

EDUCATIONAL SPECIFICATIONS DEVELOPMENT FOR K-12 PROGRAMS

Grand Rapids Public Schools

Request for Qualifications and Fee Proposal

Issued by:

The Ad Hoc Committee
Professional Service Contractor Selection
Proposal Due Date:

May 9, 2025 11:00 AM

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

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

April 22, 2025



**PROFESSIONAL SERVICES
FOR THE DEVELOPMENT OF A COMPREHENSIVE EDUCATIONAL
SPECIFICATIONS DOCUMENT FOR
THE GRAND RAPIDS PUBLIC SCHOOLS K-12 PROGRAM**

GENERAL INFORMATION

A. Purpose

The purpose of this scope of work is to develop an educational specification (EdSpec) for the Academic Programs at the Grand Rapids Public Schools (GRPS). The EdSpecs must be in alignment with the District's Strategic Plan and Facilities Master Plan. Once completed, the EdSpecs will be used as a guide to shape the educational model of the District, and it will greatly influence the design of our future buildings and built spaces.

To obtain the highest quality project within the time and budget allocations, GRPS seeks a PSC for the development of a GRPS District EdSpec 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.

B. Project Scope and Timeline

GRPS issues this RFQ in its process to obtain a comprehensive EdSpec document for the GRPS K-12 programs. This EdSpec document is a continuation of the 2023 Bond Program "Reimagine GRPS". The overall GRPS goals for the EdSpec include the following:

- To welcome and stimulate students, staff and visitors
- To provide flexibility in adapting to current educational needs and future needs
- To maintain and enhance the District's presence as a leader in innovative education
- To provide equity between all our schools and programs
- To provide cost-effective, efficient, and effective support for scholars, staff, and administration
- To provide clear coordination between our communications department and the community / stakeholders
- To provide clear coordination between our facilities department and our curriculum /academic department.
- To provide clear coordination between our existing furniture standards and technology standards

- To provide clear direction for architects, designers, and GRPS staff when developing documents for construction or renovation of instructional and support spaces.
- To provide clear baseline expectations for programs at the elementary, middle school, and high school levels, regardless of school program or theme. GRPS offers many academic models, including Language Immersion, International Baccalaureate, Montessori, Outdoor Learning, Place-Based Learning, and Success Centers.

Each EdSpec document shall include detailed descriptions of how each space will support learning through the size of the space, the flexibility of the space, the activities or program for the space, the furniture in the space, the technology in the space, the security of the space, and any other requirements for a high-quality learning environment. In addition, the EdSpec should describe the relationship between space and the rest of the academic program / building, as well as any requirements for building infrastructure (technology, mechanical, electrical, plumbing, etc.) The EdSpec will describe any community use as directed by our academic team.

The successful PSC must have the flexibility and availability to meet the demands of the GRPS Academic and Administrative team. Dr. Brandy Lovelady Mitchell will lead the GRPS team and select an academic team to gather information from programs as required to help develop the EdSpec.

In addition, the successful PSC must demonstrate the ability to incorporate the following District guidelines:

DESIGN PRINCIPLES AND VALUES

Grand Rapids Public Schools is living out the productive tension between our ideal state/conditions and our current conditions. We are holding this tension in order to strengthen the learning and teaching outcomes for all of our children, while fostering a ***safe, healthy and healing learning community*** for all humans connected to GRPS. Given this reality, the following design principles and values are non-negotiable as we move forward: *Collaboration, Flexibility, and Children-Focused.*

COLLABORATION

Collaboration is fundamental design principle for Grand Rapids Public Schools, emphasizing the creation of an environment that nurtures teamwork and mutual engagement. We value humans and the transformative power we forge when we come together to grapple with the variables that matter the most to us through an asset-based lens. We strive to be in community with one another. We desire to have spaces for our children, professionals and community to learn, lead and serve in spaces where they can collaborate with one another, with learning spaces that foster community and collaboration. By making collaboration a central aspect of our design, we aim to cultivate a

sense of community and interconnectedness within the school, fostering an atmosphere where diverse perspectives and talents converge to enhance the overall learning journey for everyone involved.

FLEXIBILITY

Flexibility stands as a core design principle for Grand Rapids Public Schools, reflecting our commitment to adaptability, innovation, and responsiveness. We prioritize the creation of versatile learning spaces that can easily accommodate various teaching methods and approaches as well as supporting different learning styles. Our environments anchor our identity. Our re-imagined spaces allow for individuals to learn, reflect, organize and integrate information, while holding the capacity to deepen rigor and knowledge with flexible spaces: adjustable furniture, nimble walls and adaptive technology.

CHILDREN-FOCUSED

The design principles of being children-focused is at the heart of Grand Rapids Public School's commitment to providing a nurturing and enriching educational environment. We prioritize the unique needs, well-being, and developmental stages of every child in each aspect of our design. Our spaces are crafted to cater to diverse learning styles, ensuring accessibility and inclusivity for all scholars. The curriculum, furnishings, and overall atmosphere are tailored to create a supportive and engaging setting where every child can thrive. By placing children at the center of our design philosophy, we strive to cultivate a love of learning, encourage curiosity, and foster a sense of belonging in order to empower each scholar to reach their full potential.

Project Timeline

RFQ Issuance:	April 22, 2025
Proposals Due:	May 9, 2025 at 11:00 AM
Interviews:	Week of May 12, 2025
Selection/Recommendation:	May 16, 2025
Finance Approval:	May 27, 2025
Board Approval:	June 9, 2025
Completed EdSpec Delivery	October 7, 2025

C. **Issuing Office**

This RFQ is 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 Design, Construction, and Renovation
Grand Rapids Public Schools Service Building
900 Union NE
Grand Rapids, Michigan 49503

D. **Contract Award**

Contract award will be undertaken by GRPS with the Professional(s) whose qualifications and proposal(s) the issuing office determines to be in the District's best interest.

E. **Submittal Requirements – Firm, Team and Approach**

Submit Nine (9) hard copies to address and person named above, and one electronic PDF copy via email to Dale Cammenga, CammengaD@grps.org

Executive Summary – One [1] page maximum

Summarize your strong points and describe how your experience will benefit the GRPS in the development of the EdSpec.

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 principals of your firm.

Firm Experience – Five [5] pages maximum

Provide examples of up to five similar projects completed by the firm for educational clients within the past ten (10) years.

Statement of the Problem and Summary of Approach – No Page Limit

State in succinct terms your understanding of the components of this project. Identify specifically how your firm will meet the project goals and GRPS expectations.

Final EdSpec documents should include, at a minimum, the following information:

- Opening statement of purpose/ rationale
- Academic goals and principles / integration of the District’s Strategic Plan and Facilities Master Plan
- Scope or grade levels
- Community integration
- Scholar population projections
- Integration of curriculum and special programs, outdoor learning, and project-based learning opportunities
- General planning and design considerations
- Size and /or SF/LF requirements for each activity
- Accommodation for flexibility and growth
- Activities and learning opportunities
- Furniture requirements
- Technology requirements
- Requirements for building infrastructure
- Scholar Support services
- Scholar safety and security

Provide a sample document or outline to illustrate your deliverable product.

Work Plan / Schedule – Three [3] pages maximum

Define the components of the process and list a minimum amount of time to complete each component. Define the milestones for development, review, and approvals. Include the typical team members required for each milestone. Include a time-related chart, show events, tasks, and decision points in your work plan, from initial meetings to define the EdSpec to the final, approved document. Discuss how your work will be coordinated and how you intend to interface with GRPS, the Deputy Superintendent of Learning and Leadership, and the rest of the project team.

Manpower and Team - No page limit

The firm must staff a project team with the qualifications and expertise necessary to undertake a project of this scope, **ready to begin work immediately upon notice to proceed**. Include the number of executive 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 with qualifications for key individuals must be provided. Include a brief description of three [3] major projects in which each individual has been instrumental (may be projects completed for other firms but be certain to identify the firm). **Up to one page per individual.**

F. Submittal Requirements – Fee and Required Forms (separate sealed envelope)

You are requested to submit a lump sum fee for the scope of work described above. Your fee proposal must also reflect and include detail for all expected reimbursable charges and the billable hourly rates for your team members assigned to our project.

Your fee proposal is to include all services required for the scope of work as defined in this RFQ.

The submittal requirements are:

- Email **and** mail or hand deliver your proposal to:
Dale Cammenga, Director of Design, Construction, and Renovation
900 Union NE
Grand Rapids, MI 49503
CammengaD@grps.org

Your submittal should be prepared simply and economically, providing a straightforward comprehensive description of the professional's ability to meet the requirements of the request. Submittals must be signed by an official authorized to bind the professional to its provisions.

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

H. Incurring Costs

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

I. Prime Professional Service Contract Responsibilities

The PSC is required to assume responsibility for all services offered in the submittal whether or not they possess them within their organization. Further, GRPS will consider the professional to be the sole point of contact with regarding to contractual matters, including payment for any and all charges resulting from the contract.

INSURANCE REQUIREMENTS

The firm must acquire and continuously maintain during the period in which the consultant is performing services pursuant to this Contract, and provide the GRPS with acceptable proof of the following type and amounts of insurance coverage:

1. **Statutory Workers Compensation Insurance**
2. **Comprehensive General Liability Insurance** with separate limits of not less than \$1,000,000 per accident coverage against bodily injury and \$1,000,000 per accident coverage against property damage, or with a combined single limit against both bodily injury and property damage of not less than \$3,000,000 per occurrence. This coverage shall include a contractual liability endorsement.
3. **Comprehensive Owned and Non-Owned Automobile Liability Insurance** with the same minimum limits of coverage as that required for the **Comprehensive General Liability Insurance**.
4. **Professional Liability Insurance** coverage with an annual aggregate limit of not less than \$2,000,000.

The Grand Rapids Public School District and Plante Moran Realpoint, it's Owner's Representative, must be named as additional insured by endorsement to the Comprehensive General Liability Policy. Certificates of insurance evidencing that the consultant has secured all of the foregoing insurance must be provided to the Grand Rapids Public School District. A minimum of thirty [30] days notice to the GRPS prior to the cancellation of, or change in, any such insurance shall be endorsed on each policy and noted on each certificate.

Fair Employment Practices Agreement

Equal Opportunity [Affirmative Action Employer]

The Grand Rapids Public School District, as an Equal Opportunity/Affirmative Action Employer, complies with federal and state laws prohibiting discrimination, including Title IV and Title VII [with amendments] of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Veterans Readjustment Act of 1974 as amended 28 USSC 20-12 and the Americans With Disabilities Act of 1990. It is the policy of the School Board that no person, on the basis of race, sex, height, weight, color, religion, national origin, or ancestry, age, marital status, disability, or veteran status, shall be discriminated against in employment, educational programs and activities, or admission.

Inquiries or complaints should be addressed to Frederica Williams, 1331 Martin Luther King Jr. St. SE, PO Box 117, Grand Rapids, Michigan 49501-0117.

SWORN STATEMENT OF FAMILIAL RELATIONSHIP

As required by Section 1267 of the Revised School Code – MCL 380.1267

STATE OF MICHIGAN

COUNTY OF _____

_____, being duly sworn, deposes and says:

That _____ (The “Bidder”) has bid for an improvement to the following described project located in Kent County, Michigan, which is owned by the Grand Rapids Public Schools:

Project Name: _____

That the following is a statement of disclosure of any familial relationship that exists between the owner or any employee of the Bidder and any member of the Grand Rapids Public Schools Board of Education or Superintendent, as required pursuant to Section 1267 of the Revised School Code, as amended.

1. That there are no such familial relationships existing at this time.

OR

2. That a familial relationship exists between

_____,

an owner employee of the Bidder who is the _____ relationship

of _____, who is a member of the Board,

the Superintendent.

Deponent _____

Subscribed and sworn to before me this ____ day of _____, 20____

Acting in: _____

My commission expires: _____

IRAN BUSINESS RELATIONSHIP AFFIDAVIT

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan must comply with the “Iran Economic Sanctions Act”. The following certification is to be signed and included at time of submittal.

Certification

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an “Iran linked business” as the term is defined in the Act.

Signature

Title

Company

Criminal Background Affidavit

The undersigned, the owner or authorized officer of the below-named Firm, pursuant to the criminal background compliance certification requirements of Grand Rapids Public Schools (the “School District”) hereby represents and warrants that the Firm has performed and/or will perform sufficient criminal background checks, including at a minimum, an Internet Criminal History Tool (“ICHAT”) check, for all of its owners, employees, agents, representatives, contractors and/or other personnel who will be on any School District premises to carry out the services contemplated by the Contract Documents. The Firm further hereby certifies that no owner, employee, agent, representative, contractor and/or other personnel of the Firm will be on any School District premises if they are a registered criminal sexual offender under the Sex Offenders Registration Act, Public Act 295 of 1994, or have been convicted of “Listed Offense” as defined under Section 722 of the Sex Offenders Registration Act, MCL 28.722.

The Firm further acknowledges that if it is found to have submitted a false certification or otherwise fails to comply with the requirements of this certification, the School District may immediately terminate the Contract.

FIRM:

_____ Name of FIRM

By: _____

Its: _____

STATE OF _____)
)ss.

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 20____, by _____.

Notary Public
_____ County _____, My
Commission Expires: _____

Acting in the County of: _____

NON-COLLUSIVE AFFIDAVIT

STATE OF MICHIGAN)
) SS
COUNTY OF _____)

_____, being duly sworn, deposes and says that:

1. The proposal has been arrived at by the consultant independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the request for proposals, designed to limit independent bidding or competition; and,

2. The contents of the proposal have not been communicated by the consultant or its employees or agents to any person not an employee or agent of the consultant or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal.

Signature of Consultant

STATE OF _____)
) SS.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 20____, by
_____.

_____, Notary Public
_____ County _____,
My Commission Expires: _____
Acting in the County of: _____

DEBARMENT AND SUSPENSION CERTIFICATION

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- Does not have a proposed debarment pending; and
- Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space:

Exceptions will not necessarily result in denial or award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: *Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Bid. Signing this document on the signature portion thereof shall also constitute signature of this Certification.*

Signature

Title

Company

Date