January 30, 2017

OXFORD COMMUNITY SCHOOLS
2017 BOND ELECTION AND CAPITAL IMPROVEMENTS PROJECTS

REQUEST FOR PROPOSAL - CONSTRUCTION MANAGER AGENCY

Oxford Community Schools has engaged Integrated Design Solutions, Inc. (IDS) to seek proposals from invited Construction Management firms for the purpose of performing Construction Management Agency pre-bond, pre-construction, and construction services for the District’s existing facilities located at:

1. Project Identification and Location:
   Oxford Community Schools
   10 N. Washington Street
   Oxford, MI 48371

2. Architect:
   Integrated Design Solutions, Inc.
   1441 W Long Lake Road
   Suite 200
   Troy, MI. 48098
   Phone: 248.823.2126
   Contact: Charles E. Lewis, AIA
   Senior Vice President, Director, Student Life
   Email: CLewis@IDS-TROY.com

Background Information:
Oxford Community Schools will be seeking voter approval of a Bond Millage Election in November 2017 for the purposes of improving building systems (HVAC, air-conditioning all elementary schools, building management system, etc.); site improvements (parking lots and sidewalks); roof replacement at select buildings; playground improvements; and energy efficiency.

The District desires to engage a qualified firm to work with Integrated Design Solutions in the development of a potential project scope and associated costs of District buildings and sites. The consultants will work with a District selected steering committee to assist the District in prioritization of the potential scope to determine a final scope of work and cost for the bond election. The 2017 bond millage election would not increase the current debt millage rate of 7.90 but would generate a total bond amount of approximately $27 Million dollars.
The consultants will assist the District in preparation and submission of all documentation required to meet the Michigan Department of Treasury’s Application for Qualified Bonds. The prequalification meeting for the bond application submittal is currently scheduled for June 30th 2017. Upon approval of the application, the consultants will assist the District in facilitating a community led campaign process for the 2017 vote “Yes” bond committee.

**Form of Proposal:**
Electronic proposals shall be submitted by invited firms for the bond project. Firms shall email the proposal to the District by the deadline and afterwards submit one copy on electronic media (CD or Flash Drive) in PDF file format. Please carefully review the attached RFQ outline for detailed instructions on the information requested.

IDS will be assisting Oxford Community Schools in receiving and evaluating the proposals. IDS representatives will be available to prospective firms for questions regarding the anticipated facility improvements.

**Due Date of Proposals:**
Electronic proposals will be accepted until 1:00 p.m. on Monday, February 27, 2017. Proposals shall be submitted in a package clearly labeled with “Proposal for Construction Management Services – Oxford Community Schools “

Shortlisted firms will be contacted for interviews with Oxford Community Schools and IDS representatives scheduled for the afternoon of Friday, March 10th, 2017.

Proposals shall be submitted to:
Sam Barna  
Assistant Superintendent of Business & Operations  
Oxford Community Schools  
10 N. Washington Street  
Oxford, MI. 48371  
Phone: 248.969.5008

**Right to Reject Bids:**
Oxford Community Schools reserves the right to waive irregularities and to accept and/or reject any or all proposals. Oxford Community Schools will assume no responsibility for costs incurred in the preparation of the proposals.

**Questions or Concerns:**
Please direct any questions or concerns to Sam Barna, Assistant Superintendent of Business & Operations at 248.969.5008 or sam.barna@oxfordschools.org.
Request for Proposal  
Construction Management Agency  
Dansville Schools – Dansville, Michigan 

Section 1 - Firm Overview  
1. List your firm name, project executive, address, phone number, fax number and email address.  
2. Explain your firm’s ownership structure and provide a brief firm history.  
3. Have you had litigation, arbitration or a claim filed against your company by a K-12 Educational client or have you filed the same against a client? If yes, please explain.  
4. Provide a listing of current construction management K-12 Educational projects. Include Owner’s name and contact information, construction value, number of facilities, contract start and contract completion dates.  
5. Does your firm provide Professional Liability insurance, General Liability insurance, and Worker Compensation coverage? If yes, please list coverage amounts available.  

Section 2 - Services  
1. Briefly explain your project pre-bond election planning services.  
2. Briefly explain your election campaign services.  
3. Briefly explain your construction phase services.  
4. Briefly explain your technical services and estimating capabilities.  
   o Itemize at what points in the project will your firm produce estimates.  
5. Describe your work plan for our project.  
6. How will you help assure budget adherence in today’s volatile construction
Section 3 - Experience
1. List only K-12 Educational projects in which your company has been involved as Construction Manager Agent in the past five years. Include a brief description, construction value, client’s name, address, phone and contact person, architect name, address, phone number and contact person.
2. Indicate your experience working with our architectural firm, Kingscott Associates Inc. of Kalamazoo, Michigan.
3. Have you been associated with any projects that were not completed on time causing the start of school to be delayed?
4. Any ‘problem’ projects where you would most likely not receive a good recommendation? Please explain the circumstances.

Section 4 - Project Personnel
1. Provide an organizational chart showing your proposed team for the design and construction phases of our projects. Include a single page resume of each key individual highlighting experience with projects similar to ours.
2. Will you guarantee, by contract, that key personnel will be assigned to our project for the entire design and construction?
3. Provide recent personal references from K-12 Educational clients and architects for each of the key team members.

Section 5 – Project Construction Approach
1. Describe your most recent K-12 project bid results. List the bid categories with number of bidders for each. Include your estimated amount per category and apparent award amount.
2. Describe and flow chart your accounting process that provides the required information to the District’s Business Office for payment processing and budget analysis. Please provide copies of sample reports.

Section 6 - Scope of Services and Compensation
Currently, Dansville Schools is working with Kingscott to determine timing and scope of work for a 2015 Bond Election for capital improvement projects. For the basis of this RFP, firms shall provide the following information based on
project assumptions as follows:

- Schedule;
  - Potential Bond Election – November 2015
  - Design – November 2015 through June 2016
  - Bidding Phase – 2 month duration following design completion
  - Construction phase – August 2016 thru September 2017
- Services shall be provided as described in AIA Document C132-2009, Standard Form of Agreement between Owner and Construction Manager as Adviser.
- Total anticipated construction budget (including all construction costs, fees, contingencies, site development costs) shall be Eighteen Million Dollars ($18,000,000). This would equate to a 6.25 mil tax increase and would generate a total bond amount of $20 M. The remainder of the bond would be allocated towards technology and furnishings purchases by the district, and designated election costs.
- The project scope would include replacement of the early 1900’s Middle School building. Additions and remodeling to occur on the existing facility. The new portion would be constructed while the old section remains occupied. The old portion would be demolished in the summer of 2017.
- The facilities will remain occupied during the construction phase of the project.

*Request for Proposal*

**Construction Management Agency**

*Dansville Schools – Dansville, Michigan*

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**Section 1 - Firm Overview**

1. Provide name and address of firm, telephone number, fax number, person who would be in charge of Dearborn’s Project.
2. Provide a one page history of your company and include an explanation of the company ownership and the number of years in business under your current name.
3. Explain your corporate structure.
4. During the past 15 years, what percent of your company work has been in the educational field?
5. List the school districts your company has worked with during the past five years.
6. What is the dollar amount of the educational construction projects you have been involved with during the last two years?
7. Explain your company’s financial position in two paragraphs or less.
8. Explain your General and Professional Liability coverage including Insurance Carrier, policy number, policy limits, general and per occurrence as well as aggregate and if your policy is on a claims made or occurrence basis.
9. Who is your Worker’s Compensation Carrier?
10. Have you been involved in litigation, arbitration, or had a claim filed against your company by an educational client, or have you filed a claim against an educational client? If yes, explain the action.
11. On one page, describe how your company stays up-to-date on education code and regulatory requirements.

Section 2 – Firm Experience
1. List three K-12 educational projects over $50 million in which your company has been involved as Construction Manager. Include a brief description, construction value, district name, address, phone and contact person, architect name, address, phone number and contact person.
2. Provide a list if all major projects, including similar and relevant projects, your firm has in progress or has completed in the past ten years. Include the name of the Project, Owner, Owner’s contact information, construction value and percent complete.

Section 3 – Proposed Staff Experience
1. List three K-12 educational projects over $50 million in which your proposed staff has been involved as Construction Manager. Include a brief description, construction value, district name, address, phone and contact person, architect name, address, phone number and contact person.
2. Provide an organizational chart for the design and construction phase. Include a one-page resume for each project team member highlighting relevant school projects for each. Only list those individuals who will be assigned to this project.
3. Are you willing to guarantee project team members, including construction superintendents for the life of the program?
4. Provide individual staff K-12 experience. Include experience working on projects similar to Dearborn Public Schools planned program.
5. Describe your proposed staff experience working together on K-12 Bond Programs.

Section 4 - Services
1. List the specific professional services to be performed by your company. Designate in house and outside consultants.
2. Briefly explain your design phase services.
3. Briefly discuss your construction phase services.

Briefly discuss your company’s experience involving new educational technology systems. Section 5 – Project Approach
1. What is your understanding of the scope of this project and the District Construction Management needs?
2. Explain your approach to the establishment, use and management of contingency funds. What percent contingency do you recommend?
3. Explain the involvement your company expects from the owner.
4. Explain your policy regarding re-bidding and change order charges.
5. Explain your definition and approach to general conditions.
6. Explain why your company is uniquely and most qualified to manage this project.
7. Are you proposing to render services with any other entity?

Section 6 – Project Control
1. What is your approach to project billing and fund disbursement?
2. What is the relation among the following: architect(s), construction manager, and owner?
3. Describe procedures for reporting to the owner.
4. Who is financially liable when one contractor causes additional work for another contractor?

Section 7 - Safety
1. Describe your approach to Safety
2. Name of Contractor’s Safety Director/Representative (attach resume)
3. Does Contractor/CM have a Formal Written Safety Program?
4. What is your EMR?

Section 8 – Fee Structure
1. Does your firm provide Pre-Bond issue election services? What is your pre-bond issue election fee structure?
2. Based on your fee, what contractual limitations would you require on your service?
3. Are there any additional services you would include in your basic services that may be of interest to the Owner?
4. How would you calculate fee on scope increases?
5. What other costs beyond the fee are anticipated (i.e. Reimbursables, Bonding, Other Liability Insurance, etc.?)
6. Fee Proposal
   a. Construction Management Related General Conditions $___________
      i. (Complete Enclosed CM General Conditions Schedule)
   b. Staff Cost (provide hours and rates) $___________
   c. Fee (Includes all Overhead and Profit) % $___________
      i. (Based on $57,129,775 Construction Cost (Including Contingency))

Total $___________

d. Estimated Construction Related General Conditions as a % of Construction Cost %_______

Section 9 – References
1. Provide a list of ten client references with contact names and phone numbers.

List your banking reference and include the name and phone number