

SER Metro Detroit, Jobs for Progress, Inc.
Architectural Services
REQUEST FOR PROPOSALS

I. WHO WE ARE

SER Metro Detroit, Jobs for Progress, Inc. is a not-for-profit employment and training organization. Its mission is to promote economic self-sufficiency and upward mobility among low-income community residents through employment and training services. SER is headquartered in the Southwest neighborhood of Detroit but operates some programs that serve residents from across the city of Detroit and Wayne County.

II. DESIRED SCOPE OF SERVICES

Design services for the redevelopment and new construction of a vacant building totaling 13,000 square feet for youth services and educational purposes. The owner is looking for a "turnkey" approach, where the architecture firm will provide the following (not listed in order of preference):

1. A conceptual plan for the building, inclusive of the new construction and rehabilitation.
2. Recommendations relative to the installation of different building systems (e.g., heat pumps vs. VAV).
3. Specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
4. A General Contractor will be selected via a separate RFP for qualifications and fees. The architecture team will be expected to work in conjunction with the General Contractor.
5. Preparation of necessary bid documents to be sent to construction firms for the project.
6. Review of the AIA forms that will serve as the contract with the entity selected.
7. Preparation of renderings for use with SER leadership and funders.
8. Regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
10. Assistance, where necessary, with the government approval process (i.e., permits).
11. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
- 12.. This project is expected to be completed by September, 2022
14. The existing facility will be available for inspection between the dates of July 19th-30th. Please contact Ann Leen for available times. aleen@sermetro.org.

III. Provide the following information as part of the response to this RFP.

1. Firm Overview Information
 - a. Name of firm
 - b. Complete address
 - c. Contact person
 - d. Telephone number
 - e. E-mail address
 - f. Provide a General Statement of Qualifications that responds to the project background information given above.
2. Personnel
 - a. List the professional and support positions and number of personnel in each position.
 - b. Provide an organizational chart, including resumes of all personnel who would be committed to this project.
 - c. Provide specific information as to their experience on projects similar to this one.
 - d. For the project manager and project architects identified as part of the project team.
 - c. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

3. Construction Costs
 - a. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
 - b. List the steps in your standard change order procedure.
4. Legal Concerns
 - a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a health care client or any of the same you have filed against a health care client.
 - b. Explain your General Liability Insurance coverage.
 - c. Explain your Professional Liability Insurance coverage.
5. Fees
 - a. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
 - b. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

Submission Requirements:

Applicants must submit the items listed below via email to Ann Leen via email by **August 6th, 2021**. aleen@sermetro.org
Please include two (2) references with a name, phone number and email address as part of the application.