

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

Request for Proposal
Project Construction Manager
May 17, 2006

GENERAL CONDITIONS

The proposals submitted will be used by the District to assist in making the decision regarding the selection of a construction manager for this project. It will be helpful if the potential construction managers submit their information in a form that provides for an accurate comparison of all of the proposals submitted. It is presumed that most companies are familiar with submittals of this nature. It is desired that all uncertainties be resolved prior to the submission of the proposal. All bidders must submit eight (8) copies in 8 ½ x 11 format. All proposals should be submitted in a sealed package identified as a "Construction Management Proposal" and submitted to the Building Operations office at the location listed below:

Bay-Arenac ISD
4155 Monitor Rd.
Bay City, MI 48706
Phone: 989.667.3270
Fax: 989.667.3292

Completed proposals must be received at the address noted above by 1:00 p.m. on Wednesday, June 28, 2006. 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.

Questions regarding this proposal can be submitted to the District. Proposals are to be submitted in the format outlined in the following pages. Adherence to this format is mandatory and will provide for a timely review and comparison of RFP responses. RFP responses not received in this format may be removed from further consideration.

The following items provide general information regarding the proposed project and RFP process. These items should be given consideration in constructing your proposal.

Contract: A standard form AIA contract with amendments will be used for construction management services.

Energy Efficiency and Efficiency of Maintenance: The RFP response is to focus on efficiency of design in relation to cost of ownership. Specifically energy costs and maintenance costs.

Scope of Services: The RFP response is to identify in detail the proposed services for the Pre-Construction, Design Development, Contract Documents and Construction Phase of this project. Emphasis will be placed on prior K-12 School Construction, Career Tech Centers, Allied Health Construction services and on-site management experience.

Project Schedule: A project schedule shall be developed for this project. It is yet to be determined whether the final project will be bid to vendors as a single project or in multiple parts. The RFP response is to address the actions necessary by your office to develop and implement a workable schedule. Include an example of your project scheduling in the RFP response.

Cost Control: The District will employ a construction management system in which the construction manager plays an important role in monitoring cost and value for the District. The RFP response is to address your office's approach to cost control and Change Orders and achieving the project's budget. Include an example of your cost control reports, project budget formats and Change Order process in the RFP response.

Quality Control: The RFP response is to address your office's approach to quality control and achieving a quality project that exceeds the Owner's and Architect's expectations.

Dispute Resolution: The RFP response is to address your office's approach to Dispute Resolution and achieving a dispute free project. Include an example of your Dispute Resolution process in the RFP response.

Project Close-out: The RFP response is to address your office's approach to closing out the project in a timely manner. It is important to complete the project within both the allocated budget and the established timelines. Include an example of your project close-out procedure in the RFP response.

Owner's Rights: The Owner reserves the right to accept or reject any or all proposals and to waive any RFP response inconsistencies. The District may accept or reject any proposal or part of any proposal that it does not feel is in the best interest of the District.

Owner's Operation: The existing building renovations and/or additions (including but not limited to classrooms and lecture hall), as well as parking lot and site improvements of the existing buildings are to have minimal impact to the Owner's operation. Bay-Arenac ISD is in the business of educating their students. The existing students, faculty, and administration need to continue with their primary responsibilities with little or no interruption during the construction and renovation of our facilities. The RFP response is to address the actions necessary by your office to accommodate the Owner's operation requirements.

Fee Proposal: One (1) copy of a detailed fee proposal is to be included with the RFP response in a sealed envelope clearly marked "Fee Proposal". This proposal is to include all General Conditions Items necessary to administer this project in the Construction Manager's home office and at the on-site field office. The fee proposal should designate any fixed fee and also include a projection of reimbursable expenses that are anticipated for this project. Reimbursable expenses are to be paid at 1.0 times the authorized expenditure. The fee proposal will be a component of the final contract that is awarded.

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 "Construction Manager" 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.

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.

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 19, 2006.
7. Work to be completed by August 15, 2008.

INSURANCE:

The successful bidder is required to show certificate of Liability and Workers Compensation Insurance.

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 proposals have been evaluated, cost and other factors will be considered. Once all items 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

Request for Qualifications/Construction Management

Section 1 – Firm Overview

1. List your firm name, project executive(s), address, phone number, fax number and e-mail address.
2. Explain your firm's ownership structure and provide a brief history of your firm.
3. List your in-house professional services and the number of employees in each category.
4. 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, please explain.
5. Provide a listing of current construction management educational projects. Include district, construction value, number of facilities, contract start date and anticipated contract completion date.
6. Does your firm provide Professional Liability insurance, General Liability insurance, and Worker Compensation coverage? If yes, please list and identify levels of coverage. Is this calculated in your fee?
7. Does your firm perform construction services other than construction management?

Section 2 – Services

BE SPECIFIC AS TO WHAT SERVICES YOU WILL PROVIDE IN EACH PHASE

1. Briefly explain your services with planning.
2. Briefly explain your pre-construction services.
3. Briefly explain your design development services.
4. Briefly explain your contract document services.
5. Briefly explain your construction phase services.
6. Briefly explain your project close-out services.
7. Briefly explain your technical services and estimating capabilities.
8. Itemize at what points in the project your firm will produce cost estimates.

BAY-ARENAC ISD

Request for Qualifications/Construction Management

Section 3 – Experience

1. List all K-12 Educational Career/Tech Centers and Allied Health facilities in which your company has been involved as Construction Manager in the past five years. Include a brief description, construction value. District name, address, phone and contact person, architect name, address, phone number and contact person.
2. Indicate your experience working with architectural firms.
3. What was your most desirable K-12 education CM project? What was your least desirable K-12 education CM project? Please explain why?
4. Have you been associated with any projects that were not completed on time causing the start of school to be delayed? Any ‘problem’ projects where you would most likely not receive a good recommendation? Please explain the circumstances.
5. Describe your firms experience and cite successful projects that have included:
 - a. Allied Health/Medical Facilities
 - b. Pre-Vocational/Vocational programs
 - c. Career Preparation curriculums
 - d. College or University
6. Explain why your firm is the most qualified for the project.

Section 4 – Services

1. Provide an organizational chart showing your proposed team for the design and construction phases of our projects. Include a single page resume of each key individual highlighting experience with projects similar to ours.
2. Provide a chart showing current and future availability of your key team members for our project.
3. Will you guarantee, by contract, that key personnel will be assigned to our project for the entire design and construction?
4. Provide personal references from school districts and architects for each of the key team members who will be assigned our project.
5. Are individuals to be assigned to our project consultants or full-time employees of your firm?

Section 5 – Project Approach

1. Describe your work plan for our project, including but not limited to, controlling the schedule, providing quality control, inspections, and communication with the owner. Include your plan on how to coordinate work and lessen the impact on teaching and learning performed during the school year.
2. How will you help assure budget adherence in today's volatile construction market?
3. Describe your process in cooperation with the Architect to bring a project back in budget should the bid prices come in over budget.
4. Describe your most recent educational project bid results. List the bid categories with number of bidders for each. Include your estimated amount per category and apparent award amount.
5. Describe and flow chart your accounting process that provides the required information to the School District's Business Office for payment processing and budget analysis. Please provide copies of sample reports.
6. How do you plan to maximize local trade contractor's participation?
7. Describe how your firm involves and works with an Architect Firm.
8. What is your policy regarding re-bidding and change orders?
9. What type of warranty do you provide the owners?
10. Identify punch list procedure and how this is coordinated with the architect and subcontractors.

Section 6 – Scope of Services and Compensation

1. Fee calculation should be determined based on an agency approach and Full Construction Management services for the entire program.
2. Explain fee structure for:
 - a. Profit and Overhead
 - b. On-Site Personnel
 - c. Reimbursable Expenses
 - d. General Condition Items
3. Please provide a lump sum fee for your services. (Do Not present fees as a percentage.) General Conditions and Reimbursables will be negotiated AFTER selection. Assume a project size of 27,000 sq. ft. addition w/ existing building and site improvements with the estimated cost of 4.5 million dollars. Detail your formula on how your fee is calculated.
4. Describe in detail what these fees include and exclude.
5. Explain in detail proposed fee structure on change orders.
6. Clarify philosophy and intended use of contingency fund.
7. Are these stated fees negotiable?

Section 7 – Summary

1. Why should we select your firm? Limit to “bulleted” benefits/strengths!!

Firm Name: _____

Firm Address: _____

Signature: _____

Date: _____