

**GRAND RAPIDS PUBLIC SCHOOLS (GRPS)
2021 ROOFING DESIGN PROJECTS
REQUEST FOR PROPOSAL (RFP) – ROOFING CONSULTANT SERVICES
OCTOBER 18, 2021**



PROJECT DESCRIPTION:	Investigate and design replacement roof systems for the various schools noted further in this RFP.
DESCRIPTION OF PROCUREMENT:	Roofing Consultant Services
OWNER/CLIENT:	Grand Rapids Public Schools 1331 Franklin SE Grand Rapids, MI 49501
LOCATION OF BID DOCUMENTS:	https://app.e-builder.net/public/publicLanding.aspx?QS=ceff88dd2110453ab64dc30233282222
PRE-PROPOSAL MEETING:	October 25, 2021 10:00am EST Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 989-272-9774 , 552689430# United States, Saginaw 844) 562-1933 , 552689430# United States (Toll-free) Phone Conference ID: 552 689 430#
CLARIFICATIONS TO OWNER REPRESENTATIVE:	Jim Steiner Jim.Steiner@plantemoran.com
LAST DATE FOR QUESTIONS:	October 27, 2021 by 5:00pm EST
PROPOSAL DUE:	November 4, 2021 1:00pm EST
SUBMIT ELECTRONIC PROPOSAL TO:	GRPSRoofingProposals@docs.e-builder.net *LIMIT FILE SIZE TO 5 MB Mr. Long Nguyen Director of Design, Construction and Renovation Grand Rapids Public Schools 900 Union NE Grand Rapids, MI 49501
BIDDER INTERVIEWS:	By Invitation Only Week of November 8, 2021

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PROPOSAL DETAILS

Grand Rapids Public Schools (hereafter referred to as “Owner”) has engaged Plante Moran Cresa (hereafter referred to as “PMC”) to provide Owner Representation Services for this project. Your Firm is invited to submit a proposal for the services required in this RFP in accordance with this letter and the following documents which are attached hereto. This RFP is being publicly advertised and includes minimum qualifications that must be met or exceeded. This RFP includes the following attachments:

- A. Project Scope**
 - 1. Project Description
 - 2. Milestone Schedule
- B. Contract Documents**
 - 1. Standard Form of Agreement: AIA B105-2017, as modified
- C. Proposal Forms**
 - 1. Detailed Bid Proposal Form
 - 2. Familial Disclosure Statement
 - 3. Iran Disclosure Statement
 - 4. Criminal Background Disclosure Statement
 - 5. Non-Collusive Affidavit

This Request for Proposal (RFP) does not commit Owner to award a contract or to undertake any financial obligation whatsoever with respect to the requirement referred to herein. Owner reserves the right to reject any Proposal with or without cause, to not award a contract, or to award one or more contracts. Owner further reserves the right to waive any irregularity or informality in this RFP Process or any Proposal. Owner reserves the right to accept or reject, without consideration, any Proposal which arrives late. Owner reserves the right to request additional information from any or all Firms. In addition, notice is hereby given of the possibility that award may be made without discussion of the Proposal. In the event Firm’s Proposal is accepted by Owner and Firm asserts exceptions, special considerations or conditions after acceptance, Owner, in its sole and absolute discretion, reserves the right to thereafter reject the Proposal and award another Firm. Therefore, the Firms should submit their best Proposal initially from both technical and cost standpoints.

● **PRE-PROPOSAL**

- a. **CONFIDENTIALITY** - From the issue date of the RFP until a firm is selected and selection announced, a prospective firm shall not communicate about the subject of the RFP or an firm’s proposal with Owner, its Board of Education, or any individual member, administrator, faculty, staff, students, or employees, except as permitted by the requests for clarifications paragraph. Your proposal and any modifications thereto shall be submitted only to the person(s) listed on the front page. Failure to comply strictly with Owner’s instructions regarding the content and manner of submission of proposal including, without limitation, disclosure of any information in the proposal or modifications thereof to any third party or other Owner’s staff without the express, prior written approval of the Owner’s

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Representative, shall result, at owner’s sole discretion, in the immediate disqualification of the firm.

- b. RFP documents may be obtained at the e-Builder website created by PMC and noted on front page. Please contact Jessica Zanetti at (248) 603 – 5103 or via email at Jessica.Zanetti@plantemoran.com for e-Builder access instructions, should you encounter any difficulties.

- **ADDENDA**

Any addendum to this RFP will be issued in writing by PMC on behalf of Owner. No information or representation other than that contained in such an addendum, whether received from an employee of Owner or other person, will be considered to have been modified or be grounds for deviation from any stipulation or requirement of this RFP.

- **PROPOSAL FORMAT**

Prepare and submit one (1) **electronic copy** of your proposal package to the designee listed on the cover page. Packages should be in PDF format. **Please limit the size of your proposal to 5 MB.**

The following proposal format is required:

- Cover Letter
- Section 1 - Project Approach Narrative (2 page maximum)
- Section 2 - Project Design Implementation Schedule (1 page maximum)
- Section 3 – Proposal Forms
 - A. Detailed Proposal Form
 - B. Familial Disclosure Statements
 - C. Iran Disclosure Statement
 - D. Criminal Background Disclosure Statement
 - E. Non-Collusive Affidavit
- Section 4 – Clarifications and Exceptions
- Section 5 – Additional Information

SECTION 1 – PROJECT APPROACH NARRATIVE (2 PAGE MAXIMUM)

- ◆ Submit a narrative detailing your Firm’s approach to existing roof conditions, gathering information, organizing and implementing a design approach strategy for the program that aligns budget and schedule. Summarize your strong points and describe how your experience will benefit the Grand Rapids Public Schools roofing program.
 - 1. The approach should take into consideration the process and methodology for soliciting feedback from relevant stakeholders (including GRPS Administration, staff, potential community members, etc.), documenting and evaluating the provided information and insight and ultimately incorporation within the final design documents.

SECTION 2 – PROJECT DESIGN IMPLEMENTATION SCHEDULE

- ◆ Provide an implementation schedule with adequate detail to reflect your firm’s project approach with respect to the design phase and construction administration services outlined in the Contract provided with this RFP.

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SECTION 3 – PROPOSAL FORMS

- ◆ Utilize the proposal forms provided as Attachments to this RFP.

Section 3A – Detailed Proposal Form

- ◆ Complete and attach the Detailed Proposal Form included with this RFP.

Section 3B – Familial Disclosure Statement

- ◆ Complete and attach the Familial Disclosure Statement included with this RFP.

Section 3C – Iran Disclosure Statement

- ◆ Complete and attach the Iran Disclosure Statement included with this RFP.

Section 3D – Criminal Background Disclosure Statement

- ◆ Complete and attach the Criminal Background Disclosure Statement included with this RFP.

Section 3E – Non-Collusive Affidavit

- ◆ Complete and attach the Non-Collusive Affidavit included with this RFP.

SECTION 2 – CLARIFICATIONS / EXCEPTIONS

- ◆ Please detail any clarifications, exceptions or exclusions to this RFP (scope, schedule, fee, etc.)
- ◆ List any/all exceptions taken to the Contract Documents provided as Attachment B1. For each exception, alternative language must be proposed. Owner reserves the right to reject any proposed alternative language.

SECTION 3 – ADDITIONAL INFORMATION

- ◆ Provide a listing of relevant projects completed by your firm and contact information for each of the clients.
- ◆ Please include any additional relevant information

● **PROPOSAL SUBMISSION**

Electronic proposals for the work as described by the RFP package will be received as noted on the cover page. Please mark the subject line of all proposals with “GRPS 2021 Roofing Projects - Proposal for Roofing Design Services” and include your firm’s name as well.

● **RESPONSIVENESS**

To be responsive, the proposal must set forth full, accurate and complete information as required by this RFP and all attachments.

● **FORM OF AGREEMENT**

- A. This is a Request for Proposal only. Proposals will be treated as offers to enter into the Contract with Owner. Owner and successful Firm shall memorialize their contractual relationship and obligations using the form of Contract attached to this RFP. The Contract

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contains many details regarding the Services required under this RFP, as well as the terms and conditions under which the Services shall be provided by the successful Firm. The Contract should be reviewed carefully by each Firm prior to submitting a Proposal. The final Contract shall be subject to review and approval of Owner's legal counsel. Any exceptions to the terms and conditions contained in the Contract, or any other special considerations or conditions requested or required by the Firm relative to this RFP or the form of Contract shall be expressly/specifically enumerated by the Firm and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions cannot be met by, or, in the Firm's opinion are not applicable to, the Firm, provided however, that exceptions or special conditions of the Firm will not be binding upon Owner unless those exceptions or special conditions are expressly accepted by Owner and incorporated into the final Contract. Following the selection of the successful Firm, if any, by Owner the Contract will be finalized by the parties. The final Contract shall be subject to the review and approval by Owner's legal counsel.

- **DATA CONFLICTS**

Where conflicts occur within this RFP and its contents and addendum, the Standard Form of Agreement, general, supplemental and other conditions, etc. the more restrictive requirements shall govern - all in favor of the Owner.

- **UNSOLICITED TERMS AND CONDITIONS**

Proposals which take exception to Owners Terms and Conditions as a whole and substitute the Firm's standard terms and conditions may be rejected.

- **FEES/TAXES**

All proposals shall include all applicable taxes, including Social Security, unemployment, sales or use taxes, and any other taxes specifically levied on the work or on wages by local, city, state, or federal government, except real property taxes on the site. Proposals shall also include all premiums, assessments, and other like payments, charges, and costs incidental to the work covered by the contract documents.

- **PROPOSAL COSTS**

Any recipient of this RFP, or any Firm who chooses to respond to this RFP, is responsible for any and all costs and liabilities incurred by it, or others acting on its behalf, in: (1) preparing or submitting a Proposal, (2) otherwise responding to this RFP, or (3) negotiating any Contract incidental to its Proposal.

- **IRREVOCABILITY OF PROPOSALS**

All proposals submitted may not be withdrawn and shall be irrevocable for a minimum period of ninety (90) calendar days following the due date for receipt of Proposals set forth above.

- **OPENING OF PROPOSALS**

Professional service proposals will be opened privately by the Owner. No immediate decision will be rendered.

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- **AUTHORITY TO SIGN**

Proposals must be signed by an officer of the firm who is authorized to enter into binding agreements. Any question on this Request for Proposal should be directed via email to the designee listed on the first page of this RFP.

Sincerely,

Jim Steiner
Senior Consultant
Plante Moran CRESA

Attachments: (A) to (C5) as listed

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2021 ROOFING DESIGN PROJECTS
REQUEST FOR PROPOSAL (RFP) – ROOFING CONSULTING SERVICES
A.1 - PROJECT DESCRIPTION
OCTOBER 18, 2021**

PROJECT DETAILS	
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The Scope of Services is detailed and described in the attached Contract Documents.

Provide complete investigative services as it relates to all portions of the existing roof system and copings. Upon completion, an agreement with Owner on final scope of roofing work, design team will provide comprehensive and detailed drawings, specifications and work scope for the required roof replacement system work. The District has identified the below school buildings for inclusion in this program based upon the age of the existing roofs. The District has developed a budget based upon square footage of those roofs, with a total anticipated program budget of approximately \$2.5 million.

A detailed estimate will be required from the design team in order to compare budget to anticipated project costs. Given the current market conditions, we will also require a detailed schedule including material lead times for review by GRPS. We expect the estimate to be provided will reflect current market conditions relative to construction costs.

The design team shall be responsible to attend job site meetings and walk-throughs to ensure the project is being completed in accordance with the Contract Documents.

The following schools will be part of this project.

1. Gerald R. Ford Academic Center Roof 6 – 3,133 SF
851 Madison Ave SE
Grand Rapids, MI 49507

2. Kent Hills (2-3) – 10,372 SF
1445 Emerald Ave NE
Grand Rapids, MI 49505

3. Franklin Campus Administration – 7,634 SF
1331 Franklin St SE
Grand Rapids, MI 49506

4. 4-H Roof 4 – 700 SF
5. @ Franklin Campus

6. Campus Elementary Roof 4 – 3,961 SF
710 Benjamin Ave SE
Grand Rapids, MI 49506

7. Southeast Career Pathways – 34,446 SF
1356 Jefferson Ave SE
Grand Rapids, MI 49507

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A.1 - PROJECT DESCRIPTION
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8. North Park Montessori R5 – 6,334 SF
3375 Cheney Ave NE
Grand Rapids, MI 49505

9. Palmer Elementary R8 – 2,643 SF
309 Palmer St NE
Grand Rapids, MI 49505

10. East Leonard – 38,210 SF
410 Barnett St NE
Grand Rapids, MI 49503

11. Ken-O-Sha Park Elementary – 42,000 SF
1353 Van Auken St SE
Grand Rapids, MI 49508

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A.2 – MILESTONE SCHEDULE
OCTOBER 18, 2021**

MILESTONE SCHEDULE

Project Award

DATES

- Board Meetings
 - Board Award

November 2021

PLEASE NOTE: The Owner reserves the right, in its sole and absolute discretion, to make modifications to the above selection timeline as it determines to be in its best interest.

Investigate and Design Process

DATES

- Site Investigation and Design Planning
- Roofing Replacement Work

Nov 2021 – Early 2022

Summer 2022, 2023,
2024

*Implementation Order for Roof Work TBD based upon assessment findings