

Request for Proposals for Construction Management Services

SER Metro-Detroit, Jobs for Progress

Youth Center and School-Renovation and New Construction

Issued – July 27th, 2021

Proposal Due – August 13th, 2021

Project Description

- Non-profit entity located in Southwest Detroit is seeking a construction management firm to provide services for the renovation and new construction of a youth center and alternative high school. The property is owned by the non-profit.
- Renovation of an existing 6000 sq. ft building with an addition of approximately 4500 sq ft. New construction of a small warehouse of 2500 sq. ft. Total of 13000 sq. ft.
- Project Milestone Schedule –
 - Preconstruction (5 weeks) | Approximate start date 9/13/2021
 - Construction (32 weeks) | Approximate Start 10/4/2021
 - Closeout (4 weeks) | Approximate Start 8/1/2022
 - Target Completion Date of September, 2022

General Scope of Services

The general scope of services sought includes, but is not limited to:

Pre-Construction and Bidding Phase:

- Manage the Bidding and Negotiation of subcontracts including self-performed work using a competitive, Open Book Process including:
 - Review bid documents and prepare Requests for Information to clarify scope
 - Distribute, review, and respond to addenda; receive, review, and summarize all subcontractor bid data
 - Prepare and present the Guaranteed Maximum Price
 - Advise Owner on selection of subcontractors to be used.
- Review construction documents in collaboration with Owner project architect. Provide constructability review and propose cost-reduction alternatives.
- Lead a cost reduction process to meet the project budget, if required.
- Provide a construction timeline that reflects the targeted completion date.

Construction Phase:

- Project management and coordination including management of subcontractors, and/or contractors.
- Provide full-time, day-to-day management of the construction site, accounting, daily reports, verification of field conditions, material delivery and storage, with oversight of safety and

- security.
- All construction activities are to be coordinated with the site manager to minimize potential disruptions caused by deliveries, noise, vibration, dust, utility shut-offs, and limitations to on-site access.
- Lead regular progress meetings with Owner and Architect addressing schedule, costs, utility connections, inspections, and vendor coordination and prepare minutes; lead pre-installation meetings with Architect and Subcontractors for key building systems.
- Pursue additional cost savings through cost reduction strategies identified during the construction phase as well as subcontractor buy-outs.
- Provide monthly assessments of Project progress and updates of construction schedules.
- Process and submit Pay Applications including lien waivers from all subcontractors.
- Secure all relevant building permits and inspections from the City and State Authorities. Correct any deficiencies identified by City inspectors.
- Manage close-out process within timeline provided above.

Proposal Requirements

Scope of Services: Provide a scope of work based on the project description above. Include an explicit statement of items that are excluded from the list above, if any. Include a brief overview of past experience with Non-Profit entities.

Construction Schedule: Provide a proposed milestone timeline that will reflect Owner occupancy by dates included above. Include key milestones including the start of demolition, utility coordination, inspections, punch list, Substantial Completion, and Close-Out.

Proposed Fees: Provide pricing based on the information provided above for:

- Preconstruction and Construction Services Fee
- Staffing cost
- Insurance costs assessed for the project. Provide a copy of your firm's general Certificate of Insurance.
- Define the fee basis for changes in the scope of work.
- Provide hourly billing rates for all reimbursable personnel.
- Identify the trades intended to be self-performed. It should be noted that the selected firm will be required to obtain competitive bids on the trade work it self-performs.

Description of the proposed project team:

- Identify key staff members and responsibilities on this project.
- Include committed hours for key personnel, including the Project Executive, Project Manager, Project Engineer, and Superintendent.

Qualifications: In addition to a general representation of qualifications, respondents should briefly address the following key areas:

- Provide information on your safety program, including COVID-19 procedures, and certifications

- your team holds, highlight those particularly relevant to renovation projects.
- Three client references for similar projects completed. Please include a minimum of one Non-Profit partner as a reference.
 - Management approach, organization, staffing, use of technology, and means of communication with Owner.
 - Brief description of corporate financial capacity and time commitments.
 - Provide evidence of payment and performance bonding capacity for the total GMP proposed.
 - Brief description of any legal actions involving the firm within the last 3 years.

Selection Process and Timeline

Proposals are due no later than **Friday, August 13th, 5pm**. Please submit an electronic version of the proposal to Ann Leen aleen@sermetro.org.

Key Dates:

July 27th, 2021 - Issue RFP to Construction Managers
August 13th, 201 - Proposals due from Construction Managers
August 23rd-27th – Construction Manager Interviews, if deemed necessary
September 1st, 2021 – Construction Manager Selection

Questions regarding the RFP should be directed to Ann Leen 248-404-7166 or aleen@sermetro.org