Plante Moran Realpoint
3000 Town Center, Suite 100
Southfield, MI 48075
Tel: 248.223.3500 | Fax: 248.223.3150
pmrealpoint.com

Request for Proposal (RFP) – Owen Intermediate School HVAC Upgrades Project

CLIENT:	Van Buren Public Schools
PROJECT:	Owen Intermediate School HVAC Upgrades Projects
DATE:	11/06/26

SUBMISSION INFORMATION

PROJECT DESCRIPTION:	Install new roof-top unit for the kitchen at Owen Intermediate School including new electrical and lighting and acoustic ceilings. Project #1: Mechanical Project #2: Electrical Project #3: General Trades
DESCRIPTION OF PROCUREMENT:	Lump Sum Bid
OWNER/CLIENT:	Van Buren Public Schools 555 W. Columbia Ave. Belleville, MI 48111
LOCATION OF BID DOCUMENTS:	https://app.e-builder.net/public/publicLanding.aspx?QS=d53f04f8f93145ba942b060a5b1dbf90
NON-MANDATORY PRE-PROPOSAL MEETING:	Wednesday, November 11, 2026 at 10:00am Owen Intermediate School Main Entrance 45201 Owen Street Belleville, MI 48111
CLARIFICATIONS TO OWNER'S REPRESENTATIVE:	Rob Kakoczki - Rob.kakoczki@plantemoran.com 248-982-2338
LAST DATE FOR CLARIFICATIONS:	Monday, November 16, 2026 before 12:00pm
PROPOSAL DUE DATE:	**Tuesday, November 24, 2026 by 1:00p.m. EST**
SUBMIT ELECTRONIC PROPOSAL TO:	VBPSOwenHVAC@docs.e-builder.net

PROPOSAL DETAILS

Van Buren Public Schools (hereafter referred to as "Owner") has engaged Plante Moran Realpoint (hereafter referred to as "PMR" or "Owner's Representative") to provide owner's representation services for this project. Your firm is invited to submit a proposal for the services required in this request for proposal (RFP). This RFP is being publicly advertised and includes minimum qualifications that must be met or exceeded. This RFP includes the following attachments:

A. Project Scope
    1. Project Description
    2. Milestone Schedule
    3. Owen HVAC Upgrades Bid Drawings 11/02/26
    4. Owen HVAC Upgrades Specifications 11/02/26

B. Contract Documents
    1. Standard Form of Agreement Between Owner and Contractor (AIA A101-2017)
    2. General Conditions of Contract for Construction (AIA A201-2017)

C. Proposal Forms
    1. Proposal Form
    2. Familial Disclosure Statement
    3. Iran Disclosure Statement
    4. Non-Collusive Affidavit
    5. Criminal Background Disclosure Affidavit

This RFP does not commit the 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 a firm's proposal is accepted by Owner and the 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 is announced, a prospective firm shall not communicate about the subject of the RFP or a firm's proposal with Owner, its board, 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 a 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'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 one (1) electronic copy of your proposal package to the email address listed on the first page. Packages should be in 8.5" x 11" format.

The following proposal format is required:

Cover Letter
Section 1 – Proposal Forms

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

Section 2 – Bid Bond Information
Section 3 – Clarifications and Exceptions

SECTION 1 – PROPOSAL

- Utilize the proposal forms provided as attachments to this RFP. Editable electronic versions of these forms may be obtained at the location indicated on front page.
- Section 1A – Detailed 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 – Non-Collusive Affidavit
    - Complete and attach the Non-Collusive Affidavit included with this RFP.
- Section 1E – Criminal Background Disclosure Affidavit
    - Complete and attach the Criminal Background Disclosure Affidavit included with this RFP

SECTION 2 – BID BOND INFORMATION

- A 5% bid bond or cashiers check is required to be included with your proposal submission.

SECTION 3 - CLARIFICATIONS AND EXCEPTIONS

- Please detail any clarifications, exceptions, or exclusions to this RFP (scope, schedule, fee, etc.)
- List any and 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 firm for the project. Proposals that do not acknowledge these agreements or do not provide specific alternative language may be rejected.

D. PROPOSAL SUBMISSION

Electronic proposals for the work as described by the RFP package will be received as noted on the front page. Please label the file for the proposal with ***"Company Name: Owen HVAC Proposal"*** and include all the required proposal documents with the file.

The owner reserves the right to reject any or all Proposals submitted, waive any irregularities therein, and to award the contract to other than the lowest cost firm.

E. RESPONSIVENESS

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

F. 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):

- Firms proposed team experience as related to similar projects.
- Evidence of capabilities to perform the scope of work reflected in the RFP
- Fee structure for the scope of work
- Ability to meet the project schedule
- 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

This is a request for proposal only. Proposals will be treated as offers to enter into contract with Owner. Owner and successful firm shall memorialize their contractual relationship and obligations using the form of contract attached to this RFP ("Contract"). 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. 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 and 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, its contents, and addendum (including but not limited to 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 Owner's 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 on the front page.

M. AUTHORITY TO SIGN

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

N. OPENING OF PROPOSALS

This proposal will have a virtual public bid opening that can be accessed using the link below at 1:00p.m. on Tuesday, November 24, 2026. All submitted proposals shall be publicly opened and dated. Any interested parties may attend. No immediate decision will be rendered.

VBPS Owen Intermediate School HVAC Upgrade Project Bid Opening

Microsoft Teams meeting

Join:

https://teams.microsoft.com/meet/277969871869356 9?p=hWNWqxWptbzc1tzDjT

Meeting ID: 277 969 871 869 356 9

Passcode: Pc72SD3c

Dial in by phone

(844) 562-1933,,410877451# United States (Toll-free)

Phone conference ID: 410 877 451#

A.1 PROJECT DESCRIPTION

PROJECT DESCRIPTION:	Provide labor, materials and equipment as required to install the new roof-top unit serving the kitchen at Owen Intermediate School as noted in the drawings and specifications provided. Scope of work includes installing the new roof-top unit and associated ductwork, new steel supports, masonry, roofing, acoustic ceilings, lighting and electrical. The RFP includes three (3) bid categories: • Project #1: Mechanical • Project #2: Electrical • Project #3: General Trades
INTENDED PROJECT DELIVERY METHOD:	Direct Prime Contract – Lump Sum Bid
PROJECT LOCATION/SITE INFORMATION:	Owen Intermediate Schoos 45201 Owen Street Belleville, MI 48111
PROJECT GENERAL REQUIREMENTS:	1. A 5% bid bond or cashiers check is required to be submitted with your proposal. 2. A 100% performance and payment bond may be required to be provided upon execution of the contract. 3. A 2 year warranty is to be provided for all labor and materials along with any additional warranties listed in the specifications. 4. All bidders are required to review notes and details on each drawing. Contractors are bidding an entire set of plans and specifications. 5. Each contractor is required to secure their own State of Michigan permits and pay for all inspection fees.

	6. Coordination will be required between the contractors for Project #1, Project #2 and Project #3. 7. Contractors can bid on any of the 3 projects or can submit a combined bid that includes all 3 projects.
PROJECT #1: MECHANICAL REQUIREMENTS	1. Complete mechanical demolition as noted on the drawings including diffusers, ductwork and exhaust grille. 2. Provide and install new Roof-Top Unit and all associated ductwork, piping, insulation and supports. 3. Install new gas piping as noted. 4. Provide and install new roof curb including cutting the existing metal decking. Coordination required with the general trades contractor for the roofing work. 5. Provide controls complete utilizing approved controls contractor. 6. Included in this project are the following specifications: - Division 00 – Procurement and Contracting Requirements - Division 01 – General Requirements - Division 02 – Existing Conditions - Division 07 – Spec Section 078400 Firestopping - Division 22 – Plumbing - Division 23 – Heating, Ventilating and Air Conditioning
PROJECT #2: ELECTRICAL REQUIREMENTS	1. Demolish existing light fixtures as noted including conduit and wiring back to the junction box feeding the area. 2. Supply and install new light fixtures as noted including new wiring and conduit, control

	sensor and switching. New lighting control system and all programming to be provided. 3. Provide new power for the roof-top unit as noted. 4. Provide temporary lighting and power in the kitchen area for duration of construction. 5. All coring, patching, fire caulk and wall repairs required for new electrical to be included in this project. 6. Turn existing 100A spare breaker removed from DP-4 over to VBPS. 7. Included in this project are the following specifications: - Division 00 – Procurement and Contracting Requirements - Division 01 – General Requirements - Division 02 – Existing Conditions - Division 07 – Spec Section 078400 Firestopping - Division 26 – Electrical
PROJECT #3: GENERAL TRADES REQUIREMENTS	1. Provide all architectural work as noted on the drawings unless noted otherwise. 2. Provide demo and masonry for new ductwork penetrations through the masonry walls in the kitchen. 3. Provide and install steel lintels for masonry openings. 4. Patch and infill masonry at locations of demolished existing ductwork 5. Provide steel framing for roof openings. Base bid to include adjustable quickframes or alternate can be to install steel angle as detailed. 6. Paint new gas piping on the roof.

	7. Provide all roofing as required for the new roof curb, pipe supports and conduit penetration. 8. Roofing contractor to cut the roof back for the new openings. Metal decking to be cut by the mechanical contractor. 9. Remove and reinstall ceilings as noted on the drawings in the corridor from the storage room to the kitchen. 10. Remove acoustic ceiling and gypsum board ceiling in areas noted in the kitchen and associated rooms. 11. Install new acoustic ceiling in the kitchen and associated rooms. 12. Reinstall or replace existing insulation on steel I beam as required to install acoustic ceiling and break metal transition. 13. Included in this project are the following specifications: - Division 00 – Procurement and Contracting Requirements - Division 01 – General Requirements - Division 02 – Existing Conditions - Division 05 – Metals - Division 07 – Thermal and Moisture Protection - Division 09 – Finishes

A.2 MILESTONE SCHEDULE

Van Buren Public Schools intends to approve this project by December 14, 2026.

Project Schedule Summary:

- Project Award: Targeted for December 14, 2026
- All submittals required to be submitted for approval by: December 23, 2026
- On-Site Construction Activity Start: June 17, 2027
- Project Substantial Completion: July 30, 2027
- Project Final Completion: August 27, 2027

Work Hours: M-F 6:00a.m. – 4:00p.m. (extended hours or weekends may be available but will need to coordinate with the owner)

PUBLIC VERSION