GROSSE POINTE PUBLIC SCHOOL SYSTEM
NOVEMBER 2018 BOND PROGRAM
REQUEST FOR PROPOSAL (RFP) – ARCHITECTURAL/ENGINEERING DESIGN SERVICES
ATTACHMENT "D.1" – PROPOSAL FORM
NOVEMBER 1, 2018

_____ *(Name of Architectural Firm)* Proposes to provide Professional Architecture and Engineering Design Services to Grosse Pointe Public Schools ("Owner") for the 2018 Bond Program ("Project") as follows:

ACKNOWLEDGEMENT OF ADDENDA TO RFP

The Firm acknowledges receipt of the following addenda:

Addendum Number ____ _____dated___ _____

Addendum Number ____ _____dated___ _____

Addendum Number ____ _____dated___ _____

Grosse Pointe Public Schools – 2018 Bond Program

The anticipated total Bond Program budget is projected to be approximately $111M and includes the following;

- (2) High Schools (approximately $26.6M)
- (3) Middle Schools (approximately $15.4M)
- (9) Elementary Schools (approximately $24.9M)
- (2) Support Buildings (approximately $2.1M)

The total Cost of Work is approximately $69M (refer to Attachment B.1. for a more detailed summary of construction costs for each building). This amount is inclusive of hard construction costs, CM fees and costs but exclusive of all professional fees and costs, permits, testing, contingencies, technology, pavement and roofing costs at this time. Once the selected CM Firm is engaged, an updated Cost of Work will be established during the bidding process. Technology design services should not be included in the A/E design services scope of work, except for coordination purposes.

1. For Scope of Services as described and required in the Request for Proposal and AIA B101-2017 as modified:

Total Fixed Fee for Complete Design Services for (2) High Schools, (3) Middle Schools, (9) Elementary Schools and (2) Support Buildings

Fixed Fee _____ $ _____

In the event the Owner substantially changes the Program or scope of work, provide a percentage fee for addition or reduction of project scope % of Cost of Work _____

2. Reimbursables

   Provide a list of items for which you would require reimbursement and the percentage mark-up, if any, which you would add to reimbursable expenses. In addition, please provide a not-to-exceed allowance for reimbursable expenses on this project. Please refer to AIA B101-2017 as amended, Article 11 for clarifications on allowable reimbursable expenses.

   Not-to-exceed Reimbursable Allowance $_____

   Percentage Mark-up, if any _____%

3. Insurance:

   Please confirm your Firm can meet the minimum insurance coverages and limits in accordance with Article 2.5 of the AIA B101-2017 Agreement as modified and attached to this RFP. GPPSS, in its sole discretion, may require additional insurance coverage beyond stated minimums. In the event the Owner chooses to increase insurance coverages, provide added costs, if any, to the three alternates indicate below:

   Basic Coverage:
   Professional Liability Insurance: $2M/occurrence with $4M aggregate
   Commercial General Liability Insurance: $2M/occurrence with $4M aggregate, $5M umbrella

   Alternate 1: $_____

   Professional Liability Insurance: $3M/occurrence with $6M aggregate
   Commercial General Liability Insurance: $3M/occurrence with $6M aggregate, $5M umbrella

   Alternate 2: $_____

   Professional Liability Insurance: $4M/occurrence with $8M aggregate
   Commercial General Liability Insurance: $4M/occurrence with $8M aggregate, $8M umbrella

   Alternate 3: $_____

   Professional Liability Insurance: $5M/occurrence with $10M aggregate
   Commercial General Liability Insurance: $5M/occurrence with $10M aggregate, $10M umbrella

4. Provide your historical Errors and Omissions percentage over the last 10 years:
   _____%

5. Sub consultants:

   In the event additional consultants are required to complete this project, please state your percentage mark-up, if any, for including the services of additional consultants under your primary contract. _____%

6. All Proposals submitted may not be withdrawn and shall be irrevocable for a minimum period as defined in this RFP.

7. List any actions taken by a regulatory agency against or litigation involving the firm or its agents or employees with respect to any work performed in the last five (5) years (use separate sheet, if necessary).

8. If selected as Architect/Engineer, I agree to the contractual terms as provided in the RFP as noted below:

   ☐ AIA B101-2017 Edition, as modified
   ☐ AIA A201-2007 General Conditions, as modified
   ☐ Exceptions to amended B101-2017 and A201 -2007*

   *Attach any and all SPECIFIC proposed alternate contract language

Any exceptions to the terms and conditions contained in this RFP or the form of Contract attached to this RFP, or any other special considerations or conditions requested or required by the Firm MUST be specifically enumerated by the Firm and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions of the RFP or form of Contract cannot be met by, or, in the Firm's opinion, are not applicable to, the Firm. The Firm shall be required and expected to meet the specifications and requirements as set forth in this RFP and the form of Contract in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Firm's Proposal and those exceptions or special considerations or conditions are expressly accepted by the School District. All Pricing factors must be clearly indicated in the manner required on the Proposal Forms provided as part of this RFP.

I have read and I understand the responsibilities required of the Firm under the terms of this Request for Proposal and the proposed Contract. If selected, our Firm will be able to fulfill the requirements.

The undersigned understands that GPPSS reserves the right to accept or reject in whole or in part any and all Proposals, to waive informalities and irregularities therein, and to award the Contract to other than the Firm submitting the best financial Proposal (low proposed Firm) and to award the Contract to one (1) or more Firms in GPPSS' sole and absolute discretion.

If award is made to our Firm based upon our Proposal, we agree to enter into the attached form of Contract with GPPSS to furnish the services in strict accordance with this Request for Proposal, the Contract and our Proposal.

All Firms are placed on notice that the scope of the 2018 Bond Program Projects may be revised, expanded or reduced by the School District, as allowed by law, based on market conditions, received bids, value engineering, schedule changes, and other similar variables. Notwithstanding the above, the total budget for construction is not anticipated to change. All Firms making a Proposal acknowledge that they have taken this into consideration when submitting its Proposal and your fees must accommodate changes in construction without charge orders for Additional Services.

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in this Request For Proposal and the Contract, unless specifically enumerated as an exception as part of our Proposal.

I hereby certify that I am authorized to sign as a Representative for the firm.

FIRM HEREBY SUBMITS THIS PROPOSAL PRICING FORM IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE RFP.

SIGNATURE

Dated this _____day of _____, 2018.

Firm Name: _____

By: _____
Signature

Position/Title: _____

Telephone: _____

Email Address: _____

_____, being duly sworn, deposes and says that the information provided herein is complete so as not to be misleading.

Subscribed and sworn before me this _____ day of _____, 2018.

Notary Public: _____

My Commission Expires: _____

PROPOSAL CHECKLIST

- ☐ D.1 - Bid Proposal Form (This Document)
- ☐ D.2 - Staff Allocation Matrix
- ☐ D.3 – Staff Hourly Rate Schedule
- ☐ D.4 – Request for Qualifications
- ☐ D.5 – Relevant Firm / Team Experience Summary
- ☐ D.6 – Background Check Disclosure Statement
- ☐ D.7 – Familial Disclosure Statement
- ☐ D.8 – Iran Disclosure Statement