

# REQUEST FOR PROPOSAL

February 10, 2021

Please consider this document as a formal Request for Proposal (RFP) for **Harbor Springs Public Schools Interior Master Plan Design Phase 1 at Harbor Springs High School**. Design plan should include the following:

- Locker replacement (presently 400 lockers, convert to 300 lockers)
- New flooring to replace current carpet in the entire first floor
- Paint colors to coordinate with flooring (door/window frames, accents, wall areas)
- Interactive display of graduation class pictures

Project design fee should include establishing a preliminary budget for the work, demolition plan, locker design and plan for replacement, flooring plan and revisions, design for graphics, design for interactive kiosk, preliminary pricing for renovation, coordination with general contractor, submittal to State agencies for approvals, coordination with Harbor Springs Public Schools, total administration of design contract including review of progress during renovation, site meetings at appropriate intervals, review of product submittals, and project close-out assistance. Tentative timeline of project should also be included with a completion date of August 23, 2021.

Sealed bids are to be received in the Harbor Springs Public Schools Superintendent's Office located at 800 State St., Harbor Springs, Michigan 49740 by **3:00 p.m. on Monday, February 22, 2021**. Bids will be opened at that time and recorded. The Board of Education will award the bid at a special meeting of the Board of Education on February 24, 2021. The Board of Education reserves the right to accept or reject any or all bids, either in whole or in part, to award a contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interests of the District.

Any prospective bidders are strongly encouraged to contact Michael Behrmann, Superintendent of Schools, to schedule a walkthrough of the first floor of Harbor Springs High School as soon as possible. Phone: 231-526-4540. Email: [mbehrmann@harborps.org](mailto:mbehrmann@harborps.org)

## Signatures and Certification

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth with this Contract.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Harbor Springs Public Schools and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Harbor Springs Public Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Harbor Springs Public Schools.

I hereby certify that I am authorized to sign as a Representative for the Contractor:

ARCHITECT FIRM:

OWNER:

\_\_\_\_\_  
Name of Company

Harbor Springs Public Schools

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

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