

# **REQUEST FOR PROPOSAL**

## **CONSTRUCTION MANAGEMENT SERVICES**

January 26, 2024

**OWNER:** Briggs District Library  
108 Railroad St.  
St. John, MI 48879

**ARCHITECT:** MCD Architects  
33610 Grand River Ave.  
Farmington, MI 48335

Briggs District Library (the Owner) in St. John, Michigan is seeking proposals from qualified construction managers (CM) to assist in the renovations to approximately 9,846 square feet of the existing building. The existing facility will remain operational and in use as a Public Library, for the duration of the construction, so temporary measures will need to be taken to accommodate these ongoing activities. The general scope of the project is as follows:

- ❖ Renovations to approximately 9,846 SF of the existing building.
- ❖ Addition at entrance with new entry ramp, landscaping and exterior renovations
- ❖ Buildout of existing storage space into a new Children's Collection Area
- ❖ Installation of moveable partitions for new meeting rooms
- ❖ Installation of a new custom millwork at various locations
- ❖ Installation of a new gas fireplace
- ❖ Installation of a new storefront glazing in Children's Area
- ❖ Installation of new interior finishes + lighting throughout
- ❖ Installation of new condenser + new furnace + modifications to existing systems

The construction documents are completed. The total construction cost for this project is targeted to be approximately **\$750,000**. It is estimated that construction will begin in spring of 2024, with substantial completion by the fall of 2024.

Proposals are being requested from selected CM's to provide information regarding their qualifications to manage a project of this size and scope, their proposed range of services, and related fees for these services. The selected contractor will be expected to enter in to an agreement with Briggs District Library utilizing a Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of

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payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price (AIA Document A133-2019), and by reference, General Conditions of the Contract for Construction (AIA Document A201-2017), summarized as follows:

## Bidding

The selected CM will be expected to:

- a. Solicit and obtain bids from a minimum of three (3) subcontractors for each sub trade. The library may require bids to be solicited using BidNet.
- b. Open and review bids with the Owner's representatives and Architect.
- c. Incorporate into the construction sequencing and sub-contracts certain materials and services that may be provided by the Owner's sources.
- d. Evaluate and recommend subcontractor selections based on bids received and qualifications of contractors.
- e. In conjunction with the Owner's representatives and Architect, select the most appropriate sub-contractor for each sub trade. The Owner's representatives will reserve the right to have the final decision on the selection of each subcontractor.

## Construction Services

Once Subcontractors are selected, the project budget will be updated and the selected CM will manage and execute the construction of the project as shown in the Construction Documents and Specifications, and as outlined in the AIA Document A133-2019 and AIA Document A201-2017.

If your firm is interested in partnering on this project please submit the following information for review and consideration:

- a. An explanation of the firm's qualifications to execute a project of this type, size, and scope.
- b. A listing and references for similar projects completed by your firm within the past five years.
- c. Organizational structure of your firm including a listing of your proposed project team with resumes.
- d. Fee proposal and structure. The fees for the services of the Construction Manager, as noted above, should be listed as follows:

1. Construction Services: Construction services shall be compensated on the basis of a percentage of construction costs. Provide a percentage fee (based on the cost of construction) for the Construction Services, including all overhead and profit. Provide also a preliminary

estimate of General Conditions costs (see attached for format) and the billable rates for various staff.

**Owners representatives may require Construction Managers to participate in interviews between February 19th- February 26rd, 2024.**

Please submit a PDF file of this information by **February 12th, 2024 at 2:00 p.m. EDT** to the following:

MCD Architects  
33610 Grand River Avenue  
Farmington, Michigan 48335  
Attention: Dianne Schurg  
Email: [ds@mcdarchitects.com](mailto:ds@mcdarchitects.com)

If you have questions in regard to the information requested, please contact Dianne Schurg at MCD Architects at 248-374-0001 or at the e-mail address noted above.

<b>General Conditions- Requirements</b>		
1	Bonds and Insurance	
2	Permits	
3	Inspections	
4	Quality Control	
5	Field Engineering/Field Supervision	
6	Project Administration	
7	Administrative Expenses	
8	Field Office	
9	Temporary Barriers/Controls	
10	Site Security	
11	Project Identification	
12	Temporary Utilities	
13	Temporary Construction/Maintenance	
14	Clean-up/Dumpsters	
15	Reproductions	
	Other Items:	