

FACILITIES COMMISSIONING SERVICES  
FOR CONSTRUCTION/RENOVATION OF

Ken-O-Sha Elementary  
Riverside Montessori  
New Aberdeen Elementary

*Awarded Separately or Combined at GRPS Sole Discretion*

GRAND RAPIDS PUBLIC SCHOOLS

Request for Qualifications and Fee Proposal(s)

Issued by:

The Ad Hoc Committee  
Professional Service Contractor Selection  
Proposal Due Date: *February 27 @ 11:00am*  
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.

*February 7, 2025*



## GENERAL INFORMATION

### A. Purpose- Procure Commissioning Services for GRPS 2023 Bond Program

Grand Rapids Public Schools (GRPS) seeks professional Commissioning Agent (Cx) expertise to give design input and execute its construction projects.

To obtain the highest quality project within the time and budget allocations, GRPS seeks PSCs for the above noted school buildings through this Qualification-Based Selection (QBS) 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. The remainder of this Request For Qualifications (RFQ) identifies specifics regarding each of the above noted school building renovation projects.

GRPS invites you to submit a lump sum price proposal package (“Proposal”) for the Services required in this RFP in accordance with this letter and the following documents that are attached hereto, made a part hereof, and form the Contract Documents that may result from this RFP. The Owner is committed to commissioning its facilities to ensure that all systems are well-designed, complete and functioning properly, and that the Owner’s staff has adequate system documentation and training.

### B. RFP Schedule:

The district seeks to promote potential efficiencies of awarding multiple projects to a single Commissioning Agent (Cx). In addition to typical pre-construction and commissioning services, the scope of work for all PSCs includes, but is not limited to, meeting with design partners, attending construction progress meetings, and issuing site visits progress and, at completion, full commissioning reports. The CA firm will be required to work closely with the AE and CM to estimate and balance scope, budget, and construction phasing options.

#### Selection & Design Timeline

RFP Issuance:	February 7, 2025
Proposals Due:	February 27, 2025
Interviews:	Week of March 3, 2025
Selection/Recommendation:	March 7, 2025
Finance Approval:	March 17, 2025
Board Approval:	March 24, 2025

Design Phase Begins: Underway  
Bid Varies by Project  
Construction: Varies by Project  
Occupancy: Varies by Project

**A Pre-Proposal Meeting will be held:**

**February 19, 2025**                      2:00pm                      GRPS 900 Union Ave

**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 and Fee Proposal is:

Dale Cammenga  
Director of Design, Construction and Renovation  
Grand Rapids Public Schools Service Building  
900 Union NE  
Grand Rapids, Michigan 49503

**D. Contract Award**

Contract award will be undertaken by GRPS with the Professional(s) whose qualifications and proposal(s) the issuing office determines to be in the District's best interest. [C103-2015 Consultant Contract] will be the basis of this agreement with [C203-2017 Scope of Cx Services].

Respondents must confirm their compliance with the terms of this agreement in their proposal. Any specific exceptions or requested modifications must also be noted in your response. Exceptions and/or modifications will be considered as part of the evaluation and GRPS will evaluate such modifications relative to its best interest and consistency with the project goals.

**E. Submittal Requirements – Firm, Team and Approach**

Submit Four (4) hard copies to address and person named above, and one electronic PDF copy via email to [Dale Cammenga at CammengaD@grps.org](mailto:Dale.Cammenga@grps.org)

**Executive Summary – One [1] page maximum**

Summarize your strong points and describe how your experience will benefit the GRPS efforts to budget, schedule, and manage the listed projects.

**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 ten (10) 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 (per project proposed)**

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 Construction Manager and the rest of the project team. Provide a review schedule between the A/E, CM, and Owner.

**Manpower and Team - No page limit (per project proposed)**

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.**

**Diversity and Inclusion Practice / Program – No page limit**

Describe your firm's efforts to promote participation of MBE/WBE/disadvantaged contractors as members of your project team. Share your firm's Diversity and Inclusion plan and indicate your methods to seek disadvantaged firm's participation in the construction of our projects. Indicate the average percent participation of such firms in the 5 example projects presented in your proposal.

**F. Submittal Requirements – Fee (separate sealed envelope – 3 hard copies)**

You are requested to submit a Staffing and Fee excel document on the format provided for the scope of work described above for each individual project or group of projects proposed. 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. **Be sure in include your fee percentage for Overhead & Profit on the first page where indicated.** All other information will auto-populate from the following workbook tabs for staff and reimbursables. Input staff name, hourly rates, and projected hours per month where indicated on staffing tab. Input rates and units for reimbursables on construction support tab. Be sure to include rates / costs for insurance and bonding.

Any costs you expect to invoice to GRPS beyond your Fee (staff, GCs, support expenses, etc.) must be identified in cost workbook.

Firms are permitted to propose on any one or combination of any of the above projects. Please clearly indicate if a discount is available should your firm be selected for more than one project.

Your firm will be working closely with the design firm ~~Construction Manager~~ retained by GRPS. Close collaboration between your firm and the CM is expected on a weekly basis during Pre-construction your efforts will include weekly updated opinions of cost, project development schedule, constructability advice, and forecasting any supply chain or unusual lead time issues.

The submittal requirements are:

- Email and hand deliver your Fee proposal to:  
*Dale Cammenga, Director of Design, Construction, Renovation*  
900 Union NE  
Grand Rapids, MI 49503  
[CammengaD@grps.org](mailto:CammengaD@grps.org)
  
- Qualification submittals are due no later than February 27, 2025 at 11:00AM.

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. Required Forms:**

- |   |        |
|---|--------|
| 1. Familial Disclosure Affidavit        | 1 page |
| 2. Iran Disclosure Affidavit            | 1 page |
| 3. Criminal Background Disclosure       | 1 page |
| 4. Non-Collusive Affidavit              | 1 page |
| 5. Debarment & Suspension Certification | 1 page |
| 6 Detailed Proposal Form                |        |

**J. Project Overview & Scope:**

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|--|---------|
| 1. Overview and Objectives (attach A1) | 2 pages |
| 2. Scope of Services (attach A2)       | 5 pages |

**K. Project Schematic Design**

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|--|----------|
| 1. Aberdeen narrative                  | 90 pages |
| 2. Aberdeen schematic design drawings  | 6 pages  |
| 3. Riverside schematic design drawings | 67 pages |
| 4. Ken O Sha narrative                 | 4 pages  |
| 5. Ken O Sha schematic design layout   | 1 page   |

## 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**

Each Accident	\$ 1,000,000
Disease-Policy Limit	\$ 1,000,000
Disease-Each Employee	\$ 1,000,000
  
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 \$5,000,000 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.

The Grand Rapids Public School District and Plante Moran Realpoint, it's Owner's 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:

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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