of the Construction Management (CM) contract for the renovation and expansion of their existing facility at 677 E Main Street, Centreville MI 49032.

The Construction Management firm will provide preconstruction and construction services necessary to renovate and to construct the facility in accordance with the guidelines, standards and limitations of the project within a defined budget and schedule. Participation in this selection process by interested construction management firms shall be at no cost or obligation to Pivotal.

Pivotal reserves the right (a) to terminate this selection process at any time, (b) to reject any or all proposals, and (c) to waive formalities and minor irregularities in the proposals received.

Pivotal further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities.

## **MINIMUM REQUIREMENTS**

Notice is hereby given to all interested parties that all firms will be required to meet minimum qualifications to be considered for this project. To be considered as qualified, interested firms shall have, as a minimum, provided Construction Management/General Contracting services within the last three (3) years for at least

three projects, each equal to or above \$5 M (construction costs), utilizing the expertise present in their Michigan offices and demonstrating specific Construction Management/General Contracting experience in project types of similar scale, use, and complexity. The firm shall also have a proven process and track record of successfully working with nonprofits and helping to solicit in kind and financial donations throughout the process and meeting the licensing and insurance requirements mentioned below.

## **PROJECT DESCRIPTION AND INFORMATION.**

The total project cost is estimated at \$4.75 to \$5.5 million. CM will need to follow Pivotal rules and procedures throughout the process. Specifics will be detailed in the construction contract with the selected contractor.

The Owner's Project Team:

Owner Executive: Cameron Bullock, Chief Executive Officer

Architect: Diekema-Hamann - Kalamazoo, MI

## **REQUIREMENTS FOR PROPOSAL**

Proposals submitted by interested firms must include the following elements:

1. **References**  
Provide at least two client references for work similar to Pivotal with a nonprofit/governmental component and remodeling of an existing structure. Please include the contact's name, position, address, phone number and a brief description of the work provided by the CM.
2. **Bonding Capacity**  
Demonstrate bonding capability up to \$6M for an individual project coincidentally with current and anticipated workloads. Provide cost for a performance & payment bond; owner will determine if one will be required.
3. **Insurance**  
The successful contractor will be required to provide information from insurance companies licensed and "admitted" to do business within the State of Michigan, insurance certificates or minimum insurance coverage as follows:

### COMPREHENSIVE GENERAL LIABILITY

<u>Each</u>	<u>Occurrence</u>	<u>Aggregate</u>
Bodily Injury Liability	\$ 500,000	\$1,000,000
Property Damage	\$ 500,000	\$1,000,000

OR

Bodily Injury & Property Damage Combined	\$1,000,000	\$1,000,000
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AUTOMOBILE LIABILITY

Each	<u>Occurrence</u>	<u>Aggregate</u>
Bodily Injury (Per Person)		\$ 500,000
Bodily Injury (Per Accident)		\$1,000,000
Property Damage	\$ 500,000	
OR		
Bodily Injury & Combined Damage	\$1,000,000	

EXCESS LIABILITY

Each	<u>Occurrence</u>	<u>Aggregate</u>
True Commercial Umbrella Coverage	\$1,000,000	\$1,000,000

WORKER'S COMPENSATION & EMPLOYERS' LIABILITY

Each Accident	\$ 500,000
Disease-Policy Limit	\$ 500,000
Disease-Each Employee	\$ 500,000

This certificate of insurance must be provided at least annually, or whenever any insurance coverage is changed. CM must affirm that Pivotal can also be listed as an additional named insured.

4. **Description of Project Scope**

Pivotal is building a Business Group B addition at their existing site at 677 E. Main Street in Centreville, Michigan. This is a two-story office addition to the east side at 10,392 square feet. The superstructure is comprised of steel beams and columns. The floor system is a concrete slab over a metal deck. The new roof system is a metal deck with steel bar joists and the south 1/3 of the roof standing seam. The exterior walls are 6" 18- gauge non-bearing stud walls with brick veneer. The interior walls are 3-5/8" 20- gauge studs. The construction type is Type III B. The addition is to be fully sprinkled. The existing building will have two canopies that will be re-constructed as well as a new matching canopy added to an existing entry point.

The foundations to have conventional shallow-depth concrete footings and foundation walls. The foundations at the interface between the new and existing building will require underpinning of the existing foundations.

The first floor will house a light commercial kitchen adjacent to a small café with an open dining area, day room, clerical, banking, (4) single occupancy toilet rooms, small laundry room, (1) office, small locker alcove, and reception. The first-floor south vestibule to be an interior glass enclosure.

The elevator is a Schindler 3100.

The second floor will be comprised of (14) single use offices, a break area, (2) single use toilet rooms, mechanical room with roof ladder, and large conference room.

Light renovation to existing spaces to be comprised of 848 square feet, to make allowances for two walk-in coolers and an egress stair. The renovated area for the egress stair at the north side of the building has a wood framed roof with parapets with an EPDM or TPO membrane roof.

There are approximately 7 doors with card readers and auto openers.

Exterior glazing on the addition to comprise:

South Side: 50% of elevation

East Side: 30% of elevation

North Side: 40% of elevation

West Side: Minimal Glazing

First floor glazing to have a bullet resistance film applied along with the second-floor south side glazing.

Interior office glazing to have gradient window film applied.

Existing exterior east wall to be clad with stud and drywall entire length and height of building.

The existing standing seam metal roof to be painted with or equal to: Sherwin Williams Acrylic Urethane System.

Interior Finishes General: Mid-Level Priced Finishes. LVT for majority of flooring; Quarry Tile/Base in Kitchen with FRP on walls; Ceramic Tile Flooring in single use toilet rooms. Window shades as part of project to be similar or equal to Hunter Douglas Architectural Sheerweave 1%-2% Openness. Solid Surface countertops for casework.

Mechanical: Single Boiler System; with 7 controlled zones; forced air; cabinet heaters in (2) stairwells and vestibule. Perimeter fin tube at glazing. Simple plumbing fixtures. Modifying existing fire protection riser. Domestic wastewater connections and storm water connections to be separate. Gas piping, extending off of the existing system. All diffusers and controls to be included. The overall building system controls to be light commercial.

Electrical: Removal of a 13-kilowatt generator is part of this project on the west side of the existing building, as well as the existing ATS, emergency panel, and disconnect switch associated with this generator in the existing main electrical room. (1) new electrical panel to be added to second floor mechanical room. (1) new recessed electrical panel to be added in the first-floor kitchen. General purpose receptacles and GFI's installed throughout. New 2x2 ceiling grid system with new 2x2 and 2x4 fixtures with occupancy sensors to match

existing. Exterior lighting on the building to match existing light packs. Fire protection to have strobes and alarm. Strobes only for enclosed offices.

Civil: New perimeter sidewalk with 9' deep concrete pad on the north side of the building. Ramp and stairs extending from the building on the south side. Existing exterior sign to be re-located. Existing shed to be re-located. New dumpster enclosure comprised of split face CMU with reinforced double gated doors on metal posts, doors to be a combination wood/metal.

5. **Fee Proposals and Description of Services**

- A. Provide a fee proposal, expressed as a percentage of the Cost of Work. Describe those services, facilities, supplies and other expenses that are included in overhead as part of the proposal. The project will be done on an open-book, cost plus a fee basis, to a Guaranteed Maximum Price (GMP). The establishment of the GMP is not a part of the proposal but will be accomplished after the Contractor is selected and Design documents are completed. The form of agreements will be negotiated prior to award. Describe how any savings to the GMP will be handled. Describe any fee that would be payable prior to construction (described as “pre-construction services”.)
- B. Provide a fixed fee expressed in a lump sum amount in the event the project is terminated by Pivotal at the conclusion of the Pre-construction Phase.
- C. Provide costs and estimated prices to reflect the fee allotment. This absolutely must include the bond fee, general & liability insurance, supervision, transportation, etc. All categories need to have a dollar value or a note. Also indicate the number of months that it is based on and how the savings will be dealt with for time savings or overages. The performance bond may not be required, but the cost of a bond should be provided as part of this proposal.

6. **Rates for Work Contemplated to be Self-performed**

Provide a labor rate schedule, by trade and classification, including all applicable labor burden, material mark-ups, if any, and overhead and profit for work that is considered self-performed, other than general condition items.

7. **Proposal Regarding Change Orders**

Describe your proposed method of pricing and managing Change Orders after a Guaranteed Maximum Price is established.

8. **List of Major Subcontracted Work**

Provide a list of proposed major construction elements that would be subcontracted and a statement on your company's approach to encouraging local subcontractors.

## REQUIREMENTS OF CM

Pre-construction services required from the selected Contractor will include, but are not limited to the following:

1. Consult with the Architect regarding site and use improvements and the selection of materials, building systems, and equipment. Provide recommendations on construction feasibility; actions designed to minimize adverse effects of labor and material shortages; time requirements for procurement, installation, and construction completion; and factors related to construction cost, including estimates of alternative designs or materials, preliminary budgets, and possible economies. Provide recommendations on phasing, staging, and fast-track strategies for the building if appropriate.
2. Provide all project scheduling, including developing a master schedule for all significant activities during the pre-construction period. Also, prepare a master construction schedule for inclusion in the construction contract documents.
3. Prepare detailed construction cost estimates and value engineering assessments when required. If necessary, recommend action addressing constructability, materials and construction techniques, sequencing of construction, separation of contracts, etc. to maintain project budgets.
4. Participate in Design Development and Construction Document progress review sessions to provide input with respect to constructability, cost, value engineering, scheduling and document development.
5. Provide cost control advice to Pivotal's project team during preparation of the construction documents.
6. During the preparation of the Design Development documents and upon completion thereof, conduct a review with Pivotal's project team for errors, omissions, and constructability.
7. Upon completion of the project's Design Development Documents, work with Pivotal's project team to validate the budgeted price and develop a proposed subcontractor breakdown.
8. Provide Special Conditions for inclusion in bidding and contract documents.
9. Identify, qualify, and recommend selection of contractors to Pivotal for inclusion on subcontractors' bid lists. Incorporate additional local bidders if directed by Pivotal. Manage the subcontractor bidding process, evaluate subcontract bids, and recommend the lowest responsible bidder on each subcontract to Pivotal. Following Pivotal' approval of the lowest responsible bidder for each subcontract, award and administer the subcontract and materials purchases. All subcontracted work shall be competitively bid.
10. For significant elements of the work that the Contractor would normally self-perform, secure qualified competitive bids coincident with preparing the Contractor's proposal for these elements of the work. Pivotal shall participate in opening, evaluating, and awarding these elements of the work.
11. Complete a quality/coordination review with Pivotal of the completed construction documents prior to bidding.
12. Execution of this project beyond the Pre-construction Phase is contingent upon approval of suitable financing. If sufficient funding is available to complete the project, the final scope of the project and how the construction work is completed shall be at the sole discretion of Pivotal. Accordingly, the contract with the firm selected as Construction Manager shall provide that Pivotal shall have an absolute unilateral right upon written notice to the Contractor to suspend work on the project after the Pre-construction Phase for the period not to exceed one hundred eighty (180) days. The contract shall further provide that in the event of such suspension of the work by Pivotal, Pivotal shall further have an absolute unilateral right at any time during such

suspension of the work to terminate the contract with the Construction Manager. Such termination of the contract shall be effective upon delivery of written notice of termination to the Construction Manager, and the Construction Manager shall be entitled to payment for its services through completion of the Pre-construction Phase under the fee for such services as provided in the contract.

Construction Phase services required from the selected Firm include, but are not limited to, the following:

1. The constructor shall be licensed in the State of Michigan. The constructor will provide all project management, administrative support and construction site superintendent services as required to completely deliver pre-construction and construction phase services associated with the project.
2. Provide field staff throughout construction, for the purpose of managing, inspecting, scheduling, and coordinating the subcontractors. Monitor the progress, performance, quality and contract compliance of the subcontractors' activities.
3. The constructor will provide construction services to execute the construction of the project on-time and within budget. Conduct post-construction activities and commissioning.
4. Construct the work. Provide full-time, on-site staff to plan, manage, and coordinate on-site trade contractors' activities. Self-performed work must be competitively bid unless justified and approved in advance.
5. Maintain, update, and submit the schedule with each payment application. Clearly define adjustments made to maintain substantial and final completion dates.
6. Provide a complete list of each bid work category, showing its line-item value, and provide bid-tab results that compare results concerning the line-item values. Define any variance from the previous estimate.
7. Submit procurement plans for trade contractors. Prior to bidding, recommend a minimum of three qualified subcontractors for each work package. The owner shall review and approve all bid lists.
8. Provide bidding services to solicit, receive, and award trade contracts. The Owner reserves the right to reject trade contractor bids if it is in the best interest of the Owner to do so.
9. Issue reports and minutes of project meetings during the construction phase. The designer will perform this task during the design phase. Conduct weekly job meetings and monthly management meetings and prepare written progress reports. Conduct project meetings for planning, coordination, and payments.
10. Institute and administer procedures for shop drawings and sample submittals for processing.
11. Monitor, evaluate, and administer change order requests and coordinate Owner and designer approvals. When conducting or considering the submission of change orders, assume an agency alliance position with the Owner and not with the project's subcontractors.
12. Prepare and administer payment and cost control procedures, including preparing trade contractor lien waivers.
13. Schedule and conduct bi-weekly progress meetings, as necessary.
14. The Owner may retain an independent agent to provide peer design review services.
15. The Owner may retain an independent agent to provide quality control and testing services. The CM must coordinate with the quality control and testing firm. The firm's activities will include appropriate reviews, testing, and inspections of constructed work at the critical points of the construction process to ensure, to the extent possible, that a fully functional and trouble-free project is delivered to the Owner at project completion. Examples of testing and observation are soil compaction, concrete testing, steel installation, welds, precast, and roofing.



16. Promptly resolve deficient subcontractor work whenever observed. Prepare punch lists at the substantial completion of each work package.
17. Assist the Owner during occupancy including the coordination of Owner purchased equipment and furniture installations.
18. Coordinate all requirements of project commissioning and close-out procedures, including, but not limited to, inspections, owner orientation and familiarization, and collection of all close-out documents (including a complete set of as-built drawings). Develop with the Owner an occupancy schedule.
19. Provide project close-out documents, including as-built drawings and specifications, operation and maintenance manuals, requests for information, submittals, bulletins, shop drawings, field logs, warranties, and other project correspondence requested by the Owner. Prepare a recommended maintenance schedule for all major building systems.
20. Coordinate and sign off on training of Owner maintenance personnel on systems and equipment.
21. Provide post-construction follow-up for the most extended warranty period by a contractor on the project. Review and submit warranty claims for all systems and equipment.
22. When authorized and requested, consult, advise, and assist the Owner with unique and/or additional services beyond the scope of construction management services.
23. Assume the primary responsibility for the overall administration of construction contracts on behalf of the Owner.

## **SELECTION PROCEDURE**

The chosen CMs will be invited to a face-to-face interview to present the company's information and their proposed cost for providing Construction Management Services.

### **Timeline**

Our current schedule for the project is as follows:

February 13 <sup>th</sup> , 2025	Advertise for CM
March 7 <sup>th</sup> , 2025	CM Proposals Due
March 10 – 21, 2025	CM Interviews, if Necessary
March 25 <sup>th</sup> , 2025	Pivotal Board Chooses CM Company
March 31 <sup>st</sup> , 2025	CM Prepares Bid documents
April 11 <sup>th</sup> , 2025	RFP out to Bid
May 1 <sup>st</sup> , 2025	Bids due to CM Company
May 2 <sup>nd</sup> - 9 <sup>th</sup> , 2025	Post Bid Interviews
May 9 <sup>th</sup> , 2025	Post Bids done
May 16 <sup>th</sup> , 2025	GMP to Pivotal
May 19 <sup>th</sup> 2025	GMP Approval
May 20 <sup>th</sup> , 2025	Breaking Ground
February 13 <sup>th</sup> 2026	Substantial Project Completion

The proposals submitted will be reviewed and evaluated by a committee designated by Pivotal, which comprises people with operational, administrative, and technical knowledge of the specifications contained in this RFP. Evaluation criteria include but are not limited to, the understanding of the proposed engagement as evidenced by the quality of the RFP response submitted, relevant experience, qualifications of the vendor, and the approach/methodology.

### **Contract Negotiation Phase**

The Representatives of Pivotal shall attempt to negotiate a proposed contract with their first selection. Should Pivotal be unable to negotiate a satisfactory agreement with the chosen firm at a price Pivotal determines to be fair and reasonable, negotiations with that firm shall be formally terminated, and similar negotiations will commence with subsequent firms until a contract is reached.

### **Contract Award**

Upon successfully negotiating a proposed contract with a firm for the project, the Construction Manager will begin working with the Project Design Team as soon as possible.

**PROPOSAL DOCUMENTS.** The documents included in this RFP are the following:

1. This Request for Proposals (RFP) dated February 13<sup>th</sup>, 2025