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

PROPOSALS DUE:	**November 15, 2018 at 2:00 p.m. Local Time**
OWNER:	Grosse Pointe Public School System 389 St. Clair Grosse Pointe, MI 48230
PRE-PROPOSAL MEETING:	**November 5, 2018 at 11:00 a.m. Local Time** GPPSS Administration Building 389 St. Clair Grosse Pointe, MI 48230
PRE-PROPOSAL QUESTIONS DUE:	**November 8, 2018 by 2:00 p.m. Local Time** Robert Stempien, AIA Plante Moran Cresa 248-603-5252 robert.stempien@plantemoran.com
SUBMIT WRITTEN PROPOSAL TO:	Grosse Pointe Public School System Attn: Ms. Lisa Abbey Deputy Superintendent for Business and Operations 389 St. Clair Grosse Pointe, MI 48230
SUBMIT ELECTRONIC FORMS TO:	robert.stempien@plantemoran.com
A/E INTERVIEWS:	By Invitation Only **November 20, 2018 Time TBD**
DESCRIPTION OF PROCUREMENT:	Architectural / Engineering Design Services for GPPSS' $111M Bond Program on the November 2018 ballot

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PROJECT DETAILS

1. Grosse Pointe Public School System (hereafter referred to as "GPPSS" or "Owner") has engaged Plante Moran Cresa (hereafter referred to as "PMC") to provide Owner Representation Services for the Architectural/Engineering Design Services selection process of the November 2018 Bond Program ("Bond Program"). Your Firm is invited to submit a Proposal for the services required in this RFP in accordance with this letter and the following documents which are attached hereto, made a part hereof, and form the Contract Documents which may result from this RFP. GPPSS has determined to engage qualified Firms for the following types of projects;

    - (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 anticipated 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.

To be considered for this RFP Architectural / Engineering Firms must meet the minimum qualifications. This RFP includes the following attachments:

A. Project Overview

1. Project Overview	1 page
2. Scope of Services	1 page

B. Project Scope

1. Bond Program Budget	1 page
2. Bond Program Preliminary Schedule	2 page

C. Contract Documents

1. Standard Form of Agreement: AIA B101 – 2017, as amended	35 pages
2. General Conditions: AIA A201 – 2007, as amended	76 pages
3. Exhibit A – Menu of Services	11 pages
4. Exhibit B – Design Phase Deliverables	10 pages
5. Exhibit D – Agreement Amendment Form	4 pages
6. Exhibit H – AIA Document G701-2017 Change Order	1 page
7. Exhibit I - AIA Document G714-2007 Construction Change Directive	1 page
8. Exhibit J – AIA Document G704-2017 Certificate of Sub. Completion	1 page

D. Proposal Forms

1. Detailed Proposal Form	5 pages

2. Staff Allocation Matrix	4 pages
3. Staff Hourly Rate Schedule	1 page
4. Request For Qualifications	8 pages
5. Relevant Firm / Team Experience Summary	2 pages
6. Criminal Background Disclosure Statement	1 page
7. Familial Disclosure Statement	1 page
8. Iran Disclosure Statement	1 page

This Request for Proposal ("RFP") does not commit Owner to award a contract or to undertake any financial obligation whatsoever with respect to the requirement referred to herein. Owner reserves the right to accept or reject any Proposal, in whole or in part, with or without cause, to negotiate with any Firm it has selected as qualified, to not award a contract, or to award one or more contracts. Owner further reserves the right to waive any irregularity or informality in this RFP process or any Proposal, and the right to award the Contract to any other than the Firm(s) submitting the best financial Proposal (low proposed Firm). Owner reserves the right to accept or reject, without consideration, any Proposal which arrives late. Owner reserves the right to request additional information from any or all Firms. In addition, notice is hereby given of the possibility that award may be made without discussion of the Proposal. In the event Firm's Proposal is accepted by Owner and Firm asserts exceptions, special considerations or conditions after acceptance, Owner, in its sole and absolute discretion, reserves the right to thereafter reject the Proposal and award another Firm. Therefore, the Firms should submit their best Proposal initially from both technical and cost standpoints.

2. PRE-PROPOSAL

A. If additional information is needed by the Firm, written instructions covering such items will be issued by the Owner's Representative to all Firms, and such items shall be included in the Proposal. No oral instructions or interpretations will be considered as binding on the Owner unless confirmed by a written addendum. If it becomes necessary to revise any part of this RFP, notice of the revision will be posted on the e-Builder site listed under Item E below. All addenda issued shall become a part of this RFP. Each Firm must in its Proposal, to avoid any miscommunication, acknowledge all addenda which it has received, but the failure of a Firm to receive, or acknowledge receipt of, any addendum shall not relieve the Firm of the responsibility for complying with the terms thereof.

B. Firms may request that Owner clarify information contained in this RFP. All such requests and inquiries must be made in writing via email to Robert Stempien as indicated on the first page of this RFP. Owner will not respond to any Request for Clarification received after November 8, 2018 at 2:00 p.m. The response to any Request for Clarification will be posted at the e-Builder site listed below under Item E.

C. **CONFIDENTIALITY** - PROPOSALS AND ANY MODIFICATIONS THERETO SHALL BE SUBMITTED ONLY TO THE UNDERSIGNED. FAILURE TO COMPLY STRICTLY WITH OWNER'S INSTRUCTIONS REGARDING THE CONTENT AND MANNER OF SUBMISSION OF PROPOSAL INCLUDING, WITHOUT LIMITATION, DISCLOSURE OF ANY INFORMATION IN THE PROPOSAL OR MODIFICATIONS THEREOF TO ANY THIRD PARTY OR OTHER GPPSS' BOARD MEMBERS OR STAFF WITHOUT THE EXPRESS, PRIOR WRITTEN APPROVAL OF THE UNDERSIGNED, MAY RESULT, AT OWNER'S SOLE DISCRETION, IN THE IMMEDIATE DISQUALIFICATION OF THE FIRM.

D. Provide name, address, telephone and fax number, and e-mail address of the Firm responding to this Request for Proposal. Please designate a single representative or prime contact with which PMC or Owner may communicate.

E. Bid / RFP documents may be obtained at the e-Builder website created by PMC.

https://app.e-builder.net/public/publicLanding.aspx?QS=d21626acdb74453f8ef1cb7b174a25dd

Please contact LaMerra Hobbs at (248) 603-5242 or via email at LaMerra.Hobbs@plantemoran.com for e-Builder access instructions.

B. PROPOSAL FORMAT

Prepare and submit three (3) copies of your Proposal package to the GPPSS designee listed on the cover page. Packages should be in 8.5" x 11" format. Additionally, include one digital copy in PDF format. Each Proposal package must be organized and consist of the documents, listed below:

The following Proposal format is required:

Cover Letter
Section 1 – Project Approach Narrative
Section 2 – Project Design Implementation Schedule
Section 3 – Proposal Forms
- A. Detailed Pricing Proposal Forms
- B. Staff Allocation Matrix
- C. Staff Hourly Rate Schedule
- D. Request for Qualifications Form
- E. Relevant Firm / Team Summary
- F. Criminal Background Disclosure Statement
- G. Familial Disclosure Statement
- H. Iran Disclosure Statement

Section 4 – Clarifications and Exceptions
Section 5 – Additional Information

SECTION 1 – PROJECT APPROACH NARRATIVE

- Submit a narrative detailing your Firms planning and implementation approach for the each of the following various types of renovation projects included in the GPPSS Bond Program.
  1. High Schools
  2. Middle Schools
  3. Elementary Schools

SECTION 2 – PROJECT DESIGN IMPLEMENTATION SCHEDULE

- Provide an implementation schedule with adequate detail to reflect your Firm's project approach with respect to the services outlined in the Contract provided with this RFP. Include your Firm's project approach to meeting design budgets and Bond Program expectations specific to the GPPSS projects.
- The design implementation schedule should include, at a minimum, the following milestones:

1. Pre-Bond Planning: N/A
2. Election Date: November 6, 2018
3. Bond Design and Construction Implementation for High Schools: See Attachment B.2
4. Bond Design and Construction Implementation for the MS, ES and support facilities: See Attachment B.2

SECTION 3 – PROPOSAL FORMS

- Utilize the Proposal Forms provided as Attachments D1 – D8 to this RFP. Editable electronic version of these forms may be obtained at the e-Builder site provided above in Item 2E.

Section 3A – Detailed Bid Proposal Forms

- Utilize the Bid Proposal Form Provided as Attachment D1 to this RFP.
- Proposals shall include acknowledgement that the Firm has:
  - Reviewed and understands information and data provided in the Request for Proposal
  - Confirmed that compensation described within the Proposal will be adequate for the execution of all phases of professional services required by the Request for Proposal and Contract
- Please provide the Fees for the various components of the project, based on the "Cost of the Work" as indicated on the Proposal Form.
- Acknowledge by checking the appropriate box that you agree with the Contract terms as provided in the referenced documents.
  - Any exceptions that your Firm takes to the terms and conditions listed must be specifically referenced in your Proposal. *In Section 4, provide alternative language that would be acceptable to each section*.
  - The prevalence of these exceptions will be considered in reviewing your Proposal and in the final selection of the Architect for the project. Proposals that do not acknowledge these agreements or do not provide specific alternative language may be rejected.
  - Any exceptions to the terms and conditions contained in the Contract, or any other special consideration or conditions listed by the Firm relative to this RFP or the form Contract will not be binding upon Owner unless expressly accepted by Owner and incorporated into the final Contract.
  - GPPSS reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. GPPSS further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award the Contract to other than the Firm(s) submitting the best financial Proposal (low Proposed Firm). GPPSS reserves the right to request additional information from any or all Firms. GPPSS reserves the right to negotiate with the Firms concerning their Proposals. GPPSS reserves the right to select one or more Firms to perform the Services on behalf of GPPSS. In the event your Firm's Proposal is accepted by GPPSS and your Firm asserts exceptions, special considerations or conditions after acceptance, GPPSS, in its sole and absolute discretion, reserves the right to reject the Proposal and award

the Contract to another Firm. Each Firm by submitting its Proposal releases GPPSS from any and all claims arising out of, and related to, this RFP process and selection of an Architectural/Engineering Firm.

Section 3B – Staff Allocation Matrix

- Please utilize the Staff Allocation Matrix Form provided as Attachment D2 to this RFP.
- Proposed staff allocations should be based on the schedule included as Attachment B2 to this RFP.
- If your Firm is unable to provide services within the time parameters shown within the attached schedule, please outline your proposed schedule for services and include within this section.

Section 3C – Staff Hourly Rate Schedule

- Using the form provided as Attachment D3 to this RFP, provide your Firms Billable Hourly Rate Schedule for the all applicable positions that your Firm intends to use for additional service compensation for the duration of the Project. *This should include all/any sub-consultants included in your base* P*roposal*.

Section 3D – Request for Qualifications Form

- Complete in its entirety the Statement of Qualifications Form included as Attachment D4.
- Attach all required documents.
- Complete electronic submission as instructed in the form
- Attach a PDF copy of the completed form to your Proposal in this Section 3D.
- All financial information provided will be kept confidential to the extent permitted by law. Firms are on notice that such financial information may be subject to a Freedom of Information Act request.

Section 3E – Relevant Firm / Team Experience Summary

- Please complete the enclosed spreadsheet in Attachment D5 detailing the projects.
- Please complete the enclosed spreadsheet in Attachment D5 detailing all educational projects in Michigan your Firm has completed in the last 10 years including Program costs, date, client contact. Please include all information requested to the best of your ability.
- Attach to this Section 3E, provide all relevant projects of previously designed and renovated high schools, middle schools, and/or elementary school buildings or similar type facilities in the last ten (10) years. Project examples should reflect renovations of older buildings (pre-1940's) and proposed team member involvement.
- Attach a Project Organizational Chart outlining your proposed team structure for this Bond Program. Organizational charts must include any individual for which a resume has been submitted. Resumes should include project role, years of experience in the A/E profession since graduation, professional degree, registrations, number of years with Firm, experience that pertains to GPPSS Bond Program project scope of work, references, and unique attributes to help provide a successful project outcomes. State the project lead (main point of contact), the reason why chosen for this role and current project commitments.

Section 3F – Criminal Background Disclosure Statement

- Complete and attach the **Criminal Background Disclosure Statement** included as Attachment D6 to this RFP.

Section 3G – Familial Disclosure Statement

- Complete and attach the Familial Disclosure Statement included as Attachment D7 to this RFP.

Section 3H – Iran Disclosure Statement

- Complete and attach the Iran Disclosure Statement included as Attachment D8 to this RFP.

SECTION 4 - CLARIFICATIONS / EXCEPTIONS

- Please detail any clarifications, exceptions or exclusions to this RFP (scope, schedule, fee, etc.)
- List any/all exceptions taken to the Contract Documents provided as Attachments C1 and C2. For each exception, alternative language must be proposed. Owner reserves the right to reject any proposed alternative language.

SECTION 5 – ADDITIONAL INFORMATION

- Please include any other additional relevant information and any additional services provided by your Firm to support the GPPSS Bond Program.

C. PROPOSAL SUBMISSION

A. SUBMITTAL

Sealed Proposals for the work as described by the RFP package will be received as noted on the cover page. Please mark the envelope of all Proposals "Grosse Pointe Public School System - Proposal for A/E Design Services" and include your Firm's name as well. Include the required digital copy in PDF format on electronic media. Digital media will not be returned.

Proposals received after this date and time may not be considered. Proposals submitted by fax or email will not be accepted.

B. Owner reserves the right to accept or reject, in whole or in part, any or all Proposals submitted, waive any irregularities therein, and to award the Contract to other than the lowest proposed Firm.

C. If awarded the Contract, the Firm will execute the proposed Contract and provide all required certificates of insurance that meet the requirements as indicated in the attached Contract, prior to start of any work.

D. All Firms shall be responsible for familiarizing themselves with the information provided. Failure to do so shall in no way incur any delays in work or additional cost to the Owner.

D. RESPONSIVENESS

To be responsive, the Proposal must set forth full, accurate and complete information as required by this RFP and all attachments.

E. ADDENDA

Any addendum to this RFP will be issued in writing by PMC on behalf of Owner. No information or representation other than that contained in such an addendum, whether received from an employee of Owner or other person, will be considered to have been modified or be grounds for deviation from any stipulation or requirement of this RFP.

F. LATE PROPOSALS

Each Firm is responsible for submission of its Proposal. Proposals or Proposal revisions received after the Due Date, as listed on the first page of this RFP, may be rejected. Owner is not liable for any delivery or postal delays.

G. RETURNED PROPOSALS

Proposals received after the Due Date may be unopened and made available to the respective Firms for pickup at their sole cost and expense.

H. FORM OF AGREEMENT

A. This is a Request for Proposal only. Proposals will be treated as offers to enter into the Contract with GPPSS. Owner and successful Firm shall memorialize their contractual relationship and obligations using the form of Contract attached to this RFP. The Contract contains many details regarding the Services required under this RFP, as well as the terms and conditions under which the Services shall be provided by the successful Firm. The Contract should be reviewed carefully by each Firm prior to submitting a Proposal. Any exceptions to the terms and conditions contained in the Contract, or any other special considerations or conditions requested or required by the Firm relative to this RFP or the form of Contract shall be expressly/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 cannot be met by, or, in the Firm's opinion are not applicable to, the Firm, provided however, that exceptions or special conditions of the Firm will not be binding upon GPPSS unless those exceptions or special conditions are expressly accepted by GPPSS, and incorporated into the final Contract. Following the selection of the successful Firm, if any, by GPPSS, the Contract will be finalized by the parties. The final Contract shall be subject to the review and approval by GPPSS' legal counsel.

B. This RFP is for the purpose of negotiating a lump sum price contract for the implementation for architectural-engineering services as described in this RFP. The Owner intends to hire a Construction Manager-Constructor or "at-risk" and Firms should submit Proposals accordingly; however, the Owner reserves the right to change the method of project delivery, at its sole discretion. ***Under the anticipated project delivery method, the Architect will be <u>required</u> to supervise construction under Public Act 306 of 1937.***

C. If the delivery method is modified, the Standard Form of Agreement may be changed to accommodate this.

I. DOCUMENT CONFLICTS

Where conflicts occur within this RFP and its contents and any addenda, the Standard Form of Agreement, general, supplemental and other conditions, etc. the provision more favorable to the Owner, determined in its sole discretion, shall govern.

J. UNSOLICITED TERMS AND CONDITIONS

Proposals which take exception to Owners Terms and Conditions as a whole and substitute the Firm's standard terms and conditions may be rejected.

K. FEES/TAXES

All Proposals in original contract work, and for all other work there under, shall include all applicable taxes, including Social Security, unemployment, sales or use taxes, and any other taxes specifically levied on the work or on wages by local, city, state, or federal government, except real property taxes on the site. Proposals shall also include all premiums, assessments, and other like payments, charges, and costs incidental to the work covered by the contract documents. No fees or costs shall be incurred or paid by the Owner for labor, professional, reimbursables, etc. accumulated in response to this RFP.

L. PROPOSAL COSTS

Any recipient of this RFP, or any Firm who chooses to respond to this RFP, is responsible for any and all costs and liabilities incurred by it, or others acting on its behalf, in: (1) preparing or submitting a Proposal, (2) otherwise responding to this RFP, or (3) negotiating any Contract incidental to its Proposal.

M. IRREVOCABILITY OF PROPOSALS

All Proposals submitted may not be withdrawn and shall be irrevocable for a minimum period of ninety (90) calendar days following the Due Date for receipt of Proposals set forth above.

N. MINIMUM QUALIFICATIONS

In addition to the other requirements of this RFP, the following minimum qualifications must be met by the Firm in order to submit a Proposal:

A. Firm has been in business for at least the last ten (10) consecutive years

B. Firm be Licensed to perform the required design work in the State of Michigan

C. Be familiar with and have experience in the K-12 education sector including having at least five (5) educational clients in the last ten (10) years

D. Have completed projects of at least $30,000,000 for at least three (3) K-12 education sector clients within the last ten (10) years

O. RECEIVING OF PROPOSALS

At the specified location and Due Date stated above, all submitted Proposals will be acknowledged and dated. Proposals will not be publicly opened. Post bid interviews may be conducted, per invitation only, on the dates listed above. No immediate decision will be rendered. Any decision made by GPPSS, including the Firm's selection, shall be final.

P. RESTRICTION ON COMMUNICATION

From the issue date of the RFP until a Firm is selected and the selection announced, a prospective Firm shall not communicate about the subject of the RFP or any Firm's Proposal with the Owner, its Board of Education, or any individual member, administrator, faculty, staff, students, or employees, except as permitted by the Requests for Clarifications paragraph above.

Q. RESERVATION OF RIGHTS:

GPPSS reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. GPPSS further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award the Contract to other than the Firm(s) submitting the best financial Proposal (low proposed Firm). GPPSS reserves the right to request additional information from any or all Firms. GPPSS reserves the right to negotiate with the Firms concerning their Proposals. GPPSS reserves the right to select one or more Firms to perform the Services on behalf of GPPSS. In the event your Firm's Proposal is accepted by GPPSS and your Firm asserts exceptions, special considerations or conditions after acceptance, GPPSS, in its sole and absolute discretion, reserves the right to reject the Proposal and award the Contract to another Firm. Each Firm by submitting its Proposal releases GPPSS from any and all claims arising out of, and related to, this RFP process and selection of a Firm.

R. AUTHORITY TO SIGN

Proposals must be signed by an officer of the Firm who is authorized to enter into binding agreements. Any question on this Request for Proposal should be directed via email to the PMC designee listed on the first page of this RFP.

Sincerely,
Plante Moran CRESA

Robert Stempien, AIA
Sr. Vice President

Attachments: (A1) to (D8) as listed

GROSSE POINTE PUBLIC SCHOOL SYSTEM
2018 BOND PROGRAM
REQUEST FOR PROPOSAL (RFP) – ARCHITECTURAL/ENGINEERING DESIGN SERVICES
ATTACHMENT A1 – PROJECT OVERVIEW
NOVEMBER 1, 2018

The 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 anticipated 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.

The Bond Program will commence upon voter approval of the November 6, 2018 GPPSS Bond Program. The anticipated design and construction duration is 60 months with construction starting in 2019 (see attachment B2).

The outline in Attachment A2 along with the Contract Documents in Attachment C, sets forth the required Scope of Services for the Design Professional to design, supervie and inspect the Project including but not limited to architectural, civil, structural, mechanical and electrical systems to produce a complete Project. Architectural services are to include interior design services where necessary. The Project Scope is further defined in Attachments B1 – B2.

Owner desires to commence after successful passage of the Bond Proposal. The successful Firm(s) will be required to work with Owner, PMC and the CM to finalize the optimal scope of work, construction phasing plan, and bid packaging to complete the Bond Program, while meeting the overall Program schedule and budget.

Firms are to satisfy all applicable codes, ordinances, regulations, etc., as enforced by the city, county, state or relevant federal agencies in preparing the Contract Documents. Where a conflict exists between any code and the design or standard, the successful Firm(s) shall consult with Owner prior to altering the design or specifications.

Firms will be required to coordinate with Owner's other vendors and consultants, including Owner's Representative, Construction Manager, Technology Designer, Contractors, etc. in order to coordinate and integrate the different portions of the Program. This will include attending design meetings, coordinating Design Documents, and modifying the schedule in order to meet the Owners goals and objectives.

1. Scope of Required Professional Services

The terms and conditions of Agreement between Owner and Firm shall be substantially based on the attached American Institute of Architects Standard Form of Agreement B101 – 2017, as modified, General Conditions A201 – 2007, as modified and as clarified below.

The following is intended to assist the Firm in understanding required tasks to be performed. It does not relieve the Firm's responsibility to deliver a complete set of Construction Documents to the Owner, Construction Manager and Contractor(s).

The 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 anticipated 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.

Basic Design Services are as included and described in the Form of Contract listed above.