

April 28 2021

Request for Proposal
**Pre-Construction and Construction Management Services
Eastside Square**

New Mixed-use Building at 1601 E Michigan, Kalamazoo, MI
New Residential Building at 637 Edwin, Kalamazoo, MI
New Mixed Use Building at 1616 East Main

Proposals Due May 19, 2021

Pre-Submittal Meeting: **Tuesday May 11, 2021 10AM**

Join Zoom Meeting

<https://us02web.zoom.us/j/82357756433?pwd=eUdRZ3I2L3lZRlhRY29qMWtWUEtgdz09>

Owner: Kalamazoo County Land Bank Authority

Architect: InForm Architecture, LLC

BACKGROUND

In 2019, the Kalamazoo County Land Bank together with the Kalamazoo Eastside Neighborhood Association and Inform Architects completed five net zero ready energy efficient homes and a Pocket Park at the corner of East Michigan and Phelps. Habitat for Humanity, a partner in this project is in the process of completing the remaining two homes to provide for diversity of income and range of affordability options.

Also in 2019, The Kalamazoo County Land Bank with the Kalamazoo Eastside Neighborhood Association and Inform Architects embarked on a visioning process with Eastside residents to imagine new uses for several land bank owned parcels located on East Main, two blocks from the development above. Visioning took place in 2019 and a first early phase of this project, a community Pocket Plaza, will be implemented in the summer of 2021. This plaza will include landscaping, a hardscape area for outdoor seating, attractive fencing and an artistic sign designed by Conrad Kaufman, depicting the neighborhood's motto "The Sun always rises on the Eastside" Haikus or short poems were created by neighborhood residents and coordinated by resident artist, Buddy Hannah. These poems will be integrated into the hardscape of the plaza. Funding from the Michigan Council for Arts and Cultural Affairs has enable the artistic elements of the plaza including a documentary that is being filmed of the process by local artist, Gerald King.

There are several remaining components of the Eastside Square vision to be implemented. The Kalamazoo County Land Bank is seeking a Construction Manager to provide pre-construction and Construction Management Services to support forwarding these phases as funding permits.

Conceptual drawings are attached of the block wide vision, including notations of the pocket plaza which will be implemented by others this summer and the remaining phases of development where the Land Bank along with its architect seeks a Construction Manager.

Proposals are due May 19 by Noon E.S.T. – addressed to Kalamazoo County Land Bank Authority and e-mailed to:

Reality Rojas, Senior Operations Specialist
Phone: 269.216.9681
reality.rojas@kalamazoolandbank.org

Please follow the proposal requirements.

Due to the ongoing COVID pandemic – pls email your responses.

PROPOSED PROJECT

The proposed project consists of three separate new buildings on separate sites. The design and development of the construction documents for these buildings will be developed simultaneously, but construction may take place on separate schedules depending on funding availability. The Land Bank anticipates making award of a minimum of one building. The

other two building awards for construction management services will be dependent on fundraising efforts.

Pre-Construction Services are desired for all three phases, including but not limited to advice and counsel to Architect on cost efficient approaches to design documents and confirmation of cost estimates.

Buildings

The following is a rough description of each planned facility. Please realize that these buildings are currently in schematic design and the configuration of these buildings may change.

1601 E Main, Kalamazoo, MI

This building is a two-story multi-use building with approximately 2,300 SF of commercial space and six residential condominium units of approximately 600-1,000 SF each. Required parking and a small plaza are also planned for this site.

637 Edwin, Kalamazoo, MI

This building is a two-story residential building with four residential units of approximately 1,000 SF each. Required parking is also planned for this site.

1616 East Main

This building is a three-story multi-use building with an estimated 1,000 SF of commercial space and 8 residential condominium units of approximately 1,100 each.

Building configurations may be adapted (residential square footage vs commercial square footage) as the construction drawings are complete with CM and owner input on cost and market implications.

Please see the attached sketches for the conceptual designs of each building (Addendum A).

Schedule

Schematic design has just begun. Construction Documents are currently scheduled to be completed fall/winter 2021. Depending on funding, construction for these projects may possibly start fall 2021 or spring 2022. Award for Construction Services may be for one, two or three of the buildings depending on the success of funding applications made in 2021.

Walkthrough and Existing Reports

The building sites can be viewed at your convenience. A topographic survey of the properties is available upon request. Environmental review documents are available upon request.

Scope of Work and Contract

The agreement utilized for this project will be AIA-A133-2019. A copy of this agreement can be viewed at www.aiacontracts.org.

The scope of work will be as described in this document. In general, the scope will be as follows:

The selected CM will join the project team to provide pre-construction services as follows:

- Initial budget estimate
- Municipal approval assistance as needed
- Review of existing site conditions
- Attend selected architect / building team design meetings
- Provide buildability review and advice
- Provide physical and logistical guidance re: phasing strategies
- Provide updated estimates at key points in the design and documentation process

The selected CM will provide full modified construction management services with CM holding all sub-contractor contracts throughout the construction process. Construction Services will be bid out by CM with a transparent and open bidding process (described in Addendum B).

MBE and WBE

The Land Bank seeks to provide maximum feasible opportunity for minority and women owned business to participate in the project.

Not a Contract, No Obligations, Withdrawal

Nothing in this RFP shall be construed to create any legal obligation on the part of the Land Bank or any respondents. The Land Bank reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage or to elect to provide the services described in the RFP directly. In no event shall the partners be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the Land Bank for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the Land Bank. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known. Neither issuance of this RFP nor evaluation of any proposal(s) obligates the Land Bank or its partners to award a contract from this RFP.

The Land Bank follows board approved procurement policies which can be found at its website kalamazoolandbank.org under Contractors tab.

Solicitation

This RFP is being emailed to prospective respondents, and will be posted on the Kalamazoo County Land Bank Authority's website. The Land Bank encourages qualified firms to submit proposals.

Regulations

Contractor will be required to be knowledgeable of and comply with all applicable local laws/ordinances. Contractor will also be required to be knowledgeable of and comply with all applicable federal and state laws, acts, and regulations including but not limited to non-discrimination, equal opportunity, affirmative action, and minority representation laws and other regulations.

Contract Award

The Land Bank reserves the right to change the scope of this project or otherwise negotiate the project and its requirements in the best interests of the endeavor, including increases or decreases in scope, form of contract, budget and/or threshold requirements to ensure the project has adequate risk protection. All changes must be approved in writing by the Land Bank Executive Director.

Conflict of Interest

Selected firm must avoid personal and organizational conflicts of interest. Any known or possible conflicts shall be clearly divulged when the respondent submits their proposal.

Independent Contractor

At all times, the contractor, any of his/her employees, or his/her subcontractors and their subsequent employees shall be considered independent contractors and not as Land Bank employees. The contractor shall exercise all supervisory control and general control over workers' duties, payment of wages, and the right to hire, fire and discipline employees and workers. As an independent contractor, payment under this contract shall not be subject to any withholding for tax, social security, or other purposes, nor shall the Contractor or his/her employees be entitled to sick leave, pension benefit, vacation, medical benefits, life insurance or workers' unemployment compensation or the like.

Bonding

Consistent with Michigan requirements for works completed by governmental units, contractor will be required to obtain a performance and payment bond of not less than 50% of the contract amount.

Warranty

A warranty of three years will be required for all of the individual units that will be sold to homeowners and for the commercial space.

Bid Solicitation Process

Construction Manager will be required to conduct a fair and rigorous bid solicitation process. See Addendum B.

Desired Qualifications

The contractor should have thorough knowledge of and extensive experience construction of like projects of similar size and complexity. Demonstrated successful project management and oversight of a variety of past projects is required. Contractor will be required to pull any necessary and appropriate permits.

THRESHOLD REQUIREMENTS

These documents must be submitted with the Proposal:

- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by State of Michigan – LARA (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; Automobile Liability with limits not less than \$1,000,000 per occurrence. Professional liability of not less than \$1,000,000. Please see Attachment C for a detailed explanation of insurance requirements.
- Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
- Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the partners.

PROPOSAL REQUIREMENTS

Proposers are requested to supply the following information:

1. A completed AIA-A305 document (Contractor's Qualification Statement) or similar
2. A list of current and/or past projects of similar scope
3. Five client references
4. Three references from architects with whom you have worked as a construction manager
5. Resumes of staff members who would be assigned to this project as project manager, estimator and on-site project superintendent
6. Additional information you would like us to know
7. Fee information as follows:
 - a. Fees (if any) associated with pre-construction services as outlined above
 - b. Percentage fee for management services during bidding and construction and the services this covers
 - c. Costs associated with field supervision during construction including hourly charge and average hours per week the project superintendent would be on-site and estimated length of construction project.
 - d. Outline of costs that will be included as general conditions within the cost estimates
8. Plan to provide maximum feasible opportunity for MBE and WBE firms to participate in the project and including plans to promote job opportunities for people of color and women on the CM contract and/or subcontractor diversity, equity and inclusion efforts.

SELECTION PROCESS

Evaluation Criteria

The proposal will be evaluated on the following criteria which include but are not limited to:

Firm's experience with like projects (25 points)
Capacity and relevant experience of staff assigned to the project (25 points)
Pricing proposal related to proposal approach (50 points)
Total possible points: 100

An evaluation committee consisting of KCLBA representatives will rank submissions based on local construction knowledge, experience in the identified areas of services needed and quality of proposal submitted. Selected candidate (s) will be interviewed. KCLBA may interview one or more candidates depending on the number of responsive proposals received.

After interviewing selected candidate (s), KCLBA evaluation committee will re-rank firms to determine final selection. All firms will be notified of the final decision. KCLBA reserves the right to reject all applications at the discretion of the evaluation committee. KCLBA, in its discretion, may waive any informalities or irregularities in any proposal or procedures and may accept or further negotiate the costs, terms or conditions of any proposal determined by KCLBA to be in the best interests of KCLBA even though not the lowest bid.

Proposals received after the deadline will be considered late and not accepted. Proposals may be withdrawn or modified in writing prior to the submission deadline. Request for withdrawal must be in writing and made by the contact person listed in the proposal. Only one proposal may be made by each responding party or company.

Questions or Clarifications

Please address all questions via e-mail to

Reality Rojas, Senior Operations Specialist
Phone: 269.216.9681
reality.rojas@kalamazoolandbank.org

Addendum A

EASTSIDE SQUARE PROJECT



PHASE 1 – 1601 EAST MAIN

PHASE 1 – 1601 EAST MAIN



PHASE 1 B – 1601 EAST MAIN





PHASE 2 and Phase 3— 1616 EAST MAIN and 637 Edwin

Addendum B

Bid Solicitation Process

Contractor will ensure an open, competitive and transparent process takes place via the following process:

- A written bid solicitation will be made available widely to encourage participation including advertisement via the West Michigan Builders exchange, postings in the plan room at KalBlue, database of contractors and the Land Bank's website.
- Bid solicitations will include.
Description of what is being bid, directions on when, where and how to submit the bid, payment procedures, length of time bid must be held after bid opening, indemnification statement, specifications, insurance information, non-discrimination, collusion and conflict of interest statement. Bids may be in mail, in person or via email. Bids received in person or via mail shall be date and time stamped to ensure bidders meet deadlines.
- Bid tabulation will include the recording of bid data – pricing shall be the primary factor, but qualifications, personnel and experience will be factored into bid tabulations.
- Competitive bids will be reviewed by the Construction Manager who will make a recommendation to the owner regarding contract award to the lowest responsive bidder.
- Bid documents will include certification regarding non-collusion and conflict of interest to ensure no bidder is afforded unfair advantage.
- Files will be maintained that contain:
 - A copy of the IFB
 - List of vendors the bid was sent to and a list of how the bid was advertised
 - Bid tab, documentation of selected contractors

PROPOSAL FORM
Please Complete and Submit all items below

Proposers are requested to supply the following information:

1. A completed AIA-A305 document (Contractor's Qualification Statement) or similar
2. A list of current and/or past projects of similar scope
3. Five client references
4. Three references from architects with whom you have worked as a construction manager
5. Resumes of staff members who would be assigned to this project as project manager, estimator and on-site project superintendent
6. Additional information you would like us to know
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 - a. Fees (if any) associated with pre-construction services as outlined above
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 - c. Costs associated with field supervision during construction including hourly charge and average hours per week the project superintendent would be on-site and estimated length of construction project.
 - d. Outline of costs that will be included as general conditions within the cost estimates

THRESHOLD REQUIREMENTS

These documents must be submitted with the Proposal:

- Copy of Respondent's current State-issued Landscape License.
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the State of Michigan - LARA (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; Automobile Liability with limits not less than \$1,000,000 per occurrence. Professional liability of not less than \$1,000,000. Please see Attachment C for a detailed explanation of insurance requirements.
- Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
- Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the partners.

Statement of Non Response

_____ I elect to not respond at this time to this proposal

Reason _____

Date _____

Company: _____

Signature _ _____