

Calhoun County Community Mental Health Authority
(Summit Pointe)

**REQUEST FOR PROPOSAL / CONSTRUCTION
MANAGEMENT SERVICES**

**BUILDING RENOVATIONS TO EXISTING FACILITY
LOCATED AT 155 GARFIELD STREET BATTLE CREEK,
MI**

RFP 2026-001

Released 3-10-2026

Revised 4-13-2026

Section One: General Information

1.1 Purpose of RFP and General Conditions

Summit Pointe is seeking proposals for Construction Management Services as described herein. Participation in the RFP process shall be by invitation only. Interested parties shall submit a completed AIA A305 Contractor's Prequalification Statement with all required supporting materials to Shelby Bryant Summit Pointe at the email address noted below by 1:00 PM on March 23, 2026. Invited Firms will be notified by noon on March 30th, 2026. A pre-submission walkthrough of the existing facility to be renovated will be held at 10:00 AM on March 17, 2026 is mandatory.

Proposals submitted are expected to respond to all elements set forth below in this Request for Proposal (RFP). **Proposals will be accepted until 5:00 PM (EST) on April 27, 2026.** Submittals should be addressed to:

Shelby Bryant
Project Admin Summit Pointe
175 College St
Battle Creek, MI 49037
sbryant@summitpointe.org

Written responses and all supporting materials must be submitted via email as PDFs to Ms. Bryant with three (3) hard copies delivered to the street address noted above. **Responses must be clearly marked in the subject line of the email as: "Response To RFP, Construction Management Services, Garfield Renovations."** Hard copies shall be delivered in an opaque envelope addressed to Ms. Bryant and labeled the same as the subject line noted above.

1.2 Description of Summit Pointe

Summit Pointe, more formally identified as the Calhoun County Community Mental Health Authority, is the community mental health services program that provides mental health, developmental disability, and substance use disorder services throughout Calhoun County, Michigan. It is a governmental entity with a 12-member Board of Directors with its day-to-day operations managed by a Chief Executive Officer and the leadership team. Its principal administrative offices are located in the city of Battle Creek, Michigan at 175 College St.

1.3 Contact Point for Communications Regarding the RFP

Contact Name: Shelby Bryant
Contact Title: Project Admin
Email: sbryant@summitpointe.org

- Summit Pointe will not accept or respond to any questions or requests for additional information regarding this RFP after the deadline below. All responses will be in

writing and posted on Summit Pointe’s website on the date below.

- ***No phone calls will be accepted or returned regarding the RFP. Any attempt by any firm or individual on behalf of any firm involved in the development of an RFP to contact any employee, Board Member, associate or agent of Summit Pointe in an attempt to influence or gain inside knowledge as to the selection process may be disqualified from consideration of award of the services related to this RFP.***
- Should you have problems submitting emails to Ms.Bryant call 269-966-1460 for assistance.

1.4 Response Time Line

Activity	Timeline
Release of RFP:	3-10-2026 Updated 4-13
Prequalification Form due	By 1:00 PM 3-24-2026
Invited Firms Notified	By Noon 4-13-2026
Pre-submission Walkthrough	10:00 AM 3-17-26
Questions or Requests for Information due	5:00 PM 4-16-2026
Written Responses Posted	Within 24 hours
Proposals due to Summit Pointe:	By 5:00 PM 4-27-2026
Interviews/Q & A	4-29-2026
Board Consideration	5-5-2026
Notification of Selection	Within 24 hours

Section Two: Rules Governing Proposals or Bids

2.1 Preparation Costs

Summit Pointe shall not be responsible for proposal preparation costs, nor for the costs, including but not limited to attorneys’ fees, associated with any administrative, judicial or other type of challenge to the determination of the selected proposer or award of the contract, rejection of the proposal, or cancellation of this RFP. By submitting a proposal, each respondent agrees to be bound in this respect, waives all claims to cost or fees, and consents to the exclusive jurisdiction to courts in the state of Michigan for any such proceedings.

2.2 Public Information

As a governmental entity, Summit Pointe is subject to and must comply with the Michigan Freedom of Information Act. Accordingly, the content of all proposals will be kept confidential throughout the selection process. But after a selection under this RFP, all submittals shall be considered public records and information, and made available for inspection and copying upon

a proper request under Michigan's FOIA.

2.3 Disposition of Proposals

All materials submitted in response to this RFP shall become the property of Summit Pointe immediately upon submission.

2.4 Modification of Proposals

Modifications of proposals will not be accepted by Summit Pointe, even if presented or submitted prior to the deadline for submissions to this RFP.

2.5 Late Submissions

Proposals not received prior to the date and time specified will not be considered and will be returned to the proposer without review and without Summit Pointe retaining a copy.

2.6 Acceptance / Rejection of Submittal

Summit Pointe reserves the right to reject any or all responses to this RFP, to waive minor irregularities in any proposal or in the RFP procedures, and to accept any proposal presented that meets or exceeds these specifications and which is deemed in the best interest of Summit Pointe. However, the requirements for timeliness shall not be waived. Summit Pointe also reserves the right to discontinue or cancel the RFP process at any time and for any or no reason, in whole or in part, including, but not limited to, the selection schedule, submittal date, and submittal requirements. The right to amend this RFP, giving equal information and cooperation to all vendors, is also reserved.

2.7 Proposal Review

It is the intent of Summit Pointe to conduct a comprehensive, fair and impartial evaluation of the proposals received in response to this RFP. Only entities meeting the mandatory criteria will have their proposals evaluated and scored. Following an initial evaluation process by a committee of individuals representing Summit Pointe, the committee may elect, in its sole discretion, to ask certain respondents to interview before the committee. The purpose of the interviews is to allow the firms selected to further expand upon and discuss their written submissions.

Summit Pointe reserves the right to award the contract or contracts to the firms that it believes, in its sole discretion, best meets the needs of the organization. Summit Pointe also reserves the right to request additional information or clarification from firms at any time during the RFP process.

2.8 Acceptance of Proposal Content / Contract

The RFP response of the selected firm may become contractual obligations. Failure to accept

these obligations may result in cancellation of the selection, and the firm may be required to reimburse Summit Pointe for damages incurred.

The firm selected will be required to enter into a Services Agreement for this work with Summit Pointe. Any contract resulting from this RFP shall not be effective unless, and until, approved by Summit Pointe's Board of Directors at a meeting open to the public. *The execution of any contract pursuant to this RFP is expressly conditioned upon approval by the Summit Pointe Board of Directors if the contract amount exceeds the annual sum of \$50,000.* Before Summit Pointe executes a contract, the selected firm shall furnish Summit Pointe certificates evidencing errors and omissions insurance, as required by Summit Pointe.

The contract awarded shall also be governed in all respects by the laws of the state of Michigan, and any litigation related to the contract or contracts resulting from this RFP shall be brought in the state of Michigan, with venue in the U.S. District Court for the Western District of Michigan or the state courts in Calhoun County, Michigan.

2.9 Non-Discrimination

Summit Pointe's vendors shall not discriminate with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight or marital status, or disability that is unrelated to the firm/broker's ability to perform the duties of a particular job or position. The firm shall observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations.

2.10 Non-Collusion

Each respondent certifies that their proposal has not been made or prepared in collusion with any other firm and the prices, terms or conditions thereof have not been communicated by or on behalf of the firm to any other firm and will not be so communicated prior to the official receipt of their proposal. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is made subject to the provisions of 18 U.S. C. Section 1001, relating to the making of false statements.

Section Three: Preliminary Terms and Conditions

A formal contract will be used and shall control, subject to the specifications, requirements, and conditions contained in this RFP.

Summit Pointe shall retain the right to terminate any contract for payroll system services resulting from this RFP at any time and for any or no reason.

By submitting a proposal, you represent and warrant that your organization meets the following mandatory minimum qualifications:

- Has never been debarred or suspended from participation in federally-funded programs;
- Has experience with customers involving various and complex benefit plans; and
- Is an Equal Opportunity Employer.

SCOPE OF SERVICES

The Scope of Services will be as described within the AIA A 134-2019 Standard Form of Agreement Between Owner and Construction Manager as modified based upon the proposal of the successful firm as discussed and clarified in the Interview/Q & A process.

The project will consist of renovations to approximately 1,583 square feet on the first floor of the building originally constructed in 1956. These renovations must be completed with final inspections and occupancy permit issued by August 31, 2026.

RFP SUBMITTAL CONTENTS AND REQUIREMENTS

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve Summit Pointe's objectives. The following information must accompany your proposal:

A thorough documentation with detailed backup of the anticipated cost of performing the renovations depicted within the schematic design documents issued on or about 4-27-2026. Additional proposal requirements and scope definition will be provided to invited firms at the pre-proposal walkthrough on 3-17-2026.

REMINDER: NON-WAIVABLE DUE DATES

Questions by 5:00 PM 4-16-2026

Proposals Due by 4:00 PM 4-27-2026 (if invited)

Presentations 4-29-2026 (if invited)