



Request for Proposals for
Construction Manager at Risk
**North Oakland Transportation Authority (NOTA) Office and Garage
Expansion**

Submittal Due Date:
Tuesday July 22, 2025

North Oakland Transportation Authority (NOTA)

REQUEST FOR PROPOSALS (RFP) FOR CONSTRUCTION MANAGEMENT AT RISK SERVICES

The North Oakland Transportation Authority (NOTA) is soliciting proposals by invitation from firms to provide comprehensive Construction Management Services (CM) proposal, standard form of agreement **AIA A133-2019** for the **Cost of the Work Plus a Fee with Guaranteed Maximum Price (GMP)** and affiliated **General Conditions of the Contract for Construction A201-2017** is being entertained for the expansion of new office space and the activation of an adjacent garage space located at 675 S. Glaspie Street, Oxford Michigan.

PROJECT BACKGROUND

NOTA is headquartered at the project site 675 S. Glaspie Oxford, MI 48371. NOTA needs to expand its office and administrative space into an existing garage bay to help support the increase in services.

NOTA also wants to expand the garage and bus parking area into a previously unused garage attached to the west side of the current garage. These improvements include upgraded restrooms, new shower area, and bus wash-bay as described in the documents.

SCOPE OF SERVICES

NOTA intends to engage a firm to provide Construction Management services for the construction of these projects as described herein. As a condition of the contract award, the selected Owner's representative must enter into an agreement with NOTA for the performance of the services described herein.

The selected Owner's Representative shall be allowed to bid on or perform any of the actual construction on the Project. The Construction Manager representatives shall be allowed to provide basic services for which specific reimbursement provisions are included in the General Conditions to the Construction Managers contract.

PRE-PROPOSAL WALK THROUGH

Attendance of a preproposal walk through for this project is required prior to submitting a Bid Proposal. The walk through is scheduled for **Tuesday July 1 at 10:00 AM.**

CLARIFICATIONS

Bidders and Sub-bidders requiring clarification or interpretation of the Bidding Documents shall make an email request to s.auger@aka-architects.net before **3pm Tuesday July 8.**

A single response will be posted to MITN no later than end of day **Tuesday July 15th, 2025.**

DATE OF SUBMISSION

Until **10:00 AM local time on Tuesday July 22nd, 2025**, the Owner will receive proposals for the work herein set forth at the NOTA s Office 945 Glaspie Street, Oxford MI 48370. Proposals shall be privately opened and recorded and published to participants and MITN network.

INTERVIEWS

Interviews may be requested on the afternoon of **Tuesday July 29th** at a mutually agreed time.

NOTA reserves the right to reject any or all proposals, or any part thereof, or waive irregularities or defects in same, or accept any proposal deemed to be in the best interest of NOTA.

BIDDING DOCUMENTS

Plans and Specifications under which the work will be done will be issued on the **MITN network on or before Tuesday June 17rd, 2025**.

PROPOSAL REQUIREMENTS

Proposals must be organized according to the sections listed below. Proposals should be of sufficient length and detail to demonstrate the proposer has a thorough understanding of the skills necessary to deliver the services requested.

1. General Information

Provide a company profile including principal areas of expertise and experience providing Owner's Representative Construction Managers Services to publicly funded entities in the State of Michigan. Proposals must also include the following information:

- Date, state and type of business organization (close, general, or S corporation; LLC or PLLC; sole proprietorship).
- Federal and state tax ID numbers.
- Names of Owners, Principals and/or Officers.

2. Project Understanding & Approach

Identify if your firm has the ability to perform the services defined herein, your approach to doing so and if any third-party consultants are required to complete the services.

- Explain difficulties inherent to this project as currently understood.
- Other general observations of the project
- Explain your budgeting and scheduling procedures.

3. Staffing Proposal and Staff Experience

Provide a staffing proposal that includes an organization chart of the proposed team and résumés of key personnel. Proposals must include the following information:

- The firm must provide a single point of contact for the Project and a full-time superintendent.

4. Similar Project Experience & References

Provide a list of all projects completed by your firm in the role of Construction Manager for a municipal or government entity. Please provide information on those projects that were completed in the past five years including: Client name, brief descriptions of project, date completed, constructed value, the name of the proposed staff that was involved (and their role) and an owner reference including name, title, phone number and e-mail address.

5. Fee Proposal and Hourly Rate Schedule

Please provide proposed fees for:

- Pre-construction Services.
- Overhead and profit fee for construction.
- Bond rating and associated costs.
- General Conditions Fee breakdown
- Anticipated Construction Schedule.
- Construction Site management plan and safety procedures.

GENERAL TERMS

1. Nothing contained here will create any contractual relationship between NOTA and the firm submitting a proposal. Statements contained in the response of the successful proposer may become part of the agreement for services.
2. Information received from each firm will become the property of NOTA.
3. NOTA reserves the right to accept or reject any or all Proposals, or any part thereof, or waive any irregularities or defects in same, and to award the contract to any firm deemed to be in the best interest of NOTA.
4. NOTA is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the Proposal or subsequent negotiations of a contract for the services described herein.
5. Per State of Michigan requirements for publicly funded projects, a Payment and Performance bond will be required.

6. The selected Construction Manager is required to enter into an Agreement with the NOTA for the Project, which shall include but not be limited to the following terms and conditions:
- Indemnification. Owner's Representative agrees to indemnify and defend and hold harmless NOTA, together with its board of trustees, representatives, agents, and employees from and against any and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, reasonable attorney fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of Owner's Representative, or of anyone acting under its direction or control or on its behalf in connection with or incidents to the performance of services pursuant to this Agreement.
 - Insurance. Construction Manager shall procure and maintain during the period of this Agreement insurance, as follows:
 - (a) Workers' Compensation as required by law and employer's liability coverage in an amount not less than \$2,000,000. 9
 - (b) Commercial general liability which provides combined single limit coverage, including property damage and bodily injury, including: Death \$2,000,000 each person \$2,000,000 each occurrence Property Damage \$2,000,000 each occurrence \$2,000,000 general aggregate
 - (c) Automobile liability, which provides combined single limit coverage, including: Death \$2,000,000 each person \$2,000,000 each occurrence Property Damage \$2,000,000 each accident
 - (d) Professional liability \$2,000,000 each occurrence \$2,000,000 general aggregate. The commercial general liability policy shall be endorsed to cover the liability of Owner's Representative hereunder. NOTA shall be named as an additional insurer on the commercial general liability and automobile liability policies and such insurance shall be primary and non-contributory with respect to any insurance maintained by NOTA. Each such policy shall be written by a company, or companies licensed to do business in the state of Michigan and acceptable to NOTA. Certificates of insurance shall be furnished to NOTA prior to the commencement of the Work. Each such policy shall provide that it shall not be canceled or altered, without 15 days' prior written notice to NOTA .
 - Immunity Retention. By execution and performance of this Agreement, NOTA does not intend to, nor shall it be deemed to have waived or relinquished any immunity or defense on behalf of , NOTA and the NOTA's board members, officers, directors, servants, employees, agents, successors or assigns.

Exhibit A – Scope of Services

The Construction Manager shall be responsible for creating an overall project budget and schedule and supplying supervision of the sub-trades performing the work as described in AIA Document A-133. We foresee the following phases:

PRE-CONSTRUCTION PHASE SERVICES

- Establishment of baseline budget for the scope of services described in the 90% Drawing Package.
- Review and price mezzanine and non-mezzanine options.
- Create 90% Contract Document budget for both construction and soft costs.
- Review 90% of completed Contract Documents with Owner and Architects to review progress and direction on design issues.
- Discuss options with Owner and Architect on possible alternative materials and/or construction methodologies.
- Create expected schedule.
- Prepare scopes of work for sub-trades
- Bid project and share in open book bids on each subtrade.
- Permit project.

CONSTRUCTION PHASE SERVICES

- Schedule Project Progress meetings
- Provide guidance to construction-related issues such as Change Orders, schedule adjustments, and other items that may develop during the course of the project.
- Awareness of design change directives, and coordinate with Project Architect
- Documentation of Change Requests
- Monitor project schedule.
- Prepare monthly budget and schedule report.

ATTACHMENTS

- 90% Review Bids & Permits Drawing Package