

REQUEST FOR PROPOSAL RFP

#001812

**CONSTRUCTION MANAGER AS AGENT (CMa) SERVICES
FOR THE
MARY ELLEN STEMPFLE
UNIVERSITY CENTER EXPANSION PROJECT – PHASE I**

Wayne County Community College District
Mary Ellen Stempfle University Center & Center for Learning Technologies
19305 Vernier Road
Harper Woods, Michigan 48225

Due Date: Wednesday, January 7, 2026, by 2 p.m. (local time)

Issued By:

Wayne County Community College District
Purchasing Department
801 W. Fort Street – 4th Floor
Detroit, Michigan 48226

**WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
CONSTRUCTION MANAGEMENT AS AGENT SERVICES**

Sealed responses to a Request for Proposal will be accepted relating to the **Construction Manager Services As Agent (CMa) for the Mary Ellen Stempfle University Center Expansion Project – Phase I.**

Sealed Responses will be received until **2 p.m. EDT on Wednesday, January 7, 2026**, by delivery or mail to:

Wayne County Community College District
ATTN: Akmam Jaigirdar, District Procurement Officer
801 W. Fort Street, Purchasing Department – 4th Floor
Detroit, Michigan 48226
Phone: (313) 496-2747

Late proposals will be returned unopened.

A **Mandatory-Pre-Proposal** walk-through meeting will be held on **Monday, December 15, 2025, 2 p.m. at:**

Wayne County Community College District
Mary Ellen Stempfle University Center & Center for Learning Technologies
19305 Vernier Road
Harper Woods, Michigan 48225

Request for Proposal documents will be available on or after **Tuesday, December 2, 2025**, via download from the Wayne County Community College District website: <https://www.wcccd.edu/divisions/administration-and-finance/procurement/request-for-quotations-and-proposals>

Packages can be picked up from the Purchasing Department between **Tuesday, December 2, 2025**, and **Monday, December 15, 2025**, Monday – Friday from 9AM-2PM.

Proposal documents are available for review at the Wayne County Community College District Purchasing Department.

The respondent company must agree to comply with the requirements of Wayne County Community College District and Fair Employment Practices.

Wayne County Community College reserves the right to accept or reject any or all responses to this Request for Proposal and waive any informalities or irregularities in any qualifications if it is considered to be in the best interest of the College.

END OF ADVERTISEMENT

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SECTION I - GENERAL INFORMATION

A. OBJECTIVE

The purpose of this Request for Proposal (RFP) is to select a firm to provide Construction Manager As Agent (CMA) services for the Wayne County Community College District ("the College"). The College will hold all contracts with subcontractors, vendors, and trade contractors while the CMA serves strictly as the Owner's Agent, without self-performing construction work or holding any trade contracts.

The objective of this RFP is to engage a qualified CMA to oversee and manage a comprehensive capital outlay project involving the extensive redesign and renovation of the Mary Ellen Stempfle University Center Expansion Project – Phase I. This project is intended to support the continued growth and success of the institution by:

- Creating modern, flexible, and sustainable spaces that accommodate increasing student enrollment and evolving academic and pedagogical offerings.
- Providing state-of-the-art facilities that enhance teaching, learning, and workforce development opportunities.
- Establishing the facility as a vital anchor within the surrounding community, fostering economic growth, civic engagement, and community partnerships.
- Ensuring that the design and construction reflect the College's commitment to innovation, accessibility, equity, and long-term operational efficiency.

B. QUESTIONS AND CLARIFICATIONS / DESIGNATED COLLEGE CONTACT

All questions regarding this Request for Proposal (RFP) shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this RFP.

All questions shall be submitted on or before Friday, December 19, 2025, at 12 p.m. Noon, and should be addressed as follows:

Questions shall be e-mailed to Akmam Jaigirdar, District Procurement Officer – ajaigir1@wcccd.edu

Should any prospective respondent be in doubt as to the true meaning of any portion of this RFP, or should the prospective respondent find any ambiguity, inconsistency, or omission therein, the prospective respondent shall make a written request for an official interpretation or correction by the due date for questions above.

All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to the College's website at www.wcccd.edu and it shall be the prospective respondent's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the College shall become part of the RFP, and must be incorporated in the proposal where applicable.

C. MANDATORY PRE-PROPOSAL WALK-THROUGH MEETING:

A **mandatory** pre-proposal walk-through meeting will be held for this RFP on **Monday, December 15, 2025**, at **2 p.m.** at:

Wayne County Community College District
Mary Ellen Stempfle University Center and Center for Learning Technologies
19305 Vernier Road
Harper Woods, Michigan 48225

Respondents must tour location in order to be eligible to submit a proposal. Sign-In sheets will be available at the Mandatory Pre-Proposal Walk-Through Meeting. Contact Akmam Jaigirdar, District Procurement Officer at (313) 496-2747 for additional information.

D. PROPOSAL FORMAT

To be considered, each firm must submit a response to this RFP using the format provided in Section III. No other distribution of proposals is to be made by the prospective respondent. An official authorized to bind the respondent to its provisions must sign the proposal in ink. Each proposal must remain valid for at least ninety (90) days from the due date of this RFP.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

E. SELECTION CRITERIA

Responses to this RFP will be evaluated using a point system as shown in Section III. Evaluations shall be conducted by an evaluation committee comprised of staff from the College and utilizing the same evaluation criteria attached herein.

The fee proposals will not be reviewed at the initial evaluation. After initial evaluation, the College will determine a short list of firms, and open only those fee proposals. The College will then determine which, if any, firms will be interviewed (if necessary). During the interviews, the selected firms will be given the opportunity to discuss their proposal, qualifications, experience, and their fee proposal in more detail. The College's final selection shall factor in all information gained through the evaluation, interview (if necessary), and review process. The College further reserves the right to interview the key personnel assigned by the selected respondent to this project. Respondent must be available for interview.

All proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the RFP or in the proposal response shall be documented and included as part of the final contract.

F. SEALED PROPOSAL SUBMISSION

All proposals are due and must be delivered to the College on or before Wednesday, January 7, 2026, at 2 p.m. (local time). Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile will be considered non-responsive to the requirements of the RFP and **will not** be considered or accepted.

Each respondent must submit in a sealed envelope

- Proposal Page (with authorized signatures)
- (1) original Proposal
- (3) copies of proof of three (3) years in business
- (3) copies of proof of insurance (commercial, professional, and auto)
- (3) copies of references (a minimum of three clients)
- (3) copies of Financial Statement
- Required Forms

Failure to include aforementioned forms in accordance with this RFP shall result in disqualification due to non-responsiveness.

Each respondent must submit in a single separate sealed envelope marked Fee Proposal

- three (3) copies of the fee proposal

The fee proposal and all costs must be separate from the rest of the proposal.

Proposals (and envelopes) submitted must be clearly marked with the **Company Name, RFP Number, Project Name, and the Date and Time Due**. The College will not accept responsibility for proposals that do not meet the deadline due to improper labeling. Failure to adhere to these requirements will result in the respondent's response being deemed non-responsive and **will not** be considered or accepted

Proposals must be addressed and delivered to:

**Wayne County Community College District
c/o Akmam Jaigirdar, District Procurement Officer
801 W. Fort Street, Purchasing Department – 4th Floor
Detroit, Michigan 48226
Phone: (313) 496-2747**

Hand delivered proposals may be dropped off in the Purchasing Department (in accordance with the requirements of this RFP). The College will not be liable to any prospective respondent for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Respondents are responsible for submission of their proposal. Additional time will not be granted to a single prospective respondent. However, additional time may be granted to all prospective respondents at the discretion of the College.

PROPOSAL PAGE

The proposal must be submitted on 8.5 x 11 paper. The respondent may submit support documentation, however WCCCD reserves the right to dispose of documents or extraneous items (covers, oversize envelopes, etc.) at the completion of the RFP process.

PROOF OF THREE YEARS IN BUSINESS

Any company submitting a proposal must show proof of being in business for at least three (3) years. The proof of three years in business must be supplied by the company submitting the proposal and cannot be submitted by an umbrella company or company previously operated by the principal agents. Proof of 3 years in business can be a copy of a three-year-old document bearing the company's name. These documents may include: Articles of Incorporation, bank statements, licenses, telephone bills, etc.

PROOF OF BUSINESS INSURANCE

The company must be insured and possess the proper amounts of liability, workman's compensation, auto, etc., required by law. Please include a copy of the certificate of insurance with the proposal. The company must be licensed and in good standing to do business in the State of Michigan. The company's insurer must be one which is acceptable to WCCCD. Insurance must be kept in force for the term of the contract, additionally the retro-date must stay the same.

REFERENCES

References shall consist of a minimum list of three (3) clients presently serviced by the company, for whom the same or similar services are performed. A contact person with a current phone number and email address must be provided for each establishment.

ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT

This document, supplied by WCCCD, is required with all proposals. This acknowledges and attests that the company and employees including subcontractors are not employees of WCCCD.

FINANCIAL STATEMENT

A financial statement covering the last complete fiscal business cycle is required to be submitted with any proposal that reaches or exceeds \$50,000.

WITHDRAWAL OF PROPOSALS

Any respondent may withdraw a proposal in-person or by written request at any time prior to the hour set for the submission of proposals and/or public opening (if applicable). No proposal may be withdrawn or modified later than the time set for opening, unless and until the award of contract is delayed for a period exceeding sixty (60) days.

SUBMISSION OF FORMS

Proposals must be submitted on forms furnished by WCCCD, if provided. Multiple copies of forms may be requested. Attachment(s) may be made to clarify or supplement the form(s) provided by WCCCD. Please note that outsized attachments and other supplemental submissions may be disposed of at the completion of the RFP process.

CONFLICT OF INTEREST FORM

This document, supplied by the College, is required with proposals. This acknowledges and attests that the company and employees including subcontractors are not employees of the College. (See Section J below). Please include a copy of the completed Conflict of Interest form with the proposal.

G. DISCLOSURES

Under the Freedom of Information Act (Public Act 442), the College is obligated to permit review of its files, if requested by others. All information in a proposal is subject to disclosure under this provision. This Act also legally permits for a complete disclosure of contracts and attachments thereto.

H. TYPE OF CONTRACT

The College reserves the right to award the total proposal, to reject any or all proposals in whole or in part, and to waive any informality or technical defects if, in the College's sole judgment, the best interests of the College will be so served.

This RFP and the selected respondent's response thereto, shall constitute the basis of the scope of services in the contract by reference.

I. NONDISCRIMINATION

All respondents proposing to do business with the College shall satisfy the contract compliance administrative policy adopted by the College. Breach of the obligation not to discriminate as outlined in Attachment B shall be a material breach of the contract.

J. CONFLICT OF INTEREST DISCLOSURE

The Wayne County Community College District Purchasing Policy requires that the consultant complete a Conflict of Interest Disclosure form. A contract may not be awarded to the selected respondent unless and until the Procurement Department have reviewed the Disclosure form and determined that no conflict exists under applicable federal, state, or local law or administrative regulation. Not every relationship or situation disclosed on the Disclosure Form may be a disqualifying conflict. Depending on applicable law and regulations, some contracts may awarded on the recommendation of the Procurement Department after full disclosure, where such action is allowed by law, if demonstrated competitive pricing exists and/or it is determined the award is in the best interest of the College. A copy of the Conflict of Interest Disclosure Form is attached.

K. COST LIABILITY

The Wayne County Community College District assumes no responsibility or liability for costs incurred by the respondent prior to the execution of a CMA Services Agreement. The liability of the College is limited to the terms and conditions outlined in the final agreement between the parties. By submitting a proposal, respondent agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

L. DEBARMENT

Submission of a proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the College will be notified of any changes in this status.

M. SCHEDULE

The proposals submitted should define an appropriate schedule in accordance with the requirements of the Proposed Work Plan in Section III.

The following is the schedule for this RFP process.

Activity/Event

Anticipated Date

Mandatory Pre-Proposal Walk Through Meeting
Written Question Deadline
Proposal Due Date

Monday, December 15, 2025, 2 p.m.
Friday, December 19, 2025, 12 p.m. Noon
Wednesday, January 7, 2026, 2 p.m.

The above schedule is for information purposes only and is subject to change at the College's discretion. All times outlined in the RFP are in Eastern Standard Time.

N. IRS FORM W-9

The selected respondent will be required to provide the College an IRS form W- 9.

O. RESERVATION OF RIGHTS

1. The College reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
2. The College reserves the right to waive, or not waive, informalities or irregularities in of any proposal if determined by the College to be in its best interest.
3. The College reserves the right to request additional information from any or all respondents.
4. The College reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFP.
5. The College reserves the right to determine whether the scope of the project will be entirely as

described in the RFP, a portion of the scope, or a revised scope be implemented.

6. The College reserves the right to select one or more consultants to perform services.
7. The College reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.

The College reserves the right to disqualify proposals that fail to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents outlined within RFP as unresponsive.

P. ACCEPTANCE OF PROPOSAL(S)

WCCCD reserves the right to reject any or all proposals. WCCCD may waive any informalities or irregularities in proposals submitted during the RFP process. **WCCCD also reserves the right to award the contract based on factors other than the lowest price proposal.**

Sealed proposals may be submitted prior to the closing date in an envelope clearly marked with the **Company Name, Proposal Number, Project Name, and the Date and Time due**. WCCCD will not accept responsibility for proposals that do not meet the deadline due to improper labeling.

LOWEST RESPONSIBLE RESPONDENT

The lowest responsible respondent will be determined using the following criteria:

- Purchase price (WCCCD reserves the right to award the contract based on factors other than the lowest purchase price).
- Reputation of the vendor or the vendor's goods/services
- Quality of the vendor's goods/services
- Adequacy of financial resources for performance
- Extent to which the goods/services meet the needs of WCCCD
- Vendor's past relationship with WCCCD
- Experience in K-12 or higher educational institutions, organization and technical qualifications, skills and facilities
- Ability to comply with the required timeline for delivery of goods/services
- Satisfactory record of integrity, judgment, and performance
- Experience in large scale capital projects for public institutions

A proposal will be disqualified and deemed non-responsive if the following required forms attached below are not included with the proposal:

SECTION II - SCOPE OF SERVICES

The College seeks the services of a qualified Construction Manager as Agent (CMa) to provide professional construction management, advisory, and oversight services for the renovation of existing facilities and the construction of a new building on the Mary Ellen Stempfle University Center campus. The CMa will act as the College's fiduciary agent, providing independent representation throughout planning, design, procurement, construction, commissioning, and project close-out. The College will hold all trade contracts.

A. General Responsibilities

The CMa shall:

- Protect the Owner's interests and act with the standard of care typical of experienced professional construction managers.
- Provide advisory, management, and coordination services from project inception through completion.
- Assist in achieving project goals related to scope, schedule, budget, quality, safety, and compliance.
- Ensure clear communication among project stakeholders, including Owner, architect/engineer, consultants, and contractors.
- Support strict adherence to applicable codes, regulations, grant requirements, and state procurement rules.

B. Pre-Design & Planning Phase Services

- Review Owner's program requirements, feasibility studies, and conceptual documents.
- Provide input on project phasing, scheduling, site logistics, and constructability.
- Develop preliminary project budget, including allowances for design, specialty consultants, construction, FF&E, contingencies, and Owner soft costs.
- Assist in establishing project delivery approach and procurement strategies.
- Conduct site evaluations and identify constraints affecting design and construction.
- Prepare a Comprehensive Project Management Plan outlining communication protocols, reporting structures, milestones, risks, and workflows.

C. Design Phase Services

- Attend design meetings.
- Review design documents at all stages (schematic design, design development, construction documents) for:
 - Constructability
 - Cost alignment
 - Phasing feasibility
 - Compliance with the program statement
 - Impacts on ongoing campus operations
- Prepare and update detailed cost estimates at each design milestone.
- Develop and maintain the Master Project Schedule, including permitting, bidding, shop drawings, construction, and occupancy.
- Advise on value engineering options without compromising function or quality.
- Coordinate with Owner consultants on environmental studies, testing, and other pre-construction services.
- Assist with obtaining all required permits and approvals.

D. Procurement & Contracting Phase Services

- Develop bid packages and procurement strategy in coordination with the Owner and Architect.
- Prepare scopes of work for all trade contracts.
- Manage prequalification of contractors and vendors.
- Conduct pre-bid meetings and respond to requests for information.
- Assist Owner with public procurement compliance, including documentation, advertisements, and awarding processes.
- Provide bid evaluation, including responsiveness, responsibility, cost analysis, and risk assessment.
- Prepare recommendation for contract award(s) to the Owner.

E. Construction Phase Services

- Conduct on-site coordination; maintain consistent presence during active construction operations.
- Hold weekly construction meetings and issue meeting minutes.
- Review contractor schedules and monitor progress against the Master Schedule.
- Administer project controls including submittal review tracking, RFI tracking, and change order evaluation.
- Evaluate and negotiate change orders before recommending Owner approval.
- Provide continuous quality assurance monitoring to ensure compliance with plans and specifications.
- Maintain daily reports documenting workforce, activities, deliveries, and site conditions.
- Oversee project safety and verify contractor compliance with OSHA and site-specific safety plans.
- Coordinate all work to minimize impacts on ongoing campus operations.
- Review monthly payment applications, verify quantities, confirm percent complete, and recommend payment.
- Track project budget, commitments, expenditures, and contingencies, and provide monthly financial reports to the Owner.

F. Commissioning & Close-Out Phase Services

- Coordinate substantial completion inspections and punch lists with the Architect and Owner.
- Oversee correction of deficiencies.
- Ensure delivery of all close-out documentation, including O&M manuals, warranties, as-built drawings, and training for Owner personnel.
- Validate commissioning activities, equipment startup, testing, and verification.
- Confirm completion of all contract requirements and assist in final payment and contract close-out.
- Prepare a Final Project Report summarizing budget performance, schedule adherence, changes, and lessons learned.

G. Additional Services (As Requested by Owner)

- Move coordination and relocation logistics.
- Technology, AV, and security system coordination.
- Furniture procurement management.
- Coordination with public agencies, granting authorities, and community stakeholders.

- Support for Title IX, ADA, or other regulatory compliance reviews.
- Participation in public presentations, board meetings, or stakeholder engagement sessions.

H. Deliverables

- Master Project Schedule (updated monthly)
- Cost estimates at all design phases
- Monthly progress reports
- Monthly budget and contingency reports
- Meeting minutes and documentation
- Final close-out report
- Punch list and completion verification

SECTION III - MINIMUM INFORMATION REQUIRED

PROPOSAL FORMAT

Respondents should organize Proposals into the following Sections:

- A. Proposal Page
- B. Professional Qualifications/Experience
- C. Past Involvement with Similar Projects
- D. Proposed Work Plan
- E. Past Working Relationship with the College
- F. Fee Proposal (include in a separate sealed envelope clearly marked "Fee Proposal")
- G. Authorized Negotiator
- H. Forms/Attachments

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

A. Professional Qualifications/Experience – 30 points

1. State the full name and address of your organization and, if applicable, the branch office or other subsidiary 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.
2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any subcontractors must also be included.

3. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.
4. Provide a statement regarding the quality of the services the firm has performed on similar projects.
5. Provide a narrative explanation of the firm's financial adequacy to complete the project.
6. Provide a statement or information demonstrating the firm's record of integrity, judgment, and performance.

B. Past involvement with Similar Projects – 20 points

The written proposal must include a list of specific experience in the project area and indicate proven ability in implementing similar projects for the firm and the individuals to be involved in the project. A complete list of client references (minimum of three) must be provided for similar projects recently completed. The list shall include the firm/agency name, address, telephone number, project title, and contact person.

C. Proposed Work Plan – 20 points

Provide a detailed and comprehensive description of how the respondent intends to provide the services requested in this RFP. This description shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data and materials will be delivered to the College, communication and coordination, the working relationship between the respondent and College staff, and the company's general philosophy in regards to providing the requested services.

Respondents shall be evaluated on the responsiveness, clarity, thoroughness, and content of their responses.

D. Past Relationship with the College – 15 points

Provide a narrative of (if any) the past relationship the firm has with the College. If applicable, provide specific examples of prior projects ongoing or completed with the College.

E. Fee Proposal - 15 points

Fee schedules shall be submitted in a separate, sealed, envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors, and any other relevant details. The proposal should highlight key staff and positions that would likely be involved with projects. Respondents shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

F. Authorized Negotiator

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the agreement with the College

G. Attachments

Required forms must be returned with the proposal. These elements should be included as attachments to the proposal submission.

PROPOSAL EVALUATION

1. The selection committee will evaluate each written proposal by the above-described criteria and point system (A through E) to select a short-list of firms for further consideration. The College reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The committee may contact references to verify material submitted by the respondents.
2. The committee then will schedule interviews with selected firms, if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.
3. The interview must include the project team members expected to complete a majority of work on the project, but no more than six members' total. The interview shall consist of a presentation of up to thirty minutes (or the length provided by the committee) by the respondent, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The committee may record the oral interviews.
4. The firms interviewed will then be re-evaluated by the above criteria (A through E), and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by the Board of Trustees, if suitable proposals are received.

The College reserves the right to waive the interview process and evaluate the respondents based on their proposals and fee schedules alone and open fee schedules before or prior to interviews.

The College will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

Work to be done under this contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents.

Any proposal that does not conform fully to these instructions may be rejected.

PREPARATION OF PROPOSALS

Proposals should have no plastic bindings but will not be rejected as non-responsive for being bound. Staples or binder clips are acceptable. Proposals should be printed double sided. Proposals should not be more than 30 sheets (60 sides), not including required attachments and resumes.

Each person signing the proposal certifies that they are a person in the respondent's firm/organization responsible for the decisions regarding the fees being offered in the Proposal and has not and will not participate in any action contrary to the terms of this provision.

ADDENDA

If it becomes necessary to revise any part of the RFP, notice of the addendum will be posted to the Wayne County Community College District web site www.wcccd.edu for all parties to download. Each respondent must acknowledge in its proposal all addenda it has received. The failure of a respondent to receive or acknowledge receipt of any addenda shall not relieve the respondent of the responsibility for complying with the terms thereof. The College will not be bound by oral responses to inquiries or written responses other than official written addenda.

SECTION IV - ATTACHMENTS

Please provide the forms (Attachments A, B and C) within your narrative proposal, not within the separately sealed Fee Proposal envelope.

ATTACHMENT A
WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
MARY ELLEN STEMPFLE UNIVERSITY CENTER EXPANSION PROJECT-PHASE I

ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT – MANDATORY FORM

This will confirm that I have informed Wayne County Community College District (WCCCD) that I meet four basic tests used by the General Accounting Office to determine whether a separate business entity exists which permits the College to engage me as an independent contractor.

1. I have a principal place of business other than furnished by the College. I understand that a home does not qualify as a separate place of business unless it qualifies as a deduction of certain expenses in connection with business use of home.
2. I maintain a separate set of books and records that reflect all items of income and expenses at my business.
3. I have the risk of suffering a loss as well as the opportunity of making a profit.
4. I hold myself out in my own name/Company name as self-employed and make my services generally available to the public.

In addition to meeting the above basic tests, I have read and understand the twenty-factor test set forth by the Internal Revenue Services cited at Revenue Rule 87-41, 1987, which is used to determine whether an individual is an independent contractor, I generally meet the requirements, and hereby certify to the WCCCD that I am an independent contractor in accordance with the Internal Revenue Service twenty-factor test included therein.

Name of Independent Contractor

Name of Firm (if applicable)

Employer Identification Number

Date

ATTACHMENT B
WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
MARY ELLEN STEMPFLE UNIVERSITY CENTER EXPANSION PROJECT-PHASE I

Proposal Number
#001812
Mandatory Form – Proposal Page 1

SUBMITTED BY:

Company Name

Address, City, State, ZIP

Contact Name

Phone Number and Email

Signature of Authorized Representative, title

WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
MARY ELLEN STEMPFLE UNIVERSITY CENTER EXPANSION PROJECT – PHASE I

Mandatory Form – Proposal Page 2

I hereby affirm that I have read and understand all the specifications in this RFP.

Company: _____

Authorized Agent: _____

Title: _____ Phone: _____

This proposal is firm for _____ days.

Signature of Authorized Agent

Date

NOTE: THIS FORM MUST BE SIGNED AND RETURNED TO BE A VALID PROPOSAL.

ATTACHMENT C
WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
MARY ELLEN STEMPFLE UNIVERSITY CENTER EXPANSION PROJECT – PHASE I

GENERAL ATTESTATION – MANDATORY FORM

By signing this form, I _____ (the “Representative”) hereby attest and affirm that the following is true:

- Representative is a duly authorized representative of the responding entity and has the authority to make the binding attestations and assertions contained herein on behalf of the submitting entity.
- The responding entity is not debarred, suspended, or disqualified from bidding or contracting with a governmental entity.
- The responding entity is not involved in litigation against the State of Michigan.
- The responding entity has not defaulted on a government contract, including with the State of Michigan, within the past five years.
- The responding entity has not had a government contract terminated for cause, including the state of Michigan within the past five years
- The responding entity has not had a private contract terminated for cause by any private entity in which similar services or products have been provided within the past five years.

By signing below, Respondent hereby attests to and affirms the statements above on behalf of the responding entity. Responding entity must complete, sign, and include this required form. Failure to include the complete attestation in accordance with this RFP shall disqualify the responding entity from consideration.

Name (Print): _____

Signature: _____

Date: _____

WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
MARY ELLEN STEMPFLE UNIVERSITY CENTER EXPANSION PROJECT – PHASE I

Proposal Number
001812
MANDATORY FORM – FEE PROPOSAL
[PLEASE SUBMIT IN SEPARATE FEE PROPOSAL ENVELOPE]

SUBMITTED BY:

Company Name

Address, City, State, ZIP

Contact Name

Phone Number and Email

Signature of Authorized Representative, title

Project Understanding & Delivery Confirmation

The respondent firm confirms that it proposes services as a **fiduciary Construction Manager as Agent (CMa)** and acknowledges:

- The Owner will hold all trade contracts
- Services are advisory only, not self-performed construction
- Compliance with applicable codes, bonding, insurance, and procurement requirements

Reimbursable Cost & Fee Structure

All Firms responding must provide their fee arrangements for the entire project in each of the following components:

1. Pre-construction/Design Phase

- a. Fixed Management Fee \$ _____
- b. Reimbursable Staff Costs \$ _____ (open-book, not to exceed)

List specific job titles and hours committed for each phase of the project

- c. Misc. Reimbursable expenses \$ _____ (open-book, not to exceed)

Provide schedule

2. Construction Phase

- a. Fixed Management Fee \$ _____
- b. Reimbursable Staff Costs \$ _____ (open-book, not to exceed)

List specific job titles and hours committed for each phase of the project

- c. Misc. General Conditions Reimbursable expenses \$ _____ (open-book, not to exceed)

Provide schedule

All Firms should base their fee calculations, *for comparison purposes*, on the following criteria:

- | | |
|----------------------------|---|
| 1 . Construction | \$ ____ Million |
| 2 . Total project duration | ____ Months (____ Months pre-construction) (____ Months construction) |

Note: Firms may wish to provide any additional information that will assist the District in the comparison of fees. Firms shall also note that any and all associated costs, including multipliers, are to be included in the above two fee components, so that the fee represents the complete total to be charged to the District.

Respondent Certification

I, the undersigned authorized representative of the proposing firm, certify that the information contained in this proposal and accompanying documentation is accurate and that the firm is willing and able to perform the full Scope of Services and comply with all outlined responsibilities.

Authorized Signature: _____

Printed Name / Title: _____

Firm Name: _____

Date: _____