

OWNER:

Equity Alliance of Michigan
6602 Walton
Detroit, MI 48210
Deanna Stewart – Executive Director
deanna@equityallianceofmichigan.org

OWNERS REP:

Fodeia Group
contact@fodeia.com

SUBMIT PRE-BID QUESTIONS TO:

Friday, August 29, 2025 at 5:00 pm EST

SUBMIT CONSOLIDATED ELECTRONIC PROPOSAL TO:

deanna@equityallianceofmichigan.org

Cc: contact@fodeia.com

PRE-BID MEETING:

Mandatory

PROPOSAL DUE:

September 5, 2025 at 5:00 PM EST

INTERVIEW + SELECTION:

**By Invitation Only
Week of September 8, 2025**

BACKGROUND

Equity Alliance of Michigan is a nonprofit organization dedicated to fostering community development, entrepreneurship, and equitable economic growth in Detroit. The organization currently operates out of 6602 Walton, Detroit, MI, and is undertaking a major expansion of its community center to house an Entrepreneur Hub and expanded community-serving facilities.

The property has been rezoned as a community center, and a parking variance is in process. The Owner has retained 4545 Architecture as the Architect of Record, who is coordinating all design services with engineers and consultants. The Owner is now seeking proposals from qualified General Contractors to manage and deliver construction services for this important project.

DESCRIPTION OF PROCUREMENT

The purpose of this RFP is to solicit proposals from qualified General Contractors (GC) to provide construction services under a design-bid-build delivery method. The GC will be responsible for managing the construction phase, coordinating closely with the Owner, Owner's Representative, 4545 Architecture, and design consultants.

SCOPE OF WORK

The selected General Contractor will be expected to provide all construction management, supervision, and execution necessary for the successful delivery of the 6602 Walton Community Center Expansion. Responsibilities include, but are not limited to:

- **Preconstruction Support:** Provide cost estimating, value engineering, constructability review, and input on project phasing.
- **Coordination:** Work closely with **4545 Architecture** and the Owner's Representative to ensure constructability, budget alignment, and schedule discipline.
- **Material Selection Support:** Assist the Owner in material and systems selection (finishes, equipment, etc.) in coordination with the Architect.
- **Construction Execution:** Manage all subcontractors, suppliers, and on-site activities to deliver the project in compliance with plans, specifications, and all applicable codes.
- **Safety and Quality:** Maintain strict adherence to safety standards and quality control measures.
- **Compliance:** Ensure compliance with all City of Detroit permitting requirements, workforce participation goals, and diversity/inclusion standards.
- **Administration:** Prepare pay applications, lien waivers, progress reports, schedules, and meeting minutes.
- **Closeout:** Deliver as-built drawings, O&M manuals, warranty documents, and staff training upon completion.

A. Schedule, Phasing and Logistics Plan Development

1. Based on the Owner's needs the General Contractor shall assist in the development of a Master Preconstruction Schedule beginning with the Schematic Design and continuing through the Contract Document phase.
2. The General Contractor will identify the responsibilities among the members of the project team. Key milestone dates, including, without limitation, for design phases, budget delivery, permit request submission, state submission and review, release of documents for bidding, and tentative bid and buyout must be identified.
3. The General Contractor will assist in developing the schedule so that realistic dates can be set and met. It is the responsibility of the General Contractor to continually emphasize to all members of the project team that meeting the preconstruction services (i.e., engagement with local government and associated departments) schedule milestones is the key element in ensuring a timely design phase of the Project, allowing for a prompt construction start date.

B. Document Review

1. Design/Preconstruction Services review meetings may be held as often as biweekly through the design phase of the projects. Meetings shall be held at the Owner's office or via video conferencing calls.
2. The General Contractor shall develop and maintain a Request for Information (RFI) Log and/or an Issues and Answers Log to aid in the prompt transfer of information between all members of the project team. The log will be monitored and updated on a continual basis and addressed at the review meetings. Unresolved issues are to be identified in each review meeting with follow-up responsibilities and response dates being assigned to the appropriate team members.
3. General Contractor shall provide the members of the project team continual input addressing constructability, availability of materials and qualified trades for specialized systems, comparative cost/benefit analyses for various building systems, and budget/schedule impact as specific phases of the overall design are developed in order to ensure the development and completion of Contract Documents within the budget and schedule limitations.

C. Design Budget/Estimates

The General Contractor shall prepare and submit a (1) formal Budget/Estimate for the Project.

1. First Budget/Estimate shall be based on the conceptual planning and design plans and outline specifications.
2. The General Contractor shall prepare and present to the Owner and the project team at Budget/Estimate at the conclusion of Design Development. This Budget/Estimate shall be a “full take-off estimate” of sufficient substance and detail so the Owner will be able to rely upon as an initial Guaranteed Maximum Price (GMP) and to use the Budget/Estimate to secure financing of the Project or for each sub-component of the Project. The General Contractor shall fully engage the Architect and other design team members to ensure that the scope, quality and costs of the Project are aligned, not compromised and within the initial GMP. If it becomes necessary for the Architect to redesign or redraw any plans and/or specifications in order to align costs after the initial GMP is established and approved by the Owner, the General Contractor shall get approval from the Owner for such necessary redesign or redraw by the Architect.

D. Equipment Review and Coordination of Direct Owner Contracts

1. The General Contractor shall assist the Owner and the Owner’s Representatives in reviewing and budgeting the Owner Furnished Equipment and Furnishings material and installation costs or other items potentially affecting the construction contract and shall include these budgets or allowances to the extent they are reasonably known, in each Budget Estimate to ensure that all costs are accounted for.
2. General Contractor will be responsible for receiving bids, making recommendation for award to Owner’s Rep and placing purchase orders for long lead equipment.

E. Scoping of Bid Packages and Work Categories (For Each Project)

The General Contractor, with assistance of the members of the project team, shall defining and preparing Scopes of Work for various bid packages and Work Categories as required ensuring the Master Design and Construction Schedule is maintained and ensuring all required Work shall be included.

F. Subcontractor/Vendor Solicitation and Prequalification

1. The General Contractor shall aggressively promote and generate interest of local and regional bidders and develop a master list of Vendors and Subcontractors, which have shown interest in submitting bid proposals for the Project. This list should include Vendors and Subcontractors for all categories of work included in the total Project. The General Contractor is required to report the percentage of the total Cost of Work that the local firms represent.

2. This list should include only companies that are responsible, qualified, and financially capable.

G. Construction Staging and Site Management Planning

The General Contractor, with input from the members of the project team, shall develop a proposed site management plan for staging construction operations. This plan will test the site to ensure all functionality described in the design is working. At minimum, the plan shall include such particulars as primary access roads to and from the construction site, construction parking, on-site entrances, construction personnel entrances and traffic patterns, location of temporary facilities, location of hoists, cranes and other stationary equipment if site accessibility is critical and dictates specific placement, locations of barricades and construction fences, emergency egress locations, etc. so that Owner's use of existing site or facility can be minimally disrupted or inconvenienced.

This Request for Proposal (RFP) does not commit Owner to award a contract or to undertake any financial obligation whatsoever with respect to the requirements or project(s) set forth herein. Owner reserves the right to reject any proposal with or without cause, to negotiate with any source it has determined qualified, to not award a contract, or to award one or more contracts. Owner further reserves the right to waive any irregularity or informality in this RFP Process or any proposal, and the right to award the Contract to another party other than the Offeror(s) submitting the best financial proposal (low bidder). Owner reserves the right to accept or reject, without consideration, any proposal which arrives late. Owner reserves the right to request additional information from any or all Offerors. In addition, notice is hereby given of the possibility that award may be made without discussion of the proposal. In the event Offeror's proposal is accepted by Owner and Offeror asserts exceptions, special considerations or conditions after acceptance, Owner, in its sole and absolute discretion, reserves the right to thereafter reject the Proposal and award another Offeror. Therefore, the Offerors should submit their best proposal initially from both technical and cost standpoints.

H. Insurance & Bonding Requirements

The General Contractor shall, at its own expense, provide and maintain the following insurance throughout the duration of the project:

- **Commercial General Liability Insurance:** \$1,000,000 per occurrence / \$2,000,000 aggregate.
- **Automobile Liability Insurance:** \$1,000,000 combined single limit.
- **Workers' Compensation Insurance:** Statutory limits, including Employer's Liability at \$500,000 per accident / \$500,000 disease-policy limit / \$500,000 disease-each employee.
- **Builder's Risk Insurance:** Full replacement cost for the project, including coverage for fire, extended coverage, vandalism, and malicious mischief.

Performance and Payment Bonds: The Owner reserves the right to require performance and/or payment bonds up to 100% of the contract value, based on funding source requirements and final contract negotiations. If required, the cost of such bonds shall be included as a separate line item in the Contractor's proposal.

1. PRE-PROPOSAL

A. If additional information is needed by the bidder, written instructions covering such items will be issued by the Owner's Representative to all bidders, and such items shall be included in the Proposal. No oral instructions or interpretations will be considered as binding on the Owner unless confirmed by a written addendum.

B. Offerors may request that Owner clarify information contained in this RFP. All such requests and inquiries must be made in writing via email by the designee indicated on the first page of this RFP. Owner will not respond

to any Request for Clarification after date listed on cover page. The response to any Request for Clarification will be posted at above location.

C. **CONFIDENTIALITY** - Communications and information relating to the subject of this proposal, including your proposal and any modifications thereto, are subject to the terms of the confidentiality agreement you signed prior to receiving the bid package. Your proposal and any modifications thereto shall be submitted only to owner or its authorized representative, Fodeia Group. Failure to comply strictly with owner's instructions regarding the content and manner of submission of your proposal including, without limitation, disclosure of any information in the proposal or modifications thereof to anyone other than owner or the designated authorized representatives without the express, prior written approval of owner, shall result, at owner's sole discretion, in the immediate disqualification of the offeror and entitle owner to any and all of its remedies contained in the confidentiality agreement.

D. Provide name, address, telephone, and e-mail address of the firm responding to this Request for Proposal. Please designate a single representative or prime contact with which Owner may communicate.

2. PROPOSAL FORMAT

Prepare and submit an electronic copy of your proposal to the email address listed on the cover page of this RFP. Electronic submissions should include a consolidated PDF. Each proposal package must be organized and consist of the documents, listed below:

The following proposal format is required:

Section 1 – Submitter Qualifications & Previous Experience

Section 2 – Cost Proposal

3. PROPOSAL SUBMISSION

- A. Owner reserves the right to reject any or all Proposals submitted, waive irregularities therein, and to award the contract to other than the lowest fee firm.
- B. If awarded the Contract, the General Contractor will execute the proposed agreement and provide all required certificates of insurance that meet the requirements as indicated in the template Agreement, prior to start of any work.
- C. All bidders shall be responsible for familiarizing themselves with the information provided. Failure to do so shall in no way incur any delays in work or additional cost to the owner.

4. RESPONSIVENESS

To be responsive, the proposal must set forth full, accurate and complete information as required by this RFP and all attachments.

5. AMENDMENTS

Any amendment to this RFP will be issued in writing by the Owner's Rep listed on the cover page of this RFP. No information or representation other than that contained in such an amendment, whether received from an employee of Owner or other person, will be considered to have been modified or be grounds for deviation from any stipulation or requirement of this RFP.

6. LATE PROPOSALS

Each Offeror is responsible for submission of its Proposal. Proposals or Proposal revisions received after the Due Date, as listed on the first page of this RFP, may be rejected. Owner is not liable for any delivery or postal delays.

7. RETURNED PROPOSALS

Proposals received after the Due Date may be unopened and made available to the respective Offerors for pickup at their sole cost and expense.

8. FORM OF AGREEMENT

- A. This is a Request for Proposal only. Proposals will be treated as offers to enter into the Contract with Owner
- B. This RFP is for soliciting a proposal for a lump sum price contract for services as

described in the attached Project Overview.

9. DATA CONFLICTS

Where conflicts occur within this RFP and its contents and addendum, the Standard Form of Agreement, general, supplemental and other conditions, etc. the more restrictive requirements shall govern - all in favor of the Owner.

10. UNSOLICITED TERMS AND CONDITIONS

Proposals which take exception to Owners Terms and Conditions as a whole and substitute the Offeror's standard terms and conditions may be rejected.

11. FEES/TAXES

All proposals in original contract work, and for all other work there under, shall include all applicable taxes, including Social Security, unemployment, sales or use taxes, and any other taxes specifically levied on the work or on wages by local, city, state, or federal government, except real property taxes on the site. Proposals shall also include all premiums, assessments, and other like payments, charges, and costs incidental to the work covered by the contract documents. No fees or costs shall be incurred or paid by the Owner for labor, professional, reimbursables, etc. accumulated in response to this RFP.

12. PROPOSAL COSTS

Any recipient of this RFP, or any Offeror who chooses to respond to this RFP, is responsible for all costs and liabilities incurred by it, or others acting on its behalf, in: (1) preparing or submitting a Proposal, (2) otherwise responding to this RFP, or (3) negotiating any Contract incidental to its Proposal.

13. IRREVOCABILITY OF PROPOSALS

All Proposals submitted may not be withdrawn and shall be irrevocable for a minimum period of ninety (90) calendar days following the Due Date for receipt of Proposals set forth above.

14. AUTHORITY TO SIGN

Proposals must be signed by an officer of the firm who is authorized to enter into binding agreements.

Any question on this Request for Proposal should be directed via email to the designee listed on the first page of this RFP.