

May 18, 2009

Architectural Firm
Address
City/State/Zip

**Re: Mecosta-Osceola ISD Career Center
Building Addition and Site Work**

Ladies and Gentlemen,

Mecosta-Osceola ISD is requesting proposals for Architectural Services associated with a Building Addition and Related Site Work plans that include approximately 24,000 SF in classroom and storage space as well as added parking and drives.

This RFP is asking for technical qualifications in addition to requesting two separate fee proposals.

The list of general requirements is enclosed. Your response to this request will enable our committee to assess both the experience and expertise that your organization has in the area of K-12 design.

Mecosta-Osceola ISD is requesting a written proposal. Companies are encouraged to thoroughly detail the services they propose to provide so that a fair comparison can be made between companies. Attention should be given to documenting the items indicated in the Request for Proposal. A significant part of the initial screening of all proposals submitted will be based on the completeness and responsiveness of the written proposal that you submit.

Mecosta-Osceola ISD feels strongly that all potential vendors are to be provided fair treatment. To this end, all contact with them must be through the office of Mr. Mark Klumpp, Assistant Superintendent of Mecosta-Osceola ISD, (231) 796-3543. All employees and staff have been notified that contact with vendors is to be kept to an absolute minimum during the proposal process. Any inappropriate or unauthorized contact with any employee or Committee member associated with the Project will be noted and disclosed and may result in the disqualification of your proposal.

Proposals shall be clearly marked as follows:

**Architect Services Proposal
Attn: Mr. Mark Klumpp
Mecosta-Osceola ISD
15760 190th Avenue
Big Rapids, MI 49307**

Proposals must be received by June 1, 2009, 4:30 P.M., local time. Telephone and facsimile proposals **will not be accepted**.

**REQUEST FOR PROPOSAL
ARCHITECTURAL SERVICES**

**MESCOSTA-OSCEOLA ISD CAREER CENTER
Big Rapids, Michigan**

ADDITION AND SITE WORK

OWNER

**MESCOSTA-OSCEOLA ISD
15760 190TH AVENUE
BIG RAPIDS, MI 49307**

MR. MARK KLUMPP

FALL 2009 – SUMMER 2010

INTRODUCTION

The Committee will review the information collected in this Request for Proposal prior to scheduling an interview with the firms that are short-listed.

In order to standardize these proposals, you can presume that the complete cost of this facility, including all oversight fees will be clarified at \$2,500,000. This may or may not be the final amount but it will enable all respondents to work from the same premise. This will enable the Committee to make an accurate assessment of the comparative fee structures for the various firms that are responding. It is also presumed that there will be compliance with all permits, laws, and regulations for projects of the nature.

Preliminary screening will be based on the written proposal that is submitted. The committee reserves the right to reject any and all proposals and is not required to accept the lowest bid. Further, the committee reserves the right to accept any bid or part of any bid which it deems to be in the best interest of Mecosta-Osceola ISD.

PROPOSAL INSTRUCTIONS

The proposals submitted will be used by the Committee to assist in making the decision regarding the selection of an Architect for this process. It will be helpful if potential firms submit their information in a form that provides for an accurate comparison of all of the proposals submitted. It is presumed that most companies are familiar with submittals of this nature. It is desired that all uncertainties be resolved prior to the submission of the proposal. All firms must submit four (4) copies in 8 1/2 x 11 format. All proposals must be complete and must be received by *June 1, 2009, 4:30 P.M.* local time. **Phone Bids and Facsimile Proposals will not be accepted.** Proposal should be submitted in a sealed package clearly identified as the "Construction Management Services Proposal" and submitted to the Office at the location listed below:

**Attention: Mr. Mark Klumpp
Mecosta-Osceola ISD
15760 190th Avenue
Big Rapids, MI 49307**

Questions regarding this proposal can be submitted to Mr. Mark Klumpp. Proposals are to be submitted in the format outlined in the following pages. Adherence to this format is mandatory and will provide for a timely review and comparison of RFP responses. RFP responses not received in this format may be removed further consideration.

The following items provide general information regarding the proposed project and RFP process. These items should be given consideration in constructing your proposal.

Contract - A standard form contract with amendments will be used for Architectural Services.

Fee Proposal – Two (2) detailed fee proposals are to be included with the RFP response. The First, shall be a proposal for the design/feasibility portion of the project. The second shall be the implementation/construction phase of the project. The proposals are to include all General Condition items necessary to administer this project in the Architect's home office and at the on-site field office. The fee proposals should designate any fixed fees and also include a projection of reimbursable expenses that are anticipated for this project. Reimbursable expenses are to be paid at 1.0 times the authorized expenditure. The fee proposals will be a component of the final contract that is awarded. Mecosta-Osceola ISD desires to identify a maximum cost to them that will only be affected by specific adverse conditions.

Scope of Services - The RFP response is to identify in detail the proposed services for the Design/Feasibility Phase as well as the Contract Documents and Construction Phase of this project. Emphasis will be placed on prior K-12 services.

Cost Control – The RFP response is to address your office's approach to cost control and Change Orders and achieving the project's budget. Include an example of your cost control reports, project budget formats and Change Order process in the RFP response. Please be brief.

Quality Control - The RFP response is to address your office's approach to quality control and achieving a quality project that exceeds the Owner's expectations.

Owner's Rights - The Owner reserves the right to accept or reject any or all proposals and to waive any RFP response inconsistencies. The ISD may accept or reject any proposal or part of any proposal that it does not feel is in the best interest of the ISD.

****PROPOSAL FORMAT****

The following items will outline the general proposal format. The RFP response should follow this same format.

PART I - GENERAL INFORMATION

Firm Name
Office Address
Telephone & Fax Number
Principal in charge of this project

PART II - ORGANIZATION

Section 1- Firm Overview

Explain firm ownership structure and provide a one page firm history.

- List the manager who will be responsible for facility assessments.
- Please list your in-house professional disciplines and the number of employees in each discipline.
- List by bullets the services you provide K-12 clients and how your firm stays up-to-date on educational codes and regulatory requirements.
- Include a description of the history of your firm and what percentage of your total work is in the educational field.
- Include one copy of the most recent audited financial statement for your firm(will be returned upon completion of selection process).
- Explain your professional liability coverage; total amount of coverage, amount of deductible. Also include a copy of your insurance certificate.
- Please indicate their has benn any litigation, arbitration or claims filed against your company by an educational client or if your firm has filed the same against an educational client. If yes, please provide details.

Section 2 - Completed Projects

Submit a list and detail concerning projects that your firm has completed within the last five (5) years. Specific emphasis should be given to projects that involve K-12 design. You may submit as much detail as you feel is required to document your experience. Projects that have been managed by the individual that you have named for this project must also be included. For each project listed include:

- Project Name
- Location
- Year Completed
- Contact Person on Project
- Identify an Owners' Representative as a Reference
- Size and Dollar Amount

PART III - PROJECT APPROACH

Section I - Similar Projects

Identify studies your firm has completed that are similar to this proposed building program. Include the project name, location, size and dollar amount, and an owner's representative that will serve as a reference

Section 2 - Current Work Load

Identify projects that are in your current workload. Include the project name, location, size and dollar amount, and an owner's representative that will serve as a reference.

Section 3 - Personnel for This Project

The RFP response should include the identification of the individual(s) who will be assigned specifically to this project. Their role in the project should be clearly identified as well as those of any assistants that are anticipated. **Mecosta-Osceola ISD considers stability in this area to be very important.** Changes of key people in projects could be problematic. We will be interested in knowing in advance the process for replacing the project manager on this project if the need shall arise. Include the following information. Please include all names and consulting firms from all disciplines.

- Job Description
- Resume and Work History
- Please list any consultants you are proposing and the individuals that will be assigned to this project.

Section 4 – Services by Phase

This project will cycle through several stages. Each phase will require specific services and expertise. The RFP response should contain a schedule of services and other information related to each of the following phases:

- Design/Feasibility
- Implementation
- Contract Documents
- Construction
- Additional Services (Note optional services that may be required)

Section 5 – Cost Control and Change Orders

By narrative and examples, describe the process that you use to assure that proper cost control is implemented throughout this project. Describe procedures that you typically use to provide that project budgets are maintained and also your role as a representative for the Owner with respect to determining and implementing the best cost/benefit alternative for the Owner. Describe the type of controls that you implement and manner in which you deal with unanticipated occurrences. **Please be brief.**

Section 6 –Quality Control

By narrative and examples, describe the role of your company in providing assurances that quality in both materials and construction is implemented throughout this project. Note the procedures that you use to advise the Owner on matters related to quality control. **Please be brief.**

PART IV - FEE PROPOSAL

Section 1 - Services and Items Included

The fee schedules you provide will be an important part of the RFP. This will be a major factor among the many qualified companies that are anticipated to submit proposals for this project. Though the Committee will not base its decision solely on the fee schedule, it will be used in making the final decision. Past experience with other projects has shown that a clearly written fee coupled with the resolution of any uncertainties provides a better basis for comparison among vendors. If the expectations of the architect, construction manager and owner are aligned at the start of the process, the chances of all parties being satisfied at project conclusion are improved. The fee submitted should address these concerns and should represent a clear picture of the services and costs that are included. Hidden or contingent fees should be identified and/or avoided. Provide the cost for the services included in your proposal. A detailed breakdown of costs should be provided with this proposal. Both fixed fee and anticipated reimbursable amounts should be noted.

- What is your fee for basic services stated as a percentage (no range) of construction costs for the services outlined in the RFP?
- What are the anticipated reimbursable costs?
- Based on your fee, what contractual limitations would you require on your services?
- What services are NOT part of your basic service fee?
- Are there any additional services you would include in your basic services that have not been requested but may be of interest to the owner?

Section 2 - Services and Items Not Included

This section should identify those items that are not included in the prior section. Specific situations that would require additional fees should be identified in this section. A schedule of hourly fees by job classification and service area for additional services should be provided.

PART V - CLARIFICATION OF PROPOSAL

The RFP should be complete and without contingencies or qualification. This section should not be used to identify contingencies or to qualify the proposal. This section should be used to highlight specific components of the RFP or identify areas that require additional attention. These clarifications are in addition to the main proposal and will be considered during the review process.

PART VI - SIGNATURE OF OFFICER OF FIRM

An officer of the firm must sign the proposal. A general form to be used is included below

I (we), the undersigned, understand that the information included in this proposal, regardless of whether requested or voluntarily submitted may become part of any agreement subsequently made with the Owner, and we attest to the best of our knowledge, to its accuracy.

Signature

Title

Date

Signature

Title

Date