

**REQUEST FOR PROPOSAL**  
**FOR ARCHITECTURAL DESIGN & CONSTRUCTION**  
**MANAGEMENT SERVICES**  
LAHC – Leaders Advancing and Helping  
Communities

## I. INTRODUCTION

**LAHC – Leaders Advancing and Helping Communities** is a Michigan non-profit corporation and an approved charitable 501(c)(3) organization. LAHC’s programming is multifaceted –using a holistic approach to serve community members, we provide youth development programs, scholarship opportunities, mental health services, development disabilities, and autism services, nutritional education expertise and leadership, exercise and parenting programs that are tailored for women and girls, digital literacy classes, financial literacy classes, substance use disorder prevention, juvenile justice, and reform, and place-based partnerships. LAHC is also a community resource for access to educational programs, workforce development opportunities, ESL classes, housing assistance, and food distribution. Importantly, LAHC is a partner to other organizations, serving as a champion and advocate for immigrants, people who are Middle Eastern and North African (MENA), Spanish-speaking people, and people affected by systemic racism, xenophobia, and/or generational poverty. LAHC’s mission is to empower communities, one family at a time, by advancing the educational, social, health, and economic well-being of Southeast Michigan Residents.

In line with LAHC’s mission to empower communities in Southeast Michigan by advancing educational, social, health, and economic well-being, LAHC is establishing a hub for workforce development, education, and training. The project entails designing, creating construction drawings, and preparing bid documents for the redevelopment and transformation of a 6,000-square-foot rectory space. Additionally, the selected firm will also provide construction management services.

## II. INVITATION TO SUBMIT PROPOSALS

LAHC hereby invites Architectural Firms (“Design Team”, “Contractor”) to submit proposals for architectural and engineering services for LAHC’s new Workforce Development Center. This RFP intends to determine the selection of an architectural firm to provide full design services, construction documentation, bid packages, and construction/project management.

Participation in this selection process shall be at no cost or obligation to LAHC.

Design teams may be interviewed before the Contract Award.

### **The schedule of RFP issuance and award shall be as follows:**

|                                               |                                   |
|-----------------------------------------------|-----------------------------------|
| <b>RFP Publication:</b>                       | September 20 <sup>th</sup> , 2024 |
| <b>Proposals Due:</b>                         | November 15, 2024                 |
| <b>Complete Review of Proposals:</b>          | November 30, 2024                 |
| <b>Select Architectural Firm:</b>             | December 15, 2024                 |
| <b>Substantial Completion of Bid Package:</b> | April 1, 2025                     |

### III. PROJECT DESCRIPTION

The project location is the adjacent Rectory building to the rehabilitated and repurposed Saint Clements Church at 5275 Kenilworth St., Dearborn, MI 48126.

**The schedule for the Project is critical.** We will work together to develop a mutually agreeable schedule.

**Scope of work:** By way of background, in 2017, LAHC purchased Saint Clements Church and the adjacent Rectory building, located at [5275 Kenilworth St. Dearborn, MI. 48126](#). LAHC rehabilitated and repurposed the 50-year-old church building, successfully transforming it into a state-of-the-art facility that welcomes community members and connects them to critical programs and services. Now, LAHC seeks to redevelop and transform the 7130-square-foot adjacent rectory (basement included in the Square footage) into a workforce development, education, and training hub. **The scope of work entails but not limited to demolishing of existing rectory building and garage, designing and constructing a 1 story 6500sf addition to the existing St. Clements Church building on the footprint of the existing rectory and extending into the rear yard between the existing parking lot and rectory building.**

**Funding:** The construction project will be funded through ARPA funds from the State of Michigan- LEO, Wayne County and HUD.

**Timeline:** The project must be completed by June 1st, 2026, per the funders' requirements.

This RFP is not an offer to enter into a contract. LAHC reserves the right to reject any and all responses resulting from this RFP. LAHC is not liable for any cost incurred in responding to this RFP.

### IV. DESCRIPTION OF SERVICES

**A. Executive Goals and Objectives:** The Architect will discuss with LAHC factors contributing to and supporting the project's success. This discussion will include present and future goals, budget, schedule, review and approval process, critical areas of concern, and other pertinent issues.

**Project Schedule:** The Architect will prepare a schedule for completion of the design and renovation of the facility by June 1, 2026.

**B. Program Verification:** The Architect will verify the program with the Client Project Team. Data to include:

- Workforce Development and Training classroom functionality and size.
- Potential "red flag" issues and inconsistencies, and solutions.

**C. Certificate of Occupancy:** Analyze the currently authorized use and assist with obtaining a Change of Use if required.

**D. Space Measurement:** Measure the space to confirm usable square footage.

**E. Design:** Successful Proposer will develop/define the Scope of Renovation (Exterior and Interior) for the property. This will include architectural, plumbing, HVAC, electrical, and miscellaneous improvements to the property.

**F. Bid Phase:** The proposer will prepare the Construction Documents, including Drawings with Notes and a written Scope Narrative/Specification/Bid Package for the property.

- The Proposer will provide Bid-Ready Construction Documents to LAHC.
- LAHC will advertise and distribute the Bid Package.
- Proposer, in coordination with LAHC, will conduct an on-site Pre-Bid Conference and walk-thru tour of the property for prospective bidders (construction services) for the onsite construction.
- Proposer will respond to Bidder's (Construction Services) questions and prepare Addenda as required for distribution.
- The proposer will attend the Bid Opening.
- Proposer will evaluate Bids received and provide rankings and recommendations to LAHC.

- Contract Award: This will be managed and performed by LAHC.
- G. Construction Phase:** The Successful Proposer will perform periodic inspections of the Contractor's Work on the property. The number and timing of the inspections will be determined by the stage and complexity of the Work and the Contractor/Subcontractors.
- Successful Proposer will jointly perform a Substantial Completion Inspection with LAHC and prepare a Punch List to supplement the initial Contractor-prepared/submitted Punch List.
  - The successful Proposer will perform a Final Inspection to follow up on the Punch List that will be documented with a written report on the property.
  - The successful Proposer will review and verify Contractor Payments and forward verified invoices to LAHC for payment.
- H. Project Time:**
- The Development/Design phase of this project is expected to be completed within 100 calendar days of the notice of award being issued.
  - The Bid, Construction, and inspection phases of this project are expected to be completed within eight months of the publication and advertisement of the bid for construction.

## V. PRE-PROPOSAL CONFERENCE

### A. Conference:

- A pre-proposal conference is scheduled for 10:00 am on October 9th, 2024, at the Rectory, [5275 Kenilworth St. Dearborn, MI. 48126](#)

## VI. EVALUATION

### A. Evaluation Criteria and Points:

- Award will be made to the responsible proposer whose proposal best meets LAHC's needs as set forth herein.
- Proposers will be evaluated on the following criteria listed below:
  - a. Qualifications/Experience: Demonstrate/detail qualifications and experience in commercial space planning and design projects. Also, provide staff qualifications and certifications. (25 points)
  - b. Understanding of Work Methodology: Demonstrate/detail capability to perform all the Requirements within the specified time. (20 points)
  - c. Past Performance/References: Provide the number of employees on staff capable of performing the specified services, as well as the qualifications and experience of the contract manager. Also, list at a minimum three references to previous projects of similar size, including a contact person's name, title, and phone number. (25 points)
  - d. Fee proposal (20 points)
  - e. Minority-Owned or Woman-Owned Business Status (Submit proof with RFP) (5 points each)

## VII. PROPOSAL

### A. Proposal Package Components:

- Design Team Introduction
- Relevant Design Team Experience
- Design Team organizational structure: Provide a proposed organizational structure to manage the Project, including identification of individuals to fill critical roles. Describe in detail each key individual's most recent Project experience similar to the proposed project.
- Proposed Project Schedule including: all design phases, entitlements, demolition work, Construction of new building, FFE, and certificate of occupancy
- Schedule of Design Phases with associated Payment Schedule
- Exclusions, qualifications, or exceptions to the required Scope, if any. Standard contract/terms and conditions, if any.
- Provide your estimation of the following Proposed Construction Cost GMPs (guaranteed maximum price) for the following construction packages:
  - Demolition of existing building and garage
  - Environmental Assessment and Remediation
  - Site Utilities (New Sanitary, Water, and Storm) to new building
  - New Construction

- Furniture Fixtures and Equipment

## VIII. SUBMISSION DEADLINE AND METHOD

Responses to this RFP must be received on or before 5:00 PM, November 15, 2024. **Responses must be submitted by email to Wassim Mahfouz <[wmahfouz@lahc.org](mailto:wmahfouz@lahc.org)>.** All responses will be acknowledged. If you do not receive an acknowledgment of your response within 24 hours, please call Wassim Mahfouz, LAHC CEO (313-960-4007). This RFP is not an offer to enter into a contract. L A H C reserves the right to reject any and all responses resulting from this RFP. LAHC is not responsible for any cost incurred in responding to this RFP.

## IX. QUESTIONS

Please direct all questions regarding this RFP via email to Wassim Mahfouz at [wmahfouz@lahc.org](mailto:wmahfouz@lahc.org).

**Complete and Submit with Proposal**

**CONTRACTOR**

**CONTRACTOR'S NAME:** \_\_\_\_\_

**Certification Regarding  
Debarment, Suspension, and Other Responsibility Matters  
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(Before Signing Certification, Read Attached Instruction)**

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offense enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**CONTRACTOR**

Company Name: \_\_\_\_\_

By (signature): \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective contractor is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor's (DOL) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction"; "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transactions", provided by the DOL, without modification, in all lower tier covered transactions and all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determined the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded From Procurement or Non procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the agency may terminate this transaction for cause or default.

EXHIBIT A

REQUIRED CONTRACT PROVISIONS FOR CONTRACTS FUNDED WITH FUNDS FROM  
THE AMERICAN RESCUE PLAN ACT (ARPA).

October 18<sup>th</sup>, 2024

**Addendum to RFP**

**From:** LAHC - Leaders Advancing and Helping Communities

**To:** Prospective Bidders

Subject: Addendum to Existing Construction RFP

**Section III: Project Scope**

In addition to the existing scope, the following has been added:

The scope of work entails but not limited to demolishing of existing rectory building and garage, designing and constructing a 1 story 6500sf addition to the existing St. Clements Church building on the footprint of the existing rectory and extending into the rear yard between the existing parking lot and rectory building.

**Section VII: Project Requirements**

The fourth bullet point: Proposed project schedule, including all design phases, entitlements, demolition work, construction of the new building, furniture, fixtures, and equipment (FFE), and certificate of occupancy.

**Additions:**

Provide your estimation of the Proposed Construction Cost GMPs (Guaranteed Maximum Price)\*\* for the following construction packages:

- Demolition of the existing building and garage
- Environmental assessment and remediation
- Site utilities (new sanitary, water, and storm) to the new building
- New construction
- Furniture, fixtures, and equipment (FFE)

This addendum serves as a formal part of the RFP. All other terms and conditions remain unchanged. Please ensure these updates are reflected in your proposal.

Thank you for your attention to these changes.

LAHC-Leaders Advancing and Helping Communities