

PROFESSIONAL SERVICES
ELEVATOR/HOIST ENGINEERING & CONSULTING SERVICES
FOR

Modernization of
District-Wide Elevator Fleet, encompassing
40+ units across 25 facilities

GRAND RAPIDS PUBLIC SCHOOLS

Request for Proposal

Issued by:

The Ad Hoc Committee
Professional Service Contractor Selection
Proposal Due Date: November 12, 2024 @ 11 AM
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 SURVEY AND DESIGN OF ELEVATOR MODERNIZATIONS
GRAND RAPIDS PUBLIC SCHOOLS**

GENERAL INFORMATION

A. Purpose

Grand Rapids Public Schools (GRPS) seeks professional design expertise to execute its Elevator Improvement Plan. The Professional Service Contractor (PSC) selected to design and oversee the compliance and modernization improvement projects must provide the full range of design and engineering capabilities along with implementation oversight for the entire scope of work. Successful design and construction of our projects may also require the use of specialists in HVAC, plumbing, electrical, structural, fire system, alarm/security, technology. Implementing our Elevator Improvement Plan 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 elevator improvements at project site locations listed within 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 lump sum fee 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. Elevator Equipment Inventory by Location
- b. General locations map
- c. Contract Documents (Standard Form of Agreement AIA A105-2017 and B105-2017, as modified)
- d. Proposal Forms

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

GRPS issues this RFP in its process to obtain Elevator Design/Engineering and consulting services for all GRPS locations listed within Exhibit A. These improvements are a continuation of the 2023 Bond Program “Reimagine GRPS”. The anticipated work includes identifying all necessary elevator upgrades to ensure GRPS meets minimum code compliance by 2027. The scope of work shall involve the following:

Owner’s Elevator Modernization Program

- i. Review of current maintenance agreements in place, evaluation of existing equipment, and related building areas and systems, site visits and gathering related documents / information from the owner for assembly of suggested work to be completed at each facility. Consultation with relevant trades/engineers as applicable, including a detailed opinion of probable cost by site.
- ii. Preparation of specifications and construction drawings required for bidding and construction, municipal, state and county approvals as required by individual site. Including, but not limited to, assisting owner with bidding and vendor selection along with validation of installation means and methods. Provide (1) one updated cost estimate during design upon owner request.
- iii. Permit applications and plan review if required.
- iv. Construction administration work to be included.
- v. Schedule and attend all meetings to accomplish items a, b, c, and d above.
- vi. The Elevator Consultant is to satisfy all applicable codes, ordinances and regulations as enforced by the city, county, state, or relevant federal agencies in preparing these contract documents. Where a conflict exists between any code and the Owner design or standard, the Elevator Consultant shall consult with Owner prior to altering the design.

Scope of Required Professional Services

The terms and conditions of Agreement between GRPS and Elevator Consultant shall be substantially based on the attached AIA B105-2017 and A105-2017, as modified, and inclusive of all attachments and exhibits and as clarified below.

The following is a list of clarifications of the services to be performed. It is intended to assist the Elevator Consultant in understanding required tasks to be performed. It does not relieve the Elevator Consultant’s responsibility to deliver a complete set of drawings and specifications to GRPS and Contractor.

Basic Services

- i. Basic services shall be as defined in AIA B105-2017 and A105-2017, as modified, and described herein.

Pre-Construction Phase Services

- i. The objective of the GRPS preliminary investigative services is to provide initial assessments, evaluations, and recommendations of all identified locations to determine repair needs and priority based on condition, remaining service life, potential for re-use and GRPS budget. Provide a detailed opinion of probable cost by site.
- ii. The findings shall be summarized in a report which includes an overall assessment of each unit. The report at minimum shall address the urgency of need, prioritization of need, description of the recommended modernization scope for each unit, history of maintenance/improvements to these locations

based on information provided by GRPS, and photographs with captions. Summary should include any additional relevant trade/engineering information as applicable and suggested budget for a complete scope to upgrade.

- iii. The project sites are listed and shown on Exhibits A and B, attached

Design Phase

- i. **Design Development (50% complete)**
 - a. Further verify and investigate existing conditions where necessary.
 - b. Prepare detailed performance-based equipment specifications for the appropriate Elevator Divisions that address site systems and code requirements.
 - c. Conduct design development review meetings as required to assure that design solutions meet project requirements. Prepare minutes of these meetings.
 - d. Provide plans and specifications in sufficient detail that clearly define major site systems and material selections to allow for a comprehensive technical review. Specifications shall describe scope of work, standards of execution, workmanship and other characteristics pertaining to the project.
 - e. Provide accurate cost estimatin, utilitizing 3rd party estimating vendors if necessary, indicating labor and material quantities for the work described in the contract documents. The estimate shall list site systems and their components with associated costs and will be used to evaluate & compare against the project budget.

- ii. **95% Complete Documents (95% complete)**
 - a. Provide 95% review documents for Owner review and acceptance prior to issuance of final CD set.
 - b. Provide 95% cost estimate indicating labor and material quantities for the work described in the contract documents. The estimate shall list site systems and their components with associated costs and will be used to evaluate & compare against the project budget.
 - c. Provide elevator scope specific information as requested by GRPS for certain specification sections.
 - d. Design construction documents to allow competitive bidding based on local market conditions and project scopes.

- iii. **Contract Documents (100% complete)**
 - a. Contract documents shall be complete and adequate for issuance of necessary local and State permits, including all revisions from preliminary reviews by authorities having jurisdiction.
 - b. Contract documents will be suitable for use for bidding by licensed elevator service and repair contractors.
 - c. Conduct review meetings as required to assure that contract documents meet project requirements. Prepare minutes of these meetings.

Bidding and Award Phase

- i. Develop bidding documents for contractors including evaluating terms and conditions, alternates, unit pricing, etc.
- ii. Respond to written requests for information. Issue addenda as required to clarify the construction requirements.
- iii. Organize and participate in post-bid interview meeting with apparent low contractors to review scope, schedule, and pricing, and make recommendation to owner.

Construction Phase – Administration of the Contract

- i. Review Contractors' submittals for compliance with Construction Documents and Design Information provided by Consultant
- ii. Conduct at least two [2] general progress review, per site, during modernization to determine that work is proceeding in accordance with the Construction Documents and Design Information provided by Consultant.
- iii. Review and respond to requests for information from Elevator Contractor or GRPS
- iv. Review and comment on Change Orders related to the work and Contract Documents.
- v. Provide project completion review and documentation.
- vi. Conduct follow-up review at each location to verify compliance with the Final Completion review report of deficiencies, including punch list.
- vii. The modernization project can be considered complete when the equipment is operating in accordance with the specified performance criteria.

Phased Work

- i. It is GRPS intent to have bid documents prepared and issued in a single bid package with individual breakouts for each site as agreed to by GRPS and the Elevator Consultant. However, GRPS is open to recommendations on best strategies to package these improvements to ensure competitive bidding.
- ii. GRPS may wish to start some critical projects earlier. Elevator Consultant will endeavor to meet the GRPS's schedule for phased work.

AutoCAD

- i. Drawings shall be prepared using AutoCAD 2020 or later format. For each bid package, provide to GRPS and PMR one set of original plots in addition to the electronic DWG files. Printing and distribution will be coordinated by PMR.

Concurrent Work by GRPS

- i. The Elevator Consultant will be required to coordinate with the GRPS's other concurrent work and/or ongoing activities which are in progress. Generally speaking, construction at these facilities may include renovations, playground modifications, parking lots & roofs and/or upgrades to the building lighting and HVAC systems.

Schedule

- i. The intent is to begin the modernization design work in December 2024 with construction beginning summer of 2025 with a phased work schedule to be

developed with GRPS to target a substantial completion date of August 1, 2027..

- ii. The Elevator Consultant is to propose construction duration for each location, propose sequence of projects, and opinion of which could be completed in 2025. It is GRPS intent to have one professional service provider overseeing projects awarded under a General Contractor agreement following the required public bids. The district may choose to award to one or multiple successful bidders to perform work at all identified sites within this RFP. The successful PSC will be required to work closely with the selected General contractor(s) to oversee the construction of the project and timely completion.

Project Timeline

RFP Issuance:	October 24, 2024
Proposals Due:	November 12, 2024 at 11:00am
Interviews:	November 14 @ 10am
Selection/Recommendation:	November 15, 2024
Finance Approval:	November 26, 2024
Board Approval:	December 9, 2024
Design Phase	December-April '24/'25
Bidding	April-May 2025

Pre-proposal Meeting / Site Visit

A pre-proposal meeting will be held on November 1, 2024 at 10:00am at GRPS Facilities Building, 900 Union Ave NE, Grand Rapids, MI virtual option included via TEAMS link below.

Join the meeting now

Meeting ID: 261 794 557 705

Passcode: UPjDhJ

Dial in by phone

[+1 989-272-9774](tel:+19892729774),[488650288#](tel:+1488650288) United States, Saginaw

[\(844\) 562-1933](tel:+18445621933),[488650288#](tel:+1488650288) United States (Toll-free)

[Find a local number](#)

Phone conference ID: 488 650 288#

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 Qualifications is:

Alex Smart, RA, NCARB

Executive Director Facilities and Operations

Grand Rapids Public Schools Service Building
900 Union Ave 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 – Firm, Team and Approach

You are requested to submit a lump sum fee for the scope of work described above. Your fee proposal must also reflect and include detail for all expected reimbursable charges and the billable hourly rates for your team members assigned to our project.

Your services are to include pre-investigative services to assist GRPS in making necessary adjustments to the program scope of work in order to meet the budget.

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.

Your fee proposal is to include all services required for the scope of work as defined in this RFP.

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 Elevator/Hoist Engineering and Consulting Services” and include your firm’s name as well.

The submittal requirements are:

- Deliver your fee 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 13-17)
 - Proposal Form (Attachment C)
 - Familial Disclosure Statements (page 13)
 - Iran Disclosure Statement (page 14)
 - Criminal Background Disclosure Affidavit (page 15)
 - Non-Collusive Affidavit (page 16)
 - Debarment and Suspension Certification (page 17)

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. 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 – ADDITIONAL INFORMATION

- ◆ Please include your Firm, Team and Approach information as requested below:
 - **Executive Summary** – One [1] page maximum. Summarize your strong points and describe how your experience will benefit the GRPS elevator modernization effort.
 - **Business Organization** – One [1] page maximum. 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.
 - **Work Plan / Schedule** – Three [3] pages maximum. 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 Field Service Providers/Contractors and the rest of the project team.

- **Manpower and Team** - **No page limit.** 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 other 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. **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 per occurrence. 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 an annual aggregate limit of not less than \$2,000,000.
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

DRAFT

Criminal Background Affidavit

The undersigned, the owner or authorized officer of the below-named Firm, pursuant to the criminal background compliance certification requirements of Grand Rapids Public Schools (the "School District") hereby represents and warrants that the Firm has performed and/or will perform sufficient criminal background checks, including at a minimum, an Internet Criminal History Tool ("ICHAT") check, for all of its owners, employees, agents, representatives, contractors and/or other personnel who will be on any School District premises to carry out the services contemplated by the Contract Documents. The Firm further hereby certifies that no owner, employee, agent, representative, contractor and/or other personnel of the Firm will be on any School District premises if they are a registered criminal sexual offender under the Sex Offenders Registration Act, Public Act 295 of 1994, or have been convicted of "Listed Offense" as defined under Section 722 of the Sex Offenders Registration Act, MCL 28.722.

The Firm further acknowledges that if it is found to have submitted a false certification or otherwise fails to comply with the requirements of this certification, the School District may immediately terminate the Contract.

FIRM:

Name of FIRM

By: _____

Its: _____

STATE OF _____

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