

REQUEST FOR QUOTATION	TROY SCHOOL DISTRICT 1140 RANKIN, TROY, MICHIGAN 48083 248-823-4027 FAX: 248-823-4077	REQUISITION
No. 9743		
DUE DATE 07/13/12 NO LATER THAN 12:00 p.m.		DATE 06/27/12

REQUEST FOR QUOTE – NOT AN ORDER

THIS FORM MUST BE UTILIZED WHEN RESPONDING TO THIS REQUEST
 BID ENVELOPE ENCLOSED

THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER

Quantity	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Please supply us with your bid to furnish the Troy School District with ARCHITECTURAL AND ENGINEERING SERVICES.</p> <p style="text-align: center;">Copies of the bid are available at: www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</p> <p style="text-align: center;">Bid recaps will be available at: troy.k12.mi.us/purchasing/index.htm</p> <p style="text-align: center;"><u>FACSIMILE BID IS NOT ACCEPTABLE</u></p> <p>Bids will not be accepted if submitted after the deadline specified (local time) in the advertisement to bid or in the information to bidders. The late submission of a bid makes the bid nonrepsonsive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened.</p> <p>Proposal for the submission of alternatives by vendors will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.</p> <p>The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". Quotations must be mailed or delivered to the Purchasing Office, 1140 Rankin, Troy, MI 48083 no later than 12:00 p.m. on the date shown above. Michigan State Sales and Use Taxes and Federal Excise Taxes do not apply unless otherwise indicated. Exemption certificates will be furnished when necessary. This request imposes no obligations on the buyer. The Board of Education reserves the right to accept or reject any or all bids or to split awards by items or to accept bids, which will best serve the Board of Education.</p>		

THIS AREA MUST BE FILLED IN

DELIVERY TIME	PRICES FIRM FOR	NAME OF COMPANY	TELEPHONE NO.
TERMS		NO. & STREET	FAX #
FOB DELIVERED	ALL DELIVERY CHARGES MUST BE INCLUDED IN PRICES SHOWN	CITY, STATE & ZIP CODE	E-MAIL
CONTACT PERSON (PLEASE PRINT)		SIGNATURE	DATE

**TROY SCHOOL DISTRICT
ARCHITECTURAL AND ENGINEERING SERVICES
BID #9743**

The Troy School District is seeking qualified architectural and engineering services for facility upgrades and renovations throughout District facilities. The selected firm will be responsible for the following services:

- Work with the District's Executive Director of Facilities to assess/evaluate District facilities to define the recommended scope of work based on the District's limited focus of roofs, parking lots, building mechanicals and technology, and equipment for the purpose of preparing for a potential bond issue.

Upon successful passage of a bond issue:

- Develop detailed specifications sufficient to permit the District to bid out all approved projects.
- Assist the District with bid response review including, but not limited to, reviewing bid responses, interviewing respondents, and recommendation of award.
- Actively manage the projects through final completion. This will include review of shop drawings, physical inspection of all work within the scope of the bid specifications, contractor pay application review and final site inspection and approval.

General Information and Requirements

Troy School District is seeking Architect/Engineering (A/E) professionals to provide design services for facility upgrades and renovations throughout District facilities. The A/E may be a firm or a team of firms with the required capabilities and having an in-depth understanding and working knowledge of school operations, local, state and federal laws, regulations, ordinances, codes, standards and specifications for school facilities.

Troy School District may occupy existing spaces and buildings during the entire period of any studies, design, and construction, or may vacate the facilities, or areas within each facility during the construction period. The A/E shall cooperate fully with Troy School District during studies, design, and construction to minimize conflicts with academic purpose, to facilitate building use, and to not interfere with school operations.

A. Purpose

The purpose of the RFP is to inform prospective A/E's of this requirement for A/E services for facility upgrades and renovations throughout the District. In return, the A/E's must formally express interest and submit credentials and profiles relative to the services described in this RFP. After all responses have been received, they will be evaluated and a short list of candidates will be established. These candidates will be invited to an interview by the Selection Committee, which will result in a recommendation to the Board of Education of an A/E's. Once the Board of Education has approved the committee's

recommendation, a contract will be negotiated which will identify, in detail, program requirements, project scope, work tasks, schedule and fee.

B. Issuing Office

The Purchasing Office is soliciting qualified A/E's for the projects. This RFP is prepared and issued by Sara Konieczka, Purchasing Supervisor.

C. Scope of Services

Troy School District is in need of Professional Architectural/Engineering consultants to perform services for major remodeling/renovation projects. Troy School District reserves the right to award contracts to multiple A/E's. The services anticipated will include, but are not limited to:

- a) Site planning design services;
- b) Code reviews;
- c) Cost estimating;
- d) Civil engineering services;
- e) Structural engineering services;
- f) HVAC/electrical design;
- g) Facility assessment/evaluation.

D. Responsibility for Services

This project will be directed and managed by the Executive Director of Facilities. The A/E will be required to prepare and submit schedules for their work. They will also be required to prepare invoices for services rendered; to break down work completed by time and hourly rate, and by individual employees; identify overhead multiplier and percentage rate for profit and itemize reimbursable for each consultant, and sub-consultant, and for each project and each sub-project.

E. Requests for Clarification

All questions and clarifications relating to this RFP shall be directed to Sara Konieczka, Purchasing Supervisor via email at skonieczka@troy.k12.mi.us.

F. Pre-Submittal Conference

A pre-submittal conference will be conducted on Monday, July 9, 2012 at 2:00 p.m. at Troy School District Administration Building, 4400 Livernois, Troy MI 48098. Sara Konieczka, Purchasing Supervisor, will conduct the conference. The purpose of this conference is to explain the required services, define the RFP process, and answer A/E questions.

G. Interviews

After one or more A/E's are selected as "short list" finalists, in accordance with the process outlined herein, the Selection Committee will conduct a conference with the selected A/E's to discuss detailed scope of work and fee proposal. The purpose of the conference will be to emphasize Troy School Districts requirements, services, to explain the project in detail, to outline project policies, procedures, and standards, and to provide preliminary schedules.

There will be no further discussion with any staff member of the Troy School District, concerning this RFP, after conclusion of the pre-submittal conference.

H. Equal Employment Opportunity/Anti-Discrimination

The successful bidder hereby agrees to comply with all federal, state and municipal equal opportunity and anti-discrimination guidelines and regulations, and covenants that neither the bidder nor any subcontractors will discriminate against an employee or applicant for employment with respect to hire, tenure terms, conditions or privileges of employment, or in a manner directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, marital status or disability. Failure on the part of the Successful Bidder to comply with said guidelines and regulations shall, upon reasonable notice, constitute grounds for Troy School District to revoke and otherwise terminate the contract and all obligations of Troy School District thereunder.

I. Acceptance or Rejection of RFP Responses

Troy School District reserves the right to accept or reject, any or all responses, in whole or in part; to waive any irregularities or informalities it deems to be in the school district's best interest. Troy School District reserves the right to negotiate separately with an A/E or sub-consultant, which they determine to be in the best interest of the school district.

J. Incurred Costs

Troy School District is not responsible for any costs incurred by the A/E for any work performed relative to the preparation of future requests for contract proposals or for the information solicited in this RFP.

K. Addenda to the RFP

Any addenda, if necessary, will be published on the Troy School District's website. **It is the bidders responsibility to check the website prior to the RFP due date.**

L. Completeness of the Response

- a. Responses shall address all items completely and thoroughly in accordance with the format provided in the RFP, and shall be signed by an officer of the firm with the authority to commit the firm/team resources.
- b. All terms of the RFP shall be considered by the A/E and included in the response.
- c. The responses shall not be distributed to anyone other than the issuing office for this RFP.
- d. Interested firms may submit a response on their own or in affiliation with a team as a prime or sub-consultant. Firms may be associated with more than one team. Team commitments changed after the date established for submittal of responses may be cause for rejection.
- e. Prime A/E's shall include, with their qualification, a transmittal letter identifying the prime A/E and all sub-consultants affiliated with their response. The letter shall be signed by an authorized representative of the prime A/E and each sub-consultant attesting to the approval of the firm to be as part of the team. As an alternate, submit a separate letter from each sub-consultant, which authorizes the prime A/E to use its firm name and credentials as part of the team.

M. A/E Responsibilities

The A/E shall be capable, either as a firm or a team, of providing all professional services required for the project and to maintain those capabilities until notification of the fact that

their response was unsuccessful. Exclusion of any service for the contract prior to the selection process may serve as cause for rejection.

The intent of the A/E selection process is to select one or more A/E's to perform services required by Troy School District. These services may be performed under one or several negotiated prime contracts or contract amendments to accomplish the work.

N. Acceptance of Response Content

A Selection committee will use the contents of each response to the RFP, as basis for evaluating A/E's, and developing an initial selection of qualified firms. Following selection of the most qualified A/E(s), a contract(s) will be negotiated and will be subject to approval of the Troy School District's Board of Education.

It is anticipated that the form of contract entered into as a result of the process will be a modified version of the "AIA Form of Agreement Between Owner and Architect".

O. Schedule Dates

The following is an anticipated schedule for the selection process. The Selection Committee reserves the right to modify any part of this schedule:

Request for Proposal Issued	June 27, 2012
Pre-Submittal Conference	July 9, 2012, 2:00 p.m.
Responses Due	July 13, 2012, 12:00 p.m.
Interviews of Potential A/E's	July 16 – 19, 2012
A/E Selection Approval by Board of Education	August 14, 2012
A/E Selection Notification	August 15, 2012

P. Responses

Responses must be submitted in the format outlined on the Contractor Qualification and Reference Forms of this RFP. One (1) original and three (3) copies of the responses shall be received in a sealed envelope labeled "Bid 9743 – Architectural/Engineering Services RFP". Proposals mailed or delivered should be sent directly to:

Troy School District
Attn: Sara Konieczka, Purchasing Supervisor
1140 Rankin
Troy MI 48083

Receipt of responses will be date and time stamped. A response sent by fax, email or other electronic means will not be accepted.

Q. Disclosure of Contents

The content of all responses will be held in strict confidence by the Selection Committee until after award of the contract.

R. A/E Representative

The A/E shall provide the Selection Committee with a list of client references for similar services. Provide the name and telephone number of a contact person for each project listed. Include a brief statement of your involvement with each project if it is not outlined under "Related Project Experience".

**TROY SCHOOL DISTRICT
ARCHITECTURAL AND ENGINEERING SERVICES
BID #9743
CONTRACTOR QUALIFICATION FORM**

Company Name _____

Address _____

Contact Name & Title _____

Contact Telephone _____

Contact Email _____

Business Structure: _____

Number of years in business _____

Largest Single Contract Amount _____

With whom? _____

Annual gross sales for last four years
2011: _____ 2010: _____ 2009 _____ 2008: _____

Geographical area of operations _____

I, _____ (print name), authorized representative of
_____ (print name of company) have read and understood the terms and
conditions of the Request for Proposal, _____ (have/have not) attended the Pre-Submittal
Conference meeting, have received addenda _____ (fill in addenda numbers), agree that
answers to any and all questions have been sought and answered, and agree to waive any right to protest
the selection process up to the point of selection of firms to be interviewed.

Signature

Title

Printed name

Date

Please provide a detailed outline of your fee structure which includes, hourly rate of employees, overhead multiplier and percentage rate for profit, hourly fee for sub-consultants, and a list of potential reimbursable items.

**TROY SCHOOL DISTRICT
ARCHITECTURAL AND ENGINEERING SERVICES
BID #9743
REFERENCE FORM**

Reference 1

School District _____

Contact Name & Title _____

Address _____

Phone Number _____

Email _____

Reference 2

School District _____

Contact Name & Title _____

Address _____

Phone Number _____

Email _____

Reference 2

School District _____

Contact Name & Title _____

Address _____

Phone Number _____

Email _____