



REQUEST FOR PROPOSALS

January 2025

Geshler Human seeks construction management services to renovate vestibule and lobby spaces at Geshler's facility located at 29699 Southfield Rd., Southfield, MI 48076.

GESHER
HUMAN SERVICES

TIMELINE

RFP Issued	January 2, 2025
Scheduled Walk-Throughs (contact kberberich@geshermi.org to schedule)	Week of January 13, 2025
Deadline for Questions (jwillis@geshermi.org)	January 17, 2025
Proposals Due (12:00 PM EST)	February 2, 2025
Interviews	Week of February 10, 2025
Award & Notice to proceed	February 14, 2025
Project Kick-Off: Owner/Architect/Contractor	February 17, 2025
Design Development (DD) Set Issue (5-10 weeks)	March 28, 2025
Owner/Architect/Contractor (OAC) Meeting- Value Management of DD Set	April 7-18, 2025
Construction Document (CD) Set Issue (2-3 weeks)	May 9, 2025
Guaranteed Maximum Price	May 23, 2025

Gesher Human Services (“Owner”) invites the submittal of responses to this Request for Proposal (RFP) from qualified firms (“Respondents”) interested in providing construction management services for the Gesher Southfield Vestibule and Lobby Renovation (“Project”). Respondents meeting the submission criteria will be invited to interview, and if selected, partner for construction management services for this project.

BACKGROUND

Gesher Human Services, a non-for profit human service agency seeks construction management qualifications to renovate two vestibules and two lobbies at Gesher’s Southfield, Michigan facility located at 29699 Southfield Road, Southfield, MI 48076.

GESHER’S MISSION: Gesher Human Services is a bridge to hope and opportunity for people at work, at home, and in the community. Gesher’s workforce, behavioral health, and inclusion programming serves all Metro Detroiters while meeting the needs of the Jewish community.

GREENE & COMPANY INTERIOR DESIGN: A Birmingham-based interior design firm has been selected to lead design services including preliminary design concepts, renderings, and 3D views. Greene & Company will work with owner, and all other community and relevant partners including the Jewish Federation of Detroit on this project. See Gesher Lobby Design Concept book and narrative at: <https://bit.ly/gesherlobby2025>

PROJECT SITE & VISION

The Geshher Southfield vestibule and lobby spaces on the east and west side of the building are the first impressions that the community experiences when entering the facility. It is our vision that these spaces will ignite hope, excitement and welcome our community's most vulnerable, including individuals with disabilities, unemployed, along with our community partners, funders and board members. With Geshher being the Hebrew word for Bridge, it is our vision that the symbolism of bridges be incorporated into the design creating a welcoming experience to the Jewish Community and other metro Detroiters.

GENERAL SCOPE OF SERVICES

Construction Manager (CM) as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price. The general scope of services sought includes, but is not limited to:

1. The Construction Manager is to provide complete construction services required to price, contract, and renovate the east and west vestibules, lobbies, and misc. corridors/interior spaces noted on the design documents and/or decided by the team during the design process.
2. Preconstruction Services: Participate in owner, CM, and design meetings to collaborate on means & methods of design, constructability, and budget. Prepare construction budgets at 100% Design Development, 75% Construction Development, and 100% Construction Development phases.
 - a. The CM shall provide input on constructability, material selection, value engineering strategies, and the like to ensure that the construction documents align with the overall construction budget and schedule.
 - b. Lead a cost reduction process to meet the project budget, if required.
 - c. Provide a construction timeline that reflects the agreed upon completion date, including potential procurement long lead times.
 - d. Review and provide feedback on construction documents in collaboration with Geshher and Greene & Company.
 - e. Provide input to the design team regarding existing conditions not noted in design documents.

- f. At the completion of mutually agreeable milestone, the CM will be requested to develop, submit, and present a Guaranteed Maximum Price to Gesher, Greene & Company, and other relevant stakeholders.
 - g. Assist to determine what permits, inspections, and other coordination will be required with the municipality.
 - h. Engage and coordinate with utility companies to ensure services can be provided to the site and meets the schedule.
3. Construction Services: Additional responsibilities may include conjunction with coordination by the Owner, but not be limited to:
- a. Project Management and coordination including management of subcontractors, coordination of any Owner direct suppliers and/or contractors, and coordination of any utility companies.
 - b. Provide full time, day-to-day management of the construction site, accounting, daily reports, verification of field conditions, material delivery and storage, with oversight of safety and security.
 - c. Lead bi-weekly progress meetings with Owner and Interior Design firm as needed addressing schedule, costs, utility connections, inspections and vendor coordination, and prepare minutes; lead pre-installation meetings with Architect and Subcontractors for key building systems.
 - d. Pursue additional cost savings through cost reduction strategies identified during the construction phase as well as subcontractors buy-outs.
 - e. Provide regular (bi-weekly) assessments of Project progress and updates of construction schedules.
 - f. Process and submit Payment Applications including lien waivers from all subcontractors.
 - g. Assist owner in project start up, training, and transition to maintenance phase of ownership.
 - h. Secure all relevant building permits and inspections from the city and state authorities. Correct any deficiencies identified by the inspectors.
 - i. Manage the close out process within the timeline provided above.
 - j. Lead the permitting process with all authorities having jurisdiction.
 - k. The work will be performed under the terms of a modified AIA-B Modified Contract.

Trade Contract Award and Management

The Construction Manager will collaborate on an open book basis with Owner to develop a pre-bid list of subs, with Interior Design firm having the right to attend all scoping meetings. The owner is requesting that the CM provide at least 3 qualified subcontractor bids for each trade. The Construction Manager, in collaboration and with approval of Gesher, will administer the prequalification procedures and manage the bid and award process.

Equal Employment Opportunity (EEO) Requirements

Contractors will be required to comply with all laws with respect to the employment of labor and payment of local prevailing wage rates. It is an unlawful employment practice for a Contractor to fail to hire, to refuse to hire, to discharge, or to discriminate against any individual with respect to compensation or the terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin; or to limit, segregate, or classify employees or applicants for employment or otherwise; or to adversely affect such individual's status as an employee because of such individual's race, color, religion, sex, age, handicap, or national origin.

Safety Program Manual

Respondents should be able to demonstrate the quality of their overall safety program as evidenced by their history of citations, OSHA incident rate and Experience Modification Rate (EMR).

Quality Assurance and Quality Control Plan (QA/QC)

Respondents should be able to demonstrate their experience with implementation of QA/QC processes. For purposes of this RFP, Respondents must submit a copy of their Quality Assurance and Quality Control Plan.

SUBMISSION REQUIREMENTS

1. RFP Questionnaire (55 points)

- A. Respondents shall respond to all questions noted below
- B. Company Name
- C. Contact Person
- D. Contact Email
- E. Project Experience and Alignment (*10 points*)

- Relevant team project experience related to renovation and human service facilities

- Experience with non-profit agencies
- Management approach, preliminary site logistics plan, organization, staffing, use of technology, and means of communication with the project team
- Provide evidence of performance and payment (P&P) bonding capacity.
- Additional information that aligns your organization, and/or your proposed team, with the project and Gesher's mission.

F. Project Methodology (10 points)

- Provide a detailed scope of work based on the project description above to confirm your team's understanding. Include an explicit statement of qualifications, assumptions, and exclusions from the outlined services.

G. Past Performance in Project Delivery (5 points)

- Provide 1-2 demonstrable experience of the firm's capacity and ability to perform all tasks required to deliver this project successfully and on time.

H. Value Engineering (5 points)

- Provide an example of your value engineering approach and how your team is prepared to work through that process with the development team. Please note your strategy for managing add alt list during construction resulting from cost savings.

I. Approach to GMP Process (5 points)

- Describe how your firm manages the GMP from the initial budgeting through project completion. The description should include how you evaluate the validity of change order request made to the owner.
- Describe how your firm prepares a GMP. Specifically address how you use allowances, contingencies, line item savings, overall savings, and scope changes.

J. Budget Clarification (5 points)

- What is included and excluded from General Conditions versus anything considered General Requirement?

K. Client References (10 points)

- Provide, at minimum, 3 references for the representative projects provided as part of this submission. Please include contact name, company, phone number, email, and project name.

L. Other (5 points)

- Identify and describe any litigation the firm or individual members of the team have been involved in within the past 5 years.

2. Submission Documents (45 points total)

A. Cover Letter and Table of Contents

- The Cover Letter must include a brief description of your firm's company history, experience, and number of years in business. The letter must include the Respondent's mailing address, e-mail address, and telephone number.

B. Qualifications and Relevant Experience of Key Staff (10 points)

- Resumes: Respondents shall provide the equivalent resumes and experience of Key Staff who may lead preconstruction period and throughout construction.
- Organization Chart: Respondents shall provide proposed Lines of Authority and Organization chart indicating Key Staff Members potential roles and responsibilities on the Project.

C. Financial Capacity (10 points)

- Respondents shall furnish an audited, or compiled set of financial statements from an independent accountant including notes, balance sheets and/or profit and loss statements, for the last three (3) years demonstrating that the Respondent has the financial viability and ability to perform the Services. If a joint venture, submit financial statements for the joint venture name and each joint venture partner. Independent accountant may provide a copy of a complete financial statement. All notes and schedules must be provided. The Respondent shall also submit annual reports and a written disclosure advising of any pending litigation against the Respondent that may have a material effect in Respondent's ability to provide the Services.

D. Schedule (5 points)

- Provide a detailed timeline. Include key milestones including utility coordination, inspections, punch list, Owner training, and Substantial Completion, and Close- Out. Offer any comments about challenges in achieving that completion date.

E. Reporting (5 points)

- Provide an example of your monthly project reporting.

F. Proposed Fees (see attached bid form) (15 points)

- Staffing cost
- General conditions
- Construction management fee
- Insurance costs
- Performance and payment bonds
- Staffing allocations and hourly rates

Document Submission Requirements

Digital copies ONLY of the submittal are to be delivered to: jwillis@geshermi.org by **February 2, 2025 at 12:00 PM EST.**

If the submittal is over 15 MB, please email a link to a file sharing service. Confirmation of receipt will be provided for either method. No paper hard copies should be delivered to the Gesher Human Services office. Failure to submit in the manner prescribed in this RFP may deem your submission non-responsive.

Form of Contract

The anticipated form of contract will be a version of AIA – B Modified Contract.

Demonstrated Capacity

All design must be performed under the direct supervision of appropriately licensed professionals registered in the appropriate jurisdiction. Further all design must be performed by firms licensed in the appropriate technical disciplines and shall meet all other licensing requirements specified in this RFP herein.

Confidentiality

Respondent may designate those portions of the proposal, which contain trade secrets or other information the respondent deems as proprietary or privileged (including financial information) as confidential. If a respondent includes data that is not to be disclosed to the public for any purpose or used by Gesher except for evaluation purposes, the respondent must clearly demarcate the bottom of each page containing confidential information as "Confidential."

False Statements

Any false statement(s) made by the respondent(s) will void the response and eliminate the respondent(s) from further consideration.

Rejection of Submissions

Submissions that do not comply with the submission requirements of the RFP or that contain omissions, erasures, alterations that are irregular in any way, may be rejected as informal and insufficient. Owner, however, reserve the right to waive any or all informalities when it considers a waiver to be in its and the public's best interest.

Ownership of Submission

Owner owns all submitted materials. Submissions will not be returned to Respondents. During the evaluation and selection period and after the Selected Respondent(s) sign the Agreement(s), all Submittals remain the property of Owner. Owner shall not be responsible for expenses incurred in preparing and submitting the submission. Such costs must not be included in the submission.

Improper Practices

The Respondent must not offer any gratuities, favors, or anything of monetary value to any member of the Board of Gesher, official, or employee of Gesher for the purpose of influencing consideration of the Submittal. The Respondent must not collude in any manner or engage in any practices with any other Respondent(s) or potential Respondent(s) that may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Respondents' response to this RFP to be rejected by Owner. Notwithstanding the foregoing, this prohibition is not intended to preclude joint ventures, licenses or subcontracts.

Right to Cancel

Owner reserve the right to cancel this procurement process whenever the best interest of Owner is served. Owner shall not be liable for costs incurred by respondent(s) associated with this procurement process.

Preconstruction Phase (A)

Fixed Fee		
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Construction Phase (B)

Staffing		
General Conditions (including labor & materials)		
CM Fee (including overhead and profit)		
Insurance & Bonds		
Insurance		
Builders Risk Insurance		
Payment & Performance Bonds (100%)		
Subtotal Construction		

Total Cost (C = A + B)		
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Project Staffing Information	Preconstruction Time (in hours)	Construction Phase Time 40 (in %)	Hourly Rate
Preconstruction Manager			
Estimator			
Project Manager			
Superintendent			
Project Engineer			
Project Assistant			
Project Accountant			
Other (list)			

General Conditions to include the following, as appropriate:

- Miscellaneous Tools and Equipment
- Messenger Service, Postage
- Photocopies and Reprographic Services
- Telephone
- Job Office and Supplies
- Supervision Labor
- Temporary heating/cooling, offices, equipment, power, lighting, fire protection, toilets, enclosures, and fencing
- First Aid & Safety
- Daily Cleanup
- Rubbish & Recycling Removal
- Final Cleaning
- Site Security- cameras or security personnel

General Conditions or Fees shall not include costs for Principals-in-Charge, accounting, marketing, or general superintendents.