

INTRODUCTION

The Northern Market is a project that brings together agricultural producers, community members, health and education partners, and agribusiness in Grayling, Michigan. Grayling is a highly centralized, visible, and accessible location for northern Michigan and the eastern Upper Peninsula. This will provide the ability to serve a large population of farms, consumers, and households which will all benefit from the Northern Market/Food Hub's programming. The Northern Market will also create a center for food-related business activity, education, and nutrition awareness.

The City of Grayling seeks proposals from qualified construction firms interested in providing preconstruction services for the development of the Northern Market. The City is looking for firms with substantial construction management experience that can provide preconstruction services.

The Northern Market will feature:

Outdoors: an outdoor farmers market area, parking lot, second floor outdoor deck and seating area

First Floor: year-round indoor farmers market, indoor food vendor spaces and food product vendor spaces, dining area, cooler and freezer spaces, dry storage space, retail space, and demonstration kitchens

Second Floor: additional retail space, a restaurant, office spaces, classroom spaces, and an event area

In total the building is proposed to be approximately 53,000 square feet on 2.34 acres. A conceptual DRAFT of architectural renderings can be viewed at Grayling City Hall or viewed on line at: www.cityofgrayling.org

The project site, located at 2059 I-75 Business Loop, Grayling, Michigan 49738

(Property Tax ID #20-070-017-006-080-01). The site is located in the northwest

¼ of Section 17 (T.26.N.-R.3.W.) on the United States Geological Survey (USGS)

7.5 Minute Topographic Map, Grayling, Michigan Quadrangle, dated 1951

Background

The City has retained the design team of FUNchitecture, LLC for building design, ATC Group Services to address environmental work, and Rowe Professional Services Company to provide site engineering services.

The Grayling Agricultural and Educational Center will manage the market while the City of Grayling will own the real estate. The City of Grayling will also issue the RFP, issue the contract with the successful firm, and issue payment upon rendering services.

The purpose of this *Request for Proposal (RFP)* is to identify a construction management firm to provide preconstruction services which will include:

- Aiding the design team
- Provide cost estimating services
- Provide project budgeting information
- Provide value engineering services
- Constructability review
- Attend design review meetings with the Owner and design team members
- Obtain input from key subcontractors as to building systems, and means & methods of construction
- Provide value engineering input by reviewing conceptual and working drawings during their preparation focusing on construction methods and details.
- Cost analyses of design options will be carried out and recommendations made for alternatives to be included in the bid packages
- Prepare a preliminary schedule following initial review of the project
- Work with the design team and owner up to the point of reviewing and completing bid documents

The preconstruction period is expected to last six months.

Guiding Principles:

- The City is interested in receiving proposals from construction managers with experience managing projects involving food related businesses, specifically food hubs.
- The City is interested in receiving proposals from construction managers with experience with large multi-tenant construction projects over 30,000 square feet in size.
- The City seeks a CM with a proven record for quality project management and communication, timeline forecasting, and budget efficiencies.

- Proposals must evidence the CM's capacity to provide detailed and accurate construction cost estimates with knowledge of subcontractors and market conditions in Northern Michigan.

A. ISSUING OFFICE

This RFP is issued by the City of Grayling, Michigan. All questions and correspondence regarding this RFP must be addressed to:

City of Grayling
Attn: Deb Mead, Project Coordinator
1020 City Boulevard
P O Box 549
Grayling, MI 49738
Phone: 989-348-2131
Email dmead@cityofgrayling.org

B. SCHEDULE

1. The project schedule of activities is listed below:

- | | |
|--|-----------------------------|
| a. Issue RFP | March 20, 2019 |
| b. Proposal and Qualification Submittals | April 3, 2019 by 4:00pm |
| c. Interviews with prospective CM firms | April 15-20, 2019 |
| d. Preconstruction Contract Award | April 25, 2019 |
| e. Preconstruction Services Provided | April 26 – December 1, 2019 |

2. It is intended that the selected construction manager will be under contract to provide preconstruction services with the City by April 26th and no later than May 1, 2019 and will immediately begin working with the City and the design team.

C. QUALIFICATION SUBMITTALS

Four (4) copies plus an electronic version (PDF format) of the construction manager's proposal are submitted to the following address:

City of Grayling
Attn: Lisa Johnson, City Clerk
1020 City Boulevard
P O Box 549
Grayling, MI 49738

Phone: 989-348-2131

Email clerk@cityofgrayling.org

D. CHANGES IN THE RFP / REQUESTS FOR INFORMATION

Should any prospective respondent to this RFP be in doubt as to the true meaning of any portion of this RFP, or should the respondent find any ambiguity, inconsistency, or omission therein, the respondent must make a written request for an official interpretation or correction. Written requests for information are to be addressed to Doug Baum, and must be received no later than 4:00 p.m., March 25, 2019. Address all requests to:

City of Grayling
Attn: Doug Baum, City Manager
1020 City Boulevard
P O Box 549
Grayling, MI 49738
Phone: 989-348-2131
Email dbaum@cityofgrayling.org

Such interpretation or correction, as well as any additional RFP provisions that the City may decide to include, will be made only as an official addendum, and will be sent to each firm recorded as having received a copy of the RFP. Any addendum issued by the City will become part of this RFP.

E. DISCLOSURES

Under the Freedom of Information Act (Public Act 442) the City is obligated to permit review of its files if requested by others. All information in the proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

F. COST LIABILITY

The City and the design team assume no responsibility or liability for costs incurred by the respondent prior to the execution of the Agreement.

G. CITY OF GRAYLING RIGHTS OF REJECTION OR WAIVER

The City of Grayling reserves the right to reject all proposals or parts thereof or items therein and to waive any defects, errors, omissions, mistakes, irregularities, or informalities therein as it may deem best to protect its interests.

H. INSTRUCTIONS FOR SUBMITTING PROPOSAL

1. Provide all information requested by this RFP.
2. The proposal should be well organized and as concise and complete as possible while still providing the requested information.
3. Information you believe is relevant to the selection of your firm for this Project, but not requested by the RFP, may be included in the proposal.
4. Where contact information is requested, include the company name, address and a company representative's name, phone number and e-mail address.
5. The City reserves the right to waive any discrepancies, make changes at any time, make a selection without interviews, or select no one.
6. All costs put forth by the submitter shall be done at their own risk, voluntarily, and without reimbursement by the City.
7. The City reserves the right to make changes to the RFP as deemed necessary, waive irregularities and revise the RFP without notice.

I. REQUIRED INFORMATION INCLUDED WITH PROPOSAL

1. Cover letter confirming that your firm's submittal is in response to this RFP and agrees to enter into preconstruction services contract (and potentially a construction management contract) if selected.
2. Organization Information:
 - a. Identify your firm's full legal name, address, phone number, and website.
 - b. Include organization chart of the company. Give titles and names of positions.
 - c. Provide the address of the office that will manage this Project.

3. Your firm's general qualifications and experience managing projects of similar size and type. List up to five projects and provide contact information for the owner and architect.
4. Your firm's ability to perform accurate estimating that is reflective of market conditions.
5. Your firm's knowledge of food hubs.
6. Your firm's experience managing projects in Northern Michigan.
7. Your firm's experience with:
 - a. Commercial construction projects over 30,000 square feet
 - b. Food related businesses
 - c. Educational facilities
 - d. Multi-tenant facilities
 - e. Grant funded projects
 - f. Buildings constructed on brownfield sites
8. Professional references, including resumes of key personnel anticipated to participate in the project and a description of their role in construction.
9. Your project team proposed for this project, including resumes.
10. Your firm's approach to this project.
11. Your firm's process for assuring the project cost is within the scope and budget and completed on time.
12. Your firm's philosophy/recommendation/experience with Construction Management (post preconstruction)
 - a. Experience as Construction Manager at Risk (or as Constructor)
 - b. Experience working with local subcontractors in Northern Michigan.

J. EVALUATION CRITERIA

Construction management firms will be evaluated on the following criteria:

- a. Knowledge of constructing restaurants, retail space, office space, classroom space and event space.
- b. Ability to provide detailed and accurate construction cost estimating
- c. Firms knowledge of Northern Michigan subcontractors and market conditions
- d. Firms history with large construction projects over 30,000 square feet in size
- e. Oral presentation and interview of final 2 or 3 firms selected

K. AVAILABLE DOCUMENTATION

Project related documents are available at:

Grayling City Hall
1020 City Boulevard
Grayling, MI 49738

Specific items of interest are identified below:

1. Exhibit A – Conceptual Architectural Drawings dated October 15, 2018
2. Exhibit B – Site Plan dated October 2018