

REQUEST FOR PROPOSAL
CONSTRUCTION MANAGEMENT SERVICES

St. Johns Public Schools
2024 Bond Program

OWNER

St. Johns Public Schools
501 W. Sickles St.
St. Johns, MI 48879



ARCHITECT / ENGINEER

GMB Architecture + Engineering
85 East Eighth Street, Suite 200
Holland, MI 49423
Tel. 616-796-0200



February 1, 2023

PROPOSAL INSTRUCTIONS

St. Johns Public Schools is seeking to retain the services of a qualified Construction Management Firm for services related to the development of a school building and site bond for a May 2024 election.

The Proposals submitted will be used by the District to assist in making a decision regarding the selection of a construction manager for this project. It will be helpful if potential construction managers submit their information in a form that provides for an accurate comparison of all of the Proposals submitted. It is presumed that most companies are familiar with submittals of this nature. It is desired that all uncertainties be resolved prior to the submission of the Proposal. All bidders must submit seven (7) copies in 8½ x 11 format. If selected for an interview, an electronic version of the proposal will be required. All Proposals must be complete and must be received by **Monday, February 20, 2023 at 11:00 AM** local time. Phone bids and facsimile proposals will not be accepted. Proposals must be submitted in the format detailed below in a sealed package identified as "Construction Management Proposal" and submitted to the Administrative Offices at the location listed below:

St. Johns Public Schools
2024 Bond Program
c/o Kelly Corbett, Deputy Superintendent of Finance and Human Resources
501 W. Sickles St.
St. Johns, MI 48879
Email: corbettk@siredwings.org
Phone: (989) 227-4016

The last date to submit questions will be February 16, 2023 at 12:00 PM. Proposals are to be submitted in the format outlined in the following pages. Adherence to this format is mandatory and will provide for a timely review and comparison of Proposals. Proposals not received in this format may be removed from further consideration.

Individual pre-proposal walk throughs will be available for bidders by contacting Rob Gleeson (517-388-4036) prior to February 16, 2023 at 12:00 PM.

Firms may be asked to present their qualifications in person to the Board of Education at a special board meeting on **Monday, February 27, 2023**.

Background:

St. Johns Public School is a K-12 public school district located in St. Johns, Michigan, serving the educational needs of approximately 2,600 students across six buildings. The District operates one high school, one middle school and four elementary buildings. Alternative Education students are served in space rented from the RESA.

The District also provides childcare for approximately 30 children from birth to school age and operates a preschool program for 72 students.

The district covers over 200 square miles in Clinton and Gratiot Counties. The secondary schools and two elementary buildings are located within the City of St. Johns.

The District is inviting the construction manager to assist in the development of the scope of the bond, including working with a Community Bond Steering Committee. Final scope of projects included will not exceed \$76 million dollars.

Project areas being discussed include:

- Security/ Technology upgrades (Camera system upgrades, Door Security, Secure entrances)
- Transportation building upgrades
- Athletic fields needs, including artificial turf or soccer field upgrades
- Indoor pool - replace marcite with tile
- Building upgrades to existing buildings
- Parking lot upgrades
- New Early Childhood Building

This Request for Proposal does not commit the District to award a contract or to reimburse the firm for costs incurred in submitting this Qualification. Costs of preparing a response to this Request are solely the responsibility of the responding Consultant. The District reserves the right to reject any or all Qualifications received as a result of this request, to negotiate with any firm, to extend the submission deadline, or to amend or cancel in part or in its entirety this Request for Qualifications.

Contract: AIA Document C132 – 2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser, with amendments will be used for construction management services.

Scope of Services: The Proposal is to identify in detail the proposed services for the Pre-Bond, Pre Construction, Design Development, Contract Documents and Construction Phase of this project. Emphasis will be placed on prior K-12 school construction services and on-site management experience. **Please note that neither the Construction Manager nor any of its affiliates will be allowed to submit bids to self-perform any portion of the work contained in the bid divisions for this project.**

Prebond Services: St. Johns Public Schools would like the Construction Manager to assist (along with the District's Architect) with supporting the development of its upcoming bond proposal. This work is likely to include the District's existing facilities, providing conceptual cost estimating and construction feasibility information, assistance with developing the District's prequalification application and participation in the Michigan Department of Treasury meeting. In addition, St. Johns Public Schools is interested in understanding how the Construction Manager can assist them with the following activities: Community / stakeholder engagement, District sponsored informational campaign, Community led advocacy campaign and any other information that might be pertinent to a successful bond election.

Project Schedule: One of the Construction Manager's responsibilities in pre-bond is to work alongside St. Johns Public Schools and the District's Architect to establish project schedules for each facility. It should be assumed that each facility will require multiple phases of construction and that work will be required while school is in operation. Include examples of project scheduling (pre-bond and construction) where phased projects were required.

Cost Control: The District will employ a construction management system in which the construction manager plays an important role in monitoring cost and value for the District. The Proposal is to address your office's approach to cost control and change orders and achieve the project's budget. Include an example of your cost control reports, project budget formats and change order process in the Proposal.

Quality Control: The Proposal is to address your office's approach to quality control and achieve a quality project that exceeds the Owner's and Architect's expectations.

Dispute Resolution: The Proposal is to address your office's approach to dispute resolution and achieving a dispute free project. Include an example of your dispute resolution process in the Proposal.

Project Close-Out: The Proposal is to address your office's approach to closing out the project in a timely manner. It is important to complete the project within both the allocated budget and the established timelines. Include an example of your project close-out procedure in the Proposal.

Owner's Rights: The Owner reserves the right to accept or reject any or all Proposals and to waive any Proposal inconsistencies. The District may accept or reject any Proposal or part of any Proposal that it does not feel is in the best interest of the District.

Owner's Operation: The renovations of the existing buildings are to have minimal impact to the Owner's operation. St. Johns Public Schools is in the business of educating their students. The existing students, faculty and administration need to continue with their primary responsibilities with little or no interruption during the construction and renovation of their facilities. The Proposal response is to address the actions necessary by your office to accommodate the Owner's operational requirements and include examples of past projects that required phased occupancy and construction of occupied school buildings.

Criminal Background Checks: Please attest to the fact that all proposed staff for this project are capable of having a clean criminal background check and not listed on any sex offender registry. Current background checks must be completed prior to staff visiting / working in school buildings.

Fee Proposal: A Fee Proposal is to be included as part of the Proposal and must be clearly marked within the response as "Fee Proposal." Proposals must strictly follow the format outlined in "**Exhibit A**" to insure compatibility.

The Fee Proposal is to include all "Reimbursable" items necessary to administer this project in the Construction Manager's home office and at the on-site field office, and should be included as part of the "Construction Manager Fee" amount. The Fee Proposal should designate any fixed fee and also include a projection of reimbursable expenses that are anticipated for this project. The Fee Proposal will be a component of the final contract that is awarded. The District desires to identify a maximum cost to the District that will only be affected by specific adverse conditions. The Proposal may address this for both new construction and renovations. Recommend fee % for both fees and reimbursables based on ranges of construction costs.

PROPOSAL FORMAT

The following items will outline the general proposal format. The Proposal, including the Fee Proposal, must follow this same format. Proposals not received in this format may be removed from further consideration.

PART I - GENERAL INFORMATION

Firm Name
Office Address
Telephone & Fax Number
Contact Person

PART II - ORGANIZATION

Section 1 - Firm Overview

- Explain company ownership structure.
- Provide a description of the history of your company.
- List the manager who will be responsible for our projects.
- Please list your in-house professional disciplines and the number of employees in each discipline.
- List by bullets the services you provide educational clients.
- Disclose any familial relationships that exist between the owner(s) or any employee of the bidder and any member of the Board of Education, Superintendent, Deputy Superintendent, Curriculum Director or Director of Operations of St. Johns Public Schools.

Section 2 - Completed Projects

Submit a list and detail concerning projects that your firm has completed. Specific emphasis should be given to projects that involve K-12 school construction. You may submit as much detail as you feel is required to document your experience in construction management. Projects that have been managed by the individual that you have named for this project must also be included. Please include any projects your firm has completed that are similar to this proposed building program.

For each project listed include:

- Project Name
- Location
- Year Completed
- Size & Dollar Amount
- Contact Person on Project
- Identify an Owner's Representative as a Reference
- Identify the Project Scope (e.g. New Construction, Renovation, etc.)

Section 3 - Financial Capabilities

Provide a brief summary of the significant or pertinent aspects of the financial condition of your company. While the submission of financial references and/or audited financial statements will not be required at the time of submission of this Proposal, the District reserves the right, in its sole discretion, to require their later submission as part of its final selection process.

Section 4 - Insurance Provisions

Provide information related to the types of insurance and bond that you would be providing for this project. Include detail about the types and amounts of insurance and any other detail that you consider applicable and significant.

Section 5 - General References

Provide a listing of any other general references that are familiar with your company and your performance on projects similar to the proposed Building Program.

PART III - PROJECT APPROACH

Section 1 - Current Workload

Identify projects that are in your current workload. Include the project name, location, size and dollar amount, and an owner's representative that will serve as a reference.

Section 2 - Personnel for this Project

The RFP response should include the identification of the individual(s) who will be assigned specifically to this project. **The District's expectation and requirement will be that the individual assigned as the Project Superintendent will be exclusively assigned to the District's projects until the punch list is completed.** The role of the individual(s) specifically assigned in the project should be clearly identified as well as those of any assistants that are anticipated. Include the following information:

- Job Description
- Resume and Work History

Section 3 - Services by Phase

This project will cycle through several stages. Each phase will require specific services and expertise. The RFP response should contain a schedule of services and other information related to each of the following phases:

- Prebond Services
- Schematic Design
- Design Development
- Contract Documents
- Construction
- Project Close-Out
- Additional Services (note optional services that may be required)

Section 4 - Schedule Control

By narrative and examples, demonstrate the ability of your firm to develop and implement effective schedules for construction projects of this nature. Specifically address items that relate to completing construction in a timely manner.

Section 5 - Local Involvement

By narrative and examples, demonstrate the ability of your firm to develop and implement the involvement of qualified "local" contractors in the construction project.

Section 6 - Cost Control and Change Orders

By narrative and examples, describe the process that you use to assure that proper cost control is implemented throughout this project. Describe procedures that you typically use to ensure that project budgets are maintained and also your role as a representative for the Owner with respect to determining and implementing the best cost/benefit alternative for the Owner. Describe the type of controls that you implement and the manner in which you deal with unanticipated occurrences.

Section 7 - Quality Control

By narrative and examples, describe the role of your company in providing assurances that quality in both materials and construction are implemented throughout this project, including testing and balancing of the systems. Note the procedures that you use to advise the Owner on matters related to quality control.

Section 8 - Dispute Resolution

Describe the dispute resolution process that you have used in resolving conflicts that occur during the life of a project. Specifically describe any formal process that will be part of this project.

PART IV - FEE PROPOSAL

Section 1 - Services and Items Included

The fee schedule you provide will be an important part of the Proposal. This will be a major factor among the many qualified companies that are anticipated to submit Proposals for this project. Though the District will not make its decision solely on the fee, the schedule will be used in making the final decision. Past experience with other projects has shown that clearly written fee schedules coupled with the resolution of any uncertainties provides a better basis for comparison among vendors. If the expectations of both the contractor and the Owner are aligned at the start of the process, the chances of all parties being satisfied at project conclusion are improved. The fee schedule submitted should address these concerns and should represent a clear picture of the services and costs that are included. Hidden or contingent fees must be identified and avoided. Provide the cost to the District for the services included in your Proposal. A detailed breakdown of costs should be provided. Both fixed fee and anticipated reimbursable amounts should be noted. Please use the format as attached in “**Exhibit A**” to submit your Fee Proposal.

Section 2 - Services and Items Not Included

This section should identify those items that are not included in the prior section. Please include your definition of a “change in scope.” Specific situations that would require additional fees should be identified in this section. A schedule of hourly rates by job classification and service area for additional services should be provided.

PART V - CLARIFICATION OF PROPOSAL

The Proposal must be complete and without contingencies or qualification. This section should not be used to identify contingencies or to qualify the Proposal. This section should be used to highlight specific components of the Proposal or identify areas that require additional attention. These clarifications are in addition to the main Proposal and will be considered during the review process

PART VI - SIGNATURE OF OFFICER OF FIRM

An officer of the firm must sign the proposal. A general form to be used is included below.

I (we), the undersigned, understand that the information included in this Proposal, regardless of whether requested or voluntarily submitted may become part of any agreement subsequently made with the Owner, and we attest to the best of our knowledge, to its accuracy.

Signature	Title	Date
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Signature	Title	Date
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**Exhibit A
FEE PROPOSAL**

Firm Name: _____

The District is asking your firm to submit the following information based on a projected construction cost of \$50,000,000.

Prebond Services	\$
Construction Management Fee	\$
Reimbursable Costs	\$
Total	\$

1. Construction Management Fee: Total fee for a proposed ___ month construction duration

_____ **DOLLARS (\$)**

2. Reimbursable Costs: Total costs for a proposed ___ month construction duration

_____ **DOLLARS (\$)**

TOTAL COST - Items 1 and 2:

_____ **DOLLARS (\$)**

Please see Exhibit B defining items that must be included in your fee and reimbursable costs for our project.

General Conditions: Items such as building permit costs, dumpsters, porta johns, temporary heat, layout and testing engineers, layout instruments, site clean-up, snow removal, temporary electrical power installation, temporary enclosures, temporary heat, temporary roads, temporary storage facilities, temporary toilets, temporary water, and traffic control are to be competitive bid and invoiced to the district with no mark-up.

Please note any other reimbursable category that you will utilize that is not listed.

Exhibit B

CONSTRUCTION MANAGEMENT FEE and REIMBURSABLES

	Included in CM Fee	Reimbursed Expenses
Accounting and Payroll		
Transportation Expense		
Field Office Personnel		
Change Orders		
Building Permits – Secure		
Field Office and Furnishings		
Clerk / Clerical		
Labor Relations		
Main Office Expenses and Personnel		
Out of Town Trips w/ Prior Approval by Owner		
Overhead and Profit		
Payment Applications and Approvals		
Procuring Bids		
Program and Plan Review w/Owner – A/E		
Project Insurance (Builders Risk by Owner)		
CM General Liability		
Receiving of Pre-Purchased Materials		
Safety and Fire Protection		
Scheduling		
Shop Drawing Review		
Transportation Cost of Project Manager		
Utilities Related to Field Office		
Writing Contracts		
On-Site Vehicle		
Reproduction Expenses (except construction documents)		
Telephone Expenses / Fax Machine Expenses		
Postage / UPS		
Site Superintendent		

Exhibit C

STAFFING BREAKDOWN

Name of Staff	Job Description	Office or On-Site	Hourly Rate		Total Hours	Calculated Fee