



REQUEST FOR PROPOSAL – GENERAL CONTRACTOR

December 07, 2020

Memphis Merit Academy 2 Classroom Expansion at 4775 American Way

Dear Contractor,

Your firm is invited to submit a proposal for construction services for Improvements located at 4775 American Way Memphis, TN 38118.

You and the members of your organization must agree not to discuss the details of this project to individuals outside your organization or the project team throughout the design and construction process. You accept this obligation by responding to this Request for Proposal (RFP).

Your firm will be responsible for the full scope of services appropriate to a project of this nature, including without limitation, the following services listed below. The project will be awarded based on qualifications, responsiveness to the objectives, price competitiveness (value) and requirements of the project.

The following information should be considered in preparing your response to this RFP.

1.0 Project Overview:

The project is located at 4775 American Way Memphis, TN 38118.

The bid will be based on the historical Construction Documents provided by Self+Tucker Architects. Those documents will be delivered to your company electronically upon the award of the construction RFP.

2.0 Project Team:

Kenmar Page with Memphis Merit Academy | Facilities Coordinator will act as Manager and client/tenant representative for this project and will be your primary point of contact during the entire project. Betty Michelle McCline, Dean of Operations and Kenmar Page, Facilities Coordinator in collaboration with the Head of School will conduct all project and construction meetings compose and issue RFP documents augmented by documents prepared by the design firm, negotiate necessary vendor and service contracts, monitor project expenditures and make recommendations on payment of invoices, payment applications and change requests. Meeting minutes will be the responsibility of the contractor. Self+Tucker provided a previous phase build out plan for the renovation of the school.

3.0 Project Schedule:

The awarded contractor will submit construction drawings for permit if needed. The project is anticipated to commence on as soon as permit (if needed) is issued (**Approximately January 4, 2021**) with a targeted completion date of **March 4, 2021**. The General Contractor will be required to assist with the coordination of tenant-contracted trades including but not limited to systems furniture, security, AV, cabling and IT as well as incorporate into the construction schedule.

4.0 Scope of the Work:

In addition to the typical obligations and responsibilities required of the General Contractor as defined in the Contract Documents, the selected firm will be required to perform the following:

- 4.1** Attend weekly job progress and construction meetings to be conducted with school designee, and other meetings as required, both prior to, during, and after construction.
 - 4.2** Review proposed details and specifications to identify competitive pricing options, lead times and generally assist in "value engineering". Develop and revise project budgets and schedules, as needed.
 - 4.3** Provide procurement schedules that indicate the material to be procured based on the Construction Documents, the lead-time of the material, when the material order was placed and when it will be delivered to the project site. The schedules will be updated on a weekly basis and be presented as part of each weekly project meeting.
 - 4.4** Pre-purchase material or equipment as required by lead-time or availability and as directed by Owner or Manager prior to the selection of subcontractors in order to achieve target completion date.
 - 4.5** Provide budget updates, detailed by trade, on a monthly basis in an Excel spreadsheet.
 - 4.6** Fully coordinate the work of outside vendors and/or the client's vendors as may be required to maintain the project schedule and to construct the project. Include coordination meetings and the issuance of conference reports and schedules as required.
 - 4.7** Become familiar with all existing building systems, standards and field conditions. Conduct site surveys of all existing systems and conditions and coordinate with architectural and engineering drawings. The General Contractor and its subcontractors shall be responsible for all visible field conditions. Neither Manager nor Owner shall be charged for change orders which are the result of visible conditions which are not accounted for based on site inspections.
 - 4.8** Fully coordinate all aspects of construction to MEP and architectural plans, ensuring that work proceeds in proper sequence; ensure review of complete architectural and engineering plans and specifications by subcontractors to eliminate conflicts and discrepancies.
 - 4.9** Confirm project "constructability," by ensuring that all specified materials are available when needed, that drawings and details are appropriate and buildable, and that all project information is complete and in a satisfactory format for sub trade bidding.
 - 4.10** Fully coordinate the construction of design/build fire/life safety systems and any construction activity as required for the project.
 - 4.11** Submit design-build plans in a timely manner to the architect and appropriate governmental agencies as required for coordination and approval; provide follow-up as necessary for coordination, receive permits, inspections, and/or certificates of occupancy on an expedited basis.
 - 4.12** Provide comprehensive coordination of all field activities as required. Hold weekly subcontractor meetings to resolve questions or discrepancies if necessary.
 - 4.13** Maintain copies of all finish samples, as received from Architect and approved by the Tenant, and all approved submittals at each job site.
-

- 4.14 Coordinate, and expedite as necessary, construction field inspections.
- 4.15 Fully close-out the project. Close-out documentation to include the following:
- a. Letter from GC stating all work has been completed per approved drawings, all payments have been received in full and that all subcontractors have been paid in full.
 - b. List of subcontractors used on site.
 - c. Final unconditional lien releases from GC.
 - d. Final unconditional lien releases from subcontractors.
 - e. Notarized payment receipt affidavit indicating amount received in full from GC
 - f. Certificate of Completion
 - g. All pay applications (executed by both GC and architect)
 - h. Copies of all permit information and inspection sign off sheet.
 - i. Certificate of substantial completion letter from architect.
 - j. Hard copy of as built drawings.
 - k. Copy of warranties on equipment and operation manuals (if any).
 - l. Provide flash drive containing all above items.

5.0 Conditions and Requirements:

- 5.1 Complete Work: The contract for the work shall be based upon and shall include all work elements required to fully and completely construct and finish the work, governed by plans and specifications to be issued subsequently In Construction Documents by their consultants for final pricing and establishment of the contract amount.
- 5.2 Sub-Contractors:
- a. The Contractor is advised that bids for certain sub-contracted portions of the work shall be subject to prequalification and approval of selected subcontractors as may be identified by the project team.
 - b. Manager reserves the right to make subcontractor selections based on criteria other than price.
 - c. Subcontractors shall be advised that all construction notes issued for these projects and contained therein are complimentary and what is required by one shall be binding.
 - d. **A list of subcontractors must be provided at the time of Contract awarding.**
- 5.3 Contractors shall enforce all current state and local safety practices as well as any other safety procedures and practices deemed necessary by any and all governing agencies and as required Owner or Manager.

6.0 Direct Work:

- 6.1 Specifically identify labor, materials, or elements of the work to be completed by your own labor and excluded from the scope of sub-contracted work for each project. The bid shall include all assigned values for same.
- 6.2 Specify any general requirements that you included as part of the direct work for each project. Clearly identify general requirements vs. general conditions items. List all items included in these categories. Items not listed will be considered as part of the fee.

7.0 Change Orders:

- 7.1 Specify the amount of your fees and general conditions markups (or any other costs) as they pertain to both additive and deductive change orders. General Conditions will not be automatically adjusted on account of Change Orders. Proposed changes to General Conditions' costs due to Change Orders must be demonstrated by the Contractor and approved in advance by Manager.
- 7.2 Any Changes in scope of work outside of construction drawings requiring a change order, must be brought to the Facilities Coordinator's attention immediately.
-

8.0 Qualifications:

All exclusions, allowances, qualifications or exceptions shall be specifically noted upon submission of the proposal.

9.0 Insurance:

9.1 The Contractor shall maintain insurance coverage in compliance with the Requirements by Building and Manager. The General Contractor shall furnish a certified copy of each insurance policy.

a. Owner COI

9.2 The Contractor must provide COI, according to requirements, at time of signing Agreement.

10.0 Contractor Team:

10.1 The Contractor shall assign full-time supervision and such other support as may be required from commencement of the work until completion to properly complete the work within the established schedule.

10.2 No team changes are permissible until after completion of the project without pre-approval from Manager except in cases of employee termination.

11.0 Specifically Define the Following for the Project:

11.1 Your fee for overhead and profit as a percentage of the cost of the work. Clearly define all items which comprise these costs for each project.

11.2 Your cost for General Conditions and/or general requirements as a fixed cost of the work for the project as defined herein. Clearly define, itemize and detail all items which are included within this cost using the Bid Format, attached.

11.3 Identify all other items or costs which are not included in the foregoing and provide a fixed amount for such items as appropriate.

11.4 General conditions costs on a weekly basis should the schedule be extended beyond the stated completion date for reasons which are not the responsibility of the general contractor. State the date upon which general conditions commence and end.

11.5 Provide a list of all Allowances contained in Bid.

11.6 Provide a proposed schedule.

12.0 Contract:

12.1 The construction contract between the General Contractor and Tenant will be provided by Contractor in AIA102 format.

12.2 The construction contract will be administered by Manager. An estimated amount to be billed shall be submitted to Manager no later than the 20th of each month. Applications for Payment shall be submitted to Manager on a monthly basis, to be received no later than the fifth business day of the month for fees and expenses incurred for the month immediately preceding. Applications for Payment are to be submitted with the appropriate general contractor and subcontractor conditional and unconditional waivers. Payments will only be submitted for processing with all documentation required. All payment applications must be approved and signed by Manager. All payment submissions must be sent to invoice@memphismeritacademy.org and will allow the following:

- 1) Any invoice that exceeds the amount of \$10,000 will require additional approvals by the BOD and may result in business days or payments.
- 2) Any invoices that are not submitted to invoice@memphismeritacademy.org may result in a delay of payment

12.3 Contractor must provide Unconditional Waivers and Payment Affidavits, once payment is received along with all subcontractor releases. Following Payment Applications will not be paid until Unconditional releases are received.

12.4 Contractor may not submit an invoice for any items (other than subcontracted work and materials) which have not been identified as part of this proposal without prior consent of the Client.

13.0 Request for information:

13.1 Any requests for additional information, clarification, or consideration shall be submitted in the form of a formal RFI via email to bmcline@memphismeritacademy.org

14.0 Submission of Proposal:

14.1 For consideration, one (1) electronic hard copy of your written proposal, detailed qualifications and the required bid sheet along with any other collateral material you may have must be received at the locations noted below.

(1) Electronic copy to the following, by **5pm, 12/11/2020**

lbooker@memphismeritacademy.org
bmcline@memphismeritacademy.org
kpage@memphismeritacademy.org

14.2 Cost of work must be submitted in the Bid Format provided as separate Excel File attachment.

14.3 There will be no formal (public) bid opening.

14.4 Submitted proposals must be complete and prepared in accordance with these instructions, and shall provide for sufficient resources to cause the proper completion of all required work as defined by the contract documents and within the designated schedule without exception.

14.5 Once submitted, proposals may not be withdrawn for a period of ninety (90) days.

14.6 The Manager reserves the right to reject any or all proposals without cause. Additional evidence of qualification, ability to perform and financial responsibility may be required prior to final award of the contract.

15.0 Acceptance Terms:

15.1 Owner and its agents reserve the right to accept or reject any submitted bid, and shall not be required to award the contract on the basis of low price.

15.2 Following submission, proposals shall be thoroughly evaluated for completeness and conformance to the requirements of the project. In the event that discrepancies are noted, or expanded detail required, specific contractors may be requested to issue corrections to ensure the accuracy of the information provided. All results shall be held in confidence at the discretion of the client.

16.0 Selection Process:

16.1 Selection will be made based on price and qualifications. Manager will select General Contractor based on price and who is best suited for this assignment. Targeted Project awarding date is **12/18/20**.

16.2 Request for Proposal Timeline

Item	Description	Timeline
RFP Open & Posted	General Contract RFP is posted to school website for proposal submissions	December 7, 2020
RFP Site Visit	Contractors will visit site to see proposed area for construction to build out 2 additional classroom spaces	December 11, 2020 @ 9AM-11AM
RFP Response Deadline	General Contract RFP is closed out and no additional submissions are allowed	December 14, 2020
RFP Reward	General Contract RFP reward will be announced on school website	December 18, 2020

We appreciate your interest in this project and look forward to your response.

Sincerely,

Betty Michelle McCline

Betty Michelle McCline, Dean of Operations
Memphis Merit Academy Charter School
4775 American Way
Memphis, TN 38118
E: bmccline@memphisméritacademy.org
P: (901) 930-7032

DESCRIPTION	LABOR			MATERIAL		SUBCONTRACT		TOTAL
	Quantity	Unit	Amount	Unit	Amount	Unit	Amount	
MOBILIZATION								
SENIOR PROJECT MANAGER - (BOTH ON & OFF SITE)								
PROJECT MANAGER - (BOTH ON & OFF SITE)								
PROJECT BOOKKEEPING - (BOTH ON & OFF SITE)								
PROJECT SECRETARY - (BOTH ON & OFF SITE)								
QUALITY CONTROL								
SAFETY CONSULTANT								
GENERAL SUPERINTENDENT								
PROJECT SUPERINTENDENT								
ASSISTANT PROJECT SUPERINTENDENT								
FOREMAN								
LAY OUT								
GENERAL LABOR / CLEAN UP								
FINAL CLEANUP								
DUMPSTERS & TRASH HAUL SERVICE								
TRASH DISPOSAL & DUMPING FEES								
TRASH CHUTES								
FIELD OFFICE SUPPLIES								
STORAGE SHEDS								
TEMPORARY TOILETS								
TEMPORARY PARTITIONS								
TEMPORARY STAGING								
PROJECT, JOB, & WARNING SIGNS								
SAFETY EQUIPMENT								
FIRST AID SUPPLIES								
ICE, CUPS, WATER, ETC								
PLAN REPRODUCTION / COPY								
BUILDERS RISK INSURANCE								
LIABILITY INSURANCE								
BUILDING PERMIT								
PAYROLL BURDEN & INSURANCE								
DEMOBILIZATION								
MISCELLANEOUS SMALL TOOLS & EQUIPMENT								
EQUIPMENT FUEL & MAINTENANCE								
SUPERINTENDENT TRUCK COST								

TOTAL GENERAL CONDITIONS COST



SELF+TUCKER ARCHITECTS
 Architecture, Planning, Interiors, Landscape
 1000 G Street, N.W., Suite 1000
 Washington, D.C. 20001
 Tel: 202.241.1313
 www.selfandtucker.com

CONSULTANT

PROJECT/CLIENT NAME

PROJECT ADDRESS

Copyright 2012 Self+Tucker Architects, Inc.
 All rights reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage and retrieval system, without the prior written permission of Self+Tucker Architects, Inc.

ISSUES AND REVISIONS

PROJECT NUMBER 187
 PROJECT PHASE
 DRAWN BY
 CHECKED BY
 APPROVED BY
 DATE

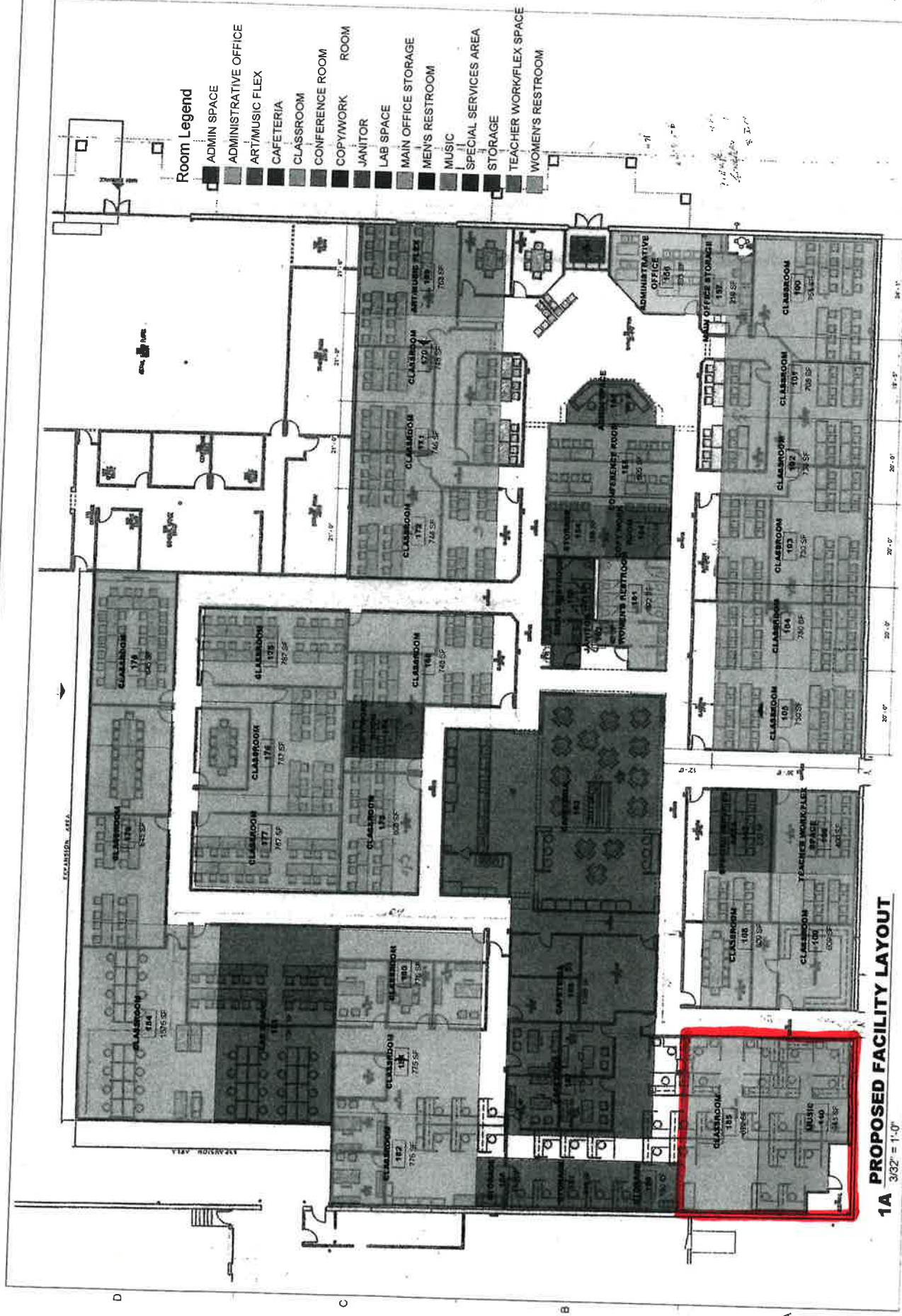
PROPOSED LAYOUT

SHEET NUMBER

A-101

Room Legend

- ADMIN SPACE
- ADMINISTRATIVE OFFICE
- ART/MUSIC FLEX
- CAFETERIA
- CLASSROOM
- CONFERENCE ROOM
- COPY/WORK ROOM
- JANITOR
- LAB SPACE
- MAIN OFFICE STORAGE
- MEN'S RESTROOM
- MUSIC
- SPECIAL SERVICES AREA
- STORAGE
- TEACHER WORK/FLEX SPACE
- WOMEN'S RESTROOM



1A PROPOSED FACILITY LAYOUT
 3/32" = 1'-0"

1 2 3 4 5