



Facilities and Operations

900 Union Avenue NE
Grand Rapids, MI 49503
616-819-3010

REQUEST FOR QUALIFICATIONS AND FEE PROPOSAL

CONSTRUCTION MANAGEMENT SERVICES

CITY MIDDLE HIGH AUDITORIUM
BURTON AUDITORIUM

GRAND RAPIDS PUBLIC SCHOOLS

PART I – TECHNICAL QUALIFICATION
PART II – FEE PROPOSAL

Issued by:

The GRPS Ad Hoc Committee
Professional Service Contractor Selection

SUBMISSION DUE DATE:
October 21, 2026 – 11:00am

Issuing Office:
Grand Rapids Public School District
Office of Facilities Management & Planning

October 2, 2026

This is a Qualification Based Selection Process. Complete submission of information requested in this document is essential to the selection process. Failure to provide any of the information may result in submission not being considered for the award of a contract.

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GENERAL INFORMATION

CITY MIDDLE HIGH AUDITORIUM, 1720 Plainfield Ave. NE, Grand Rapids
BURTON AUDITORIUM, 2133 Buchanan Ave. SW, Grand Rapids

A. Purpose

The Grand Rapids Public Schools District (**GRPS**) seeks professional construction management expertise to execute its construction projects. The Construction Manager as Constructor (**CMc**) selected to manage the construction of UNION HIGH SCHOOL AUDITORIUM, CITY MIDDLE HIGH AUDITORIUM & BURTON AUDITORIUM (**The Projects**) must provide the full range of construction management capabilities for the entire scope of work. Successful design and construction of our projects may also require the use of specialists in detailed building systems condition assessment, historic building preservation and restoration, building demolition, job site safety and security and environmental remediation. Implementing our construction projects is an important part of our work and we seek the best construction and consulting firms from our region to work collaboratively with our schools, communities and administration.

To obtain the highest quality project within the time and budget allocations, GRPS will select a CMc for The Project through this Qualification-Based Selection (QBS) process. This selection process articulates the district goals, reflects our guiding principles and provides openness and consistency so that all qualified firms receive fair consideration. The remainder of this Request for Qualifications (RFQ) identifies specifics regarding The Project.

B. Project Scope

GRPS is issuing this RFQ in the process to obtain Pre-Construction and Construction Management Services for The Project. These renovations/additions are a continuation of the 2023 Bond Program “Reimagine GRPS with Us”. The overall GRPS goals for The Project include the following:

- To welcome and stimulate students, staff and visitors
- To provide flexibility in adapting to current educational and future needs
- To function as a 21st century School for GRPS and promote community use
- To maintain and enhance the district’s presence and character of the building in the neighborhood
- To balance long-term, short term and operational costs
- To promote environmental stewardship
- To maximize opportunities for local businesses and employment opportunities for Grand Rapids residents
- To meet specific schedule of completion and within construction budget targets

CITY MIDDLE HIGH:

City Middle High currently serves scholars in grades 7 through 12 for GRPS and is located at 1720 Plainfield Avenue NE, in Grand Rapids. Current projection count is 967 scholars, with capacity for 1,399. The building was constructed in 1923, with a major renovation in 1980 and has been renovated numerous times since and is currently 285,433sf.

The auditorium renovation and improvement program is expected to include:

- Replacement of House Lighting and Controls
- Replacement of Aisle Lighting and Controls
- Miscellaneous AV Upgrades
- Rigging System Upgrades
- Stage Floor Refinishing
- Seating Replacement
- House Carpet Replacement
- New Orchestra Pit Cover
- Miscellaneous HVAC

Renovation of City Auditorium is expected in the Summer of 2027 and Summer of 2028 and be fully completed for the beginning of the 2028-29 school year.

Successful completion of the project includes completion of Punch List items, installation of technology, and staff training as required prior to Owner acceptance.

The District's projected total program budget for this project is approximately three million nine hundred thirty-one thousand dollars (\$3,939,000). This budget is inclusive of all district costs for construction, site improvements, demolition, design and other professional fees, furniture, fixtures, and equipment, etc.

BURTON ELEMENTARY/MIDDLE:

Burton Elementary/Middle currently serves scholars in grades Pre-K through 8 for GRPS and is located at 2133 Buchanan Avenue SW, in Grand Rapids. Current projection count is 575 scholars, with capacity for 1,747. The building was constructed in 1926, with a major renovation in 2008 and has been renovated numerous times since and is currently 181,527sf.

The auditorium renovation and improvement program is expected to include:

- Stage Lighting Upgrades
- House Lighting Upgrades
- Aisle Lighting Upgrades
- Miscellaneous HVAC

Renovation of Burton Auditorium is expected in the Summer of 2027 and Summer of 2028 and be fully completed for the beginning of the 2028-29 school year.

Successful completion of the project includes completion of Punch List items, installation of technology, and staff training as required prior to Owner acceptance.

The District's projected total program budget for this project is approximately four hundred seventy-five thousand dollars (\$475,000). This budget is inclusive of all district costs for construction, site improvements, demolition, design and other professional fees, furniture, fixtures, and equipment, etc.

ALL PROJECTS:

Your services are to include pre-construction services to assist GRPS in making necessary adjustments to the program scope of work to meet the budget. Your fee proposal is to include pre-construction services and all construction services required for the scope of work as defined herein, broken out separately.

The District has separately secure the services of Professional Services Contractor (**PSC**) of Diekema Hamann AE firm. The selected CMc firm will be required to work closely with the PSC retained by GRPS during the planning/design phases and to oversee the construction of the project and timely completion. The PSC will provide the CMc progress drawings and specifications on a regular basis for the CMc to complete and update their cost control work.

The CMc firm will be required to develop cost estimates at the 50% and 75% CD phases, which will be reconciled with the selected CMc firm to improve overall project design-to-budget success.

In addition to typical pre-construction and construction management services, the scope of work includes, but is not limited to, meeting with committees and administrators and participating in town hall meetings during the design phase, maintaining and updating public information regarding the design and construction progress for the District website, and leading construction progress and O-A-CM meetings. The CMc firm will be required to work closely with the AE to estimate and balance scope, budget, and construction phasing options.

The tentative schedule for this work is included as Appendix 'A'. The scope of work for the CMc includes, but is not limited to, meeting with the PSC firm, committees and administration during the design phase. Close collaboration between your firm and the PSC is expected on a weekly basis; during Preconstruction your efforts will include weekly updated opinion of cost, project development schedule, constructability advice, and forecasting any supply chain or lead time issues.

C. Issuing Office

This RFQ has been issued by the GRPS Department of Facilities Management & Planning, hereinafter referred to as the Issuing Office. The Director of this department and point of contact for this Request for Qualifications is:

Dale Cammenga
Director of Facilities Design and Construction
Grand Rapids Public Schools Service Building
900 Union Avenue NE
Grand Rapids, Michigan 49503
cammengad@grps.org

D. Contract Award

Contract award will be undertaken by GRPS with the Construction Management as Constructor (CMc) whose qualifications and proposal the issuing office determines to be in the District's best interest. AIA Document A121 CM or B133-Modified will be the basis of this agreement. A draft version of the district's model contract is attached as Appendix "E". Respondents must confirm their compliance with the terms of this

agreement in Section 2.2 of the **Part II – Fee Proposal**. Any specific exceptions and/or requested modifications will be considered part of the submission evaluation and GRPS will evaluate such modifications relative to its interest and consistency with the project goals. All exceptions and/or modifications must be submitted with **Part I** submission. Performance and payment bonds for 100% of the Guaranteed Maximum Price will be required. Firms selected to interview for The Projects must review the draft version of this contract prior to interview session.

E. Submission Requirements

You are requested to submit a concise, written qualifications and submission of services in the format, sequence, and in accordance with the directions outlined in the

TECHNICAL QUALIFICATIONS – Part I & FEE PROPOSAL – Part II.

The submission requirements are:

- Five (5) copies of Part I – Technical Qualifications, in sealed, labeled envelope
- Two (2) copies of Part II – Fee Proposal, in separate, sealed, labeled envelope
- Mail or hand deliver to:
Grand Rapids Public Schools Service Building
900 Union Avenue NE
Grand Rapids, Michigan 49503
Attention: Dale Cammenga, Director of Design & Construction
- Provide an electronic copy of the **Part I** submission to cammengad@grps.org .
- Qualification submittals are due no later than noted in Appendix “A”.

Your submission should be prepared simply and economically, providing a straightforward comprehensive description of the professional’s ability to meet the requirements of the request. Submissions must be signed by an official authorized to bind the professional to its provisions. Submissions shall also include all GRPS forms (signed and notarized).

Your submission will be considered a contract document. Submissions must remain valid for a minimum of sixty [60] days.

F. Selection Criteria

GRPS will use a three-step Qualification based selection process to select a CMc for The Projects. The first step of this process will be an objective evaluation of all the **Part I – Technical Qualifications** submittals which meet the submittal requirements identified in Section E – Submission Requirements. An Ad Hoc selection committee comprised of GRPS facility and business administrators will evaluate the submissions. The committee’s criteria for evaluating the Qualifications submissions to include, but not limited to:

1. Clarity of project management approach and related cost / budget and schedule controls
2. Experience with similar projects, for similar clients, with similar contractual relationships
3. Qualifications and experiences of key individuals

4. Logistics plan of consultant team, including daily communications, method, proximity to site, etc.
5. Availability of resources for this project
6. Clarify Pre-Construction Services scope of work and service delivery approach.
7. Client and contractor references
8. Contract exceptions and requested changes to it

The Ad Hoc committee will develop a short-list of firms to move to the second step, the interview phase. GRPS expects no less than two and no more three firms to be recommended for this phase. Firms will be notified no less than one week prior to the start of interviews.

For the interview phase, the Ad Hoc Selection committee will expand to include representatives from District. Firms selected to interview for The Projects are expected to bring the key personnel proposed for this project. The interview format will consist of a brief and specific presentation by each firm on their approach to The Projects. The presentations will be followed by questions from the Ad Hoc committee. During the interview phase, the committee will evaluate the CMc firms on their commitment to the project goals and their communication skills. The committee will reach consensus on the rank order of firms at the conclusion of all interviews.

The third phase of the selection process is the review of **Part II – Fee Proposal**. Fee proposals will not be opened prior to conclusion of the interview phase. Fee proposals for interviewed firms will be evaluated and scored based on their compatibility with the goals of The Project, consistency with the project approach, and the CMc qualifications identified in **Part I – Technical Qualifications**. Any requested changes to the draft contract will be considered in this evaluation.

The relative weights for the items considered for selection of a CM for the projects are as follows:

Part I – Technical Qualifications	50%
Team Interview	35%
Part II – Fee Proposal	15%

At the conclusion of the third phase, the Ad Hoc committee will recommend the selection of the highest scoring firm, deemed to be the most qualified for The Project. This recommendation will be forwarded to the GRPS Administration for presentation and award by its Board of Education.

G. Rejection of Submissions

GRPS reserves the right to reject any and all submissions, in whole or in part, received as a result of this Request for Qualifications and Fee Proposal.

H. Incurring Costs

GRPS is not liable for any cost incurred by the professional prior to issuance of a contract.

I. Inquiries

Questions that arise as a result of this Request for Qualifications must be submitted in writing to the Office of Facilities Management & Planning, attention Director of Design and Construction. RFI form has been included in Appendix "F". Refer to Appendix "A" for the last date to submit questions.

Firms must not attempt to contact members of the Ad Hoc committee, GRPS Administration or its Board of Education.

J. Addenda to the Request for Qualifications

In the event that it becomes necessary to amend any part of this Request for Qualifications, addenda will be provided via fax and/or email to all firms who receive the Request for Qualifications.

K. Pre-Submission Meeting

Voluntary Pre-Submission Meeting to be held at each of The Projects sites per Appendix "A":
CITY MIDDLE HIGH AUDITORIUM, 1720 Plainfield Ave. NE, Grand Rapids

– 11:30am (door A)

BURTON AUDITORIUM, 2133 Buchanan Ave. SW, Grand Rapids

– 2:30pm (door A)

L. Response Date

To be considered, submissions must arrive at the Grand Rapids Public Schools Service Building, 900 Union Avenue NE, Grand Rapids, Michigan 49503 on or before date and time noted per project schedule in Appendix "A". Late submissions will not be reviewed.

M. Construction Manager as Constructor Service Contract Responsibilities

The CMc shall be required to assume responsibility for all services offered in the submission whether or not they possess them within their organization, and all support services necessary to provide a full and complete built project. Further, Grand Rapids Public Schools District will consider the professional to be the sole point of contact regarding contractual matters, including payment for any and all charges resulting from the contract.

N. Owner Responsibilities

All Environmental Removal work to be contracted by Owner under separate contract.

P. Project Reimbursements

ALLOWABLE REIMBURSEMENTS

- Building Permit(s)
- Dumpsters
- Temporary Toilets
- Temporary Power
- Temporary Fencing

NON-ALLOWABLE REIMBURSEMENT (May be included in CM Base Fees)

- Temporary Office (Trailer)
- Office Equipment
- Computer Equipment
- Project Management Software Licensing
- Site Network / Internet
- Telephones
- Safety Programs and Supplies
- Tools & Equipment and Storage
- Staff Vehicles
- Warranty Walks (post construction)

PART I TECHNICAL QUALIFICATIONS

[Submissions must be submitted in the format outlined below]

1.1 Executive Summary – One [1] page maximum

Summarize your strong points and describe how your experience will benefit the Grand Rapids Public School District's Projects.

1.2 Business Organization ~ One [1] page maximum

State the full name and address of the organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service.

Indicate whether you operate as an individual, partnership, or corporation; if as a corporation, include the state in which you are incorporated. State the names of the principles of your firm who are licensed to practice in the State of Michigan.

1.3 Statement of the Problem – Two [2] pages maximum

State in succinct terms your understanding of the major issues of The Projects. Briefly describe your firm's intended process to address the main issues of The Projects. Identify specifically how your firm will meet The Projects goals and GRPS expectations.

1.4 Work Plan ~Two (2) pages maximum

Include a time-related chart, show events, tasks, and decision points in your work plan. Discuss how The Projects organization will be coordinated and how you intend to interface with the Grand Rapids Public School District.

1.5 Manpower ~ No page limit

The professional must be able to staff a project team with the qualifications and expertise necessary to undertake a project of this scope. Include the number of executives and professional personnel by skill and qualification that will be employed in the work. Describe their role in the project. Identify key participants, including major consultants, with name, resumes, qualifications and relevant experience. You must indicate a percentage of time which each key participant will allocate to this project and coordinate this information with your fee proposal. Include a listing of their current project responsibilities and the dates that they will be available to begin work on this project. Resumes of qualifications for key individuals must be provided. Include a brief description of three [3] major projects in which each individual has been instrumental. [These may be projects completed for other firms but be certain to identify the firm]. **Maximum One [1] page per individual.**

1.6 Diversity and Inclusion Practice / Program – No page limit

Describe your firm's efforts to promote participation of MBE/WBE/disadvantaged contractors as members of your project team. Share your firm's Diversity and Inclusion plan and indicate your methods to seek disadvantaged firm's participation in the construction of our projects. Indicate the average percentage participation of such firms in the 5 example projects presented in your proposal.

1.7 Methods – No page limit

Describe pertinent methods for project coordination, cost control, scheduling, and verification of constructability. Provide specific information on five (5) recently completed projects of at least the scale of this project including scope, schedule and key contact person from your firm and the project owner.

1.8 Interface with Design Firm – No page limit

Describe your preferred method of interface with design firms and the design process. For the five examples provided in Section 1.7 Methods, indicate the pre-construction estimate, contractor's initial pricing, change orders, type of owner/contractor agreement and contractor references for each project.

1.9 Additional Information and Comments – Two (2) Pages Maximum

Include any other information that is believed to be pertinent but not specifically asked for elsewhere. Responses to this RFQ must not include any reference to the CM's costs or proposed fees for this work.

1.10 References

Provide a minimum of five (5) references in addition to those project references required above. These references may include any combination of clients, contractors, architects, engineers, suppliers, financiers, etc. Provide phone number(s) and address for each reference.

1.11 Forms

Provide the required GRPS forms signed and notarized, included in Appendix "F".

1.12 Contract Exceptions and Requested Modifications

CMc candidate shall review the sample contract provided in Appendix "E". Provide the list of exceptions and/or modifications as part of the **Part I** submission, which will be reviewed by the selection committee.

PART II FEE PROPOSAL

[Proposals must be submitted in the format outlined below]

2.1 Submission Requirements – Fee Proposal (separate sealed envelope)

You are requested to submit a completed Staffing and Fee excel document on the format provided for the scope of work described above. Your fee proposal must reflect all expected reimbursable and General Conditions charges and the billable hourly rates for your team members assigned to our project. **Be sure to include your fee percentage for Overhead & Profit on the first page where indicated.** All other information will auto-populate from the following workbook tabs for staff and reimbursables. Input staff name, hourly rates, and projected hours per month where indicated on staffing tab. Input rates and units for reimbursables on construction support tab. Be sure to include rates / costs for insurance and bonding.

Any costs you expect to invoice to GRPS beyond your Fee (staff, GCs, support expenses, etc.) must be identified in cost workbook.

Your services are to include pre-construction services to assist GRPS in making necessary adjustments to the program scope as needed, to meet the program budget. Your fee proposal is to include all services required for the scope of work as defined herein.

Your firm will be working closely with the PSC firm retained by GRPS. Close collaboration between your firm and the AE is expected on a weekly basis. During Preconstruction, your efforts will include weekly updated opinion of cost, project development schedule, constructability advice, and forecasting any supply chain or lead time issues.

2.2 Rate Schedule, Reimbursable Expenses & Trade Packages

List the hourly rates for each person identified in the Technical proposal and for any additional project administrative staff, both inside your firm and consultants proposed for this project.

Separately list expected allowable reimbursable pre-construction phase and construction phase general condition expenses, by type for The Projects that have been included in your reimbursable expense estimates.

Separately list and briefly define the expected trade contract bidding packages that you anticipate will be proposed for The Projects.

2.3 Fee Proposal

In the format below, identify your total staff hours and associated cost for personnel for each phase of project. Include in a separate column the cost of any consultants. Estimate hours and allowable reimbursable expenses for pre-construction services and all on-site supervisory and administrative personnel and a total for all other general conditions costs. **Identify any general condition items that will be transferred to subcontractors or GRPS.**

See attached Excel Workbooks

2.4 Model Contract Compliance / Exceptions

Note your acceptance of the terms of the draft contract in Appendix “E” or list any specific modifications to these terms. GRPS reserves the right to refuse and may or may not consider modifying its base contract in accordance with its policies and the goals of The Project.

2.5 Additional Information and Comments

Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

APPENDIX “A”

Preliminary Project Schedule¹

October 2, 2026	Request for Qualifications distributed
October 19, 2026	Pre-Submission Meeting – Locations as noted Gen. Info. – Line K
October 20, 2026	Last RFI's Due
<u>October 21, 2026 11:00am</u>	Submissions Due
October 28, 2026	Short-List Determination
November 4, 2026	Construction Management Services Interviews
November 13, 2026	Recommendation to Finance Committee
December 14, 2026	Board of Education Approval – CM Professional Services
January 8, 2027	Schematic Design COMPLETE
February 5, 2027	Design Development COMPLETE
March 1, 2027	Construction Document Approval
March 3-24, 2027	Bidding Period
April 2, 2027	Post Bid Interviews – GMP Recommendation
April 13, 2027	Recommendation to Finance Committee
May 10, 2027	Board of Education Approval - Construction
June 7, 2027	Construction Begins – Phase I
June 5, 2028	Construction Begins – Phase II
August 1, 2027	Construction Completed – Phase I
August 1, 2028	Construction Completed – Phase II
August 4, 2028	Owner Occupancy
October 1, 2028	Closeout Documentation Completed

¹ This schedule is provided as an overview of the project and is subject to change as the district's needs change or through negotiation with the successful professional(s).