



Detroit/Wayne County Port Authority

Request for Proposals to Provide Construction Services for Photovoltaic Improvements
August 2, 2024

REQUEST FOR PROPOSALS

to Provide Construction Services by Electrical Contractor (Contractor)

FOR

Port of Detroit Photovoltaic Improvements

City of Detroit, Michigan

Issued by: Detroit/Wayne County Port Authority

Owner's Representative and Project Engineer: Peter Basso Associates

Introduction

This Request for Proposal (RFP) is to invite proposals from qualified Electrical Contractors to work closely with the Owner, Detroit/Wayne County Port Authority (Owner), and Project Engineer, Peter Basso Associates (PBA), in a comprehensive team effort for the construction of the proposed Photovoltaic Improvements at the Port of Detroit building, located at 130 Atwater St, Detroit, MI.

The project will consist of a total design of 89kW Photovoltaic (PV) system with 196 solar panels on a ballasted rack system with (2) inverters installed on the existing roof of the Port of Detroit building:

- The base bid is (1) inverter with 140 PV modules and the associated racking and ballast system.
- Add Alternate #1 is an additional 18 PV modules and the associated racking and ballast system.
- Add Alternate #2 is an additional inverter with 38 PV Modules and the associated racking and ballast system.

Note: Additional information on the project scope is contained in the attached Bid Documents.

Please provide a Lump Sum Fixed Fee (Stipulated Sum) for Electrical Contracting services.

Owner

Mark Schrupp
Executive Director
Detroit/Wayne County Port Authority
130 Atwater St
Detroit, MI 48226

Owner's Representative and Project Engineer

Eric Graettinger, PE, LEED AP BD+C, IES
Vice President
Peter Basso Associates
5145 Livernois, Sute 100
Troy, MI 48098

Proposal Due Date

Proposals should be submitted electronically (PDF) to Eric Graettinger (egraettinger@pbanet.com) and Mark Schrupp (mschrupp@portdetroit.com). Proposals are due at **3:00pm on Wednesday, August 28, 2024**. All times and dates given are local Detroit, Eastern time.

Any proposals received after this time and date will be returned unopened. Faxed proposals are not acceptable and will result in the elimination of the Contractor from bidding on this proposal.



Pre-Bid Site Walkthrough

Bidders are required to examine the project site before submitting a bid. The building will be made available for visitation at **2:00pm on Monday, August 12, 2024**. Bidders shall contact the Owner and PBA **by 3:00pm on Wednesday, August 7, 2024** to confirm interest in bidding and get details for access to the facility.

Questions and Clarifications

All questions or clarifications should be made to Eric Graettinger and Mark Schrupp no later than **3:00pm on Thursday, August 15, 2024**. PBA will seek to answer questions and provide clarifications from the Owner. Bidders shall not contact the Owner directly. Responses to Questions will be made in writing and emailed in one concurrent mailing to all Bidders at **4:00pm on Friday, August 16, 2024**.

Selection Process

The written proposals will be reviewed by the Owner and PBA, i.e. the "Selection Team". The Selection Team will evaluate each proposal for its overall best value using the following selection criteria, which follows (in no particular order). The Bidders may be asked to make a presentation, in person, to the Owner and PBA.

- Fee
- Demonstrated Ability to meet budget and schedule
- Experience of the firm and assigned individuals in work of similar scale and scope
- Demonstrated appropriateness of Project Controls (Safety, Schedule, Budget, and Quality)
- Demonstrated availability of the assigned individuals to devote appropriate time to the project
- Appropriateness of the Work Plan (Approach) and Schedule

Project Schedule

It is intended that Contractor interviews will take place **the week of September 2, 2024**. Contractors will be contacted by the Selection Team to schedule discretionary interviews shortly after bids are submitted.

Following interviews, the Owner will make an award recommendation on **Monday, September 9, 2024** to the Detroit/Wayne County Port Authority Board of Directors. The Board meets on **Friday, September 20, 2024**, at which time a final decision will be made. Bidders will be notified the following week of the award.

The Owner intends to begin construction on the project in the fourth quarter of 2024. No specific construction or completion schedule has been determined. The Contractor is asked to demonstrate their expertise and provide a more detailed Project Schedule and a Method and System for Schedule Control (bar chart) demonstrating their understanding of the project. The Contractor shall use their project schedule as the basis to determine their fees and general conditions.

Scope of Work

The proposed Scope of Work upon which this RFP is based is as defined in AIA A101 Standard Form of Agreement Between Owner and Contractor where the basis for payment is a Stipulated Sum. The Owner will enter into an agreement with the Contractor using this form of contract. For the purposes of project financing, the Bidder is asked to provide a lump sum fixed fee (stipulated sum) contract to construct all of the project. The scope of services includes but is not limited to the following:

- Coordination of the construction process including attendance at weekly meetings with Owner and PBA; coordination of all sub-contractors; shop drawing review; preparation of construction draws and implementation of payment process required by the Owner, financing sources and title company; preparation of punch list and supervision of warranty and punch list completion.
- Provide complete project budget control. Cost estimates will be required at all stages of the project.
- Prepare and maintain throughout the project a detailed project schedule, including the critical path necessary to complete the project on time.
- Provide shop drawing review and approval prior to submittal to PBA.

- Lead team efforts to resolve problems. Document and maintain records of all relevant matters related to potential claims.
- Coordinate final inspections, commissioning, and close-out of construction contracts.
- Follow the project through construction and coordinate day-to-day decisions with the Owner. The Design and Construction Team will be expected to attend all necessary meetings to ensure appropriate project decisions and adherence to schedule and budget.

Supplemental General Conditions

- **Contract Form and General Conditions:** It is anticipated that the standard AIA forms for Owner-Contractor agreement (AIA A101) and General Conditions (AIA A201) will be utilized for this project with revisions for project specific information.
- **Equal Opportunity Employer:** The Bidder acknowledges and confirms that all equal opportunity and labor requirements by the State of Michigan will be adhered to including those stated in the "Equal Opportunity Requirements", the "Special Conditions", the "General Conditions" as modified by the "Supplemental Conditions" and those requirements stated elsewhere in the bid package.
- **Non-Collusion Statement:** The Bidder deposes and says that:
 - The Bidder has not colluded with any other Bidder or Contractors and has no conflict of interest regarding work contained in this Bid Package.
 - None of the Bidder's officers, partners, owners, agents, representatives, employees or parties of interest, including the undersigned, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with this Bid Package or has sought by unlawful agreement or connivance with any other Bidder, firm or person to fix the price or prices in this Bid Proposal.
 - This Bid Proposal is genuine and is not a collusive or sham bid.
- **Assignment:** Awarded Contractor shall not assign the contract to another entity. All suppliers and subcontractors shall be listed in the proposal with corresponding cost mark-ups under a single stipulated sum form contract.
- **Buy American:** While not required for the winning bidder, the ability to procure materials from local and American made sources is preferred when feasible. Bidder to identify all locally sourced or American made products in their proposal.
- **Legal Status of Bidder:** The Bidder does hereby declare that it has the following legal status. A corporation organized and existing under the laws of the State of Michigan.
- **Contractor's Accounting Records:** Records of costs pertaining to work performed by the Contractor under this Agreement shall be kept on the basis of generally accepted construction industry accounting principles, consistently applied, and shall be available to the Owner at mutually convenient times, and the Contractor shall preserve all such records for a period of three (3) years, or such longer period as may be required by applicable law, after Substantial Completion Date for the Project. The Owner shall have the right, at their expense, to audit all books and records of the Contractor pertaining to the Project.
- **Meetings:** The Contractor shall arrange, conduct and attend regularly scheduled progress meetings and or special meetings for the purposes of monitoring the work progress, identifying problems, informing sub-contractors and Project participants of project status, stressing safety, coordinating construction details and inspecting quality conformance.
- **Construction Parking:** Limited parking will be available on site. The Contractor shall be responsible for its employees' and sub-contractors' vehicles while parked on or off the construction site. Any vehicle found to be owned by the Contractor's employee or an employee of the Contractor's sub-contractors parked illegally may be towed away by the City or Owner and charged to the Contractor by Change Order. The Owner reserves the right to deny parking privileges on the project site to any individual who parks a vehicle improperly or operates any vehicle in an unsafe manner.
- **Construction Utilities:** Construction utilities will be provided by Owner.

- **Hours of Work:** The Port of Detroit building is an active office, events venue, and public docking facility. Port Authority staff work in the building on a daily basis during customary weekday business hours. The facility is used as an events space (weddings, business gatherings, etc) on a regular basis, typically during evenings and weekends. During summer months, the facility is frequently used as a port of call for large cruise ships and other tour vessels on the Detroit River. It is necessary for the Contractor to schedule work activities around these functions. The Owner will provide a schedule for special events such as these for the Contractor to coordinate with. It is generally anticipated that work will take place during the normal business hours of the Owner.

At the beginning of work on this Contract, the Contractor shall notify the Owner, in writing, the days and hours thereof which shall be considered the normal work week schedule. The Contractor shall be responsible for contacting in advance all involved parties whenever the Contractor intends to depart from the normal work week schedule and resolve any objections reasonably made.

The normal work week schedule and/or daily hours of work may be altered as directed by the Owner, when, in its reasonable judgment, such alteration is necessary to maintain the required progress of the Work.

- **Site logistics and Construction Staging:** The Port of Detroit building has a small site directly adjacent to the Detroit Riverwalk, a major public pedestrian thoroughfare occupied at all times of year. As a result, onsite storage is extremely limited and potentially unsecure. The selected Contractor is expected to store materials on site on an as-needed basis only. Under no circumstances will construction materials be allowed to remain on site during special events. Bidders shall provide a conceptual plan for staging and storage of materials as part of this RFP. Once selected, the awarded Contractor shall provide a detailed staging plan to coordinate with the Owner's schedule.
- **Site Security:** Contractor shall coordinate site security procedures with the Owner throughout construction.

Proposal Requirements:

- **Firm History:** Identify name, address, telephone number and contact person. Provide a brief history of your firm. Along with the firm history, please provide the following: Type of business organization including list of Corporate Officers or Owners, summary of most recent financial statement, banking reference including the name of the contact person and phone number, and professional and general liability insurance limits.
- **Experience:** Describe your firm's related experience during the past 5 years for similar projects, including size, type, and cost. Include project name, and description, completion date, construction cost, architect and Owner contact.
- **Project Team:** Identify members of your proposed project team, their roles and working relationships, their assignment duration and percentage of time committed to the project. Provide detailed resumes of the proposed individuals who will be permanently or partially assigned to the proposed project. Discuss percentage of time each individual will be assigned to the project and whether their location would be on-site or off-site. Provide at least two (2) references with each key team member's resume.
- **Services:** Describe your scope of pre-construction and construction phase services. Provide your definition and approach to General Conditions/Requirements. Furthermore, provide specific information in this section for the following items:
 - **Self-Performed Work:** Bidders shall submit a list of all work and/or trades the Bidder intends to self-perform and/or furnish. If you self-perform work, is the cost to supervise the work included in the direct cost or staff cost?
 - **Subcontractors:** Provide a list of all subcontractors proposed to work on the project and associated markup costs.
 - **Delegated Design Construction Services:** Bidders shall identify all Delegated Design work required for the project in their response. Note that delegated design services must include stamped engineered drawings to be reviewed by PBA. Engineered drawings are expected to be prepared in accordance with a design Standard of Care typical for this market and professional liability coverage for errors and omissions. Please include all Delegated Design professional engineering fees as part of your bid.
- **Approach to Project:** Describe your firm's approach to executing this project. Furthermore, provide specific information in this section for the following items:

- **Logistics:** General presentation of your approach to the project relative to site logistics, e.g., hoisting, rubbish removal, phasing, subcontractor staging, employee parking, temp utilities, security, construction office, etc. Indicate your approach to hoisting major material deliveries and for traffic and pedestrian control.
 - **Bid Packaging:** Describe your firm's approach to bid packaging (i.e. how many subcontracts will be issued? Will any trades be combined? In what order will the packages be issued?)
 - **Quality Control:** Describe your Method of Quality Control.
 - **Cost Control:** Describe your Cost Control/Project Accounting System.
 - **Billings and Fund Disbursement:** Describe your approach to Project Billing and Fund Disbursement.
- **Insurance:** Provide your Contractual Liability coverage limits and insurance rates. Provide All Risk, Builder Risk Insurance in the full contract volume amount. Detroit/Wayne County Port Authority to be listed as an additional insured. Awarded Contractor shall provide certificates of insurance showing all coverages.
- **Safety:** Provide a brief overview of your safety program and include your Experience Modification Rate (EMR).
- **References:** Provide three (3) owner references and three (3) architect references (name, title and telephone number).
- **Fee Structure:** Submit your proposed Lump Sum Fixed Fee (Stipulated Sum) with the following breakdown: Split out costs for labor and materials. Estimate reimbursable costs and include hourly rates by category of personnel and unit costs for all work (labor and materials). The proposal may be in the format of the Bidder's choosing.
- **Cost of Work:** Submit a Lump Sum Fixed Fee (Stipulated Sum) for the proposed project. PBA will be available to answer bid questions as needed.
- **Owner Payments:** Construction draws to be funded on a monthly basis with 10% retainage following approved Certificate of Payment with corresponding Lien Waivers and Sworn Statements.
- **Prevailing Wage Requirements:** As it is federally funded, the project will be subject to Davis Bacon statute. Bidders shall include corresponding impacts of compliance with Davis Bacon on cost and schedule in their proposals.
- **Project Schedule:** Submit a Project Schedule and a Method and System for Schedule Control (bar chart) for this project.
- **Warranties:** Industry standard warranties shall be provided for all workmanship and materials utilized for the project.
- **Negotiations:** The Owner does not anticipate prolonged negotiations with the winning bidder. It is expected that all bidders will provide their best price to be given at time of bid.