CHASSELL TOWNSHIP SCHOOLS

REQUEST FOR PROPOSAL FOR

ARCHITECTURAL SERVICES

PART 1 - - GENERAL INSTRUCTIONS

A. Instructions

Qualified firms are invited to submit proposals to Chassell Township Schools (the "District") for Architectural Services for a proposed project which shall include: Roof Replacement for the existing school. The successful firm is also expected to provide the District assistance in developing the full scope of the District's construction program and Project. The estimated construction cost at this stage, assuming all of the above-referenced elements are included, is between $300,000 and $600,000.

All bidders are placed on notice that the scope of the Project and its cost may be revised, expanded, or reduced before a contract is executed between a bidder and the District. The District expects that it will use a Construction Manager-Constructor (also known as a "CM At-Risk") for this Project. For the purpose of this RFP, the terms "proposal" and "bid" shall be treated as one and the same.

The District reserves the right to reject any or all proposals and to make any award that it considers to be in the best interest of the District.

B. Proposal Submission

To be considered by the District, six (6) copies of the complete proposal must be received no later than **Noon, Thursday, June 24, 2010**. Proposals should be addressed to:

Mr. George Stockero

Superintendent

Chassell Township Schools

41585 US Highway 41

PO Box 140

Chassell, Michigan 49916-0140

Telephone: (906) 523-4691

The submittal envelope should be marked: PROPOSAL FOR ARCHITECTURAL SERVICES.

Submitted proposals become the property of the District and will not be returned.

C. Late Proposals

Any proposal received by the District after the time specified above will not be considered. The party submitting a proposal shall bear full and total responsibility for ensuring timely receipt of that proposal.

D. Withdrawal of Proposals

Proposals may be withdrawn by written notice received at any time prior to the submission deadline. Proposals may be withdrawn in person, provided that the firm's representative signs a receipt for the return of the proposal prior to the submission deadline.

E. Questions Concerning this RFP

Inquiries may be made to George Stockero at the address and telephone number above.

F. Economy of Preparation

Proposals should be prepared simply, providing a concise description of the submitting party's ability to meet the requirements of this RFP. Please limit your proposal to the information requested in Part 3 – Proposal Details and Part 4 – Project Summary.

G. Proposal Signature

The sheet entitled "Part 4 – Proposal Summary" should be signed by the person responsible for the decision as to services and costs being offered.

In the case of a joint proposal, each party should certify as to services and costs being offered by it in connection with this proposal.

H. Prime Responsibilities

The firm selected will be required to assume responsibility for all services offered in the proposal, regardless of who actually provides such services and whether the selected firm utilizes separate consultants. The selected firm shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The firm shall provide all necessary services that may be provided for the Project by an architect or engineer as described in 1937 PA 306, as amended, the School Construction Act, and 1980 PA 299, as amended, including "supervision" as described in those Acts.

I. Proposal Preparation Costs

All costs incurred for proposal preparation, presentation, or contract negotiation are the responsibility of the firm. The District will not pay the cost for any information solicited or received.

J. Acceptance of Proposal Contents

The contents of the proposal of the selected firm will become contractual obligations when a contract is issued, except with regard to particular contents which are rejected by the District. Failure of the successful firm to abide by such obligations without the express consent of the Board of Education of the District shall result in cancellation of the award.

K. Scope of Services

It is assumed that any proposal submitted will include, but not be limited to, performance of all of the services and activities identified in this section, as listed below. The District shall expressly designate such aspects in writing during the scope development of the Project.

1. Attend meetings and make presentations concerning the proposed Project.

2. Assist the District in the development of the District's construction plans and project scope.

3. Develop preliminary design specific to the project.

4. Complete Final Design including, but not limited to, working drawings, specifications, cost estimates, prospective bidders list, approvals (State and local authorities), technical addenda and clarifications for structural and architectural design.

5. Attend any necessary meetings with District personnel to develop goals, explain options, and reach consensus on final plans.

6. Review the construction schedule and recommendations for appropriate bidding categories and phases.

7. Complete bid package of all required construction documents and specifications, including reproduction of same.

8. Develop the necessary advertising for bid document distribution.

9. Assist District with creating all possible contractor interest in bidding and performing this work.

10. Prepare and distribute construction documents to bidders.

11. Participate in pre-bid conferences with all bidders and assist in evaluating bids

12. Advise the District as to necessary building permits and other governmental agency approval applications.

13. Provide on-site observation and supervision of construction in satisfaction of the requirements of 1937 PA 306 and 1980 PA 299, including supervision and site visits as necessary during the entire construction period.

14. Continually monitor and update construction and installation progress.

15. Prepare change order requests, and receive District approvals.

16. Review any shop drawings and expedite the review process.

17. Review payment and cost control procedures.

18. Participate in progress meetings and provide progress reports of same.

19. As needed, meet with the building superintendent to discuss any activities which may affect operations.

20. Ensure that all construction is completed as specified by the construction documents and meets all codes and regulations of agencies having jurisdiction.

21. Prepare punch lists, coordinate final inspections, and recommend District acceptance of the construction project.

L. Equal Employment Opportunity/Anti-Discrimination

The successful bidder shall warrant and represent that it is an equal opportunity employer and that it does not unlawfully discriminate or discriminate against anyone due to race, creed, color, age, sex, national origin, disability or handicap and the successful bidder further agrees to comply with all federal, state and municipal equal opportunity and anti-discrimination guidelines and regulations.

M. Insurance Coverage

Prior to beginning work, the selected firm will be required to provide a copy of insurance certificates for general and professional liability coverages. Coverage limits shall not be for less than $1,000,000/occurrence and $2,000,000/aggregate. Any consultants of the Architect shall provide insurance coverage at least equal to that provided by the Architect, and those consultants shall provide insurance certificates for general and professional liability coverage.

N. Payment of Fees

Professional fees and reimbursable fees shall be itemized on the same invoice so that the District issues no more than one monthly check to the Architectural firm. The specific days of the month on which invoices are to be received and checks released, as well as the payment schedule, will be determined when the contract is finalized with the selected firm.

PART 2 – PROPOSAL REVIEW AND SELECTION PROCESS

A. Time Frame for Architect Selection

It is the intent of the District to select an Architect according to the following schedule:

June 17, 2010	RFP is posted and released.
June 24, 2010	Proposals are due.

June 25, 2010 Interviews with bidders, if necessary

June 28, 2010 Anticipated date for Board of Education to select Architect and authorize the Superintendent to finalize a contract.

The District reserves the right to adjust the above schedule and/or to add steps as it deems necessary, with or without notice to bidders or potential bidders.

B. Review and Selection Process

The District reserves the right to reject any or all proposals that are determined not to be in the best interests of the District. The District will not necessarily select the lowest cost proposal.

C. A/E Interviews

The District will review proposals and identify firms to make presentations to the Board of Education and to answer any questions that may exist about their proposal.

D. Evaluation Criteria

The District will evaluate proposals considering all of the following:

Adherence to RFP: To merit evaluation, submittals must conform, in both content and presentation, to the parameters established in this request.

Relevant experience: Relevant experience of the firm with construction and renovation of K-12 public school facilities, particularly those of comparable size and complexity.

Qualifications: Qualifications and experience of the key staff assigned to this Project.

Timeliness: Ability of the firm to complete work tasks specified in this RFP in a timely fashion.

Responsiveness: The ability to meet quickly with District officials, contractors, etc. when necessary.

Team compatibility: The ability of the firm to work with students, staff, parents, community members, contractors, and governmental officials based on references and interviews.

Fee Proposal: The total fees for Architectural services, including professional fees and allowances for reimbursable expenses.

E. Awarding of the Contract

All proposals received shall be subject to evaluation by the District and the Board of Education for the purpose of selecting a firm with whom a contract will be signed. Authorization for execution of a contract will be approved by the District's Board of Education. With the approval of the Board of Education, the Superintendent will sign the contract with the selected firm. The award of the contract shall be contingent upon the successful settlement of terms of the contract acceptable to the District.

The form of contract required shall be in substantially the same form as the AIA Document B102 – 2007 Edition (Standard Form of Agreement Between Owner and Architect) and AIA Document B201 – 2007 Edition (Standard Form of Architect's Services: Design and Construction Contract Administration).

PART 3 – PROPOSAL DETAILS

A. General Company Information

A. Company Name _____

Address _____ City: _____ State: _____

Contact Name & Title: _____

Phone _____ Fax _____ Email: _____

B. Business Structure: Corporation ( ) Partnership ( ) Sole Proprietor ( )

C. Number of years firm has provided K-12 Architectural Services: _____

B. Experience and Business Organization

1. Provide a list of principals and officers of the firm.

2. Provide a list of five references of similar size projects your firm has completed within the last five years for Michigan K-12 school districts. Include contact persons and phone numbers, scope of work, and description of services provided.

3. Provide a brief history of your firm's experience with public school construction.

4. Provide a list and resumes of all key personnel your firm will commit for the duration of this Project if awarded the contract and the hourly rate for such personnel in the event they provide Additional Services, and provide documentation regarding their respective qualifications. For the project manager and project architects you identify to be assigned for the duration of our Project, provide the name and phone number of two building principals and two superintendents with whom the architect has worked on a school building project. Architect shall not change staff assigned to the Owner's Project without Owner's approval or Owner's request except in the event such individual dies, is disabled or leaves the employment of the Architect.

5. Provide a list of all scheduled projects and unscheduled projects currently being handled by your firm, including an indication of percentage of completion for each project.

6. Provide a list, if any, of litigation, arbitration or a other claims filed against or settled with your firm by an educational client.

7. Disclose whether your firm has ever been terminated, for cause or for convenience, prior to completion of a project or whether your firm has been terminated under an architectural or design contract, for cause or for convenience, prior to completion of a project. Please provide an explanation of the circumstances surrounding such termination.

C. Approach to Architectural Services

1. Describe in detail, the process you will follow to develop the drawings and specifications for our Project.

2. Describe the method(s) of budget/cost control, quality control, and time schedule adherence you will use for the Project.

3. Describe how your firm stays up-to-date on construction code and regulatory requirements applicable to school construction.

4. Discuss the method of on-site observation you will use for our Project, and how you will ensure a same-day response should we need on-site advice.

5. Identify all categories of anticipated reimbursable expenses the Architect would expect to charge to the District.

6. Provide any additional information about your design approach as envisioned for this Project.

D. Anticipated Project Schedule

The District desires that construction for the Project begin as soon as possible and that substantial completion be achieved by not later than August 31, 2010. Please identify any concerns or reservations your firm may have with these general parameters and describe any negative impacts on the Project foreseen as a result of such parameters. The District anticipates working with the selected Architect after bidding to consider Project Schedule adjustments necessary to maximize bidding opportunities.

PART 4 – PROPOSAL SUMMARY AND PROJECTED FEE

This proposal has been prepared to provide the District with all the information requested in Part 3, Proposal Details, of the RFP regarding Architectural Services. The undersigned certifies that the proposal contained herein meets or exceeds the scope of services as outlined in Part 1, General Instructions, and that any activities that have been deleted and/or added from the requested scope of services are clearly noted as follows:
_____.

The projected fee for our firm to provide the services as outlined within the District's RFP will be: _____

Signed this _____day of _____, 2010.

Firm name: _____

Address: _____

_____

Phone Number: _____ Fax Number: _____

If a corporation, indicate State of incorporation

Attest:

By:_____

Signature/Title