

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

Issued By:

St Clair County Community Mental Health Authority
3111 Electric Avenue
Port Huron, MI 48060

Project: Construction Manager at-Risk Services for New Campus Development

Date Issued: June 3, 2026

1. Introduction

St. Clair County Community Mental Health (SCCCMH) is a governmental agency dedicated to serving children and families in St. Clair County. We are seeking qualified Construction Manager at-Risk (CM at-Risk) (Construction Manager) firms to provide preconstruction and construction management services for the development of a new Children's Therapeutic Group Home.

This project is the kickoff development on the 3001 Electric Avenue parcel for a six-bedroom Children's Therapeutic Group Home.

The selected Construction Manager will play a crucial role in helping us transform our vision into reality through strong preconstruction capabilities, collaborative partnership with our design team, and expert construction management.

Project Team

SCCCMH has assembled an experienced project team to support this initiative:

- **Owner:** St. Clair County Community Mental Health Authority
Debra Johnson CEO
Telly Delor COO
- **Owner's Representative:** Ralph G. Livingston III, P.E.
- **Architect:** Fusco, Shaffer, & Pappas (Pappas Design Team)
- **Construction Manager:** To be selected through this RFP process

The Construction Manager will join this collaborative team and work closely with all parties to deliver a successful project that meets SCCCMH's mission, budget, and schedule requirements.

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

2. Project Overview

2.1 Background

St. Clair County Community Mental Health (SCCCMH) provides comprehensive behavioral health services for adults with mental illnesses, children with serious emotional disturbances, individuals with intellectual/developmental disabilities, and those with substance use disorders.

2.2 Project Objectives

The primary objectives of this project are to:

- Create a safe, supportive, trauma-informed, home-like environment for both residents and staff in compliance with the Licensing and Regulatory Affairs required standards.
- Design a facility that is operationally efficient and sustainable for long-term use.
- Ensure the project is delivered within budget and on schedule.

2.3 Project Scope

The project will include development of a new building with the following components:

- Approximately 4,500 sq ft single-story layout.
- 6 private dorm-style bedrooms with closets.
- 2 shared bathrooms for Residents.
- Communal residential kitchen and dining area.
- Two (2) common living rooms.
- Three (3) administrative offices with restroom.
- A garage for an oversized van.
- Mechanical, electrical, laundry and storage spaces.
- On-site parking for residents and staff.
- Site infrastructure and utilities.
- Landscaping and outdoor spaces.
- Other components and amenities as determined by SCCCMMH.

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

2.4 Project Budget and Schedule

Estimated Project Construction Budget: \$1.6 million

Target Project Milestones:

- CM Selection: July 14, 2026
- Preconstruction Services Begin: July 15, 2026
- Design Development: July 15 -September 14, 2026
- Construction Documents Completed: September 18, 2026
- Permitting/Bidding: September 18, 2026
- Construction Start: October 30, 2026
- Construction Completion: August 1, 2027

Note: The schedule is preliminary and will be refined during preconstruction services.

3. Scope of Work

The selected Construction Manager at-Risk will provide comprehensive preconstruction and construction services as outlined below.

3.1 Phase 1: Preconstruction Services

Preconstruction services are a critical component of this engagement. The Construction Manager must demonstrate strong capabilities in early-phase planning, budgeting, and constructability analysis.

Key Preconstruction Deliverables:

1. **Conceptual Estimating:** Develop conceptual cost estimates based on architectural programming documents and site investigation reports.
2. **Constructability Reviews:** Provide ongoing constructability analysis and recommendations during design development and Construction Document phases to ensure designs are buildable, cost-effective, and meet project objectives.
3. **Value Engineering:** Facilitate value engineering discussions and provide alternative approaches to optimize cost, schedule, quality, and functionality.

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

4. **Budget Development and Tracking:** Establish detailed project budgets broken down by trade, with regular monthly updates as design progresses; provide cost reconciliation reports comparing estimates to budget.
5. **Schedule Planning:** Develop preliminary project schedules identifying critical path activities, long-lead items, permitting timeframes, and phasing strategies.
6. **Risk Assessment:** Identify project risks related to site conditions, permitting, market conditions, labor availability, and other factors; develop mitigation strategies.
7. **Bid Packaging:** Develop bid package strategies that optimize competition, minimize schedule risk, and support project phasing requirements.
8. **Market Analysis:** Provide current market intelligence on material costs, labor availability, subcontractor capacity, and market trends that may impact the project.
9. **Site Logistics Planning:** Develop preliminary site logistics plans addressing access, staging, laydown areas, utilities, and sequencing.
10. **Guaranteed Maximum Price (GMP) Development:** Prepare a comprehensive GMP proposal based on completed construction documents, including detailed cost breakdowns, transparent trade contractor coverage, assumptions, exclusions, and contingencies.

Collaboration Requirements:

The Construction Manager must work collaboratively with the Owner, Owner's Representative and the Pappas Design Team throughout preconstruction. Regular coordination meetings, transparent communication, and proactive problem-solving are essential to arrive at the best solution.

3.2 Phase 2: Construction Services

Upon acceptance of the GMP and execution of the construction contract, the Construction Manager will provide full construction management services, including:

1. **Project Management:** Provide on-site project management with dedicated project manager and superintendent presence appropriate to project phase and complexity.
2. **Subcontractor Management:** Solicit bids, prequalify subcontractors, award contracts, based upon approved budget and with approval of SCCCMH, coordinate work, and manage subcontractor performance.

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

3. **Schedule Management:** Develop and maintain detailed construction schedules; conduct regular progress meetings; identify and resolve schedule conflicts.
4. **Cost Management:** Manage project budget; process subcontractor and vendor invoices; track change orders; provide monthly cost reports; maintain contingency tracking.
5. **Quality Control:** Implement quality control program; conduct inspections; ensure work meets specifications and industry standards; maintain punch list procedures.
6. **Safety Management:** Implement comprehensive safety program compliant with OSHA and industry best practices; conduct safety meetings and training; maintain safety records.
7. **Permitting and Inspections:** Obtain all necessary construction permits; coordinate required State and Local inspections; ensure compliance with all codes and regulations.
8. **Submittal and RFI Management:** Manage submittal review process; coordinate responses to Requests for Information (RFIs); maintain document control systems.
9. **Change Order Management:** Identify, document, and process change orders; provide transparent pricing; coordinate design team review and owner approval.
10. **Close-out Services:** Coordinate substantial completion and final completion processes; compile close-out documentation; manage warranty period; provide as-built documentation and operations manuals.

3.3 Additional Services

Proposers should identify any additional services they can provide that would add value to the project, such as:

- Working with local trade school youth to raise awareness of careers in construction. Include any proposed approaches to that in your response.
- Pre-qualification of key subcontractors.
- Advanced scheduling techniques (CPM, pull planning, lean construction).
- Sustainability and energy efficiency consulting.
- Commissioning services.
- Move management and relocation coordination.
- Post-occupancy support services.

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

4. Proposal Requirements

Proposals must be submitted in PDF format with all pages sized 8.5" × 11". Font should be 12 points as a minimum. Proposals should be clear, concise, and organized according to the sections outlined below. **(35 PAGES MAXIMUM TOTAL)**

4.1 Section 1: Cover Letter and Executive Summary (2 pages maximum)

- Brief introduction to your firm.
- Statement of interest and why your firm is uniquely qualified.
- Confirmation of ability to meet project schedule and requirements.
- Primary contact information (name, title, email, phone).

4.2 Section 2: Firm Information and Qualifications (5 pages maximum)

- Company history, ownership structure, and years in business.
- Office location(s) and number of employees.
- Annual construction volume and bonding capacity.
- Organizational structure and key personnel.
- Licenses, certifications, and professional affiliations.
- Safety record (OSHA incident rates, EMR rating).
- Financial stability and bank references.
- Legal history (litigation, claims, disputes in past 5 years).

4.3 Section 3: Relevant Experience (8 pages maximum)

Provide detailed descriptions of 2-3 relevant projects that demonstrate your firm's capabilities. For each project, include:

- Project name, location, and completion date.
- Client/owner name and contact information.
- Project delivery method (CM at-Risk preferred).
- Project description, size, and scope.
- Original budget and final cost (with explanation of any variances).
- Original schedule and actual completion date.

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

- Your firm's specific role and responsibilities.
- Key challenges and how they were overcome.
- Photographs or renderings.

Preferred Project Types:

- Nonprofit or mission-driven organization projects.
- Residential or supportive housing facilities.
- Foster care, youth services, or social services facilities.

4.4 Section 4: Project Team (4 pages maximum)

- Identify the specific individuals who will be assigned to this project.
- Provide resumes or qualifications for: Project Executive, Project Manager, Superintendent, Preconstruction Manager.
- Describe each team member's role and responsibilities and their geographic location.
- Include years of experience, relevant certifications, and notable projects.
- Describe your team's availability and commitment level to this project.

4.5 Section 5: Project Approach and Methodology (8 pages maximum)

This section is critical. Describe in detail how your firm will approach this project, including:

Preconstruction Approach:

- Your methodology for developing conceptual estimates from programming and site investigation reports.
- How you will collaborate with the Owner, Owner's Representative, and the Pappas design team.
- Your approach to value engineering and constructability reviews.
- Your process for developing the Guaranteed Maximum Price.

Construction Management Approach:

- Your management structure and on-site presence plan.
- Subcontractor prequalification and selection process.

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

- Quality control and quality assurance procedures.
- Schedule management methodology.
- Change order management and cost control procedures.
- Communication protocols and reporting frequency.

Risk Management:

- Identify potential risks specific to this project.
- Describe your approach to risk identification and mitigation.
- Provide examples of how you've managed similar risks on past projects.

Safety Program:

- Overview of your safety program and policies.
- Safety training and certification requirements.
- Site-specific safety planning approach.
- Safety reporting and incident management procedures.

Project Schedule:

- Provide a preliminary project schedule showing major phases and milestones.
- Identify critical path activities and potential schedule risks.
- Describe your approach to maintaining schedule during construction.

4.6 Section 6: Fee Proposal (3 pages maximum)

Provide a detailed, transparent fee proposal addressing all components:

Preconstruction Services Fee:

- Fixed fee or hourly rate basis for all preconstruction services described in Section 3.1
- Assumptions and clarifications

Construction Services Fee:

- Proposed fee structure (percentage of construction cost, fixed fee, cost-plus, or other) inclusive of all fees to be charged.
- If percentage-based, clearly state the percentage and how it is applied.

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

- General conditions costs (staff, supervision, field office, etc.).
- Fee for coordination, overhead, and profit
- Contingency approach and typical percentage allocations

Additional Information:

- Reimbursable expenses and how they are handled
- Any exclusions or services not included in base fee
- Payment terms and schedule
- Insurance coverage details (general liability, builder's risk, etc.)
- Bonding costs (performance and payment bonds)

Note: The fee proposal will be evaluated for competitiveness, transparency, and value. Low price alone will not determine selection. SCCCMH seeks the best overall value considering qualifications, approach, and cost.

4.7 Section 7: References (2 pages maximum)

Provide at least five (5) client references from recent relevant projects (within past 5 years). For each reference, include:

- Client organization name
- Project name and description
- Contact name, title, email, and phone number
- Project completion date
- Brief statement of the work performed

At least two references should be from nonprofit organizations or projects with similar mission-driven objectives.

4.8 Section 8: Additional Information (3 pages maximum)

Include any additional information that demonstrates your firm's qualifications and commitment to this project:

- Awards or recognition received.
- Community involvement and commitment to mission-driven work.
- Diversity and inclusion initiatives.

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

- Sustainability practices and LEED experience (if applicable).
 - Technology and innovation approaches.
 - Quality assurance and customer satisfaction programs.
 - Testimonials or letters of recommendation.
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5. Evaluation Criteria

Proposals will be evaluated using the following weighted criteria:

Relevant Experience and Project References (25%):

- Quality and relevance of past projects.
- Experience with nonprofit or mission-driven clients.
- Experience with residential or supportive housing facilities.
- Track record of delivering projects on budget and on schedule.
- References and client satisfaction.

Preconstruction Capabilities and Approach (25%):

- Demonstrated strength in early-phase conceptual estimating.
- Ability to develop budgets from programming-level information.
- Value engineering and constructability review capabilities.
- Collaborative approach with design teams.
- Use of technology and estimating tools.

Project Team Qualifications and Availability (20%):

- Experience and qualifications of proposed team members.
- Team continuity and stability.
- Availability and commitment to the project.
- Local knowledge and presence.
- Depth of firm resources to support the team.

Project Approach and Methodology (15%):

- Understanding of project goals and requirements.

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

- Soundness of proposed approach and methodology.
- Risk identification and mitigation strategies.
- Quality control and safety programs.
- Communication and reporting protocols.

Fee Competitiveness and Value (10%):

- Transparency and completeness of fee proposal.
- Competitiveness compared to market rates.
- Value provided for fees charged.
- Clarity of assumptions and exclusions.

Cultural Alignment with SCCCMH's Mission (5%):

- Understanding of and commitment to SCCCMH's mission.
 - Experience with trauma-informed design principles.
 - Approach to working with vulnerable populations.
 - Community involvement and social responsibility.
 - Commitment to creating supportive, home-like environments.
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6. Selection Process and Timeline

The selection process will proceed as follows:

Distribution of RFP:	June 3, 2026
Questions Due by:	June 12, 2026
RFP Submission Due By:	June 22, 2026
Construction Manager Selection:	July 14, 2026

6.1 Interviews

Firms selected for the shortlist will be invited to participate in interviews. Interview details:

- Location: SCCCMH offices or virtual (to be determined)
- Duration: 60 minutes per firm

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

- Format: Presentation (30 minutes) followed by Q&A (30 minutes)

Interview presentations should address:

- Your team and why you are the best fit for this project.
 - Your understanding of SCCCMH's needs and objectives.
 - Your preconstruction approach specific to this project.
 - Examples of relevant past project successes.
 - Your approach to managing project risks and challenges.
 - Questions you have for the selection committee.
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7. Submission Instructions

7.1 Format Requirements

- All proposals must be submitted as sealed bids; the envelope shall contain one (1) electronic and three (3) complete hard copies. All proposals shall be sealed when submitted.
- Page size: 8.5" × 11".
- Font: Minimum 12-point for body text.
- Follow page limits specified for each section.
- Number all pages consecutively.
- Include table of contents with page numbers.

7.2 Submission Method

All proposals shall be addressed and labeled as follows:

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

7.3 Submission Deadline

June 22, 2026, 3:00 PM EDT

Proposals received after this deadline will not be considered. Faxed and/or electronic only proposals will not be accepted.

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

7.4 Confirmation

An email confirmation will be sent upon receipt of proposals. If you do not receive confirmation within 24 hours of submission, contact Telly Delor at tdelor@scccmh.org

8. Questions and Clarifications

Questions regarding this RFP should be submitted in writing via email to both:

Ralph Livingston III P.E. ralph.livingston@outlook.com

and

Joseph T. Loskill III jloskill@fsparch.com

8.1 Question Deadline: June 12, 2026, 5:00 PM EDT

All questions and answers will be compiled and distributed to all proposing firms by June 16, 2026, 5:00 PM EDT. This ensures all firms have access to the same information.

Questions may address:

- Clarification of project scope or requirements
- Site conditions or access
- Proposal submission requirements
- Evaluation process or criteria
- Contract terms or conditions

No verbal responses will be binding. Only written answers distributed to all proposers will be considered official clarifications.

9. Contract Terms and Conditions

The selected Construction Manager will be required to enter into a contract with SCCCMH. Key contract terms include:

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

9.1 Insurance Requirements

The Construction Manager must maintain the following minimum insurance coverage:

- **Commercial General Liability:** \$2,000,000 per occurrence; \$4,000,000 aggregate.
- **Automobile Liability:** \$1,000,000 combined single limit.
- **Workers' Compensation:** Statutory limits for State of Michigan.
- **Employer's Liability:** \$1,000,000 per occurrence.
- **Builder's Risk:** Full replacement value of project (during construction).
- **Professional Liability (Errors & Omissions):** \$3,000,000 per claim (if providing design services).
- **Umbrella/Excess Liability:** \$5,000,000.

SCCCMH must be named as additional insured on all applicable policies. Certificates of insurance must be provided prior to contract execution.

9.2 Bonding Requirements

- **Bid Bond:** Not required for initial preconstruction services contract.
- **Performance Bond:** 100% of GMP (required before construction phase).
- **Payment Bond:** 100% of GMP (required before construction phase).

Bonds must be issued by a surety company authorized to do business in Michigan and acceptable to SCCCMH.

9.3 Contract Structure

The engagement will be structured in two phases:

Phase 1 Contract: Preconstruction Services

- Fixed fee or hourly rate contract for preconstruction services.
- Deliverables as outlined in Section 3.1.
- Culminates in GMP proposal.

Phase 2 Contract: Construction Services

- CM at-Risk contract with Guaranteed Maximum Price.
- GMP negotiated based on completed construction documents.
- Includes general conditions, fee, contingencies, and construction cost.

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

- Performance and payment bonds required.

Execution of the Phase 2 contract is contingent upon:

- Successful completion of preconstruction services.
- Agreement on GMP that is within SCCCMH's budget.
- SCCCMH's securing of project funding.
- Board of Directors approval.

9.4 Payment Terms

- Preconstruction services: Monthly invoicing based on percentage complete or hourly tracking.
- Construction services: Monthly progress payments based on work completed.
- Retainage: 10% until substantial completion.
- Final payment: Within 30 days of final completion and acceptance.

9.5 Change Order Procedures

- All changes must be documented in writing and approved before proceeding.
- Change orders must include detailed cost breakdown and schedule impact.
- CM markup on change orders not to exceed 10% (overhead and profit).
- Owner's Representative will review all change orders.

9.6 Warranty

- One-year warranty on workmanship and materials from substantial completion.
- Extended warranties as specified for specific systems (roofing, HVAC, etc.).
- CM responsible for coordinating warranty claims during warranty period.

9.7 Termination

- SCCCMH reserves the right to terminate for convenience with 30 days written notice.
- Either party may terminate for cause due to material breach.
- Termination provisions will be detailed in contract documents.

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

10. General Conditions and Requirements

10.1 Permits and Approvals

- The CM will assist with obtaining all necessary permits and approvals.
- Coordination with local building department, fire marshal, and State BFS department required.

10.2 Local Participation

While not required, SCCCMH encourages participation by local businesses, minority-owned, women-owned and veteran owned businesses as subcontractors and suppliers.

10.3 Safety

The CM must maintain a comprehensive safety program compliant with all OSHA requirements. Zero tolerance for safety violations. Safety performance will be monitored throughout the project.

11 Reservation of Rights

Ownership group reserves the following rights:

- To reject any or all proposals.
- To waive informalities or irregularities in proposals.
- To request additional information or clarification from proposers.
- To negotiate with one or more proposers.
- To modify the scope of services.
- To extend or modify the selection timeline.
- To cancel this RFP at any time without liability.
- To award the contract in the manner deemed most advantageous to SCCCMH, regardless of the scoring of weighted criteria. The scoring criteria shall not be binding and shall not entitle and applicant to be awarded the project.

Submission of a proposal does not obligate SCCCMH to award a contract or to pay any costs incurred in proposal preparation.

REQUEST FOR PROPOSAL (RFP) FOR CONSTRUCTION MANAGER AT-RISK SERVICES

12. Contact Information

Primary Contacts:

Telly Delor
Chief Operating Officer
St. Clair County Community Mental Health Authority
3111 Electric Avenue
Port Huron, MI 48060
Phone: 801-966-3743
Email: TDelor@scccmh.org

Project Team Contacts:

Owner's Representative:

Ralph Livingston III P.E.
Phone: 810-650-5037
Email: ralph.livingston@outlook.com

Architect:

Fusco, Shaffer, & Pappas (Pappas Design Team)
Joseph T. Loskill III
Senior Project Manager
500 E. Nine Mile Road
Ferndale, MI 48220
Phone: 248-543-4100
Email: jloskill@fsparch.com