

**UNIVERSAL LEARNING ACADEMY
24480 GEORGE STREET
DEARBORN HEIGHTS, MICHIGAN 48127
(313) 724-8060, Fax (313) 565-0718**

**REQUEST FOR PROPOSAL (RFP)
Form A**

New School Building Construction

**RESPONSES DUE BY
NOVEMBER 30, 2009
By 4:00 PM**

***Hamadeh Educational Services, Inc.*
P.O. Box 1440
Dearborn, Michigan 48121
(313) 565-0507
FAX) (313) 565-0718**

THE UNIVERSAL LEARNING ACADEMY RESERVES THE RIGHT TO REJECT ALL PROPOSALS

NOTICE: The Universal Learning Academy and the Hamadeh Educational Services do not discriminate on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, or disability in their programs and activities.

REQUEST FOR PROPOSAL (RFP)

1.0 GENERAL

1.1 Overview

The Universal Learning Academy (“The Academy”) is a statutory public school academy created by the State of Michigan, authorized by Bay Mills Community College and functioning under the Michigan Revised School Code. The Academy is located at 24480 N. George Street., in Dearborn Heights, Michigan.

The Academy is governed by a Board consisting of five (5) appointed members, each elected for various terms and is managed by the Hamadeh Educational Services (HES). The policies of the Board are carried out by HES and the Chief Executive Officer, Mrs. Nawal Hamadeh. The Academy currently serves grades Pre-k – 5th with approximately 475 students and plans to expand its grade offerings to Pre-k to 12th with the total number of students served to 750.

Objectives

1.2 The objective of this Request For Proposal (RFP) is to solicit bids and establish a partnership with a construction contractor or multi contractors to provide construction management services (CM) and architectural and engineering services for the construction of an approximately 60,000 square feet building **located in the City of Westland on approximately 12-13 acres with main address at 27765 Joy Road, Westland, MI 48185** with similar specifications as the existing building where the academy is currently located at 24480 George Street, Dearborn Heights, MI 48127.

1.3

The Academy will select a vendor to provide construction management, architectural and engineering services including preconstruction and applying and obtaining zoning and full local, state approvals and authorizer for the construction of a new approximately 60,000 sq. ft. building serving approximately 750 students. The construction management, architectural and engineering services shall be provided during the school year based on the school calendar Mondays through Fridays per all construction documents, state, Authorizer and Academy’s approvals. The CM will work diligently with the Architect during the planning stage for all site and engineering plans, including the value engineering after the state reviews are completed to ensure finalizing all accurate construction documents in a timely fashion. The Academy will negotiate its construction and architect contract during

this planning period and hope to finalize its agreement by no later than January 15, 2010 or by no later than the date of the receipt of all full approvals by the state and local authorities or April 1, 2010. There are no guarantees implied or stated here to warrant the award of the construction contract until an agreement is reached between the Academy and the contractor(s) CM or architect.

The construction of the new building shall take place in a timely fashion so as to permit students to move into the building by no later than June 1, 2011.

The school operates its school schedule on the following basis:

The school year began on September 8, 2009 and will end for its students for this school year on June 16, 2010. All school days Mondays through Thursdays are full days and Fridays are half days.

- ✓ The regular school days are 7:30 a.m. through 3:20 p.m.
- ✓ On half days, school hours are 7:30 a.m. through 12:20 p.m.
- ✓ Lunches are served to students between 10:30 AM & 1:00 PM.

1.4 Confidentiality

The information presented in this RFP and any subsequent information provided or received by Universal Learning Academy or the prospective vendor/contractor will be treated as confidential. All parties agree that they will treat any and all information received as part of this RFP in the same manner as it treats its own internal confidential information.

2.0 BID PREPARATION

2.1 Mail to OR Deliver in person Documents in a SEALED envelop to (faxed bids will not be accepted):

Attn: Mr. Ismail Bachir, Facilities Manager
UNIVERSAL LEARNING ACADEMY
24480 GEORGE STREET
DEARBORN HEIGHTS, MICHIGAN 48127
(313) 724-8060, (313) 283-7550 (Cell), Fax (313) 565-0718
ibachir@starpsa.org

2.2 Deadline for Submissions

Six (6) copies of each of your RFP responses, along with two (2) copies of pertinent technical specification materials, must be submitted on or before 4:00 PM, November 30, 2009. Late responses will not be considered. Clear and concise thoughts are expected. Provide one (1) bound and five (5) unbound copies suitable for photocopying.

2.3 **Document Preparation**

To ensure compliance, prospective suppliers are to state their degree of compliance with each numbered section within the RFP.

2.4 **Evidence of CM and architect Ongoing Stability**

Each bid should include a capability summary indicating the following:

- A financial stability summary (e.g. Annual Report, Dun & Brad Street report, etc.)
- CM, architect and/or third parties support staff and locations
- Methods of charges
- A reference listing of current customers, to whom you are or have provided construction services, contact names, and phone numbers.
- A listing of your subcontractors whom you have had a good experience working with and who may be potential subcontractors, though not necessarily definite ones.
- A proof that each of the CM and architect is insured and/or capable of being bonded for the entire project.
- A sworn statement or Affidavit that the Company will comply with the new State Safety Legislation.

2.5 **Contacts for Information**

All inquiries concerning this RFP should be directed to:

MR. ISMAIL BACHIR, FACILITIES MANAGER
UNIVERSAL LEARNING ACADEMY
24480 GEORGE STREET
DEARBORN, MICHIGAN 48127
Phone: (313) 283-7550, Fax (313) 565-0718
E-Mail: ibachir@starpsa.org

2.6 **Evaluation Process**

At its regular public meeting, on December 16, 2009, the Board of Directors or its Committee will validate, evaluate and select all proposed documents received as below on November 30, which will be held for Universal Learning Academy at 24480 George St., Dearborn Heights, MI 48127 at 6:30 PM.

Important factors to consider in the evaluation are: Cost, quality and comprehensiveness, company stability, insurance, references, timetable and service.

Criteria	Points Awarded
Program Schedule	15
Comprehensiveness of Bid	15
Project Cost	45
Qualifications	25
Total	100

2.7 **Rejection of Submission**

- Universal Learning Academy reserves the right to reject any and all submissions received.
- Universal Learning Academy will not award a contract solely on the basis of this request and will not be liable for any cost of preparation or delivery associated with the response to the RFP.
- It is anticipated that the Academy will select a vendor from firms who provide written responses. An oral presentation by one or more firms may be required at the Academy's offices after written proposals are received. Please be prepared to make your presentation on short notice. Each vendor should be prepared to discuss and substantiate any of the areas of the proposal submitted. The receipt of a Request for Proposal and a submission of a written proposal by a vendor does not constitute obligation by the Academy for an interview.
- Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable laws concerning open records. Blanket requests for restrictions will be rejected.

2.8 **Rejection Notification**

Vendors submitting unaccepted or rejected documents will be notified and may call in person to re-claim their document within ten (10) days of notification.

3.0 **TERMS AND CONDITIONS**

3.1 **Payments**

Payment for services received will be made by the Academy within the time frame that is negotiated between the vendor and the Academy.

3.2 **Price Changes**

It is expected that the responding vendors agree to pass along Universal Learning Academy ALL additional discounts, price reductions, and relevant specialized pricing programs for which Universal Learning Academy may be eligible between the date of bidding and delivery of services. Universal Learning Academy should be made aware of these pricing changes in writing within two weeks of price change to coordinate our contract with the improved pricing. Since the Academy is an educational institution, the prices must include the academic discount when applicable.

4.0 PRICING AND PAYMENT TERMS

- 4.1 Pricing page must include:
 - (1) Specific Services.
 - (2) A composite price that is standard throughout the contract period.
 - (3) Charges and payment terms.
- 4.2 Universal Learning Academy reserves the right to reduce or increase the type of service requested, and negotiate other payment options with the company after proposal acceptance.
- 4.3 Universal Learning Academy reserves the right to dismiss any contract or agreement made if Universal Learning Academy relocates and/or changes its type of service.

5.0 TIME LINE SCHEDULE

Milestones	Completion Date
1. RFP developed, faxed & emailed to Vendors	November 12, 2009
2. Delivery of RFP Responses	November 30, 2009
3. Evaluation of Offers	11/30/09 - 12/16/2009
4. Vendor Selection & Notification	December 16, 2009
5. Vendor Notification	December 17, 2009
6. Finalize construction and Architect/Engineering contracts	January 15 2010
7. Approval of Construction, Architectural & Site Plans	April 1, 2010
8. State of Michigan Building Permit Approval	April 15, 2010
9. Finalize Financing Agreement	April 15, 2010
10. Construction Begins	April 16, 2010
11. Substantial Completion Date of Construction:	June 1, 2011

6.0. BID REQUIREMENTS:

- The construction for the Academy will be for Universal Learning Academy that is currently located at 24480 George Street and 22579 Ann Arbor Trail,

Dearborn Heights, MI 48127 which will relocate to the new permanent site location at 27765 Joy Road, Westland, MI 48185

- For proposals to be considered, RESPONDENTS:
 - 6.1 Must submit a complete response to this RFP (Form A) using specifications in the Preliminary Needs (Form B), and either Form C if bidding for the Architectural and engineering services or Form D if bidding for the CM services.
 - 6.2 Proposals must be signed by an official authorized to bind the firm to its provisions.
 - 6.3 Proposals must include a statement as to the period during which the proposal remains valid. For this RFP, the period must be at least sixty (60) days.
 - 6.4 Proposals must include Terms and Conditions.
 - 6.5 Proposals must include Contact persons.
 - 6.6 Proposals must include insurance certificates.
 - 6.7 Proposals must include at least six references with contact names and phone numbers. References must be at least two educational facilities and/or institutions that have been worked on in the past five years.

- The Academy reserves the right to:
 - Reduce/Increase the amount of service based on its budgetary limits and the school needs.
 - Award any part of the bid to any company in order to provide the Academy with the best possible overall solution.

7.0 STANDARD SPECIFICATIONS FOR

The Academy is planning to solicit bids a with a construction manager (CM) and architect for the construction of an approximately 60,000 square feet school building for Pre-k-12 grades based on the attached preliminary needs and specific RFPs for CM and Architect and Engineering Services. The attached specific RFP's provide for more detailed specifications for each service and additional specifications may be obtained from the contact listed in this RFP.

MR. ISMAIL BACHIR, FACILITIES MANAGER
UNIVERSAL LEARNING ACADEMY
24480 GEORGE STREET
DEARBORN, MICHIGAN 48127
Phone: (313) 283-7550, Fax (313) 565-0718
E-Mail: ibachir@starpsa.org

7.1 **Expectation**

- The Academy is requesting discount rates (including any **non-profit educational discounts**) for the services purchased.
- The Academy expects that all services will include any of staff training by the contractor or manager at the site PRIOR to Substantial Completion Date services.
- Acceptable standard safety measures as permitted by the Health Department, the building codes. The Academy reserves the right to accept or deny the subcontracting with specific vendors and/or equipment in the best interest of the Academy.
-

7.2 **Specifications:**

See Attached Preliminary Plan Needs which describe the minimum specifications for the anticipated new facility in which Universal Learning Academy is interested:

SPECIFICATIONS:

8.0 **FURNISHING ACQUISITION:**

The Academy's expect fast, efficient, and accurate delivery of all architectural, engineering and construction services to be completed routinely as specified in the specifications and consistent with its school calendar. The substantial Completion Date is expected to be June 1, 2011.

8.2 **Guidelines**

8.2.2 The vendor(s) will guarantee the services or provide an equivalent service promptly on the same day after receiving a dissatisfaction notification.

Architect and CM will issue a credit for the non-satisfactory services after a full inspection is made by the company and the Academy's staff.

8.2.3 The Academy will receive notification if company cannot meet its expected service hours as scheduled and will make arrangements to make up the hours and to ensure proper services are provided for the day.

- 8.2.4 Company will be responsible for providing the Academy with an Affidavit of meeting the new 2006 Safety legislation requirements and copies of its employee's fingerprints and background checks as well as the unprofessional conduct investigation results prior to assigning them. (as requested).

TECHNICAL SUPPORT

9.1 Guidelines

- 9.1.1 The Academy must be provided with listing of services and equipment that will be used at the Academy.
- 9.1.2 The Academy will be provided with product and equipment information and documentation for all will be used at the Academy including all safety tips and directions.
- 9.1.3 It would be desirable for Universal Learning Academy to be provided with an on-line bulletin board system containing information on offered items/services.
- 9.1.4 Company must provide all As-Built Construction Documents and Manuals at the end of the project before a final payment is issued.
- 9.1.4 Company must provide Conditional Waiver of Liens for the billed services and/or equipment, an Unconditional Waiver of Liens for all paid activities and Certified Sworn Statements for all payment requests.

10.0 WARRANTY

- 10.1 The Academy requires all services and equipment to be warranted.
- 10.2 The Academy requires the entire project to be fully bonded and insured by a reputable bonding company.

Please specify the type of support provided (i.e. On-site Support, Phone Support, etc.), guaranteed response time, and length of warranty for each type of furnishing that is being bid.

THIS IS NOT A TOTALLY INCLUSIVE RFP. OTHER ITEMS MAY BE INCLUDED ONCE ALL SITE AND ENGINEERING PLANS ARE COMPLETED AND APPROVED BY THE STATE AND THE ACADEMY AS MAY BE NECESSARY.

Universal Learning Academy
Authorized by: Bay Mills Community College

FORM B

(General Description of Program & Project)
November 11, 2009

MISSION STATEMENT

The Mission of **UNIVERSAL LEARNING ACADEMY (ULA)** is to ensure a safe and orderly learning environment where students receive quality education that focuses on the Michigan Curriculum Framework (MCF), Middle Eastern & other International cultures and languages, so as to become productive citizens and independent lifelong learners in an ever-changing global society. The Academy also strives to engage all stakeholders, including our highly qualified and committed staff, in realizing the Academy's educational goals.

The environment will encourage responsible decision-making, and promote respect and understanding, thereby enabling each student to reach his/her full potential as a unique human being, eager to face the challenges of an ever-changing world.

PURPOSE & VISION

The purpose of the Public School Academies is to enable the various ethnic traditions, values and experiences of their diverse student bodies to enrich and nurture one another. The educational program and activities, shaped by American educational principles and practices, will greatly contribute to discipline the instincts and desires of the students, building their character on a foundation of rationalism of mind, tolerance of heart, and a commitment to the preservation of the moral values of the family, welfare of the American society, and humanity at large.

SCHOOL HIGHLIGHTS

- Grades Pre-k -5th
- Full Day Pre Kindergarten and Kindergarten
- College Preparatory Program
- State Certified & Qualified Staff
- Michigan Core Curriculum -- all Subjects
- Foreign Language & Cultures include:
Arabic & Middle Eastern Studies
- Computer Technology & Internet Access
- Excellent Physical Education Program
- Creative Arts & Music Program
- Special Programs for At-Risk Students
- Free Tutoring & Homework Service
- Bilingual Program for Bilingual Students
- ESL Program for parents
- Special Education Team Available
- National Standardized Testing
- National Honor Society
- Small Student-Teacher Ratio
- Creative Hands-on Instruction
- Excellent Positive Moral Environment
- School Uniform & dress code
- Enrollment Open to All Students living anywhere in Michigan
- Free & Reduced Lunch Program to Qualified Students
- NO TUITION: Free Public School Academies

Program & Instruction

First School Year:	September 2004
Authorized By:	Bay Mills Community College
Founded By:	Mrs. Nawal Hamadeh
Number of Staff:	Approximately 57
Years of Existence:	5 years
Current Enrollment:	475 students

CONTACT INFORMATION: Mr. Ismail Bachir, Facilities Manager
(313) 283-7550, fax: (313) 565-0718, email: ibachir@starpesa.org

School Contact Information: (313)724-8060, F. (313) 565-0718
24480 George Street, Dearborn Heights, MI 48127

Website: www.ulapsa.org

PRELIMINARY FACILITY PLANS



1. **FACILITY:** Currently located at 24480 George St., Dearborn Heights, MI 48127
Future facility will be located at: 27765 Joy Road, Westland, MI 48185
Total land is approximately 13 acres
Livonia School District
Major Cities Surrounding the Site:
Dearborn Heights, Redford, Garden City, & Livonia

2. The construction of approximately 60,000 square foot new school building to relocate the existing students from the current Dearborn Heights site to the City of Westland **on approximately 12-13 acres with main address at 27765 Joy Road, Westland, MI 48185** to include approximately 30 classrooms plus offices and restrooms through the construction, furnishing, and equipping the new building to be used by the Universal Learning Academy (ULA) which current building is located at 22579 Ann Arbor Trail in 7-classroom modular building (Pre-k & KG) and 24480 George Street (Grades 1-5), Dearborn Heights, Michigan 48127 which are owned by Star International Academy. Star International Academy is a sister school that has previously renovated a state of the art facility and expanded to include two additions with financing totaling at over \$20 million dollars and consists of approximately 124,000 square feet building and another new building at approximately 36,000 square feet. Universal Learning Academy currently houses grades Pre-k-5 and wishes to expand its services to Pre-k through 12 grades.

USAGE: Pre-K-12 School Facility will be approximately 60,000 S.F. of space to include 30 classrooms; as well as offices, gymnasium, cafeteria & other rooms upon completion.

Division: 1. Elementary & Secondary

New School project is expected to be ready for full operation as a school by June 2011.

Budget Project: Approximately 6.5 million dollars **Completion by:** June 2011

Projected Student Count & Grades for ULA:

Year 1, 2009-10: 475 students (Pre-k-5)
Year 2, 2010-11: 525 students (Pre-k-6)
Year 3, 2011-12: 575 students (Pre-k-7)
Year 4, 2012-13: 650 students (Pre-k-8)
Year 5, 2013-14: 750 students (Pre-k-9)

Projected Homerooms for ULA for 2010-2011

Pre-Kindergarten	1
Kindergarten:	2
First:	4
Second:	4
Third:	4
Fourth:	3
Fifth:	2
Sixth:	2
TOTAL	23

Special Features of Existing Facility:

- Complete Lower Elementary Facility (Pre-k-5) of approx. 36,000 sq. ft.
- Two-story Building with an Elevator.
- One All purpose room for gymnasium, locker area, & cafeteria.
- Separate rooms for Special Education, Bilingual Education & Nurse Aide
- Complete Communication System (PA, phone, synchronized clocks, bell and paging system).
- New Fire Alarm and sophisticated security, camera and burglar system.
- Fully networked facility with voice, data, & video drops.
- USF Funding for technology administration and services with Voice, Data, & Video drops.
- Censored lights, self flushing toilet systems and faucets.
- New acoustic system in building.

Special Features of Proposed Expansion Project:

- Complete Pre-k-12 school Facility of approx. 60,000 sq. ft.
- Parking area to include approximately 200 car spaces.
- Building of 30 classrooms with an approximate size of 700 sq. ft. each. Away from existing building.
- Two story building with Kindergarten and First grades on first floor.
- Offices to include at least 3 on each floor
- At least 2 Boys and 2 Girls restroom on each floor and per code.
- At least 1 unisex restroom, 1 male restroom and 2 female restrooms for staff on each floor and per code.
- The addition of 1 male restroom and 1 female restroom for staff on 2nd floor.
- Fully networked classrooms with 90% funding by USF, with voice, video and data drops.
- New communication, security, and fire systems.
- Specifications will be per existing building specifications for all construction items.

Project/Land Status:

- Typographical Survey was previously completed by URS.
- Preliminary plans will begin as soon as agreement with an Architect has been finalized and will be completed by approx. January 2010.
- Building Architect & Engineering plans will begin afterwards and will be completed by February 2010.
- A Pre-construction company will be selected between Now and December 2009.
- A Construction contract between the Board of Directors of Universal Learning Academy and a potential company will be negotiated during the planning period.
- Environmental Study has been completed and is ready to use.
- Greyhound Technologies has been the provider for technology network and administration services and may continue to provide the same services for the new site.
- Plans to relocate from the Modular Classrooms and the existing main located at 24480 George Street will be finalized as soon as a certificate of occupancy has been issued and when BMCC approves the relocation.

**Universal Learning Academy
Facility Description
(Wish List)**

Item	Pre-K-12
Grades--→	
Approx. Student Count	750
Administrative Offices	6 (TOTAL)
Secretary/Admin. Ass't.	1
Principal	1
Assistant Principal	1
Counselor	2
Social Worker & School Psychologist	1
Nurse Station	1
Parent Room	1
Staff Lounge	1
Teacher's Work Room	Shared
Conference Room	Shared
Staff Restroom	2 M/ 2 F
Students Restrooms	3 B / 3 G
Classrooms	30+2 labs
Foreign Language Classrooms	Shared
Art Room	Included
Music Room	Shared
Bilingual Room	1
Special Education	1
Activity Room	Shared
Technology Labs	1 with 30 computers
Gymnasium w/showers, Lockers, & Restrooms	All Purpose Room
Cafeteria w/Kitchen & all purpose Room	Shared with Gym
Main Frame Room - Shared	For servers, PA, etc (1)
Custodian Room & closet	2
Storage – equipment & books	1
Mechanical Room	1
Library	1
Auditorium – All Purpose Room	Cafeteria/Gymnasium

PHASE III NEW BUILDING ADDITION ONLY

Classrooms	First Floor – Minimum KG & 1st	2nd Floor – Remaining Grades
Offices & Storage	3	3
Staff Lounge	1	1
Staff Restrooms	2 M/ 2 F	1 M/F
Student Restrooms	2 B/G	2 B/G
Janitorial Closets	1	1
Parking Area	About 200 Spaces	

SCOPE OF WORK OF PHASE II FACILITY ADDITION

- Elementary Classrooms, offices and restrooms of approx. 60,000 square feet to be an independent building off Joy Road in the City of Westland
- *Rooms:* 30 classrooms in a two-story building plus 1 chemistry and 1 biology laboratory classrooms.
- At least 6 offices – 3 on each floor
 - ❖ At least 2 boys & 2 girls restrooms on each floor
 - ❖ 4 staff restrooms (2M/2F)
 - ❖ Kindergarten classrooms to have their own restrooms.
- *Walls:* Exterior walls to be brick and to match existing building walls.
 - ❖ Bearing walls masonry 80 ft. south – same level as existing building.
 - ❖ Matching material and finishes as existing building which was recently renovated.
 - ❖ Columns – follow same existing design and construction.
- *Roof* – per existing
 - ❖ metal coping
 - ❖ Ballest roof design designed to meet the energy code.
 - ❖ 4 sumps or as required
- *HVAC:* Installation of a new HVAC system
 - ❖ Units: Roof Top Units (RTU's) per previous CD's.
 - ❖ Ducts: as required
 - ❖ Diffusers & Economizers
- *Electrical:* Installation of electrical service as may be needed.
- Light fixtures inside the building and at the new parking lot.
 - ❖ Emergency fixtures
 - ❖ Outlets
 - ❖ Use sensor switch for lights and exhaust fans in all toilet rooms.
 - ❖ Install auto flush system for all toilets, auto faucets for all sinks, one auto dryer and 2 hand towel dispensers in each student restroom. Staff restrooms 1 hand towel dispenser and no auto dryers. Install tissue dispensers in each bathroom stall.
- *Site Plans:* to be finalized by Civil Engineer and site work by the construction Company:
 - ❖ *Parking lot*
 - Parking spaces approximately 200 spaces or as required by code
 - Lighting for parking.
 - ❖ provide parking lot drainage as needed
 - ❖ New Utility lines as needed
 - ❖ New Landscaping as needed
- *Fire alarm system:* to be newly installed per new code requirements consistent with the existing system in main building.
- *Fire sprinkler system:* to match existing system.
 - ❖ Tap into existing utilities except as may be required by code.
- *Plumbing:* to include copper piping. Installation of censored lights, toilets flush system, and faucets. Installation of water heaters.
- *Utilities:* telephone lines, gas, water, electrical, sewer, storms connections to tap from existing unless code and load requires new connections/tapping.
- *Ceiling grid:* to be installed throughout the building consistent with existing. Rooms such as storage, mechanical and electrical will have exposed ceilings.
- *Painting:* to match existing paint color and finish.
- *Floors* – Carpet/Tile:
 - ❖ Classrooms and instructors offices shall have carpet installed to match existing which was recently installed in the new classrooms.
 - ❖ Corridors shall have VCT tile. Restrooms shall have porcelain tile. Carpet and tile selections shall be determined by owner.
- *Communication system:* Paging, bell, clock and phone; to match existing active systems.
- *Interior Signs:* per code requirements and to match existing.

- *Windows and glass:* Proposed insulated glass, insulated translucent panels, and / or insulated metal panels are to be installed per existing CD's and per main building existing windows and glass.
- *Blinds and Curtains:* as per existing classroom and offices.
- *Lockers:* to be installed per plans and existing at main building.
- *Exterior Doors & Hardware:* Per Existing exterior entrance doors and hardware. All exterior doors will have anodized aluminum frames. Exterior doors to be installed per existing of main building exterior doors.
- *Interior entrance doors and hardware:* to be installed per the existing recently installed ones.
- *Demolition Plans:* None
- *Security System:* Location of Camera and Security/Door Access System by the Exit Door and the Installation of security system to match with existing. All first floor rooms with windows and exits to have motion and burglar sensors.
- *Network:* Provide V4000 raceways from the ceiling downwards to identified locations in the classrooms and offices to network the proposed additional facility with voice, data, & video drops as per the existing facility. Each room will require penetration to create a pathway for the raceways. The penetration point into each room must be cored and sleeved with (2) 4" sleeves.
- *Classroom Boards:* 2 large classroom size (8x4) Dry Erase Boards, 2 (4x6) Bulletin Boards to be installed in each classroom.
- *Millwork:* Installation of millwork as per recently furnished millwork in each classroom.
- *Elevator:* New building elevator to ensure smooth operation.
- *Exterior School Signage:* 3-line Daka Board amber color reading with maximum height of 96" or a maximum sign area of 20 square feet to meet City ordinance. Signage location to be determined.
- *Compliance with permit & approvals of all local/state/federal requirements.*
- *Secure all permits and approvals and itemize costs involved.*
- Will Apply for USF Funding for wiring for Voice, Data, & Video drops.
- To check on Existing if can use the existing line. Use new file and email servers.

Construction Plans & Miscellaneous Items:

- ❖ All CD Plans: Architectural, electrical, structural, and mechanical plans are to be completed by: February 26, 2010
- ❖ Civil Plans will be provided by January 22, 2010
- ❖ Network: Wiring, cabling and network equipment will be provided by a separate vendor.
- ❖ Classroom and Office furniture, computers and other equipment will be provided by the Owner, not a part of the financing.

TIME LINE SCHEDULE

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12.	

TENTATIVE CONSTRUCTION TEAM & ACTIVITIES

1. Property & Building
 - a. Securing Civil Plans and Soil Boring
 - b. Architectural & Engineering Plans
 - c. Construction Approval
 - d. Construction & Construction Management including procuring full municipality permits & approvals thereby preparing the building to be fully occupy-able.
2. Facility Planning Team
 - a. Staff, Administrators, Technology & Educational Consultants
 - b. Construction Team
 - c. The Board & Authorizer
 - d. Owner
3. Legal Services
 - a. Main legal Counsel: Review resolutions, lease and construction contracts
 - b. Bond Issuance, Taxation & Financing Counsel
 - c. Authorizer, MDE Municipalities Approvals
4. Accounting & Financing
 - a. Business Consulting & CPA
 - b. General Accounting & Bookkeeping
 - c. Project Financing: Banking, Building & Equipment
 - d. Five Year Budget Projection & Cash Flow Proforma
5. Construction Team
 - a. Design & Build
 - b. Pre-construction: Architectural, Engineering Services, Permit and bond requirements & Plans
 - c. Construction Management & Project Construction
 - d. Project Management
 - e. Bids & Vendors
6. Equipment & Furnishings: Provide all furniture, equipment and computers as new
7. Technology
8. Recruitment: Enrollment & Employment
9. Maintenance
10. **Bank: National City Bank**, Michigan Ave., Dearborn, MI

Request For Proposal (Form C)
Universal Learning Academy

DATE: November 11, 2009

TO:

ATTN:

A1 Purpose:

Hamadeh Educational Services, Inc is issuing this Request for Proposal on behalf of Universal Learning Academy for the purpose of pre-selecting Architectural and Engineering Services for the construction of their new School Facility.

A2 Summary of Project:

This project consists of the construction of the first phase (+/- 60,000 sq.ft) of a multi-phased Charter school project located on Joy Road **in the City of Westland on approximately 12-13 acres with main address at 27765 Joy Road, Westland, MI 48185**

The first phase will be comprised of classrooms, laboratory and indoor activity space for 750 Pre-k through 12th grade students. The classroom space and curriculum will be designed around multiple learning styles with an emphasis placed on the ability to adapt to ever changing educational pedagogy.

Universal Learning Academy is a public, non-discriminatory, independent school, authorized by Bay Mills Community College, which admits students from diverse cultural and ethnic backgrounds to its college-preparatory program serving families in the Greater Detroit area. It is operated by staff who is highly qualified, certified and experienced group of professional men and women who earned their degrees at numerous colleges and universities throughout the United States and internationally.

Sustainable aspects will ensure that the school is a healthy and invigorating place to learn and work. Energy efficient mechanical systems, low voc and renewable materials, and effective day-lighting will be employed in all phases of this school project.

Master Planning of the entire project, which entails sensitive development of the site's natural features, is based on a total of 750 students in an estimated five years.

A3 Issuing Office

This Request for Proposal is issued on behalf of the Universal Learning Academy by:
Hamadeh Educational Services, Inc.
P.O. Box 1440
Dearborn, MI 48121

Contact:

Mr. Ismail Bachir, Facilities Manager
24480 George Street, Dearborn Heights, MI 48127
Phone: 313-283-7550, Fax: 313-565-0718
Email: ibachir@starpsa.org

A4 Responsibilities:

The pre-selected Architect/Engineer shall be responsible for all design efforts including: Architectural, Civil, Structural, Mechanical, Electrical, schematic, design development,

construction drawings, permitting (local/State), construction administration services and punch-list facilitation.

Basically, the selected Architect/Engineer shall participate in all design phases of the project by providing design services including representation and participation at meetings with the construction manager and school administrators, site diligence items (geotechnical and environmental) creation of bidding packages, construction document review and analysis, value engineering, and other items necessary to the successful completion of the project within a given budget and schedule. Upon completion of the bid package, the bidding process will be directed by the Construction Manager who shall put the project out for public bid, report the bidding results to the architect and the school administration, and upon approval by the School Board manage the entire construction process.

A5 Contract Form:

As mentioned above, the selected firm will be required to execute a standard AIA contract. The selected format will be based upon the standard AIA Document with modifications & exhibits mutually agreed upon between the school and the selected Architect/Engineer. If modifications result in a change in responsibilities, fee will be adjusted accordingly. Please indicate any revisions to this contract that would be requested by your firm to allow adequate review by the School.

A6 Project Schedule

As stated above, our office is in the process of preparing the documents for construction and submission to the State of Michigan for approval. The current preliminary project schedule indicates completion of the construction documents by the end of February 2010 to allow for State Approval and contractor bids prior to commencing construction in early April of 2010 and project completion by June 2011.

A7 Insurances:

Insurance will be required as identified in the proposed contract form. The Architect/Engineer will also be required to identify the following their response:

- Liability (limits your firm is able to obtain)
 - General Liability: \$/occurrence; \$ aggregate
 - Summary of Claims
 - Professional Liability
 - Agent / Contact information

A8 Right of Rejection:

The Universal Learning Academy reserves the right to reject any and all proposals, to award the contract to other than the lowest proposal, to waive irregularities and/or formalities, and in general to award the contract in the manner as determined to be in the best interest of the school.

A9 Licensing / Summary of Employees:

Please include your firm's registration / licensing numbers, locations and the discipline categories that they apply. Provide a summary of full time employees and their positions / applicable registrations.

A10 Relevant Experience:

For the most recent eight years, what percentage of your firms revenues were generated by the following:

- Educational
- Municipal
- Healthcare
- Industrial
- Commercial
- Residential

A11 Due Date:

Proposals are due at the office of Hamadeh Educational Services, Inc at the address listed no later than **3:00 P.M.** on **November 30, 2009** for review by this office and Universal Learning Academy Administrators. Faxed proposals will not be accepted.

Section B – PROPOSAL PACKAGE

Each proposal shall follow the format described herein:

B1 – Transmittal Letter describing the following:

- Name and address of the Architect / Engineer
 - Summary of services provided
- Name, title, and phone number of person/s responsible for the contents of Proposal.
- Brief interest statement

B2 – Statement of Qualifications:

- Qualification summary of the company, staff & similar projects.
- References from similar projects and a contact person for each referenced project.

B3 – Cost of Services – Please provide definitions of cost of work as described in Article 4:

- **Costs MUST be broken-down by effort.**

B4 – Fee Proposal:

- Provide proposed compensation for design services as described within this document as a percent fee applied to the construction costs.
- Provide fee structure for changes in scope. Describe fees for additions and deductions to the project.

Section C – OTHER INFORMATION

Please submit any other comments or information that your company would like to make a part of this proposal.

ALL PROPOSALS MUST COMPLY WITH THE ATTACHED REQUEST FOR PROPOSAL (FORM A) AND PRELIMINARY NEEDS (FORM B)

Architect / Engineer Services PROPOSAL SUMMARY FORM

Firm: _____

Authorized Representative: _____

Fees

Construction fee as a percentage of construction costs for base contract:	
Fee for project additions as a percentage of the change amount:	
Fee or (Credit) for project deletions as a percentage of the change amount:	

Staff included in fee: (indicate all staff assigned to project **included** in fee (not cost of work) and their allotted time.

Staff Member	Title	

Contract amendments

List any contract items, which you would request to negotiate, e.g., retention amount, payment schedule or others (separate attachment if necessary).

We would anticipate minor revisions to the proposed contract language.

Other Requested Information:

Per the RFP, please attach the following information relative to the Architect / Engineer.

Transmittal Letter	See Section I
Certificates of Insurance	See Section V

ARCHITECT / ENGINEER PROPOSAL SUMMARY FORM (continued)

Cost of Services: (complete all that apply, provide additional staff in blanks provided, if necessary)

Title			
Principal In Charge:	\$/ hour:	Hrs:	\$
Project Architect:	\$/ hour:	Hrs:	\$
Project Manager:	\$/ hour:	Hrs:	\$
Project Engineer:	\$/ hour:	Hrs:	\$
Project Administrative Support:	\$/ hour:	Hrs:	\$
Office Staff:	\$/ hour:	Hrs:	\$
	\$/ hour:	Hrs:	\$
	\$/ hour:	Hrs:	\$
	\$/ hour:	Hrs:	\$
	\$/ hour:	Hrs:	\$
Total:	See Section III		

General Conditions:

Total cost of Anticipated General Conditions. Provide itemized list of cost on separate attachment.

See Section III

Other Costs

List other costs/payments to Architect / Engineer, e.g., any cost which is considered a part of the work, which are not provided by others, and not included above.

See Section III

Authorized Signature:

As an officer of this company, I acknowledge that the information contained within this proposal and proposal summary form is true and accurate to the best of my knowledge.

Name

Title

Company

Email:

**Request For Proposal (FORM D)
Universal Learning Academy**

DATE: November 11, 2009

TO:

ATTN:

A1 Purpose:

Hamadeh Educational Services, Inc is issuing this Request for Proposal for the purpose of pre-selecting a Construction Manager for the construction of their new School Facility.

A2 Summary of Project:

This project consists of the construction of the first phase (+/- 60,000 sq.ft) of a multi-phased Charter school project located on Joy Road in the City of Westland **on approximately 12-13 acres with main address at 27765 Joy Road, Westland, MI 48185i**

The first phase will be comprised of classrooms, laboratory and indoor activity space for 750 Pre-k through 12th grade students. The classroom space and curriculum will be designed around multiple learning styles with an emphasis placed on the ability to adapt to ever changing educational pedagogy.

Universal Learning Academy is a public, non-discriminatory, independent school, authorized by Bay Mills Community College, which admits students from diverse cultural and ethnic backgrounds to its college-preparatory program serving families in the Greater Detroit area. It is operated by staff who is highly qualified, certified and experienced group of professional men and women who earned their degrees at numerous colleges and universities throughout the United States and internationally.

Sustainable aspects will ensure that the school is a healthy and invigorating place to learn and work. Energy efficient mechanical systems, low voc and renewable materials, and effective day-lighting will be employed in all phases of this school project.

Master Planning of the entire project, which entails sensitive development of the site's natural features, is based on a total of 750 students in an estimated five years.

A3 Issuing Office

This Request for Proposal is issued on behalf of the Universal Learning Academy by:
Hamadeh Educational Services, Inc.
P.O. Box 1440
Dearborn, MI 48121

Contact:

Attn: Mr. Ismail Bachir, Facilities Manager
UNIVERSAL LEARNING ACADEMY
24480 GEORGE STREET
DEARBORN HEIGHTS, MICHIGAN 48127
(313) 724-8060, (313) 283-7550 (Cell), Fax (313) 565-0718
ibachir@starpsa.org

A4 Responsibilities:

The pre-selected Construction Manager shall be responsible for the pre-construction and construction management services as described in the attached AIA Document B801C Ma. Basically, the selected Construction Manager shall participate in the final design phase of the project by providing preconstruction services including representation and participation at meetings with the architect and school administrators, construction scheduling, cost estimating,

construction document review and analysis, value engineering, and other items necessary to the successful completion of the project within a given budget and schedule. Upon completion of the bid package, the selected Construction Manager shall put the project out for public bid, report the bidding results to the architect and the school administration, and upon approval by the School Board manage the entire construction process.

A5 Contract Form:

As mentioned above, the selected firm will be required to execute a standard AIA contract. The selected format will be based upon the AIA Document B801CMA with modifications & exhibits mutually agreed upon between the school and the selected Construction Manager. If modifications result in a change in responsibilities, fee will be adjusted accordingly. Please indicate any revisions to this contract that would be requested by your firm to allow adequate review by the School.

A6 Project Schedule

As stated above, our office is in the process of preparing the documents for construction and submission to the State of Michigan for approval. The current preliminary project schedule indicates completion of the construction documents by the end of February 2010 to allow for State Approval and contractor bids prior to commencing construction in early April of 2010 and project completion by June 2011.

The Construction Manager shall provide a schedule to achieve these completion dates.

A7 Insurances:

Insurance will be required as identified in the proposed contract form. The Construction Manager shall provide proof of proper insurance.

A8 Right of Rejection:

The Universal Learning Academy reserves the right to reject any and all proposals, to award the contract to other than the lowest proposal, to waive irregularities and/or formalities, and in general to award the contract in the manner as determined to be in the best interest of the school.

A9 Bonds:

The Construction Manager, before commencing the Work, shall furnish a Performance Bond and a Labor and Material Payment Bond. The Performance Bond shall be in an amount equal to one hundred percent (100%) of the full amount of the Contract Sum as security for the faithful performance of the obligations of the Contract Documents, and the Labor and Material Payment Bond shall be in an amount to equal to one hundred percent (100%) percent of the full amount of the Contract Sum as Security for the payment of all persons performing labor and furnishing materials in connection with the Contract Documents. Such bond shall be on A.I.A. Document A-311, insured by the American Institute of Architects, shall be issued by a surety satisfactory to the Owner and shall name the Owner as primary co-obligee

A10 Questions / Site Visits:

The Contractors may visit the site prior to submitting their proposal for review. Any questions regarding this information should be directed towards Hamadeh Educational Services, Inc.

A11 Due Date:

Proposals are due at the office of Hamadeh Educational Services, Inc at the address listed no later than **3:00 P.M.** on **November 30, 2009** for review by this office and Universal Academy Administrators. Faxed proposals will not be accepted.

Section B – PROPOSAL PACKAGE

Each proposal shall follow the format described herein:

B1 – Transmittal Letter describing the following:

- Name and address of the Construction Manager
- Name, title, and phone number of person/s responsible for the contents of Proposal.
- Brief interest statement

B2 – Statement of Qualifications:

- Qualification summary of the company, staff & similar projects.
- References from similar projects and a contact person for each referenced project.

B3 – Cost of Services – Please review the AIA B801 CMA contract for the definitions of cost of work as described in Article 6:

- **See attached pages 4 and 5 for forms to be completed.**

B4 – Fee Proposal:

- Provide proposed compensation for the pre-construction services as described in this document and detailed under Article 2 of the AIA B801 CMA.
- Provide proposed compensation for construction services as described within this document and detailed under Article 5 of the AIA B8011 CMA as a percent fee applied to the construction costs.
- Provide fee structure for changes in scope. Describe fees for additions and deductions to the project.

Section C – OTHER INFORMATION

Please submit any other comments or information that your company would like to make a part of this proposal.

ALL PROPOSALS MUST COMPLY WITH THE ATTACHED REQUEST FOR PROPOSAL (FORM A) AND PRELIMINARY NEEDS (FORM B)

CONSTRUCTION MANAGER PROPOSAL SUMMARY FORM

Construction Manager: _____

Authorized Representative: _____

C1 – Fees	
Pre-construction fee:	See Section III
Construction fee as a percentage of construction costs for base contract:	See Section III
Fee for project additions as a percentage of the change amount:	See Section III
Fee or (Credit) for project deletions as a percentage of the change amount:	See Section III

Staff included in fee: (indicate all staff assigned to project **included** in fee (not cost of work) and their allotted time.

Staff Member	Title	

Contract amendments

List any B801CMA – 1992 contract items, which the CMA would request to negotiate, e.g., retention amount, payment schedule or others (separate attachment if necessary).

We would anticipate minor revisions to the proposed contract language.

Other Requested Information:

Per the RFP, please attach the following information relative to the Construction Manager.

Transmittal Letter	See Section I
Certificates of Insurance	See Section V

CONSTRUCTION MANAGER PROPOSAL SUMMARY FORM (continued)

C2 - Cost of Services: (complete all that apply, provide additional staff in blanks provided, if necessary)

Title			
Project Manager:	\$/ hour:	Hrs:	\$
Project Superintendent:	\$/ hour:	Hrs:	\$
Project Estimator:	\$/ hour:	Hrs:	\$
Project Administrative Support:	\$/ hour:	Hrs:	\$
Office Staff:	\$/ hour:	Hrs:	\$
Safety Director:	\$/ hour:	Hrs:	\$
	\$/ hour:	Hrs:	\$
	\$/ hour:	Hrs:	\$
	\$/ hour:	Hrs:	\$
	\$/ hour:	Hrs:	\$
Total:			See Section III

General Conditions:

Total cost of Anticipated General Conditions. Provide itemized list of cost on separate attachment.

See Section III

Additional Cost of Work Staff Costs:

Any additional staff costs, other than general conditions, not covered by above

See Section III

C3 – Bonding

Cost for bonding the entire project by the CMA

See Section III

C4 - Insurances

Cost for insurances indicated in AIA B801CMA – 1992

See Section III

C5 – Other Costs

List other costs/payments to the CMA, e.g., any cost which is considered a part of the work, which are not provided by others, and not included above.

See Section III

Authorized Signature:

As an officer of this company, I acknowledge that the information contained within this proposal and proposal summary form is true and accurate to the best of my knowledge.

Name Title Company

Email: