

PROFESSIONAL SERVICES
ENVIRONMENTAL CONSULTING SERVICES
FOR
Grand Rapids Public Schools 2023 Bond Projects

GRAND RAPIDS PUBLIC SCHOOLS

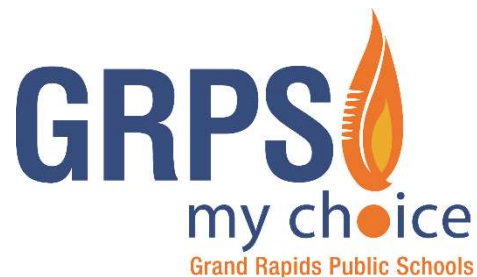
Request for Proposal

Issued by:

The Ad Hoc Committee
Professional Service Contractor Selection
Proposal Due Date: November 12, 2024
Issuing Office: Grand Rapids Public School District
Office of Facilities Management & Planning

This is a Qualification Based Selection Process. Complete submittal of information requested in this document is essential to the selection process. Failure to provide this information may result in not being considered for the award of a contract.

October 23, 2024



**PROFESSIONAL SERVICES
FOR ENVIRONMENTAL CONSULTING SERVICES
GRAND RAPIDS PUBLIC SCHOOLS**

GENERAL INFORMATION

A. Purpose

Grand Rapids Public Schools (GRPS) seeks professional expertise to assist in Asbestos Abatement and Lead Based Paint Related Services, including NESHAP Reports and Planning. The Professional Service Contractor (PSC) selected to complete hazardous materials inspection, at approximately 30 identified locations included within this RFP, must provide the full range of testing/reporting, development of specifications & bid documents, monitoring, and project management for the entire scope of asbestos abatement related work. Implementing our 2023 Bond projects is a key component of the “Reimagine GRPS” and we seek the best consulting firms from our region to work collaboratively with our schools, communities, and administration.

To obtain the highest quality project within the time and budget allocations, GRPS seeks a PSC for the identification of and compliance with necessary hazardous material removals at project site locations through this Request for Proposal (RFP) process. This selection process articulates the district goals, reflects our guiding principles, and provides openness and consistency so that all qualified firms receive fair consideration. **Your Firm is invited to submit a unit price proposal for the services required in this RFP in accordance with this letter and the following documents which are attached hereto. This RFP includes the following attachments:**

- a. Project List (Facility/ Schedule/ Summary of Improvements)
- b. Contract Documents (Standard Form of Agreement AIA C103-2015, as modified)
- c. Proposal Form
- d. GRPS Asbestos Program Guidelines
- e. Existing AHERA Reports

Owner reserves the right to accept or reject, in whole or in part, any or all Proposals submitted, waive any irregularities therein, and to award the Contract to other than the Firm submitting the lowest financial Proposal.

B. Project Scope and Timeline

GENERAL SCOPE

- A. GRPS issues this RFP in its process to obtain Environmental Consulting Services for Asbestos Abatement related Services for the following proposed Project sites in

Attachment A. The Scope of Work at these buildings shall correspond to the construction Work being performed for each Project. The School District has existing AHERA survey reports for each building, however NESHAP surveys of existing materials impacted by construction will need to be performed to verify the Scope of the Abatement Work. These improvements are a continuation of the 2023 Bond Program “Reimagine GRPS”. The Environmental Consultant will be responsible for the following scope of work:

Owner Asbestos Program Review

- i. Review districts asbestos program as it pertains to current common practice, procedures & regulations, etc.

Pre-Construction Phase Services

- i. Review final Construction Documents to determine materials to be impacted/disturbed and determine if additional testing is required.
- ii. Perform additional testing if necessary, and issue reports to GRPS and PMR. At minimum provide NESHAP reports for each building.
- iii. Consultant shall develop specification and bid documents for necessary abatement services, and provide the following:
 - a. Assist the Owner in coordinating all pre-bid meetings, requirements, advertisements, etc.
 - b. Responsible for developing a bidders list, issuing bid documents & specifications, and receiving bids.
 - c. Attend bid openings, review bids and interview firms.
 - d. Provide award recommendation(s) to GRPS and PMR.

Construction Phase Services

- i. Project Management, Air Monitoring and Sampling, Indoor Air Quality Testing
 - a. Provide project management services including advising GRPS on contract terms/arrangements, overseeing application and procurements for all applicable permits/licenses, scheduling and coordinating all abatement work, reviewing payment applications and invoices and all other management services required to ensure a completed project.
 - b. Air monitoring, PCM, PLM and TEM sampling and analysis.

- c. Provide oversight of abatement contractors means and methods of abatement services for compliance with all applicable state and federal laws, rules, and regulations for each project. Selected PSC firm will act as the Districts Industrial Hygienist ensuring compliance with all removal activities.
 - d. Provide Pre- construction and post construction indoor air quality testing.
 - e. Provide final reports, approvals, clearances, etc. to GRPS at appropriate intervals and at completion of Project. At minimum provide updated AHERA reports for each building.
- B. The Environmental Consultant will be responsible for coordinating and procuring (or managing the procurement of) all licenses, permits, approvals, etc. of all governmental and/or regulatory agencies as required by all Federal, State and Local Laws.
 - C. Attend meetings with GRPS, the construction manager (if applicable) and their subcontractors as necessary to plan and coordinate all work. For bidding purposes please include bi-weekly meetings with the Project Team.
 - D. Develop budgets and schedules for scope of abatement work to facilitate planning by GRPS.
 - E. All work is to be scheduled, phased and coordinated with GRPS, their construction manager and all subcontractors in order to meet the overall bond project schedule.
 - F. All final reports, approvals, clearances, etc. are to be submitted to GRPS at the appropriate intervals and at the completion of the Project.
 - G. All testing and monitoring are to meet current ASTM and other relevant industry standards, in addition to those required by all Federal, State and Local Laws.

SCHEDULE

- A. **GRPS intent is to award one professional service provider to assist with the 2023 Bond Projects that will be reviewed on an annual basis. (Note: Attached Project List is what is currently known. Additional locations may be identified in the future.)** The district will be working with multiple AEs and GCs/CMs to perform work at all listed project locations. The PSC firm will be required to work closely with the selected firms to review the potential hazardous materials impacts to the project and ensure timely completion. It is also expected that each of the listed projects will be bid out individually, so multiple abatement contractors may be awarded over the duration of these listed project locations. Please review the Project List Attachment A that details anticipated program start and completion timelines.

Project Timeline

RFP Issuance:	October 24, 2024
Proposals Due:	Nov 12, 2024, at 11:00am
Interviews:	Nov 13, 2024 between 2p-4p
Selection/Recommendation:	November 15, 2024
Finance Approval:	November 26, 2024
Board Approval:	December 9, 2024

Pre-proposal Meeting

A pre-proposal meeting will be held on November 1st at 9:00am at virtually via TEAMS link below.

[Join the meeting now](#)

Meeting ID: 257 707 036 40

Passcode: hNzhFs

Dial in by phone

[+1 989-272-9774,,323326729#](#) United States, Saginaw

[\(844\) 562-1933,,323326729#](#) United States (Toll-free)

[Find a local number](#)

Phone conference ID: 323 326 729#

Submit RFIs or Clarifications to Owner:

Marc Bennett, Director of Projects and Maintenance

900 Union NE

Grand Rapids, MI 49503

Bennetm@grps.org

C. Issuing Office

This RFP is issued by the GRPS Department of Facilities Management & Planning, hereinafter referred to as the issuing office. The Director of this department and point of contact for this Request for Proposal is:

Alex Smart, RA, NCARB

Executive Director Facilities and Operations

Grand Rapids Public Schools Service Building

900 Union NE

Grand Rapids, Michigan 49503

D. Contract Award/Form of Agreement

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

E. Selection Process and Criteria

The selection of the successful firm by the Owner will be based on some, or all, of the following criteria (not in any particular order).

- A. Firm's proposed team experience as related to similar projects.
- B. Evidence of capabilities to perform all requirements reflected in the RFP.
- C. Fee structure for all scopes of work
- D. Project schedule
- E. Client references and relevant experience
- F. Other criteria as determined by the Owner's selection team.
- G. Contract Exceptions

This project will require a team effort where collaboration and interaction are highly valued as is the professionalism and contribution of all team members. To that end, the Owner will put as much emphasis on people and process as fees.

F. Submittal Requirements

You are requested to submit a unit price proposal for the scope of work described above. It is expected that all reimbursable charges to be included in the rates provided along with the billable hourly rates for your team members assigned to our project.

Your firm will be working closely with a General Contractor or Construction Manager retained by GRPS. Close collaboration between your firm and the GC/CM is expected on a weekly basis for the duration of the construction phase.

Sealed proposals for the work as described by the RFP package will be received as noted on the cover page. Please mark the envelope of all proposals with “GRPS - Proposal for Environmental Consulting Services” and include your firm’s name.

The submittal requirements are:

- Deliver your proposal prior to listed bid due time to:
Alex Smart, Executive Director of Facilities and Operation
900 Union NE
Grand Rapids, MI 49503
Smarta@grps.org

Prepare and submit four (4) hard copies and one (1) electronic PDF copy of your proposal package to address and personnel named below. Packages should be in 8.5” x 11” format.

The following proposal format is required:

- Cover Letter
- Section 1 – Proposal Forms
- Section 2 – Clarifications and Exceptions
- Section 3 – Additional Information

SECTION 1 – PROPOSAL FORMS

- ◆ Utilize the proposal forms provided within this RFP (pages 12-16.)
 - Detailed Proposal Form (**Attachment C**)
 - Familial Disclosure Statements (p.12)
 - Iran Disclosure Statement(p.13)
 - Criminal Background Disclosure Affidavit(p.14)
 - Non-Collusive Affidavit (p.15)
 - Debarment and Suspension Certification (p.16)

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 AIA Contract Documents provided. For each exception, alternative language must be proposed. Owner reserves the right to reject any proposed alternative language.
- ◆ The prevalence of these exceptions will be considered in reviewing the proposal and in the final selection of the Consultant for the project. Proposals that do not acknowledge these agreements or do not provide specific alternative language may be rejected.

SECTION 3 –FIRM, TEAM AND APPROACH/ ADDITIONAL INFORMATION

- ◆ **Executive Summary/Business Organization – One [1] page maximum**
Summarize your strong points and describe how your experience will benefit the GRPS renovation of Houseman Field & Briggs Field.

State the full name and address of the organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service.

Indicate whether you operate as an individual, partnership, or corporation; if as a corporation, include the state in which you are incorporated. State the names of the principals of your firm.

◆ **Firm Experience – Five [5] pages maximum**

Provide examples of up to five similar projects completed by the firm for educational clients within the past five (5) years.

◆ **Statement of the Problem and Summary of Approach – Three [3] pages maximum**

State in succinct terms your understanding of the major issues of this project. Identify specifically how your firm will meet the project goals and GRPS expectations. Briefly describe how you intend to address the main issues of the project.

◆ **Schedule/ Manpower and Team ~ No page limit**

Include a time-related chart, show events, tasks, and decision points in your work plan, from selection through overall completion of the program. Discuss how your work will be coordinated and how you intend to interface with Grand Rapids Public School District, the General Contractor, and the rest of the project team.

The firm must staff a project team with the qualifications and expertise necessary to undertake a project of this scope, **ready to begin work immediately upon notice to proceed**. Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Describe their role in the project.

Identify key participants, including major consultants, with name, resumes, qualifications and relevant experience. You must indicate a percentage of time which each key participant will allocate to this project and coordinate this information with your fee proposal. Include a listing of their current project responsibilities and the dates that they will be available to begin work on this project.

Resumes with qualifications for key individuals must be provided. Include a brief description of three [3] major projects in which each individual has been instrumental (may be projects completed for other firms but be certain to identify the firm). **Up to one page per individual.**

◆ Please include any additional relevant information

Your submittal should be prepared simply and economically, providing a straightforward comprehensive description of the professional's ability to meet the requirements of the request. Submittals must be signed by an official authorized to bind the professional to its provisions.

Your submittal will be considered a contract document. Submittals must remain valid for a minimum of sixty [60] days.

H. Incurring Costs

GRPS is not liable for any cost incurred by the professional prior to issuance of a contract.

I. Prime Professional Service Contract Responsibilities

The PSC is required to assume responsibility for all services offered in the submittal whether or not they possess them within their organization. Further, GRPS will consider the professional to be the sole point of contact with regarding to contractual matters, including payment for any and all charges resulting from the contract.

J. Background check requirements (Criminal Background Affidavit).

GRPS policy requires that all contractors, consultants, or vendors providing services on GRPS premises be fingerprinted and submit to a criminal record check initiated by GRPS prior to providing services to GRPS. The payment of any fees related to background checks is the sole responsibility of the contractor, consultant, vendor or the employing company. Any contract awarded pursuant to this solicitation is contingent upon compliance with this requirement and a satisfactory background check as determined by GRPS. GRPS requires use of the ICHAT program for background checks and submitted to Marc Bennett.

INSURANCE REQUIREMENTS

The firm must acquire and continuously maintain during the period in which the consultant is performing services pursuant to this Contract, and provide the GRPS with acceptable proof of the following type and amounts of insurance coverage:

1. **Statutory Workers Compensation Insurance**
2. **Commercial Comprehensive General Liability Insurance** with separate limits of not less than \$1,000,000 per accident coverage against bodily injury and \$1,000,000 per accident coverage against property damage, or with a combined single limit against both bodily injury and property damage of not less than \$3,000,000 in aggregate. This coverage shall include a contractual liability endorsement.
3. **Comprehensive Owned and Non-Owned Automobile Liability Insurance** with the same minimum limits of coverage as that required for the **Comprehensive General Liability Insurance**.
4. **Professional Liability Insurance** coverage with limits not less than \$1,000,000 per claim and aggregate limit of not less than \$2,000,000. In addition, consultant shall provide contractor environmental pollution with a policy limit of \$5,000,000.
5. **Workers Compensation** with a limit of not less than \$2,000,000 each accident, \$2,000,000 each employee, and \$2,000,000 policy limit.

The Grand Rapids Public School District and Plante Moran Realpoint, it's Owners Representative, must be named as additional insured by endorsement to the Comprehensive General Liability Policy. Certificates of insurance evidencing that the consultant has secured all of the foregoing insurance must be provided to the Grand Rapids Public School District. A minimum of thirty [30] days' notice to the GRPS prior to the cancellation of, or change in, any such insurance shall be endorsed on each policy and noted on each certificate.

Fair Employment Practices Agreement

Equal Opportunity [Affirmative Action Employer]

The Grand Rapids Public School District, as an Equal Opportunity/Affirmative Action Employer, complies with federal and state laws prohibiting discrimination, including Title IV and Title VII [with amendments] of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Veterans Readjustment Act of 1974 as amended 28 USSC 20-12 and the Americans With Disabilities Act of 1990. It is the policy of the School Board that no person, on the basis of race, sex, height, weight, color, religion, national origin, or ancestry, age, marital status, disability, or veteran status, shall be discriminated against in employment, educational programs and activities, or admission.

Inquiries or complaints should be addressed to Frederica Williams, 1331 Martin Luther King Jr. St. SE, PO Box 117, Grand Rapids, Michigan 49501-0117.

SWORN STATEMENT OF FAMILIAL RELATIONSHIP

As required by Section 1267 of the Revised School Code – MCL 380.1267

STATE OF MICHIGAN

COUNTY OF _____

_____, being duly sworn, deposes and says:

That _____ (The "Bidder") has bid for an improvement to the following described project located in Kent County, Michigan, which is owned by the Grand Rapids Public Schools:

Project Name: _____

That the following is a statement of disclosure of any familial relationship that exists between the owner or any employee of the Bidder and any member of the Grand Rapids Public Schools Board of Education or Superintendent, as required pursuant to Section 1267 of the Revised School Code, as amended.

1. That there are no such familial relationships existing at this time.

OR

2. That a familial relationship exists between

_____,

an owner employee of the Bidder who is the _____ relationship

of _____, who is a member of the Board, the Superintendent.

Deponent _____

Subscribed and sworn to before me this _____ day of _____, 20____

Acting in: _____

My commission expires: _____

**IRAN BUSINESS RELATIONSHIP
AFFIDAVIT**

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan must comply with the "Iran Economic Sanctions Act". The following certification is to be signed and included at time of submittal.

Certification

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business" as the term is defined in the Act.

Signature

Title

Company

NON-COLLUSIVE AFFIDAVIT

STATE OF MICHIGAN)
) SS
COUNTY OF _____)

_____, being duly sworn, deposes and says that:

- 1. The proposal has been arrived at by the consultant independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the request for proposals, designed to limit independent bidding or competition; and,
- 2. The contents of the proposal have not been communicated by the consultant or its employees or agents to any person not an employee or agent of the consultant or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal.

Signature of Consultant

STATE OF _____)
)SS.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 20____, by _____.

_____, Notary Public
_____ County _____,
My Commission Expires: _____
Acting in the County of: _____

DEBARMENT AND SUSPENSION CERTIFICATION

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- Does not have a proposed debarment pending; and
- Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space:

Exceptions will not necessarily result in denial or award but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: *Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Bid. Signing this document on the signature portion thereof shall also constitute signature of this Certification.*

Signature

Title

Company

Date