

ODESSA TOWNSHIP

REQUEST FOR PROPOSALS (RFP)

FOR CONSTRUCTION MANAGEMENT SERVICES

INTRODUCTION

Odessa Township ("Township") requests proposals for Construction Management Services for the construction of a new Fire Station. Groundbreaking of this project is anticipated to take place in 2027. The Township has engaged an architecture firm for Fire Station design. See Exhibit A for a schedule of deliverable tasks with approximate dates for completion to understand the timeline of the project.

Copies of your proposals must be submitted to **Township Supervisor, Gary Secor**, no later than April 27, 2026 at 12:00PM (receipt of physical copy of response or e-mail of application materials). Selection of the Construction Management firm is anticipated to be made by the Odessa Township Board at its regular meeting on May 4, 2026. The Township may reject proposals that are not received at or prior to the above time and date. Six hard copies of your proposals are requested submitted if sent via mail.

Proposals arriving after the deadline may not be considered. Proposals must be clearly marked "Construction Management Services Request for Proposals" and mailed or e-mailed to:

Odessa Township
Attn: Gary Secor, Supervisor
3862 Laurel Drive
Lake Odessa, MI 48849
P.O Box 575
Email: supervisor@odessatownship.org

The Township reserves the right to accept or reject any or all submittals, to waive any information or irregularities in any submittal, and to cancel or revise this request. This RFP does not obligate the Township to pay any costs incurred by any respondent in the preparation of an RFP. Furthermore, the Township reserves its right to modify the selection or RFP process outlined within this document as it deems useful or fit.

SCHEDULE OF EVENTS

Distribute RFP	Week of April 6, 2026
Responses Due	April 27, 2026 at 12:00PM
Interviews (if needed)	April 27, 2026 through May 3, 2026
Anticipated Decision	May 4, 2026

Odessa Township is the main point of contact for purposes of information concerning this RFP. Any formal requests for clarification, questions, or additional information regarding this RFP shall be submitted in writing or via email before the due date of RFP submissions. Kindly understand that questions submitted close to the RFP due date may not be able to be answered before the due date.

Odessa Township
Attn: Gary Secor, Supervisor
3862 Laurel Drive
Lake Odessa, MI 48849
P.O Box 575
Email: supervisor@odessatownship.org
Phone: 616-374-4237 ext. 12

Questions submitted and any answers provided by the Township may be shared publicly or with other respondents if deemed useful.

BACKGROUND

This highly anticipated project is being designed as a cornerstone and headquarters for the Township Fire Department, with the primary goal of enhancing emergency response capabilities, and equipped to meet current demands and to accommodate future need for firefighting services. Central to this initiative will be a multiple bay firehouse equipped with on-duty living facilities, administrative space for the Fire Chief and command staff, and training and meeting facilities. These core components will support a broad range of activities and programs aimed at enhancing operational efficiency and to accommodate the Township's growing need for firefighting services. The project will be a point of pride for Odessa Township and the community.

Services and Responsibilities of the Construction Manager will include evaluating the cost and constructability during the design process, procurement of all required subcontractors, vendors, materials, labor, and equipment in compliance with any bid process of the Township, and overall coordination and management of the construction to meet the specific scope, schedule, and budget that will be established for the project.

The Township has already engaged an experienced Architecture Firm (Williams Architects) that will provide for Architectural Services. The chosen respondent will work with Williams Architect to accomplish the best possible project for the Township.

Preliminary plans and information with respect to the project are attached as **Exhibit B**.

The final schedule will be determined once both the Construction Management firm have been hired, and project realities have been addressed.

INFORMATION TO BE INCLUDED IN THE RFP

Responses to this RFP are encouraged to submit one PDF format document addressing all of the following requirements, with sections labeled by the below section headers. Although respondents are discouraged from indicating that they cannot comply with provisions below, should that be the case, a respondent shall indicate and explain why they cannot meet a requirement and provide alternative information to assist the Township in its decision making.

A. Cover Letter

Please provide a cover letter that includes contact information for the authorized representative(s) for clarifications. All proposals must be signed by a responsible officer or employee authorized to commit the respondents to the terms of the proposal.

B. Company Overview

Provide a general overview of your firm including areas such as history, size, number of employees, number of locations, and any other additional information that creates an advantage for Odessa Township. In addition, describe how your leadership team will interact with Odessa Township and Williams Architects.

C. Project Experience

Please provide information on projects of similar size and scope that were completed in the last five years. Include details on the approach and timing of the project.

D. References

Please provide names, addresses, telephone numbers, and individual contacts for at least three current projects of similar size and complexity. The Township strongly encourages respondents to include references from Michigan municipalities.

E. Project Approach

Project Team: Describe the proposed project team who will be working on this project in a narrative. Describe their responsibility to our project and include a resume that lists their positions and years of relevant experience.

Phasing Approach: Provide information on your firm's approach to phasing of the project.

F. Design/Cost Control

Please provide your approach to design and cost control. In addition, please include comments on any potential impact of materials availability.

G. Fee Proposal

Provide a fee proposal summary, including any hourly rates for additional services and approach to expenses. Please outline what is included in the construction management fee and what is a reimbursed expense. The Township intends to diligently and accurately compare respondent proposals. Respondents are strongly encouraged to be as comprehensive as possible in estimated fees and fee structure to allow the Township to fully understand costs.

H. Customer Service

Provide the Township with information so it can evaluate how you treat customers. In other words, what sets you apart from others as to providing client service? Odessa Township is a public organization with responsibilities to its residents. This includes keeping them fully apprised of the status of public projects. Communication, problem solving, and the ability to address issues if they arise are particularly important to the Township.

I. Ability to Serve and Certifications

All respondents shall certify that they are able to serve the Township based on their understanding of this RFP and the project. Moreover, respondents must certify or identify the below. If a respondent cannot certify or identify the below, they shall explain the circumstances surrounding being unable to make such a certification.

1. They have no conflicts of interest (including personal conflicts of interests due to employee relationships) that would inhibit them from performing the requested services. If there is any possible conflicts of interest, please disclose and explain.
2. They will follow all applicable local, state, and federal laws and regulations for services provided.
3. There are no financial, regulatory, or litigation challenges that would make it so the respondent cannot provide the requested services.
4. Respondents shall identify any current or pending litigation with respect to services provided within the past five (5) years and the circumstances and outcome of such litigation if applicable.
5. If an organized company, evidence that the organization is in good standing with the State of Michigan or applicable governmental entity.

J. Insurance

Respondents should be able to meet insurance requirements outlined below for contract documents. If not, respondents must outline what terms they cannot meet and why. They should propose alternative language to address the intent of any original language,

To the fullest extent permitted by law, the contractor shall defend, indemnify, and hold harmless Odessa Township, its officers, officials, employees, and agents from and against any and all claims, damages, losses, and expenses, including reasonable attorneys' fees, arising out of or resulting from performance of the work, to the extent caused by the negligent or wrongful acts or omissions of the contractor, any subcontractor, or anyone directly or indirectly employed by them. This indemnification obligation shall not be limited by a limitation on the amount or type of damages, compensation, or benefits payable under workers' compensation acts, disability

benefit acts, or other employee benefit acts.

The contractor shall maintain commercial general liability insurance with coverage for products and completed operations, which shall be maintained for a period of three years following final completion. The contractor shall also maintain commercial automobile liability insurance, employers' liability insurance, umbrella or excess liability insurance, professional liability/errors and omissions insurance, which must also be maintained for at least three years following final completion, and workers' compensation insurance on all employees who work or perform services under the proposed purchase order or contract. The commercial general liability insurance and commercial automobile liability insurance required herein shall name Odessa Township, its officers, agents, and employees as additionally insured, and shall be in the form of a comprehensive, commercial general and automobile bodily injury and property damage policy, and shall provide that the Township receive not less than ten (10) days prior written notice in the event of cancellation or change in terms thereof. Said policy shall be for the following minimum limits:

Comprehensive Commercial General Liability insurance in an amount not less than \$2,000,000 per occurrence, and subject to the same limit for each person, with a general aggregate per occurrence of not less than \$4,000,000, and commercial auto liability insurance in an amount not less than \$1,000,000 per occurrence.

The umbrella or excess liability insurance policy shall follow form over the comprehensive commercial general liability and commercial auto liability policy above, as well as the employer's liability policy above, shall name Odessa Township, its officers, agents, and employees as an additionally insured, and shall provide that the Township receive not less than ten (10) days prior written notice in the event of cancellation or change in terms thereof. Said policy shall carry \$10,000,000 limits per occurrence and aggregate and shall maintain a builder's risk all-risk/special form, covering the full replacement cost value of the work, including materials and equipment on-site, in transit, and temporarily stored off-site, in an amount not less than \$9,000,000. Coverage shall include soft costs (not less than \$500,000) and delayed completion coverage. Odessa Township shall be named as loss payee.

Evidence of approved insurance policies shall be submitted by the successful respondent and approved by the Odessa Township prior to commencement of the work as herein proposed. All general liability insurance and automobile liability insurance shall waive subrogation against the Township.

SELECTION CRITERIA

The Township will review submittals for this RFP to evaluate the qualifications for each response. The Township Board may establish scoring criteria for responsiveness to the requirements of this RFP and may choose to interview all or certain respondents at a public Township Board meeting to help aid in its selection for the aforementioned service. Likewise, the Township Board may delegate to certain individuals the ability to determine completeness of submissions or to address how submissions will be evaluated based on the factors which may include, but are not limited to: (1) responsiveness to this RFP / complete application; (2) amount of past experience with similar project; (3) quality of firm and assigned team or employee(s) to be assigned to the Township; (4) cost; and (5) ability to dedicate time and resources to serve the Township.

Should the Township select a respondent response to this RFP, actual engagement for services is contingent upon entering into a contract for services with the Township that is approved by

the Township Board. Absent a signed contract, any vote to select a respondent shall not be construed as a formal engagement for services, but rather an intent to enter into contract negotiations for services.

Exhibit A – Estimated Project Schedule

SCHEMATIC DESIGN MEETING MATRIX--DRAFT

Project: Odessa Township Project Number: 2025-010
 Fire Department Planning Study Date Prepared: 3 February 2026

Date / Time / Place	Milestone/Event	Attendees	Agenda	WA Team Tasks	Tasks By OT
Week of 22 Sept., 2025 No Meeting	Owner Approval	•	<ul style="list-style-type: none"> OTFD to authorize commencing Schematic Design Phase. 	<ul style="list-style-type: none"> WA Sends Executive Summary to OTFD. WA to send Meeting Matrix for Schematic Design Phase. WA to prepare Owner Authorization Letter to begin Schematic Design Phase. 	<ul style="list-style-type: none"> Township Board to approve budget & planning study recommendation, and authorize to commence Schematic Design Phase.
19 January 2026 Monday Time 2:00pm EST Odessa Township Hall	Budget & Scope Review Meeting	<ul style="list-style-type: none"> OTFD WA AVB 	<ul style="list-style-type: none"> Review Cost Savings menu of options provided by AVB. 	<ul style="list-style-type: none"> Facilitate meeting discussion regarding pros/cons of various cost-savings options. 	<ul style="list-style-type: none"> OTFD- provide update of overall status and take-aways from last board meeting.
9 February 2026 Monday 7:00pm EST Odessa Township Hall	Owner Meeting- Cost Estimate Update, Site & Building Plan Update	<ul style="list-style-type: none"> OTFD WA AVB 	<ul style="list-style-type: none"> Review Cost Estimate updates by AVB as requested at the Jan. 19th meeting. Review Target Program, Site & Building Plan updates sent by WA on Jan. 29th. 	<ul style="list-style-type: none"> WA to provide updated site plan with reduced paving and reduced building areas. <i>Sent by WA on Jan. 29th.</i> AVB to provide updated costs. 	<ul style="list-style-type: none"> OTFD-continue to refine financial analysis for millage rate impacts to residents to narrow in on target budget.
13 February 2026 Friday EOB No Meeting	Board Feedback	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> OTFD- provide feedback via email for final revisions to plans and estimates.

Date / Time / Place	Milestone/Event	Attendees	Agenda	WA Team Tasks	Tasks By OT
20 February 2026 Friday EOB No Meeting	Final Revised Conceptual Design Cost Estimate, Site & Building Plan, and Target Space Program Issued for Approval		<ul style="list-style-type: none"> Final Conceptual Design Site & Building Plan Issued Final Conceptual Design Space Needs Program Issued Final Conceptual Design Cost Estimate Issued 	<ul style="list-style-type: none"> WA to provide final Conceptual Design Site & Building Plan to document budget/scope decisions. AVB to provide final conceptual Design Budget. Send via email 	<ul style="list-style-type: none"> Township Board to approve revised budget & planning study recommendation and authorize to commence Schematic Design Phase.
Weeks of: 16 & 23 Feb 2026 No Meeting	SD Plan Development		<ul style="list-style-type: none"> Floor Plan Development Site Plan Development 	<ul style="list-style-type: none"> WA Developing Floor & Site Plans WA Completing In-depth Code Review WA working with P&N for Site plan refinement 	<ul style="list-style-type: none"> OTFD to consider project delivery method/ pursue CM options
2 March 2026 Monday Time 2:00pm EST Odessa Township Hall & TEAMS	Owner Meeting- Initial SD Floor & Site Plan Review	<ul style="list-style-type: none"> OTFD WA 	<ul style="list-style-type: none"> Review Initial Floor & Site Plan Development 	<ul style="list-style-type: none"> Present floor and site plans. Modify per client input following meeting 	<ul style="list-style-type: none"> OTFD- provide feedback after meeting.
2 March 2026 Monday Time 7:00pm EST Odessa Township Hall	Board Meeting-	<ul style="list-style-type: none"> OT OTFD WA 			
16 March 2026 Monday Time 2:00pm EST TEAMS	Owner Meeting- Revised plans and 3D massing	<ul style="list-style-type: none"> OTFD WA 	<ul style="list-style-type: none"> Review Revised Floor & Site Plan Development Review 3D Massing & style reference imagery 	<ul style="list-style-type: none"> Present Revised floor and site plans. Modify per client input following meeting 	<ul style="list-style-type: none"> OTFD- provide feedback after meeting.
27 March 2026 Friday EOB No Meeting	Drawings Issued for Pre-Bond Cost Estimate Update			<ul style="list-style-type: none"> WA to issue drawing package for cost estimate update. 	
Weeks of: 30 March -10 April 2026 No Meeting	Pre-Bond Cost Estimating & Exterior Designs			<ul style="list-style-type: none"> AVB to work on cost estimate update. WA working exterior 3D building design renderings. 	

Date / Time / Place	Milestone/Event	Attendees	Agenda	WA Team Tasks	Tasks By OT
6 April 2026 Monday Time 7:00pm EST Odessa Township Hall	Board Meeting-	<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> TBD 		
10 April 2026 Friday EOB No Meeting	Pre-Bond Cost Estimate Issued			<ul style="list-style-type: none"> AVB to share cost estimate update with Financial Advisor, Bond Counsel for full team update. 	
13 April 2026 Monday Time 2:00pm EST TEAMS	Owner Meeting- Board Presentation Draft Review	<ul style="list-style-type: none"> OTFD WA AVB Fin Bond 	<ul style="list-style-type: none"> Full Pre-Bond Team meeting with updates on Financial, Bond Language, Drawings, and Cost 	<ul style="list-style-type: none"> WA to create PPT Presentation for all team members to add information to slides. 	
20 April 2026 Monday Time 7:00pm EST Odessa Township Hall	Special Board Meeting- Final SD Plans, Site Plan, and Cost Estimate, & Bond Team Presentation	<ul style="list-style-type: none"> OT OTFD WA AVB Fin Bond 	<ul style="list-style-type: none"> Final SD Floor & Site Plan & Exterior Renderings Presentation Financial Advisor Final Millage Rate Data Final Bond Language for Board Approval 	<ul style="list-style-type: none"> WA to provide Final SD Floor & Site Plans & Exterior Renderings Financial Advisor to present Final Millage Rate Date Bond Counsel to provide Final Bond Language for Board Approval 	<ul style="list-style-type: none"> OT- decide on resolution to approve bond language for filing.
28 April 2026 Tuesday No Meeting	Filing Deadline for Petition for August Election Ballot Question				<ul style="list-style-type: none"> OT-Petitions to place a county or local ballot question on the ballot at the election must be filed with the clerk at least 14 days before the date the ballot wording must be certified to the local clerk. https://www.legislature.mi.gov/Laws/MCL?objec tName=MCL-168-646A

Date / Time / Place	Milestone/Event	Attendees	Agenda	WA Team Tasks	Tasks By OT
4 May 2026 Monday Time 7:00pm EST Odessa Township Hall	Board Meeting-	• TBD	• TBD		
12 May 2026 Tuesday 4 : 00 pm No Meeting	Ballot Wording Certified to Clerk				<ul style="list-style-type: none"> • <i>Wording of the ballot question must be local or county clerk not later than 4 p.m. on the twelfth Tuesday before the election.</i>
4 May 2026 Monday Time 2:00pm EST TEAMS	Owner Meeting- Initial Exterior Design Renderings	<ul style="list-style-type: none"> • OTFD • WA 	<ul style="list-style-type: none"> • Review Initial Exterior Design Concepts-3D 	<ul style="list-style-type: none"> • Present Initial Exterior Design Concepts- 3D 	<ul style="list-style-type: none"> • OTFD- provide feedback after meeting.
18 May 2026 Monday Time 2:00pm EST Odessa Township Hall	Owner Meeting- Final Exterior Design Renderings	<ul style="list-style-type: none"> • OTFD • WA • AVB 	<ul style="list-style-type: none"> • Review Final Exterior Design Concept Renderings, Colored Floor Plans and Site Plan for Public Outreach 	<ul style="list-style-type: none"> • Present Final Exterior Design Concept Renderings, Colored Floor Plans and Site Plan 	<ul style="list-style-type: none"> • OTFD- provide feedback after meeting.
June-July 2026	Public Outreach Time Frame		<ul style="list-style-type: none"> • Engage Community to Educate regarding Referendum 	<ul style="list-style-type: none"> • Provide Public Outreach support per proposal 	<ul style="list-style-type: none"> • Public Outreach Planning & Prep
1 June 2026 Monday Time 7:00pm EST Odessa Township Hall	Board Meeting-	• TBD	• TBD		
8 June 2026 Monday Time 2:00pm EST TEAMS	Owner Meeting- Exterior Elevations	<ul style="list-style-type: none"> • OTFD • WA 	<ul style="list-style-type: none"> • Review Initial Exterior Elevations & Materials 	<ul style="list-style-type: none"> • Create Exterior Elevations of chosen design concept 	<ul style="list-style-type: none"> • OTFD- provide feedback after meeting.
29 June 2026 Monday Time 2:00pm EST TEAMS	Owner Meeting- Final SD Exterior Design & Elevations Presentation	<ul style="list-style-type: none"> • OTFD • WA • AVB 	<ul style="list-style-type: none"> • Review Final SD Exterior Design & Elevations 	<ul style="list-style-type: none"> • Present Final SD Exterior Design & Elevations 	<ul style="list-style-type: none"> • OTFD- provide feedback after meeting.

Date / Time / Place	Milestone/Event	Attendees	Agenda	WA Team Tasks	Tasks By OT
6 July 2026 Monday Time 2:00pm EST Odessa Township Hall	Owner Meeting- Interior Finishes, Furniture	<ul style="list-style-type: none"> OTFD AVB WA WI 	<ul style="list-style-type: none"> Discuss Interior Finishes Discuss Furniture Expectations 	<ul style="list-style-type: none"> Present Furniture Plans Present an array of interior finish levels Present any pertinent structural considerations AVB to attend for cost implication feedback 	
6 July 2026 Monday Time 7:00pm EST Odessa Township Hall	Board Meeting-	<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> TBD 		
13 July 2026 Monday Time 2:00pm EST TEAMS	Owner Meeting- MEP Low Voltage	<ul style="list-style-type: none"> OTFD WA AVB MEP 	<ul style="list-style-type: none"> Discuss MEP Systems Discuss Low Voltage Systems 		
20 July 2026 Monday Time 2:00pm EST Odessa Township Hall	Owner Meeting- Civil & Structural	<ul style="list-style-type: none"> OTFD AVB WA CIVIL SE 	<ul style="list-style-type: none"> Discuss Civil & Structural Schematic Design 	<ul style="list-style-type: none"> Present any pertinent civil & structural considerations AVB to attend for cost implication feedback WA to issue final Schematic Design Documents 	
27 July 2026 Monday Time EOB	Submit Final Schematic Design				
3 August 2026 Monday Time 7:00pm EST Odessa Township Hall	Board Meeting-	TBD	TBD		
4 August 2026	Election Day Referendum Vote				
Weeks of: 3-21 August 2026	SD Cost Estimating			<ul style="list-style-type: none"> WA to work with AVB to develop the cost estimate for Final Schematic Design 	
24 August 2026 Monday Time EOB	Schematic Design Cost Estimates Issued			<ul style="list-style-type: none"> AVB to issue Final SD Cost Estimate. 	<ul style="list-style-type: none">

Date / Time / Place	Milestone/Event	Attendees	Agenda	WA Team Tasks	Tasks By OT
31 August 2026 Monday Time 2:00pm EST Odessa Township Hall	Board Meeting TBD Owner Approves Schematic Design	<ul style="list-style-type: none"> OTFD 			<ul style="list-style-type: none"> OT to approve Schematic Design documents and estimate and authorize to commence to Design Development Phase
1 September 2026 Tuesday	Begin Basic Services - Proceed with Design Development			<ul style="list-style-type: none"> WA to issue Meeting Matrix for work through the completion of Construction Documents and commencement of construction. 	<ul style="list-style-type: none">

WA-Williams Architects
 WI - Williams Interiors
 AVB -Cost Estimation

OTFD - Odessa Township Fire Department
 OT - Odessa Township
 CIVIL - Prein & Newhof

Bold Red Text: Meetings attended by the OTFD Team

Bold Blue Text: Deadlines or Milestones dates

Target 3rd Monday to align with GLAESA Board meetings



TOTAL AREA SUMMARY

- ADMIN & LIVING: 7,721 SF
- APPARATUS BAY: 6,532 SF
- SUPPORT: 3,100 SF

TOTAL GROSS AREA: 17,353 SF

PLAN

1/16" = 1'-0"

2025-010 3862 Laurel Dr, Lake Odessa, MI

ODESSA TOWNSHIP FIRE DEPARTMENT STUDY

2025-010
2025 04 02

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Scale: 1/16" = 1'-0"

Exhibit B – Preliminary Project Plans