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**PROJECT DESCRIPTION:** Construction Management services for Harbor Springs Public Schools 2022 Bond Program. This includes work at several separate buildings. This will be divided into two series of work to be completed in approximately four years.

**OWNER/Client:** Harbor Springs Public Schools

800 S. State Street

Harbor Springs, MI 49740

**Location of Bid Documents:** <https://app.e-builder.net/public/publicLanding.aspx?QS=f5f2571ee17d408c84cd9cd2e029e963>

**Mandatory Pre-PROPOSAL Meeting:** **Monday, May 16, 2022**

**10:00 am EST**

Harbor Springs Public Schools – Admin Office

800 S. State Street

Harbor Springs, MI 49740

**CLARIFICATIONS TO OWNER REPRESENTATIVE:** Andy Fountain

Andy.Fountain@plantemoran.com

**LAST DATE FOR CLARIFICATIONS:** Wednesday, May 18, 2022 at 1:00 pm EST

**PROPOSAL DUE: May 26, 2022**

**2:00 pm EST**

**Submit HARD COPY Proposal To:** Mr. Michael Behrmann

Superintendent

Harbor Springs Public Schools

800 S. State Street

Harbor Springs, MI 49740

**SUBMIT ELECTRONIC PROPOSAL TO:** [HSPSCMProposals@docs.e-builder.net](mailto:HSPSCMProposals@docs.e-builder.net)

\*Submit electronic proposal only after hard copy has been submitted\*

**BIDDER Interviews:** **By Invitation Only**

June 6 - 7, 2022

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| **PROPOSAL DETAILS** |  |

## Harbor Springs Public Schools (hereafter referred to as “Owner”) has engaged Plante Moran Cresa (hereafter referred to as “PMC”) to provide Owner Representation Services for this project. Your Firm is invited to submit a proposal for the services required in this RFP in accordance with this letter and the following documents which are attached hereto. This RFP is being publicly advertised and includes minimum qualifications that must be met or exceeded. This RFP includes the following attachments:

1. Project Scope
   * 1. Project Description
     2. Milestone Schedule
     3. Cost of Work Budgets
2. Contract Documents
   * 1. Standard Form of Agreement AIA A133-2019, as modified
     2. General Conditions AIA A201-2017, as modified
3. Proposal Forms
   * 1. Proposal Form
     2. Cost Workbook
     3. Familial Disclosure Statement
     4. Iran Disclosure Statement

This Request for Proposal (RFP) does not commit Owner to award a contract or to undertake any financial obligation whatsoever with respect to the requirement referred to herein. Owner reserves the right to reject any Proposal with or without cause, to not award a contract, or to award one or more contracts. Owner further reserves the right to waive any irregularity or informality in this RFP Process or any Proposal. Owner reserves the right to accept or reject, without consideration, any Proposal which arrives late. Owner reserves the right to request additional information from any or all Firms. In addition, notice is hereby given of the possibility that award may be made without discussion of the Proposal. In the event Firm’s Proposal is accepted by Owner and Firm asserts exceptions, special considerations or conditions after acceptance, Owner, in its sole and absolute discretion, reserves the right to thereafter reject the Proposal and award another Firm. Therefore, the Firms should submit their best Proposal initially from both technical and cost standpoints.

* **PRE-PROPOSAL**
  1. **CONFIDENTIALITY** - From the issue date of the RFP until a firm is selected and selection announced, a prospective firm shall not communicate about the subject of the RFP or a firm’s proposal with Owner, its Board of Education, or any individual member, administrator, faculty, staff, students, or employees, except as permitted by the requests for clarifications paragraph. Your proposal and any modifications thereto shall be submitted only to the person(s) listed on the front page. Failure to comply strictly with Owner’sinstructions regarding the content and manner of submission of proposal including, without limitation, disclosure of any information in the proposal or modifications thereof to any third party or other Owner’s staff without the express, prior written approval of the Owner’s Representative, shall result, at owner’ssole discretion, in the immediate disqualification of the firm.
  2. RFP documents may be obtained at the e-Builder website created by PMC and noted on front page. Please contact Jessica Zanetti at (248) 603-5103 or via email at Jessica.Zanetti@plantemoran.com for e-Builder access instructions, should you encounter any difficulties.
* **ADDENDA**

Any addendum to this RFP will be issued in writing by PMC on behalf of Owner. No information or representation other than that contained in such an addendum, whether received from an employee of Owner or other person, will be considered to have been modified or be grounds for deviation from any stipulation or requirement of this RFP.

* **PROPOSAL FORMAT**

Prepare and three (3) copies of your proposal package to the designee listed on the cover page. Additionally, after, and not before, the proposal due date and time please submit a digital copy in PDF format to [HSPSCMProposals@docs.e-builder.net](mailto:HSPSCMProposals@docs.e-builder.net) . Packages should be in 8.5” x 11” format.

The following proposal format is required:

Cover Letter

Section 1 – Project Approach Narrative

Section 2 – Relevant Firm Experience

1. Specific Firm Experience

Section 3 – Project Organizational Chart and Team Resumes

Section 4 – Proposal Forms

1. Detailed Proposal Form
2. Cost Workbook
3. Familial Disclosure Statements
4. Iran Disclosure Statement

Section 5 – Project Schedule

Section 6 – Clarifications and Exceptions

Section 7 – Additional Information

**Section 1 – PROJECT APPROACH NARRATIVE**

* Submit a narrative detailing your approach, philosophy, unique expertise, and other information relevant to how you will meet project needs.

**Section 2 – Relevant Firm Experience**

* Provide project name, project description, project location, date completed, value of construction, client reference name and telephone number, and your role on the project of similar scope, schedule, location and budget for projects completed within the last ten (10) years.

**Section 3 – PROJECT ORGANIZATIONAL CHART AND TEAM RESUMES**

* Attach a project organizational chart outlining your proposed team structure. The organization chart shall indicate the key personnel assigned to the project (if consultants are being used please note the firm with which they are employed). If the firm has multiple offices, please identify at which office the key personnel assigned to the project are located.
* Include resumes for all individuals listed. Please highlight experience on similar projects and role that person played.
* If selected, Bidder shall assign and guarantee that the proposed professionals shall work in their proposed capacity on the project. If unforeseen circumstances occur and substitution is necessary, Bidder shall, within five (5) business days, propose one or more professionals who are at least equal in competency and relevant experiences. The Owner shall have the opportunity to interview the proposed professionals and make the final determination for a substitute.

**Section 4 – Proposal ForMS**

* Utilize the proposal forms provided as Attachments to this RFP. Editable electronic version of these forms may be obtained at the location indicated on front page.

**Section 4A – Detailed Proposal Form**

* Complete and attach the Detailed Proposal Form included with this RFP.

**Section 4B – Cost Workbook**

* Complete and attach the Cost Workbook Form included with this RFP.

**Section 4C – Familial Disclosure Statement**

* Complete and attach the Familial Disclosure Statement included with this RFP.

**Section 4D – Iran Disclosure Statement**

* Complete and attach the Iran Disclosure Statement included with this RFP.

**Section 5 – Project Implementation Schedule**

* Provide an implementation schedule with adequate detail to reflect your firm’s project approach with respect to the services outlined in the contract provided with this RFP.
* The implementation schedule should include, at a minimum, the milestones listed in the schedule attached to this RFP.

**Section 6 - CLARIFICATIONS / EXCEPTIONS**

* + Please detail any clarifications, exceptions or exclusions to this RFP (scope, schedule, fee, etc.)
  + List any/all exceptions taken to the Contract Documents provided. For each exception, alternative language must be proposed. Owner reserves the right to reject any proposed alternative language.
  + The prevalence of these exceptions will be considered in reviewing the proposal and in the final selection of the Bidder for the project. Proposals that do not acknowledge these agreements or do not provide specific alternative language may be rejected.

**Section 7 – Additional Information**

* Please include any additional relevant information
* **PROPOSAL SUBMISSION**

Sealed proposals for the work as described by the RFP package will be received as noted on the cover page. Please mark the envelope of all proposals with “Harbor Springs Public Schools - Proposal for Construction Management Services and your firm’s name”. Include the required digital copy in PDF format as well as any Excel documents specified. Please also follow the specific instructions related to electronic submission.

* **RESPONSIVENESS**

To be responsive, the proposal must set forth full, accurate and complete information as required by this RFP and all attachments.

* **MINIMUM QUALIFICATIONS**

In addition to the other requirements of this RFP, the following minimum qualifications are preferred to be met by Bidder in order to submit a proposal:

1. Firm has been in business for at least the last ten (10) consecutive years
2. Be Licensed to perform the required work in the State of Michigan
3. Be familiar with and have experience in the K-12 sector including have at least five (5) K-12 clients in the last ten (10) years
4. Have completed construction projects of at least $20,000,000 for at least five (5) K-12 clients within the last ten (10) years.
5. Have an EMR rating less than 0.90

* **SELECTION PROCESS & CRITERIA**

The selection of the successful firm by the Owner will be based on some, or all, of the following criteria (not in any particular order):

1. Firm’s proposed team and company experience as related to similar projects
2. Local capacity / resources of firm and trade partners
3. Fee structure and costs for all scopes of work
4. Bonding capacity and insurance limits
5. Safety / EMR Rating
6. Construction manager interview with Project Team
7. Exceptions to the contract form of agreement
8. Other criteria as determined by the Owner’s selection team

This project will require a team effort where collaboration and interaction are highly valued as is the professionalism and contribution of all team members. To that end, the Owner will put as much emphasis on people and process as fees.

* **FORM OF AGREEMENT**

1. This is a Request for Proposal only. Proposals will be treated as offers to enter into the Contract with Owner. Owner and successful Firm shall memorialize their contractual relationship and obligations using the form of Contract attached to this RFP. The Contract contains many details regarding the Services required under this RFP, as well as the terms and conditions under which the Services shall be provided by the successful Firm. The Contract should be reviewed carefully by each Firm prior to submitting a Proposal. The final Contract shall be subject to review and approval of Owner’s legal counsel. **Any exceptions to the terms and conditions contained in the Contract, or any other special considerations or conditions requested or required by the Firm relative to this RFP or the form of Contract shall be expressly/specifically enumerated by the Firm and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions cannot be met by, or, in the Firm’s opinion are not applicable to, the Firm, provided however, that exceptions or special conditions of the Firm will not be binding upon Owner unless those exceptions or special conditions are expressly accepted by Owner and incorporated into the final Contract.**  Following the selection of the successful Firm, if any, by Owner the Contract will be finalized by the parties.  The final Contract shall be subject to the review and approval by Owner’s legal counsel.

* **DATA CONFLICTS**

Where conflicts occur within this RFP and its contents and addendum, the Standard Form of Agreement, general, supplemental and other conditions, etc. the more restrictive requirements shall govern - all in favor of the Owner.

* **UNSOLICITED TERMS AND CONDITIONS**

Proposals which take exception to Owners Terms and Conditions as a whole and substitute the Firm’s standard terms and conditions may be rejected.

* **FEES/TAXES**

All proposals shall include all applicable taxes, including Social Security, unemployment, sales or use taxes, and any other taxes specifically levied on the work or on wages by local, city, state, or federal government, except real property taxes on the site. Proposals shall also include all premiums, assessments, and other like payments, charges, and costs incidental to the work covered by the contract documents.

* **PROPOSAL COSTS**

Any recipient of this RFP, or any Firm who chooses to respond to this RFP, is responsible for any and all costs and liabilities incurred by it, or others acting on its behalf, in: (1) preparing or submitting a Proposal, (2) otherwise responding to this RFP, or (3) negotiating any Contract incidental to its Proposal.

* **IRREVOCABILITY OF PROPOSALS**

All proposals submitted may not be withdrawn and shall be irrevocable for a minimum period of ninety (90) calendar days following the due date for receipt of Proposals set forth above.

* **OPENING OF PROPOSALS**

Proposals received will be opened in publicly . No immediate decision will be rendered.

* **AUTHORITY TO SIGN**

Proposals must be signed by an officer of the firm who is authorized to enter into binding agreements.

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| **PROJECT DETAILS** |  |

The total Bond Program budget is anticipated to be approximately $42,000,000 and includes new construction, additions and/or renovations at some buildings, site improvements, furniture/fixtures/equipment, IT, security and all associated indirect costs. The bonds are currently anticipated to be sold in two (2) series as follows, subject to change at the Owner’s discretion:

**Series I** – Approximately $16,500,000: Anticipated Sale: Spring 2022

* Shay Elementary - Demolition of existing building and construction of new elementary school (approximately 30,000 SF)

**Series II** – Approximately $25,500,000: Anticipated Sale: Spring 2024

* Blackbird Elementary
* Harbor Springs Middle School
* Harbor Springs High School

**Total Project Budget: Approximately $42,000,000 USD**

The outline in Attachment A.1 along with the Contract Documents in Attachment B, sets forth the required Scope of Services to produce a complete Project. Please utilize the project Cost of the Work budgets in Attachment A.3 as the basis for your Proposal.

Firms will be required to coordinate with Owner’s other vendors and consultants, including Owner’s Representative, Architect(s), Technology Designer, Security Consultant, Environmental Consultant, Commissioning Agent, Contractors, etc. in order to coordinate and integrate the different portions of the Project. This will include attending design meetings, coordination of construction activities, coordination with Owner, Consultants and Contractors, and modifying the schedule in order to meet Owner’s goals and objectives.

The schedule included within the RFP is intended to give a general overview of the Bond Program schedule being considered by HSPS. Once engaged, the CM Firm(s) will consult with HSPS, PMC, the AE(s) and the Owner’s other vendors/consultants to confirm and refine the phasing and bid packaging for the different programs. Once determined, more defined schedules will be prepared for implementation.

This is a preliminary schedule and dates/times are subject to change.

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| **Series** | **Description** |  | **Start** | **Finish** |
| **Series I - Project Delivery** | |  |  |  |
|  | Program Verification |  | 5/4/2022 | 5/18/2022 |
|  | SD/DD Phase |  | 5/19/2022 | 8/4/2022 |
|  | 90% CD |  | 8/5/2022 | 12/31/2022 |
|  | 100% Contract Documents |  | 1/1/2023 | 1/23/2023 |
|  | Issue for Bidding |  |  | 1/2/2023 |
|  | Construction Bidding |  | 1/2/2023 | 1/31/2023 |
|  | Construction Award |  |  | 2/13/2023 |
|  | Construction |  | 5/1/2023 | 8/15/2024 |
|  | Owner Occupancy / Move-in |  | 8/16/2024 | 9/1/2024 |
|  | Closeout |  | 8/16/2024 | 10/15/2024 |
|  | Record Documents |  |  | 11/30/2024 |
|  |  |  |  |  |
| **Series II - Project Delivery** | |  |  |  |
|  | Program Verification |  | 2/1/2023 | 2/28/2023 |
|  | SD/DD Phase |  | 3/1/2023 | 5/19/2023 |
|  | 90% CD |  | 5/19/2023 | 9/30/2023 |
|  | 100% CD |  | 10/1/2023 | 10/21/2023 |
|  | Issue for Bidding |  |  | 10/1/2023 |
|  | Construction Bidding |  | 10/1/2023 | 10/31/2023 |
|  | Construction Award |  |  | 11/13/2023 |
|  | Construction |  | 5/1/2024 | 11/30/2025 |
|  | Closeout |  | 12/1/2025 | 2/1/2026 |
|  | Record Documents |  |  | 2/28/2026 |

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NAME OF BIDDER

BIDDER’S ADDRESS

Bidder’s Main Contact for Proposal

Phone Number

Email

All Proposals submitted may not be withdrawn and shall be irrevocable for a minimum period as defined in this RFP.

1. **Cost Proposal**

Proposes to provide Pre-Construction and Construction Services for the construction project as follows:

1. For Pre-Construction Services, on an hourly basis not-to-exceed $     .
2. For Construction Services, at a Cost plus a Fee basis:
   1. Personnel Cost not-to-exceed is: $     .
   2. Construction Manager’s Direct Costs (Insurance and Bonds): $     .
   3. Construction Manager’s Hard Costs (CM Reimbursables) not-to-exceed: $     .
   4. Construction Manager’s Overhead & Profit (Fee) is:      % of the Cost of the Work
   5. Construction Manager’s General Conditions not-to-exceed: $     .
3. Firm Staff / Resources
   1. Location of Headquarters:
   2. Total number of Full Time Personnel for the entire Firm:
   3. Location of your local / assigned office:
   4. Number of Full Time Personnel at your local / assigned office:
   5. Year business was created:
   6. Provide the most recent five (5) K-12 clients in the last ten (10) years:
   7. List at least five (5) K-12 clients with construction bond projects of at least $20,000,000 in the last ten (10) years:
4. Bonding Capacity
   1. Firm’s Single Project Bonding Capacity $
   2. Firm’s Aggregate Bonding Capacity $
   3. Firm’s Current Committed Bonding Amount $
5. Annual Work in Place Volume and Experience Modification Rating (Attach EMR letter)
   1. Volume 2019       EMR 2019:
   2. Volume 2020       EMR 2020:
   3. Volume 2021       EMR 2021:
6. **Addenda**

This proposal includes information for the following addenda:

Addenda No. **Dated**

Addenda No. **Dated**

Addenda No. **Dated**

Addenda No. **Dated**

1. **Contractual Terms**

If selected as Construction Manager, I agree to the contractual terms as provided in the RFP as noted below:

AIA A133-2019 CMc, As Modified

AIA A201-2017 General Conditions, as Amended

Exceptions to amended AIA A133-2019 CMc and A201 -2017\*

\*Attach SPECIFIC proposed alternate contract language in Section 5

I understand that the initial engagement is for Pre-Construction Services only. The CM agrees to hold their fee firm through the establishment of the GMP. Owner reserves the right to negotiate with the selected CM at the end of the pre-construction phase for subsequent construction services or terminate the CM service and solicit proposals from other construction management firms for construction services. I have read and I understand the responsibilities required of the Construction Manager under the *Agreement between the Owner and Construction Manager* and *General Conditions of the Contract for Construction*, which are provided with the RFP. If selected, our company will be able to fulfill the requirements.

**SIGNATURE**

Dated this day of , 2022.

Company Name:

By:

Signature

Position/Title:

, being duly sworn, deposes and says that the information provided herein is complete so as not to be misleading.

Subscribed and sworn before me this day of , 2022.

Notary Public:

My Commission Expires:

**PROPOSAL CHECKLIST**

Bid Proposal Form (This Document)

Cost Workbook

Familial Disclosure Statement

Iran Disclosure Statement

# Familial Disclosure Affidavit

The undersigned, the owner or authorized officer of      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Contractor”), pursuant to the familial disclosure requirement provided in the Harbor Springs Public Schools (the “School District”) Request For Proposals for **CONSTRUCTION MANAGEMENT** **SERVICES**, hereby represents and warrants that, except as provided below, no familial relationships exist between the owner or any employee of the Contractor, and any member of the Board of Education of the School District or the Superintendent of the School District. A list of the School District’s Board of Education Members and its Superintendent may be found at [http://harborps.org/.](http://harborps.org/.%20)

List any Familial Relationships:

**FIRM:**

Name of Firm

By:

Its:

STATE OF       )

)ss.

COUNTY OF      )

This instrument was acknowledged before me on the       day of      , 2022, by      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

      , Notary Public

     \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County,

My Commission Expires:

Acting in the County of:

##### AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

##### Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer ofthe below named firm(the “Firm”), pursuant to the compliance certification requirement provided in the Harbor Springs Public Schools (the “School District”) Request For Proposals for **CONSTRUCTION MANAGEMENT** **SERVICES** (the “RFP”), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an “Iran linked business” at any time during the course of performing the Work or any services under the Contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

**FIRM:**

Name of Firm

By:

Its:

STATE OF       )

)ss.

COUNTY OF      )

This instrument was acknowledged before me on the       day of      , 2022, by      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

      , Notary Public

     \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County,

My Commission Expires:

Acting in the County of: