

Bay-Arenac ISD
4155 Monitor Road
Bay City, MI 48706
(989) 667-3271

Request for Proposal
Architectural Design Firm
October 23, 2006

GENERAL CONDITIONS

The Bay-Arenac ISD is soliciting proposals from Architectural Firms to prepare floor plan layouts, bid specifications and drawings to construct an approximately 900 sq. ft. internal classroom for the Welding Program at Bay-Arenac ISD Career Center.

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

David Bourdon
Building Operations Supervisor
Bay-Arenac ISD
4155 Monitor Road
Bay City, MI 48706

Completed proposals must be received at the address noted above by Wednesday November 8, 2006 at 1 pm. Proposals must be submitted in a sealed envelope that is clearly marked "BID OR PROPOSAL". 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.

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 purchase of audit services solely 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 October 23, 2006.
2. Proposals due at 1 pm on Wednesday, November 8, 2006.
3. Sealed Proposals will be opened at 1:15 pm on Wednesday, November 8, 2006.
4. Board of Education action on Monday, November 20, 2006.
5. Notification to all firms as soon as possible after November 20, 2006.
6. Work to be conducted during a mutually agreeable time for all.
7. Completion date: August 24, 2007.

INSURANCE

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

BACKGROUND INFORMATION:

Bay-Arenac ISD Career Center Welding Shop does not currently have a classroom.

REQUIREMENTS:

Scope of Services:

1). To provide architectural and limited engineering services through the completion of the Bay-Arenac ISD Welding Classroom.

These services will include:

- Attending the three required meetings.
- As built drawings, including manuals and warranties.
- Development of the construction documents, including the architectural, electrical, and mechanical plans and specifications to be used for bidding and construction purposes.
- Attend the pre-bid walk through.
- Attend Bid opening, evaluate bids and make recommendation.
- Assist with plan review.
- Administration during construction phase of the project.

Reporting:

Three Scheduled Meetings:

1. A preliminary meeting with Bay-Arenac ISD staff on design considerations.
2. Presentation and further consideration meeting.
3. A final design approval meeting with Bay-Arenac ISD staff.

METHOD OF EVALUATING PROPOSALS

- Proposals will be evaluated with a strict emphasis on quality. After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the firm that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

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

PROPOSAL FORM

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your firm. **Proposals are due by 1 pm on Wednesday, November 8, 2006.**

Qualifications

1. Location of similar projects with business name, telephone number and contact person:

2. List of services your firm will provide the ISD during this project:

Cost for Bid Specifications and Drawings: \$ _____

Cost for Construction Administration during Construction: \$ _____

Total Fees for BAISD Career Center Welding Classroom Addition Project Architectural Services:
\$ _____

Name of Firm: _____

Address: _____

Telephone: _____

(Please Type or Print) Name

Title

Signature

Date