



Section 1 - Firm Overview

1. Provide name and address of firm, telephone number, fax number, person who would oversee the Project.
2. Provide a one-page history of your company and include an explanation of the company ownership and the number of years in business under your current name.
3. Explain your firm's ownership structure.
4. Explain your company's financial position in two paragraphs or less.
5. Explain your General and Professional Liability coverage including Insurance Carrier, policy number, policy limits, general and per occurrence as well as aggregate and if your policy is on a claims made or occurrence basis.
6. Have you been involved in litigation, arbitration, or had a claim filed against your company by an educational client, or have you filed a claim against an educational client? If yes, explain the action.
7. Describe how your company stays up-to-date on education code and regulatory requirements.

(3 pages maximum for the section)

Section 2 – Firm Experience

1. Provide a list of all K-12 projects, including similar and relevant projects, your firm has in progress or has completed in the past ten years. Include the name of the Project, Owner, Owner's contact information, construction value and percent complete.
Please include 3 Projects that Briefly describe your STEAM experience, and discuss your company's experience involving unique STEAM educational spaces.

(3 pages maximum for the section)

Section 3 – Proposed Staff Experience

1. List three K-12 educational projects over \$50 million in which your proposed staff has been involved as Construction Manager. Include a brief

description, construction value, district name, address, phone and contact person, architect name, address, phone number and contact person.

2. Provide an organizational chart for the design and construction phase. Include a one-page resume for each project team member highlighting relevant school projects for each.
3. Describe your proposed staff experience (matrix) working together on K-12 Bond Programs.
4. Confirm you are willing to guarantee your proposed staffing including construction Superintendents for the life of the project. In the event staffing changes are necessary due to circumstances outside of your control, replacement persons shall have equal or greater experience and be acceptable to Brighton Area Schools

(10 pages maximum for the section)

Section 4 - Services

1. Briefly (maximum 2 pages) explain your pre-Bond services.
2. Does your firm provide Pre-Bond election services? If so, briefly (maximum 3 pages) describe these services. What is your pre-bond issue election fee \$ _____?
3. Briefly (maximum 3 pages) explain your design phase services.
4. Briefly (maximum 4 pages) discuss your construction phase services.

Section 5 – Project Approach

1. What is your understanding of the scope of this project and the District Construction Management needs?
2. Describe your plan for the project
3. Explain your approach to the establishment, use and management of contingency funds. What percent contingency do you recommend?
4. Explain the involvement your company expects from the owner.
5. Explain why your company is uniquely and most qualified to manage this project.

(10 pages maximum for the section)

Section 6 – Project Control

1. What is your approach to project billing and fund disbursement?
2. What is the relation among the following: architect(s), construction manager, and owner?
3. Describe procedures for reporting to the owner.

4. Who is financially liable when one contractor causes additional work for another contractor?
5. How will you help assure budget adherence in today's volatile construction market?
6. Explain your definition and approach to general conditions.
7. Explain your policy regarding re-bidding charges.
8. Explain your policy regarding change order charges.
9. How would you calculate fee on scope increases?

(10 pages maximum for the section)

Section 7 - Safety

1. Describe your approach to Safety
2. Name of Contractor's Safety Director/Representative (attach resume)
3. Do you have a Formal Written Safety Program?
4. What is your EMR?

(4 pages maximum for the section)

Section 8 – Clarifications/Exceptions

1. Are there any additional services you would include in your basic services that may be of interest to the Owner?
2. Detail any clarifications, exceptions or exclusions to this RFP (scope, schedule, fee, etc.)
3. List any/all exceptions taken to the Contract Documents provided. For each exception, alternative language must be proposed. Owner reserves the right to reject and proposed alternative language.

(3 pages maximum for the section)

Section 9 – Fee Structure

- 4. What other costs beyond the fee are anticipated (i.e. Reimbursables, Bonding, Liability Insurance, etc.?)
- 5. Fee Proposal
 - a. Construction Management Related General Conditions
\$ _____
 - i. Provide a detailed list of CM General Conditions with costs
 - b. Staff Cost (provide hours and rates) \$ _____
 - c. Fee (Includes all Overhead and Profit) % _____ \$ _____
 - i. Based on approximately \$43,000,000 Construction Cost (Including Contingency)

- Total (Including the cost from #4 above) \$ _____

- d. Estimated Construction Related General Conditions as a % of Construction Cost % _____

Section 9 – References

- 1. Provide a list of 10 client references with contact names, phone numbers and email addresses.
- 2. Provide a list of 5 Architectural firm references with contact names, phone numbers and email addresses.
- 3. Provide a list of 5 client references for which you have provided pre-Bond campaign services with contact names, phone numbers and email addresses.
- 4. List your banking reference and include the name and phone number of a contact person.

(10 pages maximum for the section)

Construction Management Firms:

Clark Construction Company
3535 Moores River Drive
Lansing, MI 48911
(517) 372-0940

Barton Malow
26500 American Drive
Southfield, MI 48034
248.436.5000

George W. Auch Company
735 S. Paddock Street
Pontiac, Michigan 48341-3241
248-334-2000

Contracting Resources
8273 Grand River, #150
Brighton, MI 48114
810-229-4320