

**UNIVERSAL LEARNING ACADEMY  
28015 JOY ROAD  
WESTLAND, MI 48185  
(734) 402-5900, Fax (313) 565-0705**

**REQUEST FOR PROPOSAL (RFP)  
Architectural & Engineering  
General Contracting or Construction Management  
Of  
Building Construction/Renovation**

**RESPONSES DUE BY  
Thursday, February 28, 2013  
By 3:00 PM**

**For more information contact:**

**Mr. Ismail Bachir  
*Hamadeh Educational Services, Inc.*  
P.O. Box 1440  
Dearborn, Michigan 48121  
(313) 724-8990 or (313) 283-7550  
FAX (313) 724-8994  
Email: [ibachir@starpsa.org](mailto:ibachir@starpsa.org)**

**THE UNIVERSAL LEARNING ACADEMY RESERVES THE RIGHT TO REJECT ALL PROPOSALS**

NOTICE: The Universal Learning Academy does not discriminate on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, or disability in its programs and activities.

# Universal Learning Academy

## Article I. REQUEST FOR PROPOSAL

## Article II. (RFP)

---

### 1.0 GENERAL

#### 1.1 Overview

The Universal Learning Academy (“The Academy”) is a statutory public school academy created by the State of Michigan and functioning under the Michigan Revised School Code. The Academy is located at 28015 Joy Road in Westland, Michigan 48185.

The Academy is governed by a Board consisting of five (5) appointed members, each elected for various terms. The policies of the Board are carried out by the Chief Executive Director, Nawal Hamadeh. The Universal Learning Academy serves grades Pre-K -12 with approximately 650 students for year 2012-13.

#### 1.2 Objectives

The objective of this Request for Proposal (RFP) is to solicit bids and establish a partnership with a contractor or multi contractors and Architectural Engineering (AE) to provide a second phase of the **School Building Addition Construction / Renovation** of a single story building located **at 28015 Joy Road in Westland, Michigan 48185**. The Academy plans to add approximately 11,000 sq ft to its existing new state of the art 68,000 sq. ft. Charter school building accommodating approximately 800 students.

#### 1.3 Scope

This RFP will select a contractor or multi contractors and Architectural Engineering (AE) to plan and / or coordinate the construction / renovation of the new school building addition per all construction documents, blue print specifications, MDEQ, county, state, Authorizer and Academy’s approvals. The GC will work diligently with the Architect (AE) and during the planning stage for all site and engineering plans including but not limited to value engineering after state reviews are completed to ensure finalizing all accurate construction documents in a timely fashion. The academy will negotiate its construction contract with the GC and Architectural Engineering (AE) team(s) during this planning period and hope to finalize its agreement by no later than the end of March, 2013 or by no later than the date of the receipt of all approval by the state and local authorities. There are no guarantees implied or stated here to warrant the award of the construction contract until an agreement is reached between the academy and the contractor(s) (GC) and Architectural Engineering (AE).

The new construction / renovation of the second phase to the existing 68000 sq ft building shall take place in a timely manner so as to permit students to move into the building by no later than August 9, 2013.

The school operates its school schedule on the following basis:

- ✓ The school year begins on September 4, 2012 and ends on about June 19, 2013. All school days Mondays through Fridays are full days.
- ✓ The regular school days are 7:30 a.m. through 3:20 p.m. Monday - Thursday.
- ✓ Fridays, school hours are 7:30 a.m. through 12:20 p.m.

#### **1.4 Confidentiality**

The information presented in this RFP and any subsequent information provided or received by The Academy's or the prospective vendor/contractor will be treated as confidential. All parties agree that they will treat any and all information received as part of this RFP in the same manner as it treats its own internal confidential information.

### **2.0 BID PREPARATION**

#### **2.1 Mail to OR Deliver in person Documents in a SEALED envelope to (faxed bids will not be accepted):**

Universal Learning Academy  
28015 Joy Road  
Westland, MI 48185  
Phone: (734) 402-5900

#### **2.2 Deadline for Submissions**

Six (6) copies of each of your RFP responses, along with two (2) copies of pertinent technical specification materials, must be submitted on or before 3:00 PM, Thursday, February 28, 2013. Late responses will not be considered. Clear and concise thoughts are expected. Provide one (1) bound and five (5) unbound copies suitable for photocopying.

#### **2.3 Document Preparation**

To ensure compliance, prospective suppliers are to state their degree of compliance with each numbered section within the RFP.

#### **2.4 Evidence of Vendor's Ongoing Stability**

Each bid should include a capability summary indicating the following:

- A financial stability summary (e.g. Annual Report, Dun & Brad Street report, etc.)
- Vendors and/or third parties support staff and locations
- Methods of charges
- A reference listing of current customers, to whom you have built school buildings, contact names, and phone numbers.
- A proof that vendor is insured and bonded.

## 2.5 **Contacts for Information**

All inquiries concerning this RFP should be directed to:

Mr. Ismail Bachir  
C/O Universal Learning Academy  
28015 Joy Road  
Westland, MI 48185  
Phone: (313) 724-8990, X-118 or (313) 283-7550  
Fax: (313) 724-8994  
Email: ibachir@starpsa.org

## 2.6 **Evaluation Process**

The Board of Directors and or its Committee will open and validate all proposed documents received as below by Thursday, February 28, 2013 at a public meeting which will be held at 28015 Joy Road, Westland, MI 48185 at 3:00 PM. Final award of contract after qualifying and evaluating the bids will be on Wednesday, March 13, 2013.

Important factors to consider in the evaluation are: Cost, quality, company stability, insurance, references, timetable and service.

| <b><u>Criteria</u></b>   | <b><u>Points Awarded</u></b> |
|--------------------------|------------------------------|
| Program Schedule         | 20                           |
| Comprehensiveness of Bid | 15                           |
| Product Cost & Quality   | 40                           |
| Qualifications           | 25                           |
| <b>Total</b>             | <b>100</b>                   |

## 2.8 **Rejection of Submission**

- The Academy reserve the right to reject any and all submissions received.
- The Academy will not award a contract solely on the basis of this request and will not be liable for any cost of preparation or delivery associated with the response to the RFP.
- It is anticipated that the Academy will select a contractor and Architectural Engineering (AE) from firms who provide written responses. An oral presentation by one or more firms may be required at the Academy offices after written proposals are received. Please be prepared to make your presentation on short notice. Each contractor and Architectural Engineering (AE) should be prepared to discuss and substantiate any of the areas of the proposal submitted. The receipt of a Request for Proposal and a submission of a written proposal by a vendor does not constitute obligation by the Academy for an interview.

- Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable laws concerning open records. Blanket requests for restrictions will be rejected.

## 2.9 **Rejection Notification**

Contractors and Architectural Engineering (AE) submitting unaccepted or rejected documents will be notified and may call in person to re-claim their document within ten (10) days of notification.

## 3.0 **TERMS AND CONDITIONS**

### 3.1 **Payments**

Payment for services received will be made by the Academy within the time frame that is negotiated between the contractor, Architectural Engineering (AE) and the Academy with the approval of the architect and the GC who will be appointed by the academy and on monthly or as may be agreed upon basis after the completion of each month.

### 3.2 **Price Changes**

It is expected that the responding companies agree to pass along to the Academy ALL additional discounts, price reductions, and relevant specialized pricing programs for which Academy may be eligible between the date of bidding and delivery of services. The Academy should be made aware of these pricing changes in writing within two weeks of price change to coordinate our contract with the improved pricing. Since the Academy is an educational institution, the prices must include the academic discount when applicable.

## 4.0 **PRICING AND PAYMENT TERMS**

### 4.1 Pricing page must include:

- (1) Specific Services.
- (2) Breakdown of price/cost or percentage for each service or category
- (3) Quantity, description and price of each component or reoccurrence of service.
- (4) Charges and payment terms.
- (5) Warranty.
- (6) Necessary and required supplies.
- (7) Terms for theft or losses
- (8) Prevailing Wage

### 4.2

The Academy reserve the right to reduce or increase the type of service requested, and negotiate other payment options with the company after proposal acceptance.

## **Article III.**

## **5.0 TIME LINE SCHEDULE**

### **Section 2.01 Milestones**

|   | <b>Completion Date</b> |
|---|------------------------|
| 1. RFP developed and posted for Vendors | January 30, 2013       |
| 2. Delivery of RFP Responses/Bids due   | February 28, 2013      |
| 3. Evaluation of Offers                 | February 28- March13   |
| 4. Vendor Selection & Notification      | March 13, 2013         |

### **6.0 BID REQUIREMENTS:**

- The services for the Academy are for a new second phase construction to an existing state of the art school building located at 28015 Joy Road in Westland, Michigan 48185.
- For proposals to be considered, RESPONDENTS:
  - 6.1 Must submit a complete response to this RFP.**
  - 6.2 Proposals must be signed by an official authorized to bind the firm to Its provisions.**
  - 6.3 Proposals must include a statement as to the period during which the Proposal remains valid. For this RFP, the period must be at least sixty (60) days.**
  - 6.4 Proposals must include a schedule of services based on the Academy's scheduled Calendar.**
  - 6.5 Proposals must include Terms and Conditions.**
  - 6.6 Proposals must include Contact persons.**
  - 6.7 Proposals must include insurance certificates.**
  - 6.8 Proposals must include at least three references with contact names and phone numbers. References must be users of the same services proposed within the past two years. References from educational institutions are preferred.**
  - 6.9 Affidavit of Bidders for New Safety Legislation Requirements**

The Academy reserves the right to:

- Award any part of the bid to any company in order to provide the Academy with the best possible overall solution

## **7.0 STANDARD SPECIFICATIONS FOR**

The Academy is planning to solicit bids from a general contractor(s) Architectural Engineering (AE) for the second phase construction of an approximately 11000 sq. ft. to an existing 68,000 square foot school building located at 28015 Joy Road in Westland, Michigan 48185. The below listed specifications for each item and specifications may be obtained from the contact listed in this RFP.

Mr. Ismail Bachir  
Universal Learning Academy  
28015 Joy Road  
Westland, MI 48185  
Office: (313) 724-8990 EXT. 118  
Fax : (313) 724-8994

- Complete School Building Construction must meet and / or exceed Federal, State, County, MDEQ and City codes to which such Michigan School Building codes apply.
- All workmanship and material to be warranted.
- The School Building Addition Construction is to include permits, drawings, Etc...

- New 4,300 SF Cafeteria
- New 1,900 SF Elementary Wing
- New 1,500 SF Class Rooms at the Main Entrance
- New 3,400 SF Media Center
- Procurement and installation of gymnasium equipment/flooring.
- Completion of installation of science lab equipment/furnishings.

7.1 **Expectation**

- The listing of the equipment are of an average of amounts purchased and may be higher or lower quantities. Consolidation of purchasing to obtain preferred pricing is the purpose of the RFP.
- The Academy is requesting discount rates (including any **non-profit educational discounts**) for the services purchased.
- The Academy expects that all services will include any of staff training by the contractor(s) for use of its own equipment and products or supplies or the school's equipment or supplies at the site PRIOR to beginning the new school year.
- Acceptable standard products to be used are to be safe products as permitted by the Health Department. The Academy reserves the right to accept or deny the use of specific products in the best interest of its students and community members.

7.2 **Specifications:**

To supply architectural & engineering, material and labor for the School Building Addition Construction and other products/services for Universal Learning Academy. See Attached Exhibit A. Dated General Description of Program and Project and Preliminary Plan Need Analysis Sheet.

7.3 **Additional Information**

In your RFP response please also include a complete product/equipment specification information sheet on all items and parts for which you are providing pricing.

8.0 **FURNISHING ACQUISITION:**

8.1 **Delivery Dates**

The Academy expects fast, efficient, and accurate delivery of the School Building Addition Construction & AE services and training products to be completed routinely as specified in the specifications and consistent with its school calendar. The substantial completion date is to be August 9, 2013.

8.2 **Guidelines**

8.2.2 The company will guarantee the workmanship and/or provide an equivalent workmanship promptly on the same day after receiving a dissatisfaction notification.

GC & AE will issue a credit for the non-satisfactory service after a full inspection is made by the company and the Academy's staff.

8.2.3 The Universal Learning Academy will receive notification if company cannot meet its expected service hours as scheduled and will make arrangements to make up the hours and to ensure proper services are provided for the day.

8.2.4 Company will be responsible for providing the Academy's with copies of its employee's fingerprints and background checks as well as the unprofessional conduct investigation results prior to assigning them (as requested).

## **9.0 TECHNICAL SUPPORT**

### **9.1 Guidelines**

9.1.1 Universal Learning Academy must be provided with listing of products and equipment that will be used at their Academy.

9.1.2 Universal Learning Academy will be provided with product information and equipment documentation for all products that will be used at the academy including all safety tips and directions.

9.1.3 It would be desirable for Universal Learning Academy to be provided with an on-line bulletin board system containing information on offered items or amendments to the equipment.

9.1.4 Contractors must provide Material Safety Data Sheets (MSDS) and have postings available for all products that are used while constructing the additions / renovations.

## **10.0 WARRANTY**

10.1 The Academy requires all products and labor to be warranted.

**Request For Proposal  
Universal Learning Academy – Phase II**

**DATE:** January 30, 2013

**TO:** All Potential Bidders

**ATTN:**

**Summary of Forms:**

- Section A – General Information
- Section B – Outline of Proposal Package
- Section C – Architectural and Engineering Response Forms
- Section D – Construction Management Response Forms

**SECTION A – General Information**

**A1 Purpose:**

Universal Learning Academy is issuing this Request for Proposal for the purpose of pre-selecting Architectural & Engineering and Construction Management Services (the Team) for the construction of Phase II of the planned improvements to the Universal Learning Academy.

**A2 Summary of Project:**

This project consists of the construction of the second phase to the existing state of the art 65,000 SF facility located in Westland. The facility address is: 28015 Joy Road, Westland, MI 48185

The second phase shall include, but not be limited to the following:

- New 4,300 SF Cafeteria
- New 1,900 SF Elementary Wing (2 classrooms)
- New 1,500 SF class rooms at the Main Entrance (2 classrooms)
- New 3,400 SF Media Center (current temporary library converted back to classroom)
- Procurement and installation of gymnasium equipment/flooring.
- Completion of installation of science lab equipment/furnishings.

Universal Learning Academy is a public, non-discriminatory, independent school, authorized by Bay Mills Community College, which admits students from diverse cultural and ethnic backgrounds to its college-preparatory program serving families in the Greater Detroit area. It is operated by staff who is highly qualified, certified and experienced group of professional men and women who earned their degrees at numerous colleges and universities throughout the United States and internationally.

Sustainable aspects will ensure that the school is a healthy and invigorating place to learn and work. Energy efficient mechanical systems, low voc and renewable materials, and effective day-lighting will be employed in all phases of this school project.

**A3 Issuing Office**

This Request for Proposal is issued on behalf of the Universal Learning Academy by:

Universal Learning Academy  
28015 Joy Rd.  
Westland, MI 48185

Contact:  
Mr. Ismail Bachir  
Director of Building and Facilities  
Phone 313-724-8990 or 313-283-7550  
Fax 313-724-8994

**A4 Responsibilities:**

The pre-selected team (Architect/Engineer and Construction Manager) shall be responsible for all design efforts including: Architectural, Civil, Structural, Mechanical, Electrical, schematic, design development, construction drawings, permitting (local/State), construction administration services, punch-list facilitation, material procurement, construction oversight, estimating, scheduling, etc. required to deliver the spaces as requested by the Owner.

The team selected shall participate in all design phases of the project by providing design services including representation and participation at meetings with the construction manager and school administrators, site diligence items (geotechnical and environmental) creation of bidding packages, construction document review and analysis, value engineering, and other items necessary to the successful completion of the project within a given budget and schedule. Upon completion of the bid package, the bidding process will be directed by the Construction Manager who shall put the project out for public bid, report the bidding results to the architect and the school administration, and upon approval by the School Board manage the entire construction process.

**A5 Contract Form:**

The selected firms will be required to execute a standard AIA contract. The selected format will be based upon the standard AIA Document with modifications & exhibits mutually agreed upon between the school and the selected Architect/Engineer. If modifications result in a change in responsibilities, fee will be adjusted accordingly. Please indicate any revisions to this contract that would be requested by your firm to allow adequate review by the School.

**A6 Project Schedule**

The current preliminary project schedule indicates completion of the construction documents by the beginning of March 2013 to allow for State Approval and contractor bids prior to commencing construction in early summer of 2013. All improvements must be complete by August 9, 2013.

**A7 Insurances:**

Insurance will be required as identified in the proposed contract form.

The team will also be required to identify the following their response:

- Liability (limits your firm is able to obtain)
  - General Liability: \$/occurrence; \$ aggregate
  - Summary of Claims
  - Professional Liability
  - Agent / Contact information

**A8 Right of Rejection:**

The Universal Learning Academy reserves the right to reject any and all proposals, to award the contract to other than the lowest proposal, to waive irregularities and/or formalities, and in general to award the contract in the manner as determined to be in the best interest of the school.

**A9 Licensing / Summary of Employees:**

Please include your firms registration / licensing numbers, locations and the discipline categories that they apply. Provide a summary of full time employees and their positions / applicable registrations.

**A10 Relevant Experience:**

For the most recent eight years, what percentage of your firms revenues were generated by the following:

- Educational
- Municipal
- Healthcare
- Industrial
- Commercial

- Residential

**A11 Due Date:**

Proposals are due at the office of Hamadeh Educational Services, Inc at the address listed no later than **3:00 P.M.** on Thursday, February 28, 2013 for opening and review by the Universal Learning Academy Construction Bid Review Committee. Final Bid selection will be made by the academy's board of directors. Faxed proposals will not be accepted.

**SECTION B – PROPOSAL PACKAGE**

Each proposal shall follow the format described herein:

B1 – Transmittal Letter describing the following:

- Name and address of the representative firms making up the team.
  - Summary of services provided by each
- Name, title, and phone number of person/s responsible for the contents of Proposal.
- Brief interest statement

B2 – Statement of Qualifications:

- Qualification summary of the company, staff & similar projects.
- References from 5 similar projects completed in the last 7 years and a contact person for each referenced project.

B3 – Cost of Services – Please provide definitions of cost of work as described in Section C:

- **Costs MUST be broken-down by effort and service.**

B4 – Fee Proposal:

- Provide proposed compensation for design services as described within this document as a percent fee applied to the construction costs.
- Provide fee structure for changes in scope. Describe fees for additions and deductions to the project.

B5 – Schedule

- Provide a schedule for the project and indicate all major milestones.
- A statement of commitment to this schedule must be provided.

B6 – Other Information:

- Please submit any other comments or information that your company would like to make a part of this proposal.

**SECTION C:**

**Architect / Engineer Services**  
**PROPOSAL SUMMARY FORM**

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

Authorized Representative: \_\_\_\_\_

**Fees**

|   |  |
|---|--|
| Construction fee as a percentage of construction costs for base contract:   |  |
| Fee for project additions as a percentage of the change amount:             |  |
| Fee or (Credit) for project deletions as a percentage of the change amount: |  |

**Staff included in fee:** (indicate all staff assigned to project **included** in fee (not cost of work) and their allotted time.

| Staff Member | Title |  |
|--------------|-------|--|
|              |       |  |
|              |       |  |
|              |       |  |
|              |       |  |

**Contract amendments**

List any contract items, which you would request to negotiate, e.g., retention amount, payment schedule or others (separate attachment if necessary).

**Other Requested Information:**

Per the RFP, please attach the following information relative to the Architect / Engineer.

|                         |  |
|-------------------------|--|
| Insurance Certification |  |
| Summary of services     |  |
|                         |  |
|                         |  |

**SECTION C Continued:**

**ARCHITECT / ENGINEER**  
**PROPOSAL SUMMARY FORM (continued)**

**Cost of Services:** (complete all that apply, provide additional staff in blanks provided, if necessary)

| Title                           |           |      |    |
|---------------------------------|-----------|------|----|
| Principal In Charge:            | \$/ hour: | Hrs: | \$ |
| Project Architect:              | \$/ hour: | Hrs: | \$ |
| Project Manager:                | \$/ hour: | Hrs: | \$ |
| Project Engineer:               | \$/ hour: | Hrs: | \$ |
| Project Administrative Support: | \$/ hour: | Hrs: | \$ |
| Office Staff:                   | \$/ hour: | Hrs: | \$ |
|                                 | \$/ hour: | Hrs: | \$ |
|                                 | \$/ hour: | Hrs: | \$ |
|                                 | \$/ hour: | Hrs: | \$ |
|                                 | \$/ hour: | Hrs: | \$ |
| <b>Total:</b>                   |           |      |    |

**General Conditions:**

Total cost of Anticipated General Conditions. Provide itemized list of cost on separate attachment.

**Other Costs**

List other costs/payments to Architect / Engineer, e.g., any cost which is considered a part of the work, which are not provided by others, and not included above.

**Authorized Signature:**

As an officer of this company, I acknowledge that the information contained within this proposal and proposal summary form is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

Email: \_\_\_\_\_

**SECTION D:**

**Construction Management Service**  
**PROPOSAL SUMMARY FORM**

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

Authorized Representative: \_\_\_\_\_

**Fees**

Preconstruction Services: \_\_\_\_\_

Overhead and Reimbursement: \_\_\_\_\_

Profit: \_\_\_\_\_

Fee for project additions as a percentage of the change amount: \_\_\_\_\_

Fee or (Credit) for project deletions as a percentage of the change amount: \_\_\_\_\_

**Staff included in fee:** (indicate all staff assigned to project **included** in fee (not cost of work) and their allotted time.

| Staff Member | Title |  |
|--------------|-------|--|
|              |       |  |
|              |       |  |
|              |       |  |
|              |       |  |

**Contract amendments**

List any contract items, which you would request to negotiate, e.g., retention amount, payment schedule or others (separate attachment if necessary).

**Other Requested Information:**

Per the RFP, please attach the following information relative to the Construction Manager.

Insurance Certification \_\_\_\_\_

Bonding Amount, reference and capacity \_\_\_\_\_

Summary of services \_\_\_\_\_

**SECTION D Continued:**

**Construction Management Services**  
**PROPOSAL SUMMARY FORM (continued)**

**Cost of Services:** (complete all that apply, provide additional staff in blanks provided, if necessary)

| Title                           |           |      |    |
|---------------------------------|-----------|------|----|
| Principal In Charge:            | \$/ hour: | Hrs: | \$ |
| Project Manager:                | \$/ hour: | Hrs: | \$ |
| Superintendent:                 | \$/ hour: | Hrs: | \$ |
| Project Engineer:               | \$/ hour: | Hrs: | \$ |
| Project Administrative Support: | \$/ hour: | Hrs: | \$ |
| Office Staff:                   | \$/ hour: | Hrs: | \$ |
|                                 | \$/ hour: | Hrs: | \$ |
|                                 | \$/ hour: | Hrs: | \$ |
|                                 | \$/ hour: | Hrs: | \$ |
|                                 | \$/ hour: | Hrs: | \$ |
| <b>Total:</b>                   |           |      |    |

**General Conditions:**

Total cost of Anticipated General Conditions. Provide itemized list of cost on separate attachment.

**Other Costs**

List other costs/payments to Construction Manager, e.g., any cost which is considered a part of the work, which are not provided by others, and not included above.

**Authorized Signature:**

As an officer of this company, I acknowledge that the information contained within this proposal and proposal summary form is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Name Title Company

Email:

**Universal Learning Academy**  
**Authorized by: Bay Mills Community College**

**FORM B**

(General Description of Program & Project)  
January 15, 2013

**MISSION STATEMENT**

The Mission of **UNIVERSAL LEARNING ACADEMY (ULA)** is to ensure a safe and orderly learning environment where students receive quality education that focuses on the Michigan Curriculum Framework (MCF), Middle Eastern & other International cultures and languages, so as to become productive citizens and independent lifelong learners in an ever-changing global society. The Academy also strives to engage all stakeholders, including our highly qualified and committed staff, in realizing the Academy's educational goals.

The environment will encourage responsible decision-making, and promote respect and understanding, thereby enabling each student to reach his/her full potential as a unique human being, eager to face the challenges of an ever-changing world.

**PURPOSE & VISION**

The purpose of the Public School Academies is to enable the various ethnic traditions, values and experiences of their diverse student bodies to enrich and nurture one another. The educational program and activities, shaped by American educational principles and practices, will greatly contribute to discipline the instincts and desires of the students, building their character on a foundation of rationalism of mind, tolerance of heart, and a commitment to the preservation of the moral values of the family, welfare of the American society, and humanity at large.

**SCHOOL HIGHLIGHTS**

- Grades Pre-k -8<sup>th</sup> (eventually Pre-k through 12)
- Full Day Pre Kindergarten and Kindergarten
- College Preparatory Program
- State Certified & Qualified Staff
- Michigan Core Curriculum -- all Subjects
- Foreign Language & Cultures include:
  - Arabic & Middle Eastern Studies
- Computer Technology & Internet Access
- Excellent Physical Education Program
- Creative Arts & Music Program
- Special Programs for At-Risk Students
- Free Tutoring & Homework Service
- Bilingual Program for Bilingual Students
- ESL Program for parents
- Special Education Team Available
- National Standardized Testing
- National Honor Society
- Small Student-Teacher Ratio
- Creative Hands-on Instruction
- Excellent Positive Moral Environment
- School Uniform & dress code
- Enrollment Open to All Students living anywhere in Michigan
- Community Eligibility Option (CEO) Breakfast & Lunch Program to all Students
- NO TUITION: Free Public School Academy

**Program & Instruction**

|                     |                             |
|---------------------|-----------------------------|
| First School Year:  | September 2004              |
| Authorized By:      | Bay Mills Community College |
| Founded By:         | Mrs. Nawal Hamadeh          |
| Number of Staff:    | Approximately 82            |
| Years of Existence: | 9 years                     |
| Current Enrollment: | 653 students                |

**CONTACT INFORMATION:** Mr. Ismail Bachir, Facilities Manager  
(313) 283-7550, fax: (313) 565-0718, email: [ibachir@starpesa.org](mailto:ibachir@starpesa.org)

**School Contact Information:** (734)402-5900, F. (313) 565-0718  
28015 Joy Road, Westland, MI 48185

**Website:** [www.ulapsa.org](http://www.ulapsa.org)

## PRELIMINARY FACILITY PLANS



1. FACILITY: Currently located at 28015 Joy Rd., Westland, MI 48185  
Total land is approximately 13.5 acres  
Total square footage 65,000  
Livonia School District  
Major Cities Surrounding the Site:  
Dearborn Heights, Redford, Garden City, & Livonia
  
2. The Phase II addition to the current facility but not limited to the following items:
  - New 4,300 SF Cafeteria
  - New 1,900 SF Elementary Wing (2 classrooms)
  - New 1,500 SF class rooms at the Main Entrance (2 classrooms)
  - New 3,400 SF Media Center (current temporary library converted back to classroom)
  - Procurement and installation of gymnasium equipment/flooring.
  - Completion of installation of science lab equipment/furnishings.

**USAGE:** Approx. 11,100 SF of additions to the Pre-K-12 School Facility with approximately 65,000 S.F. of space and 33 classrooms; as well as offices, gymnasium, kitchen & other rooms. Upon completion, the academy will be better equipped to provide a state of the art educational program for all grade levels PreK-12<sup>th</sup>. The additions will also increase building capacity by approximately 11,100 SF to meet enrollment demand.

**Division:** 1. Elementary & Secondary

School addition project is expected to be ready for full operation by August 30, 2013.

**Budget Project:** Approximately \$1.3-\$1.45 million dollars **Completion by:** August 2013

### **Projected Student Count & Grades for ULA:**

Year 1, 2012-13: 653 students (Pre-k-8)  
Year 2, 2013-14: 723 students (Pre-k-9)  
Year 3, 2012-13: 791 students (Pre-k-10)  
Year 4, 2013-14: 846 students (Pre-k-11)  
Year 5, 2012-13: 875 students (Pre-k-12)

### **Projected Homerooms for ULA for 2013-2014**

|                  |   |
|------------------|---|
| Pre-Kindergarten | 1 |
| Kindergarten:    | 3 |
| First:           | 3 |
| Second:          | 3 |
| Third:           | 3 |
| Fourth:          | 3 |
| Fifth:           | 2 |

|              |           |
|--------------|-----------|
| Sixth:       | 2         |
| Seventh:     | 2         |
| Eight:       | 2         |
| Ninth:       | 2         |
| <b>TOTAL</b> | <b>26</b> |

#### **Special Features of Existing Facility:**

- Complete Pre-k-12 school Facility of approx. 65,000 sq. ft.
- Parking area includes approximately 200 car spaces.
- Building of 33 classrooms with an approximate size of 750 sq. ft. each.
- One story building with elementary, middle school and high school wings.
- Offices include at least 3 in each wing in addition to the main offices.
- Boys and Girls restroom accessible at each wing.
- At least 4 unisex restrooms for staff.
- Fully networked classrooms with 90% funding by USF, with voice, video and data drops.
- One All purpose room for gymnasium, locker area, & cafeteria.
- Separate rooms for Special Education, Bilingual Education & Nurse Aide
- Complete Communication System (PA, phone, synchronized clocks, bell and paging system).
- New Fire Alarm and sophisticated security, camera and burglar system..
- Censored lights, self flushing toilet systems and faucets.
- New acoustic system in building.
- New acoustic mitigation system in gymnasium.

#### **Special Features of Proposed Addition Project:**

- New 4,300 SF Cafeteria
- New 1,900 SF Elementary Wing (2 classrooms)
- New 1,500 SF class rooms at the Main Entrance (2 classrooms)
- New 3,400 SF Media Center (current temporary library converted back to classroom)
- Procurement and installation of gymnasium equipment/flooring.
- Completion of installation of science lab equipment/furnishings.

#### **Project/Land Status:**

- Topographical Survey was previously completed by URS.
- Preliminary plans will begin as soon as agreement with an Architect has been finalized and will be completed by approx. March 2013.
- Building Architect & Engineering plans will begin afterwards and will be completed by April 2013.
- A Construction contract between the Board of Directors of Universal Learning Academy and a potential company will be negotiated during the planning period.
- Greyhound Technologies has been the provider for technology network and administration services and may continue to provide the same services for the new addition.
- Plans to begin construction on the addition will be finalized as soon as the academy receives BMCC approvals and State approvals.
- Projected completion in August 2013.

## **SCOPE OF WORK OF PHASE II FACILITY ADDITION**

- New 4,300 SF Cafeteria
- New 1,900 SF Elementary Wing (2 classrooms)
- New 1,500 SF class rooms at the Main Entrance (2 classrooms)
- New 3,400 SF Media Center (current temporary library converted back to classroom)
- Procurement and installation of gymnasium equipment/wood flooring.
- Completion of installation of science lab equipment/furnishings.

### **Construction Plans & Miscellaneous Items:**

- ❖ All CD Plans: Architectural, electrical, structural, and mechanical plans are to be completed by: April 2013
- ❖ Civil Plans will be provided by April 2013
- ❖ Network: Wiring, cabling and network equipment will be provided by a separate vendor.
- ❖ Classroom and Office furniture, computers and other equipment will be provided by the Owner, not a part of the financing.

## **TIME LINE SCHEDULE**

### **Milestones**

- |  |                     |
|--|---------------------|
| 1. RFP developed, faxed & emailed to Vendors                 | January 30, 2013    |
| 2. Delivery of RFP Responses                                 | February 28, 2013   |
| 3. Evaluation of Offers                                      | 2/28/13 - 3/13/2013 |
| 4. Vendor Selection & Notification                           | March 13, 2013      |
| 5. Vendor Notification                                       | March 14, 2013      |
| 6. Finalize construction and Architect/Engineering contracts | End of March 2013   |
| 7. Substantial Completion Date of Construction:              | August 9, 2013      |

## **TENTATIVE CONSTRUCTION TEAM & ACTIVITIES**

1. Property & Building
  - a. Securing Civil Plans and Soil Boring
  - b. Architectural & Engineering Plans
  - c. Construction Approval
  - d. Construction & Construction Management including procuring full municipality permits & approvals thereby preparing the building to be fully occupy-able.
2. Facility Planning Team
  - a. Staff, Administrators, Technology & Educational Consultants
  - b. Construction Team
  - c. The Board & Authorizer
  - d. Owner
3. Legal Services
  - a. Main legal Counsel: Review resolutions, lease and construction contracts
  - b. Bond Issuance, Taxation & Financing Counsel
  - c. Authorizer, MDE Municipalities Approvals
4. Accounting & Financing
  - a. Business Consulting & CPA
  - b. General Accounting & Bookkeeping
  - c. Project Financing: Banking, Building & Equipment

- d. Five Year Budget Projection & Cash Flow Performance
- 5. Construction Team
  - a. Design & Build
  - b. Pre-construction: Architectural, Engineering Services, Permit and bond requirements & Plans
  - c. Construction Management & Project Construction
  - d. Project Management
  - e. Bids & Vendors
- 6. Equipment & Furnishings: Provide all furniture, equipment and computers as new
- 7. Technology
- 8. Recruitment: Enrollment & Employment
- 9. Maintenance
- 10. **Bank:** PNC Bank, Michigan Ave., Dearborn, MI