

**Bay-Arenac ISD**  
**4155 Monitor Road**  
**Bay City, MI 48706**  
**(989) 667-3270**

**Request for Proposal**  
**Architectural Services**  
**May 17, 2006**

## GENERAL CONDITIONS

The Bay-Arenac ISD is requesting proposals and other pertinent data from professional firms interested in providing Architectural and Engineering services for planning, design, and construction documents of an Allied Health Wing and Lecture Hall (approximately 27,000 sq. ft.), including parking lot and site improvements at our Career Center, estimated cost of 4.5 million dollars.

## HISTORY

Meetings will be held with the Board of Education, Administration, and Staff of the Bay-Arenac ISD in an effort to gather and prioritize building and district needs.

## PROJECT INFORMATION

The complete extent of new construction and renovation has not yet been determined.

Final project definition will be completed through a series of meetings with all parties involved after the project architect has been selected.

## PROJECT GOALS

Bay-Arenac ISD is very interested in completing the project with the following goals in mind:

1. To be architecturally and aesthetically compatible with the existing construction of the Career Center.
2. To be economical in construction and operation of the new construction and renovations.
3. To be extremely energy efficient in design and daily operations of all areas.

In general, Bay-Arenac ISD requires a cost effective, practically designed, energy efficient, quality facility. The architect/engineer must become knowledgeable of the school's operational policies, methods, procedures and needs, and must carefully include these requirements in the design of the facilities. The architect is encouraged to use their creative ability to utilize standard materials and cost-effective building systems to accomplish the accepted project requirements, and to also incorporate the latest in updated programs to attain the Bay-Arenac ISD goal of educational excellence.

## PROJECT DELIVERY SYSTEM

Bay-Arenac ISD will use the Construction Management Project Delivery approach. Separate bids for a number of Bid Divisions of construction will be solicited competitively, based on complete and thoroughly coordinated plans and specifications utilizing a Construction Manager acting as the Owner's agent for administration and management of the project.

**Please submit seven (7) copies of your proposal to:**

David Bourdon  
Building Operations Supervisor  
4155 Monitor Rd.  
Bay City, MI 48706  
989.667.3271

Completed proposals must be received at the address noted above by 1:00 p.m. on Wednesday, June 28, 2006. Proposals must be submitted in an envelope that is clearly marked "Architectural Services". Proposals submitted by facsimile will not be accepted. All proposals will be opened at the specified time and will be read aloud. The public is welcome to attend this bid opening.

**Interviews will be conducted on July 10, 2006 between 4:15 pm and 6:30 pm.**

All questions and correspondence should be directed to David Bourdon at the address noted above or by telephone. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Mr. Bourdon is discouraged and may be grounds for elimination from the selection process.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the bid for Allied Health Wing/Lecture Hall on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for services and does not constitute an agreement for those services. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty.

### **WITHDRAWAL OF PROPOSALS:**

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

### **TIME TABLE:**

1. Release of RFP on or about May 17, 2006.
2. Proposals due at 1:00 p.m. on Wednesday, June 28, 2006.
3. Sealed Bids will be opened at 1:15 p.m. on June 28, 2006.
4. Board of Education discussion on Monday, July 10, 2006.
5. Board of Education action on Monday July 19, 2006.
6. Notification to all firms as soon as possible after July 20, 2006.
7. Work to be completed by January 15, 2007.

### **REQUIREMENTS:**

Each proposal shall be accompanied by a certified check or bid bond in the amount of at least five (5%) percent of the amount of the bid, drawn payable to the Bay-Arenac ISD, as security for the proper execution of the Contract.

### **METHOD OF EVALUATING PROPOSALS**

Proposals will be evaluated with a strict emphasis on quality of service and ability to provide references on a

similar project.

After the bids have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the Contractor that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

**PAYMENT**

Final payment to the successful bidder will be paid upon completion of installation, final punch list, and all State certifications.

**NOTICE OF NONDISCRIMINATION**

The Bay-Arenac ISD does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Michael R. Dewey, Superintendent  
Bay-Arenac ISD  
4228 Two Mile Road  
Bay City, MI 48706  
(989) 686-4410

**BAY-ARENAC ISD**  
**ARCHITECTURAL SERVICES**  
**REQUEST FOR PROPOSAL**

**Section I - Firm Overview**

- A. List the firm's headquarters address, telephone number and branch office handling this program.
- B. List the executive responsible for this program and phone number.
- C. How many years has your firm been in business under the name stated above?
- D. List your total number of in-house, full-time employees.
- E. Of the employees listed above, list your in-house professional disciplines and the number of staff in each discipline.
- F. Have you had litigation, arbitration or a claim filed against your company by an educational client or have you filed the same against an educational client? If yes, explain action.
- G. Describe your current workload and stage of completion. Separate education facilities from other projects. Identify owner, project description, estimated cost, and Construction Manager or General Contractor.
- H. Describe the largest educational construction program for which your firm was responsible for design.
- I. What are the most buildings your firm worked on for a single K-12 school district concurrently? Were the buildings occupied during the construction process?
- J. Fill out the following information for your General Liability and Professional Liability insurance, and include an insurance certificate.
  - i. Insurance Carrier \_\_\_\_\_
  - ii. Policy Number \_\_\_\_\_
  - iii. Policy Limits \$\_\_\_\_\_ Per Occurance, \_\_\_\_\_ Aggregate
  - iv. Policy is on a [ ] Claim Made Basis; [ ] Occurrence Basis
  - v. Do you agree to provide and maintain the above stated General Liability and Professional Liability Insurance Policy in effect through the completion of the projects?
- K. List Worker Compensation insurance carrier.
- L. Remuneration
  - a. Provide a lump sum fee for your services (Do Not present fee as a percentage)
  - b. Explain how you will structure a fee for design services.
  - c. Outline what you anticipate being reimbursable expenses, if any, and provide a detailed conceptual estimate for the bond issue phase and construction phase.
  - d. List hourly billing rates for your personnel, which could be used for adjustments to the contract or the construction phase services if deemed to be in the owner's best interest.

Submitted By: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Section II – Services**

- A. What are some of the exceptional features that your firm has incorporated in to school designs?
- B. Describe some of the prominent ways that special building materials are used in the schools your firm has designed to promote durability and reduce maintenance, utilities, or other operating expenses.

## **Section III – Experiences**

- A. List all K-12 Educational or Career Technology Centers or Allied Health Building projects in which your company has been involved as the primary Architect over the past three years. Include the following:
  - 1. Project description & completion date
  - 2. Construction cost & square feet
  - 3. Owner name, contact person and phone number
  - 4. Construction method (General Contractor or Construction Manager)
- B. Describe your firm’s experience involving new technology such as computer labs, Health Labs, networks, and integrated technology systems.

## **Section IV – Project Personnel**

- A. Provide a project organization chart. Include a one-page resume for each project team member highlighting relevant experience. Only list individuals who will be assigned to this project.
- B. Provide resumes for the firms or individuals with whom you will be contracting to supplement your in-house professional disciplines.

## **Section V – Project Approach**

- A. Please describe the process and timeline your firm would use to lead school district and community representatives through 1) identification of facility needs, 2) development of cost effective options to accommodate those needs, 3) propose recommendations to school district officials, and 4) communicate those needs and proposed solutions to the community.
- B. Describe the human, technical, and material resources that your firm will contribute during the election campaign phase.
- C. List several school districts where your firm recently provided similar project planning services. Describe the services that were provided.
- D. Explain on one page why your firm is the “best suited” for our project.

**Section VI – References**

A. As deemed appropriate, the district will contact current and past clients. Please be sure that your list in Section – III is complete.

**We, the undersigned, understand that the about document becomes part of any agreement subsequently made with the owner, and we attest to the accuracy of our responses.**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**