

**SOUTHGATE COMMUNITY
2020 BOND PROGRAM
REQUEST FOR PROPOSAL (RFP) – GENERAL CONTRACTOR SERVICES
ANDERSON HIGH SCHOOL SHOTPUT & DISCUS PROJECT
OCTOBER 2, 2024**



PROJECT DESCRIPTION: Anderson High School Shotput and DiscusField Renovations – General Contractor Services for Southgate Community Schools.

DESCRIPTION OF PROCUREMENT: General Contractor Services

OWNER/CLIENT: Southgate Community Schools
13940 Leroy Southgate, MI 48195

LOCATION OF DOCUMENTS: <https://app.e-builder.net/public/publicLanding.aspx?QS=ff1df900fb274d7eb2cabb611b77016c>

NON-MANDATORY VIRTUAL PRE-PROPOSAL MEETING: **Monday, October 7th, 2024
10:00 am EST**

 [\(844\) 562-1933](tel:(844)562-1933), [951584343#](tel:951584343) United States (Toll-free)
Phone conference ID: 951 584 343#

CLARIFICATIONS TO OWNER REPRESENTATIVE: Gary Kent
Gary.Kent@plantemoran.com

LAST DATE FOR CLARIFICATIONS: **October 10th, 2024 by 3:00 pm EST**

PROPOSAL DUE: **October 17th, 2024
1:00 pm EST**

SUBMIT HARD COPY PROPOSAL TO: Ms. Barbara Wilson – CFO
Southgate Community Schools
13940 Leroy Southgate, MI 48195

SCS Contractor Services RFP

***** Please email a copy of your proposal to Gary.Kent@plantemoran.com AFTER the proposal due date and time**

VIRTUAL INTERVIEWS: **Invitation Only – October 18th, 2024**

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PROPOSAL DETAILS

Southgate Community Schools (hereafter referred to as “Owner”) has engaged Plante Moran Realpoint (hereafter referred to as “PMR”) to provide Owner’s Representation Services for the SCS Paving Contractor Services RFP. The Owner invites you to submit a lump sum price proposal for the services required in this RFP in accordance with this letter and the following documents which are attached hereto, made a part hereof, and form the Contractor Documents which may result from this RFP.

- A. Project Scope**
 - 1. Project Description
 - 2. Anderson Shotput & Discus – Bid Drawings
- B. Contract Documents**
 - 1. Standard Form of Agreement AIA A105-2017, as modified
- C. Proposal Forms**
 - 1. Bid Proposal Form
 - 2. Familial Disclosure Statement
 - 3. Iran Disclosure Statement
 - 4. Non-Collusive Affidavit
 - 5. Criminal Background Disclosure Affidavit

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.

A. PRE-PROPOSAL

- a. **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’s instructions 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

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Representative, shall result, at owner’s sole discretion, in the immediate disqualification of the firm.

- b. RFP documents may be obtained at the e-Builder website created by PMR 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.

B. ADDENDA

Any addendum to this RFP will be issued in writing by PMR 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.

C. PROPOSAL FORMAT

Prepare and submit two (2) copies and one (1) electronic copy of your proposal package to the designee listed on the cover page. Packages should be in 8.5” x 11” format.

The following proposal format is required:

Cover Letter

Section 1 – Proposal Forms

- A. Bid Proposal Form
- B. Familial Disclosure Statements
- C. Iran Disclosure Statement
- D. Criminal Background Disclosure Affidavit
- E. Non-Collusive Affidavit

Section 2 – Clarifications and Exceptions

Section 3 – Additional Information

SECTION 1 – 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 1A – Bid Proposal Form

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

Section 1B – Familial Disclosure Statement

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

Section 1C – Iran Disclosure Statement

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

Section 1D – Criminal Background Disclosure Affidavit

- ◆ Complete and attach the Criminal Background Disclosure Affidavit included with this RFP.

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Section 1E – Non-Collusive Affidavit

- ◆ Complete and attach the Non-Collusive Affidavit included with this RFP.

SECTION 2 - 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 Consultant for the project. Proposals that do not acknowledge these agreements or do not provide specific alternative language may be rejected.

SECTION 3 – ADDITIONAL INFORMATION

- ◆ Please include any additional relevant information

D. 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 “SCS - Proposal for General Contractor Services-Anderson Shotput & Discus Field Renovations RFP” and include your firm’s name as well. Please also follow the specific instructions related to electronic submission.

E. RESPONSIVENESS

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

F. SELECTION PROCESS and 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):

- A. Firm’s proposed team experience as related to similar projects
- B. Evidence of capabilities to perform all requirements reflected in the RFP
- C. Fee structure for all scopes of work
- D. Project schedule
- E. Client references and relevant experience
- F. 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.

G. FORM OF AGREEMENT

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- A. 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.

H. 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.

I. 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.

J. 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.

K. 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.

L. IRREVOCABILITY OF PROPOSALS

All proposals submitted may not be withdrawn and shall be irrevocable for a minimum period of sixty (60) calendar days following the due date for receipt of Proposals set forth above.

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M. OPENING OF PROPOSALS

All submitted proposals shall be privately opened and dated. No immediate decision will be rendered.

N. BID BONDS

All submitted proposals shall include a bid bond at 5% of the cost of work.

O. 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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ATTACHMENT “B”**

PROJECT DETAILS

INTRODUCTION

The following outline sets forth the required Scope of Services for the Anderson Shotput and Discus Renovations Project RFP to review and-inspect the Project to produce a complete Project. The selected contractor will be required to provide and perform all required services as indicated in the Collaborative (AE) Construction Documents and Specs dated August 2nd, 2024. The anticipated work includes, but is not limited to, renovation of existing shotput and discus areas, site work, and associated work per the construction documents listed in this RFP and Attachment A.2.

The scope of work shall involve the following:

1. SUMMARY

- A. Project Summary: Provide general contracting services proposal for Anderson High School Shotput and Discus field renovations as stated within the construction and RFP documents. Contractor will be responsible for all demolition, site prep, concrete pads and footings, netting systems, and site restoration. All areas disturbed by demolition/construction activity shall be fine graded to the proper elevation and seeded by contractor (see attachment A.2).

- (a) Anderson High School
15475 Leroy St, Southgate, MI 48195

- B. The schedule for this work shall be completed prior to December 2024 in order for the district to obtain possession of the fields prior to the spring shotput and discus seasons.

2. OWNER OCCUPANCY

The Owner reserves the right to occupy completed areas, after substantial completion of that portion, with the distinct understanding that such occupancy shall not constitute acceptance of the work in whole or any part thereof, or of any work performed under this contract.

3. CONSTRUCTION SERVICES

A. Project Management/Cost Control/Contract and Document Management

A key component of the Contractor’s services is to include the reporting of project status, managing and supervising the project construction work to meet cost and schedule targets, addressing construction progress issues and maintaining an accurate project history through records storage. These and other project management activities will be the responsibility of the Contractor and one of the primary concerns in serving the Owner.

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1. Progress Meetings

- a. Owner’s Rep will chair all project meetings and develop structured meeting minutes identifying action items for resolution and any items that require immediate attention by the Contractor and/or the Owner. The Contractor will conduct weekly progress meetings that may be attended by the owner, owner’s representative at their discretion.
- b. Status Reports
 - i. Contractor will provide monthly Status Reports to the Owner including the minutes of the Progress Meetings.
 - ii. Status Reports are to include the following information for the project:
 1. Schedule update and percentage complete
 2. Cost Summary indicating contract value, approved change orders, pending change orders, anticipated total cost at completion, and payments to date.
 3. Resolution of issues from previous Status Reports
 - iii. Status reports will be due as part of the contractor’s monthly payment submittal
- c. Project Records
 - i. Contractor shall store and maintain project records.
 - ii. Owner shall have access upon request to all Contractor’s project records.
 - iii. Contractor shall provide original copies of all project records to the Owner upon completion of this contract, upon termination or any time during the period of this contract when requested by the Owner.
 - iv. Contractor shall maintain one composite set of record drawing onsite. Updates shall be clearly marked and maintained to indicate changes to the contract drawings for current conditions. Contractor shall provide the Owner one set of hard copy record drawings and one PDF version of record drawings upon project completion.

B. Construction Oversight, Quality, Safety, Environmental and Inspection

Proper planning and monitoring of construction progress is necessary. Contractor must ensure that Owner receives high quality, cost effective construction in a timely manner and according to the established project schedule. The Contractor must ensure that all work is completed in a safe manner and that all OSHA and MIOSHA codes are met in the execution of all work performed.

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1. Construction Oversight Planning
 - a. Coordinate project pre-construction and commencement
 - I. Monitor follow-through on approved value-engineering changes
 - II. Coordinate scheduling of all project components
2. Secure sub-contractors’ insurance certificates
3. Conduct project safety meetings and monitor construction progress, quality, safety and environmental compliant.
 - a. Identify potential problems for resolution
 - b. Contractor to actively seek resolution of issues to minimize rework, design changes and construction flaws.
 - c. Execute Quality Assurance/Quality Control program
 - i. Review testing and inspection reports.
 - ii. Obtain necessary permits and licenses
 - iii. Institute program to ensure quality
 - d. Site Logistics, Coordination, Dispute Resolution
 - i. Provide active day-to-day management of site logistics, subcontractor coordinating and dispute resolution, early problem identification and intervention, security, materials storage and staging, and other site issues typically managed by a traditional general contractor.

C. Project Closeout Requirements and Claims Management

1. Contractor shall coordinate and be fully responsible for contract closeout activities associated with the completion of the project.
 - a. Project Close-Out/Commissioning
 - b. Create detailed punch-list and resolve incomplete items
 - c. Owner shall approve final completion of punch list
 - d. Require subcontractors to provide Unconditional Waivers of Lien, Releases and Sworn Statements
 - e. Require subcontractors to provide closeout documentation, including final approvals, warranties, record drawings, operation and maintenance manuals, etc. to Owner and reports required by all governing agencies having jurisdiction over the Project.
 - f. Record Documentation/Operation & Maintenance Manuals
 - i. Contractor shall provide Owner updated documents that reflect conditions upon project completion.

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- ii. Ensure that Owner receives operation and maintenance manuals describing new systems and equipment and instructions for operating and maintaining the same.

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ATTACHMENT A.1 – PROJECT DESCRIPTION
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A. SUMMARY

Additional requirements are located within the specification sections of the attachments.

B. Working Space

The Contractor shall confine his equipment, apparatus, material storage temporary facilities and trailers and operations to construction limits indicated on drawings and shall not unnecessarily encumber the premises with his materials. This is to include parking of subcontractor's personnel.

Should the Contractor require additional space they shall work with the Owner and its agents to secure such area.

C. Use of the Site

In his operations the contractor shall interfere as little as possible with traffic and shall in no case unduly obstruct traveled ways.

The contractor and his subcontractors shall at no time use the adjacent buildings facilities whether internal or external for their personal use during working hours.

D. Access to Site

The contractor and his subcontractors are to access the site via specified entrance located as determined by the owner.

Contractor is responsible for maintaining site access in a dust/debris free condition.

Keep driveways and entrances serving premises clear and available to Owner, owner employees and emergency vehicles at all times. Do not use these areas for parking or storage of materials

1. Schedule deliveries to minimize use of driveways and entrances
2. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

E. WORK RESTRICTIONS

On-Site Work Hours shall be restricted to normal business hours of 7:00 AM to 5:00 PM, Monday thru Friday.

Work in hours other than indicated above shall be approved by the owner in advance. Please provide 5 business Day notice.

F. PROGRESS OF WORK

1. Within seventy-two (72) hours of award of the Work, Contractor shall prepare and submit to the Owner Representative for approval, a schedule showing proposed dates of commencement and completion for the various parts of the work. The Contractor shall carry out work in accordance

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with approved schedule. This schedule is a further refinement of the Work Plan/Project Schedule submitted with the proposal.

2. Overtime: If necessary to reach a proper stopping place in any portion of the work, or to complete work within Contract limit time, the Contractor shall implement an overtime program without addition to the Contract price. The Contractor shall be responsible for all incidental costs in connection with such overtime work.

Scope of Required Contractor Services

The terms and conditions of Agreement between SCS and the general contractor shall be substantially based on the attached AIA A105-2017, as modified, and inclusive of all attachments and exhibits and as clarified below.

A. The project site is located at:

1. Anderson High School
15475 Leroy St, Southgate, MI 48195

1. Concurrent Work by SCS

- A. The General Contractor will be required to coordinate with the SCS's other concurrent work and/or ongoing activities which are in progress.

2. Proposal Requirements

The following information must be included in Proposals:

- a. Confirmation of review and understanding of all information and data provided in the Request for Proposal.
- b. Confirmation that compensation requests noted within the Proposal will be adequate for the execution of the projects as required by this Request for Proposal.
- c. Confirmation of review of proposed form of agreement (contract) and acceptance of all terms or conditions.
- d. Acknowledgement that your firm is able to provide services within the time parameters shown provided.
- e. Proposals shall indicate the principal(s) of the firm, lead project manager, lead field representative, and other key personnel assigned to the project. It is important that the firm, and key personnel proposed for this project have comprehensive site design experience. If firm has multiple offices, please identify at which office the key personnel assigned to the project are located.

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- f. If outside consultants are to be used, indicate the name(s) of the firm(s), the principal(s) of the firm(s), lead project manager, and other key personnel assigned to the project along with their responsibilities.
- g. If selected, Civil Engineering Designer and Consultant shall assign and guarantee that the proposed professionals shall work in their proposed capacity on the project.