



Detroit Public Schools
Office of the Emergency Financial Manager
Robert C. Bobb

Request for Qualifications
Bond Program Management Services
December 9, 2009

REVISED MEETING LOCATION: King High School
REVISED SUBMISSION DEADLINE: December 18, 2009

Overall Project Description and General Scope of Services

Detroit Public Schools (DPS) requests qualified firms to submit their qualifications for Bond Program Planning and Oversight Services associated with the recently voter approved \$500.5 million Capital Bond Program. The Capital Bond Program includes the renovation of ten (10) schools and construction of eight (8) new schools as well as district-wide upgrades such as technology and security improvements and building envelope and mechanical improvements, all to be completed within 3 years.

DPS will be seeking the services of a firm or firms with national and or local experience managing large construction and renovation capital programs that can organize a Capital Bond Program on behalf of DPS; establish the procedures and protocols; organize and advertise the initial projects and manage the capital projects process. This team shall have the experience and capabilities of providing an array of services including, but not limited to:

- Facility Planning (master planning and project planning)
- Project Budgeting and Development of Scopes of Services
- Advising on Project Delivery Structure and Scopes of Services
- Architectural and Engineering Design Standards Development, Selection of Designers, Design Review and Design Oversight
- Design and Education Specifications Development
- Overall Program Scheduling and Management
- Project Oversight and Management
- Procurement Management
- Community Engagement and Communication Coordination
- Project Implementation and Post Occupancy Evaluation
- Safety Program Coordination and Oversight
- Hazardous Material Oversight
- Commissioning Coordination
- Facility Data Management
- Project Accounting and Budget Reconciliation
- Information Technology Support
- Administrative Support

Experience working in Detroit or other large urban areas and familiarity with larger and older facility types will be considered. Special attention will be paid to experience in the school and university construction arena, with a focus on k-12 school construction and renovation. The DPS project will be funded with public bonds and experience related to construction and renovation projects utilizing public financing will be strongly considered, but experience with large and complex projects financed through private and corporate funding will be considered, among other relevant factors, in selecting a company that will provide the best services to DPS under this RFQ. Moreover, DPS will expect the firm to assist with community engagement and coordination.

Qualification Requirements:

Please provide a written response to the following questions. This information will be used to create a pool of qualified firms for consideration and possible interviews. Responses that do not follow the format of this RFQ and do not provide the information requested will not be considered.

1. Provide complete name, business address, phone number and web address of the submitting firm(s).
2. Provide year established and a brief history and overview of the firm.
3. List not more than two principals from the submitting firm who may be contacted. List name, title, and contact telephone number. Listed principals must be empowered to speak for the firm on policy and contractual matters.
4. Provide total number of personnel and describe the overall capacity of the firm. Briefly describe your commitment to provide and maintain professionally qualified personnel throughout the duration of the capital bond program. To that effect, please describe any material labor or personnel issues on your projects in the last three years.
5. Describe the professional disciplines within the firm and the firm's overall capabilities with respect to the proposed services.
6. If the firm intends to provide any services through a joint venture, professional affiliation or outside consultants, please indicate which services and the proposed team including names and one page overview of all partner firms, professional affiliates and/or outside consultants.
7. Summarize financial viability and longevity; indicate the total professional fees received by the submitting firm(s) for each of the last five years; and provide accountant prepared financial statements for the last two years.
8. List at least three (3) educational institutions/clients for which your firm has provided similar capital projects program planning services in the last five years, including client name, title and contact information. Indicate whether the projects were funded through public or private project financing.

9. Describe your firm's experience with large (> \$250 million) capital bond programs, including, but not limited to, types of bonds, accounting for different bond series, familiarity with compliance related to bond expenditures, as well as processes and systems for assisting the municipal body, school district or university with compliance matters, and proper documentation and reporting .
10. Describe your firm's experience with large corporate or other privately funded capital programs and projects, including, but not limited to, types of financing, any related accounting and covenant compliance experience, as well as processes and systems for assisting the corporate or private client in any financial, covenant or other compliance matters, and proper documentation and reporting.
11. Describe your firm's experience working with urban clients, including school districts and, if any, in Detroit. Describe your company's experience with advising or consulting with clients with respect to the demographics of the proposed construction areas and related demographic trends.
12. Describe your firm's community engagement and communication coordination efforts in detail, including, but not limited to, employment opportunities, mentoring and or apprenticeship programs, outreach efforts and management and inclusion of community suggestions.
13. Describe how your team would efficiently staff, organize and implement the projects identified herein, beginning with the development of academic standards through project commissioning and turnover. Include sample flowcharts, organizational charts and other visual aids as necessary.
14. Describe your firm's previous experience working with Detroit Public Schools, if any.
15. Describe your firm's commitment to, experience with and capabilities with regard to high performing, sustainable schools and LEED, as well as Safe School Design and CPTED guidelines.
16. Identify your firm's professional liability claims history and performance and payment bond claim history as well as any recent or currently outstanding legal claims against the firm.
17. Describe your firm's previous experience, partnership and or commitment to local, minority and or women owned businesses, disadvantaged business participation and mentorship programs, including but not limited to the on-going success of such companies. Describe your existing programs or how you would implement, or have implemented, programs of such type, as well as apprentice-ship and/or internship programs and efforts. Describe your firm's experience in reviewing construction, design and renovation companies selected by your clients in their capital projects for adherence and commitment to programs of such types.
18. Provide through narrative discussion the reasons why your firm is especially qualified to undertake this assignment. Respondents may include anything they wish in support of their qualifications; however the response should be limited to no more than four (4) pages.

19. Please describe the type of fee arrangement your firm would propose for services including a list of any reimbursable expenses and markups.
20. Please identify and provide resumes of key individuals who would be assigned to this project.
21. Please indicate your earliest availability or the amount of time you would require to commence a project as set forth above.
22. Please disclose and describe any information that is or could be considered a conflict of interest, including, any current or prior financial relationship between the firm or any of its employees with any DPS employee, board member, the Emergency Financial Manager, or any current vendor or consultant to DPS. Failure to disclose such relationships could result in immediate termination upon discovery and loss of fees.

Conciseness and clarity of response is strongly encouraged therefore the response to this Questionnaire should be no more than twenty (20) pages in length, single-sided, minimum of one (1) inch margins and eleven (11) pt font. Responses shall include acknowledgement that the professional has reviewed and understands the information and data provided in the Request for Qualifications. A principal of the firm must sign the completed response and affirm that the information provided is true, complete and accurate.

Pre-submission Informational Meeting

Firms interested in submitting qualifications are invited to attend a pre-submission informational meeting, scheduled for **Friday, December 11, 2009 at 3 p.m. at Martin Luther King High School, 3200 E. Lafayette (auditorium).**

Proposal Due Date – REVISED DEADLINE

Please deliver six (6) copies of your Response by hand delivery on or before **Friday, December 18, 2009**, no later than 4 p.m. to:

Detroit Public Schools
Office of Contracting and Procurement
10th Floor Fisher Building
3011 W. Grand Blvd.
Detroit, MI 48202

Interviews and Selection

DPS will perform a pre-submittal conference on a date certain. DPS will evaluate RFQ responses and may select one or more firms to be interviewed. The interviews may occur as early as December 17th. Firms should be ready on short notice to come to DPS offices for interviews and make further presentations of capabilities upon one days' notice. The next and or final steps will be determined by the Emergency Financial Manager.