

**Universal Academy  
4612 Lonyo  
Detroit, MICHIGAN 48210  
Office: ( 313) 581-5006, FAX: ( 313) 565-0705**

**REQUEST FOR PROPOSAL (RFP)**

**School Building Construction**

**RESPONSES DUE BY Friday, March 1, 2013**

**3:00 P.M.**

**For more information contact:**

**Mr. Ismail Bachir  
Universal Academy  
*C/O Hamadeh Educational Services, Inc.*  
P.O. Box 1440  
Dearborn, Michigan 48121  
(313) 724-8990  
FAX) (313) 724-8994**

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

NOTICE: The Universal 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 Academy

## Article I. REQUEST FOR PROPOSAL

### Article II. (RFP)

---

#### 1.0 GENERAL

##### 1.1 Overview

The Universal 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 4612 Lonyo in Detroit, Michigan 48210.

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 Academy serves grades K -12 with approximately 600 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 to provide first phase **School Building Construction** of a multi-phased two story building located at **4833 Ogden Detroit, MI. 48210**. The Academy plans to construct a new state of the art 57,000 sq. ft. Charter school building accommodating approximately 750 students.

##### 1.3 Scope

This RFP will select a contractor or multi contractors to plan and / or coordinate the construction of the new school building 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 civil Engineer 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 during this planning period and hope to finalize its agreement by no later than TBD 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).

The new construction of the building shall take place in a timely manner so as to permit students to move into the building by no later than January 17, 2014.

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 AM through 3:20 PM Monday - Thursday.
- ✓ Fridays, school hours are 7:30 AM through 12:20 PM

#### **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 Academy  
4612 Lonyo  
Detroit, MI 48210  
Phone: (313) 581-5006

#### **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 11:00 AM, Friday, March 1, 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 constructed 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 Academy  
4612 Lonyo  
Detroit, MI 48210  
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 validate and evaluate all proposed documents received as below by Friday, March 1, 2013 at 3:00 P.M. and selection will take place at a public meeting which will be held on Friday, March 8, 2013 at 6919 Waverly, Dearborn Heights, MI 48210 at 6:30 PM.

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 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 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 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 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 Universal Academy ALL additional discounts, price reductions, and relevant specialized pricing programs for which Universal Academy may be eligible between the date of bidding and delivery of services. The Universal 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 27, 2013
2. Delivery of RFP Responses/Bids due	March 1, 2013
3. Evaluation of Offers	March 1- 8, 2013
4. Vendor Selection & Notification	March 8, 2013

#### **6.0 BID REQUIREMENTS:**

- The services for the Academy are for a new constructed state of the art school building located at 4833 Ogden Detroit, MI. 48210.
- 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) for the construction of an approximately 57,000 square foot school building located at 4833 Ogden Detroit, Mi. 48210. The below listed specifications for each item and specifications may be obtained from the contact listed in this RFP.

Mr. Ismail Bachir  
Universal Academy

4612 Lonyo  
Detroit, MI 48210  
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 Construction is to include permits, drawings, Etc...

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 material and labor for the School Building Construction and other products/services for Universal Academy. See Attached Exhibit A to Request for Proposal for CM Services

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 Construction 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 **January 17, 2014.**

## **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 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 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 Academy must be provided with listing of products and equipment that will be used at their Academy.

9.1.2 Universal 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 Academy to be provided with an on-line bulletin board system containing information on offered items or amendments to the equipment.

9.1.4 Contractor(s) must provide Material Safety Data Sheets (MSDS) and have postings available for all products that are used while demolishing.

## **10.0 WARRANTY**

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



**Exhibit A to Request for Proposal for CM Services  
Universal Academy – Detroit, Michigan**

**DATE:** January 24, 2013

**TO: Interested Bidders for CM Services for Universal Academy**

**A1 Purpose:**

Universal Academy is issuing this Request for Proposal for the purpose of pre-selecting a Construction Manager for the construction of their new School Facility to be located in Southwest Detroit.

**A2 Summary of Project:**

This project consists of the construction of the first phase (+/- 57,000 sq.ft) of a multi-phased Charter school project located in Southwest Detroit, at 4833 Ogden, Wayne County, Michigan.

The first phase will be comprised of classrooms, laboratory and indoor activity space for 750 students. The classroom space and curriculum will be designed around multiple learning styles with an emphasis placed on the ability to adapt to ever changing educational pedagogy.

Universal Academy is a public, non-discriminatory, independent school, founded in 1998 and is authorized by Oakland University, 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.

Master Planning of the entire project, which entails sensitive development of the site's natural features, is based on a total of 750 students in an estimated five years.

**A3 Issuing Office**

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

4612 Lonyo  
Detroit, MI 48210  
313-724-8990 EXT.118  
313-724-8994 FAX

Contact: Ismail Bachir  
Director of Buildings and Facilities

**A4 Responsibilities:**

The pre-selected Construction Manager shall be responsible for the construction management services as described in the attached AIA Document B801CMA. Basically, the selected Construction Manager shall participate in the final design phase of the project by providing services including representation and participation at meetings with the architect and school administrators, construction scheduling, cost estimating, 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 selected Construction Manager 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:**

As mentioned above, the selected firm will be required to execute a standard AIA contract. The selected format will be based upon the AIA Document B801CMA with modifications & exhibits mutually agreed upon between the academy and the selected Construction Manager. 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 architect is in the process of preparing the documents for construction and submission to the State of Michigan for approval. The current preliminary project schedule indicates completion of the construction documents by the middle of February 2013 to allow for State Approval and contractor bids prior to commencing construction in the Spring of 2013 and project completion by January 17, 2014. The Construction Manager shall provide a schedule to achieve these completion dates.

#### **A7 Insurances:**

Insurance will be required as identified in the proposed contract form. The Construction Manager shall provide proof of proper insurance.

#### **A8 Right of Rejection:**

The Universal 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 Bonds:**

The Construction Manager, before commencing the Work, shall furnish a Performance Bond and a Labor and Material Payment Bond. The Performance Bond shall be in an amount equal to one hundred percent (100%) of the full amount of the Contract Sum as security for the faithful performance of the obligations of the Contract Documents, and the Labor and Material Payment Bond shall be in an amount to equal to one hundred percent (100%) percent of the full amount of the Contract Sum as Security for the payment of all persons performing labor and furnishing materials in connection with the Contract Documents. Such bond shall be on A.I.A. Document A-311, insured by the American Institute of Architects, shall be issued by a surety satisfactory to the Owner and shall name the Owner as primary co-obligee

#### **A10 Questions / Site Visits:**

The Contractors may visit the site prior to submitting their proposal for review. Any questions regarding this information should be directed towards Hamadeh Educational Services, Inc.

#### **A11 Due Date:**

Proposals are due at the office of Hamadeh Educational Services, Inc at the address listed no later than **11:00 A.M. on Friday, March 1, 2013** for review by this office and Universal Academy Administrators. 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 Construction Manager
- 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 similar projects and a contact person for each referenced project.

B3 – Cost of Services – Please review the AIA B801 CMa contract for the definitions of cost of work as described in Article 6:

- **See attached pages 4 and 5 for forms to be completed.**
- **Guaranteed Maximum Price (GMP)**

B4 – Fee Proposal:

- Provide proposed compensation for the services as described in this document and detailed under Article 2 of the AIA B801 CMa.
- Provide proposed compensation for construction services as described within this document and detailed under Article 5 of the AIA B801 CMa 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.

**Section C – OTHER INFORMATION**

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

## **CONSTRUCTION MANAGER PROPOSAL SUMMARY FORM**

Construction Manager: \_\_\_\_\_

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

### **C1 – Fees**

Overhead and Reimbursement Fee:

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:

Guaranteed Maximum Price of the project (GMP)

**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 B801CMA – 1992 contract items, which the CMA 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.

Transmittal Letter

Certificates of Insurance

Bonding capacity and reference

## **CONSTRUCTION MANAGER PROPOSAL SUMMARY FORM (continued)**

**C2 - Cost of Services:** (complete all that apply, provide additional staff in blanks provided, if necessary)

Title			
Project Manager:	\$/ hour:	Hrs:	\$
Project Superintendent:	\$/ hour:	Hrs:	\$
Project Estimator:	\$/ hour:	Hrs:	\$
Project Administrative Support:	\$/ hour:	Hrs:	\$
Office Staff:	\$/ hour:	Hrs:	\$
Safety Director:	\$/ 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.

**Additional Cost of Work Staff Costs:**

Any additional staff costs, other than general conditions, not covered by above

**C3 – Bonding**

Cost for bonding the entire project by the CMA

**C4 - Insurances**

Cost for insurances indicated in AIA B801CMA – 1992

**C5 – Other Costs**

List other costs/payments to the CMA, 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: \_\_\_\_\_

Phone: \_\_\_\_\_