School District of the City of River Rouge

Ann Visger Kitchen Renovation

Request for Proposal

November 19, 2021

School District of the City of River Rouge
Ann Visger Kitchen Renovation RFP

The Purpose and Introduction

The Purpose of this Request for Proposal (RFP) is for the School District of the City of River Rouge (RRSD) to receive proposals from qualified firms and organizations capable of providing Construction Services for the renovation of an existing kitchen located at Ann Visger Preparatory Academy.

Project Description

The kitchen located at Ann Visger Preparatory Academy is an existing 465 square foot food service space. The space has existing millwork cabinetry with food warming and serving equipment located adjacent to the gymnasium. The kitchen is to be selectively demolished, renovated and updated to gain additional food preparation space and workspace. A new wall opening will be created to gain ease of access to the existing food storage room located east of the existing kitchen. The existing kitchen equipment will be removed and replaced with new kitchen equipment, with the exception of one heating unit RRSD would like re-use and reinstall. The space will also receive new light fixtures; paint; and a new door and door frame for the new wall opening.

The top 3 vendors may be asked to present their proposal to a committee of stakeholders, in person or via remote meeting software.

After submission the Board of Education will be the final authority on the vendor that will be selected. Vendors will be notified the morning after a decision has been made.

Sealed proposals must be submitted **no later than 3:00 pm, December 3, 2021**. Proposals must be submitted, sealed, to the **Office of the Superintendent**, labelled as **Ann Visger Kitchen Renovation RFP**

School District of the City of River Rouge
Office of the Superintendent - Phone System RFP
1460 Coolidge Highway, River Rouge, Michigan 48218

For questions or to request a walkthrough:
Sherry Kelly
Director Business & Finance
Sherry.Kelly@RiverRougeSchools.org

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Contact Person

Direct all technical inquiries concerning this Request for Proposal in writing to the following RRSD representative. Questions must be submitted by 2:00 P.M. on Wednesday, November 24, 2021.

Kimberly N. Dokes
Dokes Design Architecture, LLC
607 Shelby St., Suite 731
Detroit, MI 48226
Phone: 248-763-3678
Kim@dokesdesign.com

Calendar of Events

1. Nov. 19, 2021 Request for Proposal Release Date
2. Nov. 23, 2021 Optional Site Tour
3. Nov. 24, 2021 Request for Clarification Deadline 2:00PM
4. Dec. 3, 2021 RFP Submittal Deadline, No later than 3:00 P.M.
5. Dec. 6, 2021 - Dec. 8, 2021
    - Evaluation of Bids
6. Dec. 10, 2021 Notice of Intent of Award contract
7. Dec. 15, 2021 Contract Execution Date
8. Jun. 30, 2022 Construction Completion (I am unsure of this date)

Proposals

The responding firm or organization shall present their proposals as outlined in the RESPONSE FORMAT/SUBMITTAL REQUIREMENTS section of this document. Proposers must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to the RRSD. RRSD reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with the terms and conditions of the Contract. In the event the proposals do not meet the RRSD requirements, alternative delivery methods may be pursued. RRSD reserves the right, at its sole discretion, to accept or reject any or all proposals and maintains no obligation to select any proposal.

Delivery Method

The RRSD is seeking a Construction firm to coordinate and manage the renovation process for the Ann Visger Kitchen project. The Construction firm should be skilled in all aspects of the construction process, in developing schedules, analyzing alternative designs, understanding construction methods and techniques, performing constructability reviews, sequencing of work, and coordinating and communicating construction activities throughout all phases to all members of the construction and ownership team.

Permitting

The Contractor is solely responsible to apply, pay for and obtain all permits required for this project including not limited to: Building and Trade permits from the City of River Rouge for hauling equipment and all other City, State and Federal permits required for the execution of this contract. Responsibilities may include obtaining engineering drawings by a professional engineer licensed in Michigan, which may be required by applicable authorities.

Selection Criteria

The follow criteria will be used in selecting the Construction Firm:

1. Specialized experience, capabilities and technical competence, which the candidate may demonstrate with the candidate's proposed approach and methodology to meet the project requirements.

2. Resources committed to perform the work and the proportion of the time that the candidate's staff would spend on the project, including time for specialized services, within the applicable time limits.

3. Records from previous projects, quality of work, ability to meet schedules, cost control and contract administration.

4. Availability and familiarity to the project locale and communities served by RRSD and policy and employment practices regarding local contractors.

5. Answer to the following question: "Why do you, or your firm, or your organization want to assist RRSD in this project?

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Response Format/Submittal Requirements

The proposal must be organized according to the following format. Information should be concise and specific to address each request. Include a table of contents and tabs to organize the material in the following order. Also refer to the VENDER PROFILE section of this RFP for additional requirements.

1. Letter of Interest: To be no more than two (2) pages long. The letter of interest may contain any information not shown elsewhere in the submittals.

2. Qualifications of the Firm: To be no more than one (1) page. Provide a brief description of the history and capabilities of the firm. Describe the types of projects or services the firm performs and the dollar value of each.

3. Key Staff Resumes: To be no more than one (1) page. Describe the proposed Project Superintendent and all persons being proposed for the project. Provide the qualifications of the individuals who have been identified. Include length of time they have been with the firm, a description of the experience they have completed and any other information the review team might find useful in evaluating the qualifications of the team.

4. Specific Project Experience: To be no more than one (1) page. List recent construction projects your firm has completed in the region that are specifically relevant to the proposed scope of the project.

5. Quality Control: To be no more than one (1) page. Provide a brief summary of your firm's approach to quality control during construction and pre- construction services.

6. Claims / disputes / litigation: Identify all unresolved and ongoing claims and disputes against your firm in excess of $100,000. Include any claims against the principals of your firm or any claims your company may have against a third party. Provide a history of such litigation, including the outcomes, for the past five years.

7. Fee: Provide a typical fee schedule.

Cost of Responding

All costs incurred by the Proposer in preparation of responses to this RFP, including any presentations to the RRSD and/or for participation in an interview shall be borne in solely by the Proposer; RRSD shall not be liable for any of these costs. At no time will RRSD provide reimbursement for submission of a response.

Project Documents

The following documents accompany this RFP in PDF Format:

- Permit Drawings dated 7-00-2021
- Project Specifications

The above documents will be made accessible via the web at:

www.riverrougeschools.org

If you have difficulties accessing these documents, please contact Sherry Kelly at Sherry.Kelly@RiverRougeSchools.org

Project Completion

The Project is to be completed on or before June 30, 2022.

Guarantee and Service Contract

The successful bidder will be required to guarantee that all work shall remain free of defects for one (1) full year after the work is complete. A one-year service contract should be included in the proposal. Service contracts should cover periodic maintenance and emergency calls as required. Bidders shall describe in detail what is included in their proposed service contract.

Evaluation of Selection of the Contractor

The evaluation team comprised of RRSD dedicated review team will evaluate each firm's submission based upon the criteria stated in this Request for Proposals and the ability to execute the services. Evaluations will be based on best value bid, based on price and qualitative components by comparing the qualitative components of the three lowest responsive and responsible bidders. The comparison may also include other bidders whose bids are within 10% of the lowest responsive and responsible bidder. RRSD reserves the right to negotiate modifications to Statements of Proposals and subsequent RRSD Services Contract that it deems acceptable. The RRSD reserves the right to terminate negotiations in the event it deems the progress towards a contract to be insufficient. Firms will be evaluated in accordance with the criteria listed below. All criteria will be graded on a point scale as listed below, with 6 being the lowest score possible score.

Category	Rating
1. Specialized Experience	1 - 20
2. Resources Available	1 - 20
3. Past Record and References	1 - 10
4. Availability and Familiarity with RRSD	1 - 20
5. Techniques and Fee Schedule	1 - 10
6. Statement of Reasoning	1 - 20
TOTAL SCALE SCORE 6 – 100	

Reservations

RRSD reserves the right to reject any and all submittals, or any part of any submittal, to waive any irregularities or informalities in any submittal, and to accept that submittal which is deemed to be in the best interest of the RRSD. RRSD reserves the right to establish additional contracts that may be similar in nature to any contract resulting for this RFP as best serves the needs of the RRSD.

Designated Contact

The awarded firm shall appoint a person to act as a primary contact with RRSD. This person or back-up shall be readily available during normal working hours by phone or in person, and shall be knowledgeable of the terms of the Contract

Insurance Requirements

Include Proof of Insurance furnished by the applicant's carrier to guarantee the applicant is insured. The awarded applicant must file with RRSD, certificates of insurance prior to commencement of work evidencing RRSD as a certificate holder as additionally insured with the following minimum coverage:

Liability Insurance: The party submitting an RFP, if selected, shall furnish, pay for, and maintain during the life of any contract entered into with RRSD.

General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit, $2,000,000. Comprehensive general liability will be on an occurrence basis including products and completed operations.

Automobile Liability: $1,000,000 per accident for bodily injury and property damage.

Workers' Compensation: If applicant has multiple employees working in association with the RRSD project a Certificate of Insurance in the amount of no less than $500,000 will be maintained for the life of this contract. All policies and endorsements must be approved by RRSD and its agent of record.

Bonding

The successful bidder may need to furnish bonds covering faithful performance of the Contract and payment of obligations arising there under as stipulated in this Request for Proposals or specially required in the final Contract Documents on the execution of the Contract. Bidders should assume the bonding amount to be equal to their bid

Indemnification

The Proposer shall defend, indemnify, save and hold RRSD harmless from any and all claims, suits, judgments and liability for death, personal injury, bodily injury, or property damage arising directly or indirectly from any performance under this RFP, or a subsequent purchase order or contract entered into by County and Proposer, its employees, subcontractors, or assigns, including legal fees, court costs, or other legal expenses. Proposer acknowledges that it is solely responsible for complying with the terms of this RFP or a purchase order or contract arising out of this RFP. In addition, the Proposer shall, at its expense, secure and provide to the County, prior to beginning performance under a contract, all insurance coverage as required in this RFP. Subcontractors: Proposer shall require and verify all subcontractors maintain insurance, including workers' compensation insurance, subject to all of the requirements stated herein prior to beginning work.

Training

The selected vendor must be able to train staff on the management of the new kitchen equipment. The selected vendor will provide FAQ style documentation for distribution to staff.

Vendor/Bidder Profile

Potential vendors/bidders will include in their proposal:

- Company profile
    - When the company was established
    - Number of employees
    - Locations of the corporate and support offices
    - List of a minimum of 5 reference customers. 3 references should be in an educational setting
    - Statement of Insurance and Bonds

- Statement of subcontractor/partner/subsidiary work that will be done.
    - Relationship to the proposed subcontractor/partner/subsidiary
    - Subcontractor/partner/subsidiary role in the proposed project
- Statement of known relationships to RRSD Board of Education members or senior administration, if any.

Required Information

The proposal must be honored and firm for a period of 90 days upon approval. The bid must include all hardware, software, licensing, regulatory fees, and support costs associated with the project (NO SURPRISES). Vendors may be asked to present the proposal.

Proposals should include separate line items for one-time costs and monthly/annual service costs.

Taxes

The RRSD is a tax-exempt organization. The RRSD will provide tax exempt documentation upon final contract award.

Termination of the Contract

The RRSD may terminate the contract if the selected vendor

1. Repeatedly refuses or fails to supply enough properly skilled workers or proper materials,
2. Fails to make payments to subcontractors for materials or labor in accordance with the respective agreements between the selected vendor and the subcontractor,
3. Repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority, or
4. Otherwise, is guilty of substantial breach of a provision of the Contract documents.

The RRSD will give the selected vendor seven days' notice to correct any issues. If the RRSD terminates the contract the RRSD will take possession of all materials, equipment, tools, and machinery thereon owned by the selected vendor and finish the project by whatever reasonable method the RRSD deems expedient.

Project Payments

Project payments will be disbursed upon successful submission of payment applications for completed work.

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Non-Collusion

The undersigned certifies that the Proposal has not been prepared in collusion with any other bidder and that the prices, discounts, terms and conditions thereof have not been directly or indirectly communicated by or on behalf of the bidder to any such person other than the recipient of such Proposal, and will not be communicated to any such person prior to the official opening of said Proposal. The undersigned fully understands that no premiums, rebates, or gratuities are permitted either with, prior to, or after signing the Contract.

This certification may be treated as if it were a sworn statement made under oath and is made subject to the provisions of 18 U.S.C., 1001, relating to the making of false statements.

Signature and Legal Status of Bidder

Signed and sealed this _____ day of _____, 2021

Affix Corporate Seal

_____
(Individual, Partnership, Corporation)

_____
State of Incorporation

By: _____
(Authorized Signature of Bidder)

_____
(Print or Type Name of Bidder)

_____
Title

_____
Business Address

_____
Email Address

Instructions: Submit one (1) original and five (5) copies to the RRSD and retain one (1) copy for the bidder's records.
Clearly label each copy submitted as either "Original" or "Copy."

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Affidavit of Familial Disclosure

The undersigned, the owner or authorized officer of _____ (the “Bidder”), pursuant to the familial disclosure requirement provided in the RFP hereby represent and warrant, except as provided below, that no familial relationships exist between the RRSD or any employee of _____and any member of the Board of Education of the RRSD or the Superintendent of the RRSD.

List any familial relationships:

Bidder:

_____
Name of Bidder

By: _____

Its: _____

STATE OF MICHIGAN))ss.
COUNTY OF _____)
This instrument was acknowledged before me on the _____ day of _____, 2021, by _____.

_____, Notary Public_____County, Michigan

My Commision Expires: _____Acting in the County of: _____

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Affidavit of Compliance - Iran Economic Sanctions Act

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the compliance certification requirement provided in the _____ (the "School District") Advertisement for Bids, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a Contract as a result of the aforementioned Advertisement for Bids, the Bidder will not become an "Iran Linked Business" at any time during the course of performing under the Contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on an Advertisement for Bids for three (3) years from the date that it is determined that the person has submitted the false certification.

Bidder:

_____
Name of Bidder

By: _____

Its: _____

STATE OF MICHIGAN) ss.

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2021, by _____.

_____, Notary Public_____County, Michigan

My Commision Expires: _____Acting in the County of: _____