



**Almont Board of Education Office  
4701 Howland Road  
Almont, Michigan 48003**

## **REQUEST FOR PROPOSALS**

### **CONSTRUCTION MANAGEMENT SERVICES**

**for**

### **ALMONT COMMUNITY SCHOOLS FACILITIES BOND PROJECT**

**May 2, 2023**

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## 1.0 PROJECT SCOPE

### 1.1 Project Description

The project will include the potential expansion of our elementary school, renovations to the high school, middle school, elementary school, bus garage, grounds, replacement of track and tennis courts, overhaul of all infrastructure.

### 1.2 Program Time Frame

Board of Education authorized Bond Issue Feasibility Study	<b>Completed</b>
Board selects Architect's	<b>(TBD)</b>
Board selects Financial Advisor	<b>Completed</b>
Board selects Construction Manager	<b>June 2023</b>
Preliminary Architect drawings due along with projected costs	<b>(TBD)</b>
Concept Feasibility Study/Surveys of public	<b>(TBD)</b>
Report to Board of Education	<b>(TBD)</b>
Review/refine project as necessary	<b>(TBD)</b>
Request preliminary loan application documents from Department of Treasury	<b>October/Early November</b>
Board of Education asked to authorize bond issue vote	<b>(TBD)</b>
Final preliminary planning and development of Department of Treasury loan application	<b>(TBD)</b>
Submit completed preliminary loan application to Department of Treasury	<b>(TBD)</b>
Bond issue election takes place	<b>February 27, 2024*</b>
Board of Education authorization to apply for a loan from Department of Treasury	<b>(TBD)</b>
Bond program planning and implementation	<b>(TBD)</b>
Construction program	<b>(TBD)</b>

*\* This is a Presidential Primary and the date may change to March 12, 2024*

### 1.3 Professional Scope of Services

Please note: An Excel list of potential projects and drawings are available. Worklist includes project alternatives for select items. Not all worklist line items will be within final scope.

Please email [bond@almondschools.org](mailto:bond@almondschools.org) for a copy of these documents.

### 1.3.1 Pre-Construction Phase

The Pre-Construction Phase of professional services consists of **five** distinct components:

#### A. Assistance with program development and pre-vote activities

1. Assist owner with professional services firm selection and evaluation.
2. With the owner and architect's assistance, determine needs, expectations, and existing facility conditions.
3. Provide project feasibility and options evaluation.
4. Consult with owner and architect: provide value-engineering services regarding materials, systems, schedule and other conditions as they affect construction and contracting (constructability and contractibility reviews).
5. Develop project budgeting and cash flow projections.
6. Develop a computerized CPM/Bar Chart construction "super task" schedule to identify major program segments in support of overall project goals.
7. Complete Department of Treasury application.
8. Assist with public meetings and Bond referendum.

#### B. Schematic Design Phase

1. With the architect's assistance, develop estimates of construction costs for early schematic designs based on area, volume or other standards.
2. Review and comment on the architect's schematic design documents as these affect cost and schedule.
3. Develop suggested adjustments of materials, systems and other factors, which affect costs and schedule.
4. In conjunction with the architect, prepare a project summary at the conclusion of the Schematic Design Phase to demonstrate overall adherence to the owner's project goals.
5. Develop and update computerized CPM/Bar Chart schedule of all major program components.
6. Develop a schedule for the owner's/architect's activities that integrates the CM's activities.

#### C. Design Development Phase

1. Review progress and development of the architect's design development drawings and outline specifications and make recommendations on products and systems to be incorporated.

2. Provide schedule and cost estimate update and refinement for all program components.
3. Provide cost review and constructability analysis of design detailing, recommending alternative solutions whenever design details affect construction feasibility, cost or schedules.
4. In conjunction with the architect, prepare a project summary at the conclusion of design development to demonstrate adherence to the owner's project goals.

#### D. Construction Documents Phase

1. Coordinate contract documents by consulting with the architect and owner regarding drawings and specifications as they are being prepared, and recommending alternative solutions whenever design detailing affects construction feasibility, costs or schedules.
2. Establish work categories, identify possible contractors, and develop detailed construction schedule.
3. Provide analysis of labor availability for work categories.
4. Conduct a cost check estimate for the construction documents at the 80% stage to ensure adherence to Bond budget.
5. Develop construction contract language for coordination with architect's documents.
6. In conjunction with the architect, prepare a project summary at the conclusion of the construction phase to demonstrate overall adherence to the owner's project goals.

#### E. Bidding Process

1. Reconfirm labor availability analysis.
2. Reconfirm work categories.
3. Establish bidder pre-qualification procedures.
4. Establish bid and award schedules, conduct mandatory pre-bid conferences.
5. Identify applicable requirements for equal opportunity and wage rate determination.
6. Prepare summary construction schedules for inclusion by work category to identify contractor's time obligations.
7. Assist the architect with receipt of questions from bidders and issuance of addenda.
8. With the architect's assistance, receive bids, prepare analysis and make recommendations to the owner for award of contracts, or rejection of bids.
9. Conduct pre-award conferences with the successful bidders, advise the owner on

the acceptability and completeness of all proposals and awards.

10. Confirm compliance of all materials and identify proposed deviations.

### **1.3.2 Construction Phase**

The Construction Phase of professional services begins with the award of the contracts and will end sixty (60) days after final payment to all contractors is due and after all punch list items are completed.

#### **A. Administrative**

1. Provide administration of all contracts for construction, furnishing and equipment with architect's assistance.
2. Provide administration and management to coordinate the work of all contractors among themselves, and services to integrate the activities of the owner and architect in accordance with the owner's objectives of cost, time and quality.

#### **B. Meetings and Schedule**

1. Schedule and conduct meetings to discuss matters relating to procedures, progress, problems and scheduling. Prepare and distribute minutes.
2. Update the project progress schedule using a computerized, logical network with bar chart capability and task identification system. Schedule shall include:
  - a) Activity and sequence durations
  - b) Allocations of labor and materials
  - c) Shop drawing and sample submission dates by work category to allow for sufficient review and resubmission time.
  - d) Delivery of products requiring long lead times
  - e) Furnishings and equipment delivery lead times
  - f) Identification of areas with owner occupancy priority
3. Prepare weekly project meeting minutes that shall indicate actual progress with graphic documentation of variances.
4. Prepare project schedule with critical path activities indicated to be updated monthly for inclusion into billing/project report for owner review. Deviations and proposed adjustments shall be identified by the CM.

#### **C. Field Administration**

1. Assist in expediting permits; verify that owner or contractors have paid required fees. Assist in obtaining approvals from authorities.

2. In cooperation with the architect, endeavor to achieve satisfactory performance from the contractors. Recommend actions when non-performance occurs.
3. Coordinate activities of testing agency personnel, soils engineers and other owner's consultants.
4. Review and coordinate contractors' safety procedures.
5. Consult with architect, document contractor requested interpretations and assist in the resolution of questions that may arise.
6. Retain a daily log of progress and activities on the project site.
7. Receive shop drawings, samples and submittals, review and coordinate submittals with other data and transmit those recommended for approval to the architect. In collaboration with the architect, develop and implement procedures for submittal processing.
8. Maintain job-site project records, contracts, submittals, samples and related documents.
9. Arrange for delivery and storage of owner-purchased materials with projected schedules for delivery.

#### D. Contractor Payments

1. Update and revise project cost and budget status within identification of contract awards, budgeted and anticipated changes. Recommend necessary and desirable changes. Solicit and review contractor proposals, submit recommendations, prepare and sign change orders for architect and owner authorization.
2. Develop and implement monthly review payment procedures.

#### E. Project Close-out

1. Assist with systems checks and building turnover to owner.
2. Prepare lists of incomplete or unsatisfactory items for the architect's and owner's review. Schedule contractor's correction of deficiencies. Assist the architect in conducting inspections.
3. Assist the architect with establishing the dates of substantial completion. Issue and collect final closeout paperwork.
4. Advise the owner and architect when the project is ready for final review.

## 2.0 SELECTION PROCESS SCHEDULE

### 2.1 Construction Manager Selection Timeline

Date	Activity
May 2, 2023	Distribute Request for Proposal to Construction Management Firms
Week of May 15, 2023	CM Candidates site visits, questions and answers at the Almont Community Schools, 4701 Howland Road, Almont, Michigan 48003
<b>May 30, 2023</b>	Return of CM Proposals (5 copies) by 3:00 p.m. to Almont Community Schools, Administrative Office, 4701 Howland Rd., Almont, MI 48003 marked "Construction Management Proposal". No late submissions will be accepted.
June 2, 2023	Development of the list of three (3) firms for interviews by the Board.
Week of June 12, 2023	Firm interviews conducted by the Board
TBD	CM Firm selection formalized by the Board of Education
TBD	Notification to selected firm and applicants

### 2.2 Proposal Evaluation Criteria

Almont Community Schools reserves the right solely to judge the qualifications of firms submitting proposals. All proposals will be evaluated and ranked by the selection committee on the basis of the following criteria:

1. Proposals, to merit evaluation, must contain the information and responses outlined in this document in the order requested.
2. Fulfillment of the scope of services required to accomplish the construction program defined.
3. Organizational skills and management depth required to accomplish the program goals.
4. Previous experience with programs of comparable size and complexity, and significant experience in school projects.
5. Ability to estimate costs and control schedule.
6. Experience and competence of personnel to be utilized by the construction manager on this project.
7. Financial advantage to Almont Community Schools, as evaluated by the selection committee.
8. Experience of construction manager in addressing the life cycle costs of the proposed project.

## 3.0 CONSTRUCTION MANAGER – STATEMENT OF QUALIFICATIONS

Please complete the following statement of qualifications to the best of your ability, accurately providing information about your firm, its experience and your approach to Almont Community Schools construction projects.



### **3.1 Organizational Information**

1. Identify executive management person who will act as continuous personal representative for Almont Community Schools construction program for its duration.
2. Identify exact firm name, address and phone number of the office or offices with management responsibility for this construction program.
3. How long has the firm been in operation as this business entity at the location in #2 above? Explain any interruptions.
4. Identify the business management structure in your organization, its key staff and how its expertise will benefit Almont Community Schools.
5. Describe your firm's financial position.
6. Identify insurance and coverage limits that you carry. (Such as Comprehensive General Liability, Professional Liability, Worker's Compensation, etc.) are costs for this coverage included in your fee proposal?
7. Is your firm currently or has it in the last five years been engaged in litigation or arbitration with any clients? Identify briefly the circumstances and status of such actions.
8. To what degree is your organization involved with K-12 education? What is your philosophy regarding your firm's role in education?
9. What is your organization's approach to working with the selected Architect to deliver the best, highest quality projects on time, and within Almont Community School's budget?
10. Provide bonding company references.

### **3.2 Experience**

1. Identify proposed project management staff indicating their following qualifications. Indicate your firm's commitments to continuous project assignment.
  - a) Education
  - b) Management experience
  - c) Field experience
  - d) Relevant continuing education
  - e) Understanding of school district procedures, systems and reporting needs

2. Identify site specific building level superintendent/field engineer staff:
  - a) Education
  - b) Field experience
  - c) Relevant continuing education
3. Provide a chart indicating all educational or other relevant projects by client describing the following for a five (5) year term:
  - a) Client name, location, telephone number
  - b) Program architect, contact name and telephone number
  - c) Listing of projects
  - d) Budget goals and actual
  - e) Time goals and actual completion
  - f) Building operating cost information
4. Describe your scheduling and time management system and how it will be integrated into the Almont Community Schools program.
5. Describe the number of employees in your organization by category and how many will be involved with the Almont Community Schools program.
6. Describe the degree to which your in-house staff is able to estimate and schedule all sixteen (16) divisions of technical categories. To what degree do you rely on out-of-house consultants? Identify any consultant to be used on this project and describe their involvement.
7. Describe your firm's experience involving implementation of integrated technology systems in schools.

### **3.3 Approach**

1. Based upon the enclosed overall program schedule, site visits and understanding of Almont Community School's needs, describe your approach to the project.
2. Describe how you will deliver pre-construction and construction phase services and the interaction with the architect and owner.
3. Provide a staffing/organizational chart for the overall program.
4. Describe how your estimates of construction costs will interface with the work of the architect.
5. How does your organization involve itself in technical areas such as mechanical/electrical systems, building furnishings and equipment, computers, media and communications equipment?

6. Describe your quality control procedures. How will your activities interface with the architect in this regard?
7. Describe unique features of your service that you feel distinguish your organizations' project delivery system.
8. How do you address the desire for local participation of contracting firms and suppliers?
9. Describe how your firm will address the situation of a contractor failing to fulfill their contractual obligations. How will your firm protect the owner in these situations?
10. Describe your scheduling and project control procedures, and indicate how these are integrated during the construction phase to reduce paperwork for the owner.
11. Describe what steps your organization will take to reduce the life cycle operating costs of the new or renovated facility.
12. Describe your firm's experience and approach to asbestos abatement on construction projects.
13. Describe your firm's approach to the establishment, use and management of a project contingency fund.
14. Attach examples of work products, i.e. schedules, cost estimates. Constructability reviews, etc., if necessary to provide further clarification.

#### **4.0 CONSTRUCTION MANAGER – PROFESSIONAL FEES/COST PROPOSAL**

##### **4.1 Basis for Proposals**

Various firms' unique professional services and fees may lead to the unequal comparison of proposals. **Please use the description of services in Section 1.3 as the basis for your proposal.** Indicate any additional services, or deletions in services to clarify proposals. Almont Community Schools intends to use AIA Document A131/CMC as the basis for a contract for Construction Management Services.

**4.2 Construction Management Fee Proposal**

\_\_\_\_\_ (Company Name)

**FEE & GENERAL CONDITIONS PROPOSAL**

Almont Community Schools

Estimated Construction Budget: \_\_\_\_\_

Program Period Duration: \_\_\_\_\_

(Date to Date)

Item	Units	Rate/Unit	Units/Wk	# Weeks	# Months	Total
<b>Pre-Vote Services</b>						
<b>Pre-Construction Services</b>						
<b>Personnel Costs (Not to Exceed)</b>						
Project Director	Hour					
Project Manager	Hour					
Superintendent	Hour					
Clerical Support	Hour					
Closeout Labor	Hour					
<b>Total Personnel Costs</b>						
<b>CM Fee</b>						
<b>Insurance – CGL, CM Bond, etc.</b>						
<b>Permits and Taps</b>						
<b>Reproduction Services – Drawings</b>						
<b>CM General Conditions (Site Office)</b>	Month					
Project Office	Month					
Office Equip. & Supplies Utilities (office)	Month					
Fax Machine	Month					
Computers	Month					
Printer	Month					
Copy Machine	Month					
Telephone	Month					
Hookup Job	Month					
Telephone	Month					
Postage	Lump Sum					
Safety/First Aid	Month					
Jobsite Signage	Month					
Progress Photos						
Janitorial Supplies						
<b>General Conditions Total</b>						
<b>Total</b>						

### 4.3 Construction Management Fee Proposal Clarifications

1. Are you prepared to propose a method of payment whereby the costs to the school district prior to the Bond vote are reduced?
2. Please clarify your not-to-exceed fee for staff personnel. Do you assume the risks associated if schedule exceeds your planned duration?
3. Indicate by category or individual staff description, hourly rates with usual and customary benefits plus any multipliers for additional services for future adjustments to base services.
4. In the event that any individual project is extended due to an owner directed change in project scope, indicate a per-month expense for additional field staff and other expenses which may be applied. Please provide some description.
5. Under what circumstances (if any) are additional fees appropriate for re-bidding work categories or handling change orders? If a fee applies, on what basis is it determined?
6. What is the cost for your firm to provide Comprehensive General Liability Insurance? Confirm whether this cost is included in your proposal and with which item.
7. What is the cost for your firm to provide the bonding for the construction value? Confirm whether this cost is included in your proposal and with which item.
8. Please clarify, if necessary, what items and costs are included in your general conditions. Are you willing to provide general conditions on a not-to exceed reimbursable basis?
9. Describe any costs not described or services not identified that you feel might be necessary or desirable for the Almont Community School's program.

WE, THE UNDERSIGNED, understand that this proposal becomes part of any agreement subsequently made with the owner, and we attest, to the best of our knowledge, to its accuracy.

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Name/Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Firm Representative