

FOR BOARD APPROVAL – ABOVE \$29,527 THRESHOLD



STOCKBRIDGE COMMUNITY SCHOOLS REQUEST FOR PROPOSAL

For Construction Management Services for Bond Projects

1. Introduction

The Stockbridge Community School District invites qualified construction management firms to submit proposals for providing comprehensive construction management services for upcoming school projects. The projects involve overseeing the construction of new school facilities and the renovation of existing ones, ensuring that all work is completed on time, within budget, and to the highest standards.

2. Project Overview

- **Project Title:** Stockbridge Community Health Center and other potential projects
- **Location:** Various locations within the Stockbridge Community School District
 - 416 North Clinton Stockbridge MI 48892
 - 212 Western Avenue Stockbridge MI 48892
 - 101 Price Avenue Stockbridge MI 48892
- **Scope:** Construction of new school facilities and renovation of existing facilities.

3. Scope of Work

The selected firm will be responsible for:

1. **Pre-Construction Services:**
 - Review and assessment of design documents
 - Budget estimation and cost control
 - Scheduling and phasing plans
 - Value engineering
 - Permitting and approvals
2. **Construction Services:**
 - On-site construction management
 - Coordination with contractors and subcontractors
 - Quality control and assurance
 - Safety management
 - Change order management
3. **Post-Construction Services:**
 - Project closeout
 - Punch list management
 - Final inspections and certifications
 - Warranty management

4. Proposal Requirements

Interested firms must submit a detailed proposal including:

1. **Firm Information:**
 - Company name, address, and contact information
 - Overview of the firm, including history and philosophy
 - Resumes of key personnel
2. **Experience and Qualifications:**
 - Similar projects completed within the last five years
 - References from previous clients
 - Examples of previous work (portfolio)
3. **Project Approach and Methodology:**
 - Detailed approach to the scope of work
 - Proposed project timeline with key milestones
 - Quality control and assurance processes
 - Safety management plan
4. **Fee Structure:**
 - Detailed fee proposal, including hourly rates and estimated total cost
 - Breakdown of fees for each phase of the project
 - Additional costs, if any (e.g., travel, printing, etc.)
5. **Legal and Financial Information:**
 - Proof of insurance

- Financial stability documentation
- 6. **Grant Requirements:**
 - Manage the project within the terms and conditions of the Federal (HRSA) grant requirements.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience and past performance
2. Qualifications of personnel
3. Understanding of project scope and approach
4. Fee structure and cost-effectiveness
5. References and client feedback
6. Consistency of Staffing
7. Experience with Federal (HRSA) grants and management of grant timelines

6. Submission Details

- **Submission Deadline:** October 23, 2024 at 12:00 pm
- **Submission Address:** 101 Price Avenue Stockbridge MI 48892
- **Contact Person:** Brian Friddle, Superintendent, friddleb@panthernet.net, 517-715-9001

7. Selection Process

1. Initial evaluation of proposals
2. Shortlisting of top candidates
3. Interviews/presentations with shortlisted firms
4. Final selection and contract negotiation

8. Schedule

- RFP Issuance: October 4, 2024
- Optional Project Overview/Site Visit: October 18, 2024 1:00 pm, Stockbridge Jr/Sr High Student Success Center 416 Clinton, Stockbridge MI 49285
- Deadline for Questions: October 18, 2024 12:00 pm
- Proposal Submission Deadline: October 23, 2024 12:00 pm
- Short list Notification: October 25, 2024
- Interviews: TBD
- Construction Manager Selection Announcement: TBD

9. Terms and Conditions

- The Stockbridge Community School District reserves the right to reject any or all proposals.

- All documents submitted will become the property of Stockbridge Community School District.
- The Stockbridge Community School District is not liable for any costs incurred by firms in responding to this RFP.

10. Additional Information

For additional information or questions regarding this RFP, please contact:

- Brian Friddle
- Superintendent
- Friddleb@panthernet.net
- 517-715-9001

Thank you for your interest in this project. We look forward to receiving your proposal.

Stockbridge Community School District

101 Price Ave

Stockbridge, MI 49285

Web Address: <https://www.panthernet.net/>

CONDITIONS

Information given in this Conditions section are peculiar to this project, necessary for the progress of the work, and shall be provided as described herein. Throughout this Conditions section, Stockbridge Community Schools is referred to as the "Owner" and the successful bidder as the "Contractor". All other parties involved and contracted by the Owner are referred to as the "Owner's Representatives".

Bidding and Contract Information

1. The *Bid Proposal Packet* shall be filled in completely, giving all information called for herein. Should any bidder refuse to hold its bid firm for the required period or refuse to enter into a contract in accordance with the terms of its proposal, the Owner reserves the right to disqualify its bid and may consider this a factor with respect to any future bids made by him/her, and may refuse to consider the same for that reason.
2. All pages and documents, and the information requested within the *Bid Proposal Packet* section, must be furnished completely in strict compliance with the bidding submittal requirements. The manner of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Accordingly, the Owner reserves the right to declare as non-responsive, and reject, any bid which is incomplete or where material information requested is not furnished, or where indirect or incomplete answers or information is provided.
3. Bidders are cautioned that any alternate bid(s), unless specifically requested, or any changes, insertions, or omissions to the terms and conditions of these specifications, may be considered non-responsive and at the option of the Owner may result in rejections of the bid(s).
4. Any bid(s) received at Stockbridge Community Schools Central Office designated herein, after the exact time specified for receipt, may not be considered.
5. The Owner reserves the right to postpone the bid opening for its own convenience.
6. Bidders shall fill in the number and date of each addendum on the *Bid Proposal Packet*.
7. Should a bidder find apparent discrepancies in, or omissions from, the bidding documents, or should it be in doubt as to their true meaning, or should it have any questions regarding any work or materials intended by the bidding documents, then such bidder, either Contractor or Subcontractor, shall immediately notify the Owner of such questions. The Owner will issue an addendum to all Contractors recorded in its office as being bidders for the specific project. It shall be the responsibility of the Contractors on record to provide all their Subcontractors with the information contained in these addenda.
8. THE OWNER RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO WAIVE INFORMALITIES AND MAJOR IRREGULARITIES IN BIDS RECEIVED.
9. THE OWNER RESERVES THE RIGHT TO WAIVE ANY INFORMATION IN THE BIDS, OR REJECT ANY OR ALL BIDS, IN WHOLE OR IN PART, SHOULD IT BE DEEMED IN ITS BEST INTEREST TO DO SO.
10. THE DISTRICT RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/ALL BIDS OR ANY PORTION THEREOF AND TO ACCEPT THE BID WHICH SHALL BEST SERVE THE DISTRICT.

Sworn and Notarized Familial Disclosure Statement

All bidders must provide a familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Owner or any Employee of the bidder, any member of the Board of Education or the Superintendent of the school district. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

- ☐ The following familial relationship exists between the Owner and an Employee of the bidder, a member of the Board of Education, or Superintendent of the school district.

	<u>Name of Individual</u>	<u>Related to</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Attach additional pages if necessary to disclose familial relationships.

- ☐ There is no familial relationship that exists between the Owner and an Employee of the bidder, a member of the Board of Education, or Superintendent of the school district.

COMPANY NAME: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

NOTARY PUBLIC

Subscribe and sworn before me, this _____

Day of _____, 20_____, a Notary Public,

In and for _____ County, Michigan.

Signature

My Commission expires _____ Seal:

Sworn and Notarized – Iran Economic -Sanctions Act

All bidders must disclose any relationship with an Iranian Company in compliance with Act No. 517 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any relationship with an Iranian Company that exists between the Owner and an Employee of the bidder, a member of the Board of Education or Superintendent of the District. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

- ☐ The following relationship exists between an Iranian Company and the Owner and an employee of the bidder, a member of the Board of Education or Superintendent of the school district.

	<u>Name of Individual</u>	<u>Company</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Attach additional pages if necessary to disclose any Iranian relationship.

- ☐ There is no relationship that exists between an Iranian Company and the Owner and any Employee of the bidder, any member of the Board of Education or Superintendent of the school district.

COMPANY: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

NOTARY PUBLIC

Subscribe and sworn before me, this _____

Day of _____, 20_____, a Notary Public,

In and for _____ County, Michigan.

Signature

My Commission expires _____ Seal:

