

**UNIVERSAL ACADEMY**  
C/O 6919 N. Waverly Street  
Dearborn Heights, MI 48127  
(313) 565-0507; [info@universalpsa.org](mailto:info@universalpsa.org)



**REQUEST FOR PROPOSAL (RFP)**

Construction Management Company/Vendor (CM)

**RESPONSES DUE BY:**

**04/10/2025 BY 1:00 P.M.**

**THE ACADEMY RESERVES THE RIGHT TO REJECT ALL PROPOSALS**

NOTICE: THE ACADEMY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, HEIGHT, WEIGHT, RELIGION, MARITAL STATUS, OR DISABILITY IN THEIR PROGRAMS AND ACTIVITIES.

# UNIVERSAL ACADEMY REQUEST FOR PROPOSAL (RFP)

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## 1.0 GENERAL

### 1.1 Overview

Universal Academy (“The Academy”) is statutory public school academy that is accredited by the State of Michigan and functioning under the Michigan Revised School Code. The Academy is located in Detroit, MI at 4833 Ogden St., Detroit MI 48210 (58,000 sq. ft.).

The Academy is governed by a Board of Trustees consisting of five (5) appointed members for various terms. The policies of the Board are carried out by Superintendent of Schools, Dr. Ali Bazzi. Currently, the Academy serves Prek-12.

### 1.2 Objectives

The objective of this Request for Proposal (RFP) is to solicit bids and establish a partnership with a construction management contractor (CM) or multi contractors to provide **Construction Management at Risk (CMAR)** services for the Phase II Addition project. The Academy plans to add a new school cafeteria with restrooms and a storage room.

### 1.3 Scope

This RFP will select a contractor or multi contractors to plan and / or coordinate the construction of this addition project per all construction documents, blue print specifications, EGLE, county, state, Authorizer and Academy’s approvals. The CM will work diligently with the Architect (AE) and civil engineer during the planning stage (pre-construction) for all site and engineering plans including but not limited to value engineering after state reviews are completed to ensure finalizing all accurate construction documents in a timely fashion. The Academy will negotiate its construction contract with the CM during this planning period and hope to finalize its agreement by no later than 06/30/2025 or by no later than the date of the receipt of all approval by the state and local authorities. There are no guarantees implied or stated here to warrant the award of the construction contract until an agreement is reached between the Academy and the contractor(s) or CM.

- **The construction of the building shall take place in a timely manner. Allowing students to use the cafeteria by no later than August 1<sup>st</sup>, 2026.**
- Considering the project will take place during the school year, construction will be closed off to public by standard fencing that comply with OSHA regulations. It will be the responsibility of the CM to ensure all safety measures are taken during construction.

- For students, the regular school days are 7:55 AM through 3:10 PM Mondays – Thursdays. Fridays, school hours for students are 7:55 AM through 12:50 PM.

## **1.4 Confidentiality**

The information presented in this RFP and any subsequent information provided or received by The Academy or the prospective vendor/contractor will be treated as confidential. All parties agree that they will treat any and all information received as part of this RFP in the same manner as it treats its own internal confidential information.

## **2.0 BID PREPARATION**

### **2.1 Mail to OR deliver in person ALL Documents in a SEALED envelope to (faxed bids will not be accepted):**

Mr. Mahmoud Bazzi  
Director of Operations  
C/O Universal Academy  
6919 N. Waverly Street  
Dearborn Heights, MI 48127  
Phone: (313) 283-7550  
Email: [Mahbazzi@hesedu.com](mailto:Mahbazzi@hesedu.com)

### **2.2 Deadline for Submissions**

Four (4) copies of your RFP responses, along with two (2) copies of pertinent technical specification materials as may be applicable, must be submitted on or before **1:00 pm, Thursday, 4/10/2025**. Late and faxed responses will not be considered. Clear and concise thoughts are expected. Provide one (1) bound and three (3) unbound copies suitable for photocopying.

### **2.3 Document Preparation**

To ensure compliance, prospective suppliers are to state their degree of compliance with each numbered section within the RFP.

### **2.4 Evidence of Vendor's Ongoing Stability**

Each bid should include a capability summary indicating the following:

- Financial stability summary (Annual Report, Dun & Brad Street report, etc.)
- Vendors and/or third parties support staff and locations
- Methods of charges
- A reference listing of current customers to whom you are providing construction services, contact names, and phone numbers
- A proof that vendor is insured and bonded

## 2.5 Contact for Information

All inquiries concerning this RFP should be directed to:

Mr. Mahmoud Bazzi  
Director of Operations  
C/O Universal Academy  
6919 N. Waverly Street  
Dearborn Heights, MI 48127  
Phone: (313) 283-7550  
Email: [Mahbazzi@hesedu.com](mailto:Mahbazzi@hesedu.com)

## 2.6 Evaluation Process

The Board of Directors and/or its committee will validate and begin its evaluation process of all proposed documents received on or before April 10<sup>th</sup>, 2025 by 1:00PM.

The Evaluation committee will conduct a detailed evaluation of all received proposals and provide a detailed summary of their evaluation to be presented at the next Board of Directors meeting (see below for meeting details).

**Universal Academy: 4/24/2025 **\*\*TENTATIVE\*\*** at 6:00 PM** at the Academy's Central District Office located at 6919 N Waverly St. Dearborn Heights MI 48127.

Important factors to consider in the evaluation are: Cost, quality, company stability, insurance, references, timetable and service.

Criteria	Points
Program Schedule	20
Comprehensiveness of Bid	15
Project Cost	40
Qualification	25
<b>Total</b>	<b>100</b>

## 2.6 Rejection of Submission

- The Academy reserves the right to reject any and all submissions received.
- The Academy will not award a contract solely on the basis of this request and will not be liable for any cost of preparation or delivery associated with the response to the RFP.
- It is anticipated that the Academy will select a vendor from firms who provide written responses. An oral presentation by one or more firms may be required at the Academy's offices after written proposals are received. Please be prepared to make your presentation on short notice. Each vendor should be prepared to discuss and substantiate any of the areas of the proposal submitted. The receipt of a Request

for Proposal and a submission of a written proposal by a vendor does not constitute obligation by the Academy for an interview.

- Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable laws concerning open records. Blanket requests for restrictions will be rejected.

## **2.7 Rejection Notification**

Vendors submitting unaccepted or rejected documents will be notified and may call in person to re-claim their document within ten (10) days of notification.

## **3.0 TERMS AND CONDITIONS**

### **3.1 Payments**

Payment for services received will be made by the Academy within the time frame that is negotiated between the vendor and the Academy with the approval of Architect and on monthly basis after the completion of the billed services.

### **3.2 Price Changes**

It is expected that the responding vendors agree to pass along to the Academy ALL additional discounts, price reductions, and relevant specialized pricing programs for which the Academy may be eligible between the date of bidding and delivery of services. The Academy should be made aware of these pricing changes in writing within two weeks of price change to coordinate our contract with the improved pricing. Since the Academy is an educational institution, the prices must include the academic discount when applicable.

## **4.0 PRICING AND PAYMENT TERMS**

### **4.1 Pricing page must include:**

- (1) Specific Services.
- (2) Breakdown of price/cost or percentage for each service or category.
- (3) Charges and payment terms.
- (4) Warranty.
- (5) Necessary and required supplies.
- (6) Terms for theft or losses
- (7) Prevailing Wage

### **4.2 The Academy reserves the right to reduce or increase the type of service requested and negotiate other payment options with the company after proposal acceptance.**

## 5.0 TIME LINE SCHEDULE

Milestones	Completion Date
RFP Board Approved / Open to Public	3/20/2025
RFP Response Deadline	4/10/2025 1:00PM
Evaluation Committee Review	4/11/2025 - 4/16/2025
Board Selection	4/24/2025 **TENTATIVE
Notify Selected Vendor	4/25/2025 **TENTATIVE

## 6.0. BID REQUIREMENTS

The services for the Academy are for a new constructed state of the art school building located at **4833 Ogden St. Detroit MI 48210.**

For proposals to be considered, RESPONDENTS:

- Must submit a complete response to this RFP.
- Proposals must be signed by an official authorized to bind the firm to its provisions.
- Proposals must include a statement as to the period during which the proposal remains valid. For this RFP, the period must be at least sixty (60) days.
- Proposals must include a schedule of services based on Academy's calendar to achieve the completion dates.
- Proposals must include terms and conditions.
- Proposals must include contact persons.
- Proposals must include insurance certificates.
- Proposals must include at least three references with contact names and phone numbers. References must be users of the same services proposed within the past five years. References from educational institutions are preferred.

The Academy reserves the right to:

- Reduce/Increase the amount of service based on its budgetary limits and the school needs.
- Award any part of the bid to any company to provide the Academy with the best possible overall solution.

## 7.0 STANDARD SPECIFICATIONS

### 7.1 Expectation

- The Academy is requesting discount rates (including any non-profit educational discounts) for the services purchased.
- The listing of the services is of an average of amounts and may be higher or lower quantities. Consolidation of services to obtain preferred pricing is the purpose of the RFP.

- The Academy expects that all services will include any staff training by the vendor for use of its own or rented equipment at the site PRIOR to beginning the services at the Academy.
- Acceptable standard products to be used are to be safe products as permitted by the Health Department. The Academy reserves the right to accept or deny the use of specific materials, equipment and/or cleaning or products in the best interest of its students and community members.
- All CDC, OSHA, MIOSHA and EGLE safety codes will be complied with.

## **8.0 FURNISHING ACQUISITION:**

### **8.1 Delivery Dates**

The Academy expects fast, efficient, and accurate delivery of the school building construction and training to be completed as specified in the specifications and timeline consistent with its school calendar and the CM agreement. **The substantial completion date is to be August 1<sup>st</sup>, 2026.**

### **8.2 Guidelines**

The company will guarantee the workmanship and/or provide an equivalent workmanship promptly on the same day after receiving a dissatisfaction notification. CM will issue a credit for the non-satisfactory service after a full inspection is made by the company, Academy's designee and its architect.

The CM must notify the Academy in writing if it cannot meet its expected timeline or service hours as scheduled and will make arrangements to make up the time per agreement with the Academy's authorized representative to ensure timely completion of the project consistent with the approved timeline without unnecessary overtime charges.

Company will be responsible for conducting background checks and unprofessional conduct investigation results upon request by the Academy prior to assigning contractors or employees.

The Academy must be provided with listing of trades, their products and equipment that will be used at the Academy. All trades must be preapproved by the Academy Board of Directors or its authorized designee in accordance with applicable competitive bidding laws, regulations and policies.

The Academy will be provided with product information and equipment for all products that will be used at the Academy including all safety tips and directions.

All change orders must be preapproved by the Academy prior to proceeding with the work. The Academy must be provided with updated itemized and approved change order and progress reports as the work gets completed and upon request by the Academy.

Contractor(s) must provide Material Safety Data Sheets (MSDS) and have postings available for all products that are used while demolishing.

CM Proposal to account compliance with the following conditions during ground/soil excavation:

Sampling any soils that cannot be reused on-site prior to any off-site transport, and disposal at a licensed landfill any such soils that do not meet all generic residential criteria. Immediate notification to the Academy if CM or subcontractor encounters soils that appear, by its visual appearance or odor, to be significantly impacted by hazardous substances. If such soils are excavated, the contractor should segregate them from other site soils by placing them in a separate area underlain and covered by approved material until they can be sampled and characterized for re-use or disposal.

## **9.0 WARRANTY**

The Academy requires all products and labor to be warranted.

Please specify the type of support for each trade and service provided (i.e., On-site, Phone, network, utilities, landscaping, security, warranty, etc.), guaranteed response time, and length of warranty for each type of furnishing that is being bid.

## **10.0 FEE PROPOSAL**

Provide proposed compensation for the services as described in this document and detailed within the A133-2019 agreement.

Provide proposed compensation for construction services as described within this document and detailed within the A133-2019 agreement a percent fee applied to the construction costs.

Provide fee structure for changes in scope. Describe fees for additions and deductions to the project.

## **11.0 OTHER INFORMATION**

Please submit any other comments or information that your company would like to make a part of this proposal.



## **Exhibit A**

### **Request for Proposal for CM Services Universal Academy**

#### **SECTION A – OVERALL**

##### **A1 - Purpose:**

Universal Academy (The Academy) is issuing this Request for Proposal (RFP) for the purpose of pre-selecting a Construction Manager (CM) for the construction of its new school cafeteria in Detroit, MI.

##### **A2 - Summary of Project:**

This project consists of a cafeteria addition of a charter school project located **4833 Ogden St. Detroit MI 48210.**

The construction will be comprised of a school cafeteria which 800 students will be designated at different times throughout the day to enjoy their school lunch. In this area will also be a new women's and men's restroom to allow the student to have access to a restroom without leaving the area. Finally, there will be an enclosed area for storage used by the building and food service department.

Universal Academy is a public, non-discriminatory, independent school, located in Detroit Michigan. Authorized by Oakland University, Universal Academy offers an outstanding Pre-K – 12 education based on Michigan's core curriculum and the study of international cultures, including a language, culture, and history different from one's own. We encourage students to express and share their wealth of ethnic traditions, values, and experiences, thus enriching and nurturing one another.

Sustainable aspects will ensure that the school is a healthy and invigorating place to learn and work. Energy efficient mechanical systems, low VOC and renewable materials, and effective day- lighting will be employed in all phases of this school project.

Master planning of the entire project, which entails sensitive development of the site's natural features, is based on a total of about 800 students.

##### **A3 - Issuing Office:**

This Request for Proposal is issued on behalf of the Universal Academy by:

Mr. Mahmoud Bazzi  
Director of Operations  
C/O Universal Academy  
6919 N. Waverly Street  
Dearborn Heights, MI 48127  
Phone: (313) 283-7550  
Email: [Mahbazzi@hesedu.com](mailto:Mahbazzi@hesedu.com)

#### **A4 - Responsibilities:**

The selected Construction Management Company shall be responsible for the construction management services upon finalizing its agreement and receiving approval by the Academy as described in the attached AIA Document A133-2019. Basically, the selected pre-construction Manager shall participate in the final design phase of the project by providing services including representation and participation at meetings with the architect and school administrators, construction scheduling, cost estimating, construction document review and analysis, value engineering, and other items necessary to the successful completion of the project within a given budget and schedule. Upon completion of the bid package, the selected pre-construction manager shall put the project out for public bid, report the bidding results to the architect and the school administration, and upon approval by the Academy Board, manage the entire construction process.

#### **A5 - Contract Form:**

As mentioned above, the selected firm will be required to execute a standard AIA contract. The selected format will be based upon the AIA Document A133-2019 with modifications & exhibits mutually agreed upon between the Academy and the selected Construction Manager. If modifications result in a change in responsibilities, fee will be adjusted accordingly. Please indicate any revisions to this contract that would be requested by your company to allow adequate review by the Academy.

#### **A6 - Project Schedule**

The architect is in the process of preparing the documents for construction and submission to the State of Michigan for approval. The current preliminary project schedule indicates completion of the construction documents by the middle of July, 2025 to allow for State Approval and contractor bids prior to commencing construction in September of 2025 and project completion by August 1, 2026. The Construction Manager shall provide a schedule to achieve these completion dates.

#### **A7 - Insurances:**

Insurance will be required as identified in the proposed contract form. The Construction Manager shall provide proof of proper insurance.

#### **A8 - Right of Rejection:**

Universal Academy reserves the right to reject any and all proposals, to award the contract to the lowest proposal, to waive irregularities and/or formalities, and in general to award the contract in the manner as determined to be in the best interest of the Academy

## **A9 - Bonds:**

The Construction Manager, before commencing the work, shall furnish a Performance Bond and a Labor and Material Payment Bond. The Performance Bond shall be in an amount equal to one hundred percent (100%) of the full amount of the CM contract sum or Guaranteed Maximum Price ("GMP") as security for the faithful performance of the obligations of the contract documents, and the Labor and Material Payment Bond shall be in an amount equal to one hundred percent (100%) percent of the full amount of the CM contract Sum as security for the payment of all persons performing labor and furnishing materials in connection with the contract documents. Such bond shall be on A.I.A. Document A312, issued by the American Institute of Architects, shall be issued by a surety satisfactory to the owner/Academy.

## **A10 - Questions / Site Visits:**

The contractors may make arrangements to visit the site prior to submitting their proposal for review. Any questions regarding this information should be directed towards the Academy representative.

## **A11 - Due Date:**

Proposals are due at the address listed no later than **1:00 P.M. on Thursday, April 10, 2025**. The evaluation committee will prepare a detailed evaluation to provide to the board to make its selection by *4/24/2025 at 6:00PM (this is a tentative date)*.

## **SECTION B – PROPOSAL PACKAGE**

Each proposal shall follow the format described herein:

### **B1 – Transmittal Letter describing the following:**

- Name and address of the Construction Manager
- Name, title, and phone number of person/s responsible for the contents of proposal.
- Brief interest statement

### **B2 – Statement of Qualifications:**

- Qualification summary of the company, staff & similar projects.
- References from similar projects and a contact person for each referenced project.

### **B3 – Cost of Services – Please review the AIA A133-2019 contract for the definitions of cost of work as described in Article 6:**

- Please provide a Guaranteed Maximum Price (GMP)

## **SECTION C – PROJECT CLARIFICATION**

### **C. 1 - GENERAL**

1. It is assumed that subcontractor pricing will be held past the 60-day bid requirement pending formal contract awards. Any subcontractors unable to hold pricing for this time period may be disqualified.
2. Schedule assumes all permits necessary for construction will be received in accordance with the submitted timeline, and all private utility (electric, natural gas, phone, fiber optics and cable) relocations are complete by August 2026.
3. Design fees for fire alarm and fire protection will be included and are incorporated into respective scopes.
4. It is assumed that the project documents will comply with all applicable federal, state, county and local codes and regulations. Owner's Architect accepts responsibility for the design and code compliance.
5. All materials shall be new. Workmanship and materials are guaranteed for twelve (12) months from the date of substantial completion. All manufacturers' warranties of building components (HVAC units, water heater, roof system, etc.) shall be assigned to the Owner/Academy.
6. An allowance will be provided for winter / weather conditions which shall include, but not limited to, street sweeping, stone access drives, winter concrete admixtures, temporary enclosures, temporary heating, wet soils replacement, loss of productivity and snow and ice removal. (See Summary of Allowances)
7. An allowance will be provided for utility consumption including natural gas, electric and water during construction. (See Summary of Allowances)
8. All necessary on-site project support facilities including dumpsters, fuel, telephones, porta-johns, clean up and supervision will be included to the point of substantial completion.
9. Final approvals from the City of Detroit, Wayne County and State of Michigan may require additional scope changes. An impact assessment will be completed upon final approvals.
10. An allowance will be provided for special inspections, quality control and construction testing required by municipalities and code. (See Summary of Allowances)
11. An allowance will be provided for construction layout staking. (See Summary of Allowances)

12. An allowance will be provided for construction storm water inspections and reporting required by NPDES. (See Summary of Allowances)

13. A payment and performance bond will be included from CM and recommended subcontractors.

## **C2 – SITE WORK**

1. Provide an allowance for soils remediation that may be associated with building foundations for unsuitable soils (if any) – See Phase I and Phase II by McDowell & Associates – Contact Academy for report.

2. All site utilities and earthwork will be installed in accordance with the specifications of the governing agencies over the requirements identified in Project Manual if there is a conflict.

3. Provide a private utility fee allowance for streetlights, phone, broadband, fiber optics, cable, natural gas and electrical relocations and provisions for new service fees. (See Summary of Allowances)

4. Provide an allowance for Landscaping and shall be inclusive of topsoil replacement (if any); fine grading, irrigation system all plantings and other site restoration. (See Summary of Allowances)

5. Provide an allowance for all exterior fencing. (See Summary of Allowances)

## **C3 – BUILDING CONSTRUCTION**

1. Pre-colored masonry block is based on standard colors (non-white) and standard non-colored mortar.
2. Exterior windows will be 1" thick, tinted, insulated glazed units from a standard color chart. The aluminum framing for the window system will be a nominal 2" x 4", bronze anodized finish with thermal breaks for energy efficiency. The entry vestibule door system will be ¼" thick safety glazing and use manufacturer's surface mounted hardware.
3. Exterior siding shall consist of Uni-Clad or equal shop fabricated metal.
4. The exterior insulation finish system is assumed to be a standard color and finish.
5. Provide allowance for millwork. Millwork based on a medium density fiberboard construction with a standard laminate finish.
6. Provide allowance for all exterior fencing.

7. Provide allowance for floor covering consisting of hard surface tile, carpet, rubber flooring, vinyl tile and base.
8. Provide an Allowance for a structural expansion joint.

#### **C4 – SUMMARY OF ALLOWANCES**

1. Winter/Weather Conditions
2. Utility Consumption
3. Special Inspections, Quality
4. Control & Construction Testing
5. Construction Staking
6. Storm Water Operator
7. Soils Remediation (If any)
8. Private Utility Fees
9. Landscape
10. Exterior Fencing
11. Millwork
12. Floor Covering
13. Structural Expansion Join
14. Interior & Exterior Signage
15. Contingency

CM will utilize allowance and contingency where firm estimates of costs cannot reasonably be determined at the time of contract execution. Owner shall be advised of Allowance utilization, as the costs are determined and will be tracked on an individual basis. The final cost of the project will be determined when the work is complete and will not exceed the GMP.

Allowance items requiring Owner selection of materials or equipment shall be subject to Owner's approval. The Contingency will be controlled by CM for unforeseen or unknown items relating to the current scope of work and the owner shall be advised on a weekly basis of the utilization of the funds as defined in the Contract. The total Contingency items may not exceed 15 items and may not exceed \$100,000 in total unless specifically authorized by the Owner and/or its designated representative in writing. Any fund utilizations that will result in the increase of the GMP requires the written approval of the Owner and/or designated Owner Representative.

Contingency items greater than ten thousand dollars (\$10,000) require the written approval of the Owner and/or designated Owner Representative. It shall not be unreasonably withheld or delayed. All allowances will be reconciled at the end of the project.

The Owner designated and/or authorized Representative is Mr. Mahmoud Bazzi unless specifically delegated by him in writing.

## **SECTION D - EXCLUSIONS**

1. Environmental studies and/or testing, removal or handling of hazardous materials, toxic soils, asbestos or other such items. Removal of underground obstructions, dewatering system, and rock excavation.
2. Design fees for geotechnical, civil, architectural, structural, electrical and mechanical as-built plans.
3. Municipal city and state permits, utility capitalization, plan review fees and bonds or other securities.
4. Costs resulting from delays in the issuance of permits, relocation of utilities and interruptions from labor disputes beyond the \$100,000 contingency.
5. Playground equipment, gymnasium equipment, bleachers, science / life skills equipment, smart boards / white boards, security systems, technology systems, furniture, window treatments, associated installation and hook-up. Final hook up of kitchen equipment to be provided in contract.
6. Financial guarantees required by governmental entities after substantial completion of the project.
7. Owner specialty equipment requirements except for those specifically included.
8. Offsite improvements to public and private utilities. Extensions or modifications to offsite public, private utilities and infrastructure.
9. Maintenance and improvements associated with City of Detroit Storm Drain as may be represented on the Drawings for storm sewer discharge connection.
10. Upgrades or specialty improvements required by the Owner's insurance company including fire pumps.
11. Fire spraying or proofing structural steel.
12. Fencing around detention ponds.

13.

Universal Academy Detroit, Michigan					
Responsibility Matrix (Tentative)					
March, 2025					
Item	Subcategory		Responsible for Direct Cost	Responsible for Work	Provide Coordination
Property Acquisition			Owner	Owner	Done
Soft Costs			Owner	Owner	CM
Legal & Financing			Owner	Owner	Owner
Design:			Owner	Architect	CM
Civil			Owner	Engineer	CM
Landscape			Owner	Engineer	CM
Building			Owner	Architect	CM
Low Voltage/ Security			Owner	Subcontractor	CM
Permits:			Owner	Architect	CM
City of Detroit			Owner	Architect	CM
Wayne Country			Owner	Architect	CM
Health Department			Owner	Architect	CM
State of Michigan			Owner	Architect	CM
EGLE			Owner	Architect	CM
Environmental -Survey, Design & Planning			Owner	Owner	CM
Hard Construction:					
Demolition/ Abatement			Owner	Subcontractor	CM
Construction Staking			Owner	Engineer	CM
New School Structure			CM	CM	CM
Code Required			CM	CM	CM
Way Finding Interior/Exterior			CM	CM	CM
Science Equipment:			Owner	Owner	CM
Chemical Resistant Millwork/Work Surfaces			Owner	Owner	CM
Millwork			CM	CM	Owner
PA, Sound & Clock Systems			CM	CM	CM
Smart Boards/White Boards/Bulletin Boards			Owner	Owner	CM
Security & Camera Systems			Owner	Owner	CM
Technology Systems			Owner	Owner	CM
Furniture			Owner	Owner	CM
Window Blinds			Owner	Owner	CM



## **CONSTRUCTION MANAGER PROPOSAL SUMMARY FORM**

Construction Manager: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

### **C1 – Fees**

Overhead and Reimbursement Fee: \_\_\_\_\_

<b>Pre-construction fees</b>	
Construction fee as a percentage of construction costs for base contract:	
Fee for project additions as a percentage of the change amount:	
Fee or (Credit) for project deletions as a percentage of the change amount and/or incentive for early completion	
Guaranteed Maximum Price of the project (GMP)	

**Staff included in fee:** (indicate all staff assigned to project **included** in fee (not cost of work) and their allotted time.

Staff Member	Title	

### **Contract amendments**

List any A133-2019 contract items, which the CM would request to negotiate, e.g., retention amount, payment schedule or others (separate attachment if necessary).

\_\_\_\_\_

**Other Requested Information:**

Per the RFP, please attach the following information relative to the Construction Manager.

Transmittal Letter	
Certificates of Insurance	
Bonding capacity and reference	

**C2 - Cost of Services:** (complete all that apply, provide additional staff in blanks provided, if necessary)

Title			
Project Manager:	\$/ hour:	Hrs:	\$
Project Superintendent:	\$/ hour:	Hrs:	\$
Project Estimator:	\$/ hour:	Hrs:	\$
Project Administrative Support:	\$/ hour:	Hrs:	\$
Office Staff:	\$/ hour:	Hrs:	\$
Safety Director:	\$/ hour:	Hrs:	\$
	\$/ hour:	Hrs:	\$
	\$/ hour:	Hrs:	\$
	\$/ hour:	Hrs:	\$
	\$/ hour:	Hrs:	\$
<b>Total:</b>			

**General Conditions:**

Total cost of Anticipated General Conditions. Provide itemized list of cost on separate attachment.

**Additional Cost of Work Staff Costs:**

Any additional staff costs, other than general conditions, not covered by above

**C3 – Bonding**

Cost for bonding the entire project by the CM

**C4 - Insurances**

Cost for insurances indicated in AIA B801CMa – 1992

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**C5 – Other Costs**

List other costs/payments to the CM, e.g., any cost which is considered a part of the work, which are not provided by others, and not included above.

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**Authorized Signature:**

As an officer of this company, I acknowledge that the information contained within this proposal and proposal summary form is true and accurate to the best of my knowledge.

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Print Name

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Title / Company

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Signature

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Date