

NOOR INTERNATIONAL ACADEMY NOTICE TO BIDDERS AND REQUEST FOR PROPOSALS

Noor International Academy is soliciting sealed bid proposals for construction trade work from qualified subcontractors for **new construction** of an educational facility located in Troy, Michigan.

Project Description

The project consists of a one story educational facility located at 4050 Coolidge Hwy. Troy, MI 48098.

RESPONSES DUE NO LATER THAN 1:00PM JUNE 6TH , 2023

Addressed to: Ayman Eidi at 6919 N Waverly St. Dearborn Heights, MI 48127

Owner

Noor International Academy

4050 Coolidge Hwy
Troy, MI 48098

Construction Manager (CM)

Key Construction Group

835 Mason St. Suite C-348
Dearborn, MI 48124
Contact: Ayman Eidi
Phone: 313-400-8140
E-mail: aeidi@buildwithkey.com

Architect

GAV & Associates, Inc.

24001 Orchard Lake Rd, Suite 180A
Farmington, MI 48336
Contact: Salwan Ashoo
Phone: 586-662-3291
Email: salwan@gavassociates.com

Separate proposals will be received for the following Bid Categories:

BP14 – Doors & Hardware

*All proposals shall include all associated work and is not limited to each individual division.

The CM is the Owner’s designated field representative and shall have the authority to provide direction regarding coordination and sequencing of all trades and subcontractor's work.

UNDER NO CIRCUMSTANCE SHALL THE BIDDER CONTACT THE OWNER FOR CLARIFICATION OF THE BIDDING DOCUMENTS.

Bidding Procedures:

Drawings, specifications, requests for proposals and complete bid packages are available.

For an RFP, you may view at: <http://www.niapsa.org/rfp/>

All questions regarding the bid documents should be directed to the CM.

Submitted Proposals will be considered as final, and no alternate or revised proposals will be accepted after the closing date for receiving bids.

Owner and CM reserve the right to accept any bid based on qualifications or price, but not solely on lowest bid. Final vendor selection and award of bids is also contingent upon receiving approvals for the construction project and site plans from all local, state and authorizer as well as financing of the construction project.

All hand delivered proposal to include 2 copies marked “**NOOR INTERNATIONAL ACADEMY - SPECIFYING CONTRACTOR NAME, ADDRESS, PHONE NUMBER, EMAIL AND BID CATEGORY** Will be accepted **NO LATER THAN 1:00 P.M. E.D.S.T., JUNE 6TH, 2023** to: Ayman Eidi at 6919 N Waverly St. Dearborn Heights, MI 48127

Verbal, telephone, or fax or are invalid and will not receive consideration. **Bid proposals received after this time will not be accepted.**

Bidders shall not withdraw Bid Proposals for a period of sixty (60) days after the bid due date. Unit Prices shall be held for the duration of the contract.

All bids will be publicly opened and read aloud at **3:15 P.M. E.D.S.T. JUNE 6TH**

**.2023 at the Academy Support Center located at 6919 N Waverly St.
Dearborn Heights, MI 48127.**

Successful bidders **MAY** be required to provide Labor, Material and Performance Bonds for 100% each of contract award, issued by sureties listed by the Treasury Department, as listed in U.S. Dept. of Treasury Circular 570, and licensed to do business in Michigan.

All subcontractors executing contracts with Noor International Academy or Key Construction must and will comply with the equal opportunity laws.

All bidders must provide Iran Economic Sanctions Act Certification and Familial Disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Noor International Academy Board or the Noor International Academy Superintendent. The Board reserves the right to accept or disqualify a bid proposal that does not include this sworn and notarized disclosure statement. See attached forms.

The Board of Directors and the Construction Manager reserve the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities or informalities; and in general to make awards in any manner deemed to be in the best interests of the Board or Construction Manager.

All blank portions of the proposal forms must be filled in and all questions responded to. Each submitted proposal must include the legal name of the bidder(s) and will be signed by person(s) legally authorized to bind the bidder(s) to a contract. If bids are submitted by an agent, satisfactory evidence of agency authority is required.

Basis of Proposal:

Proposals shall be based on the methods and materials shown on the Drawings and described in the Specifications and Scope of Work Forms. If the Bidder wishes to bid on alternate material or piece of equipment other than that specified, he shall submit a separate Proposal on the alternate materials or equipment apart from the Base Bid. Substitutions not specifically allowed by the various Specification Sections will not be accepted after signing of the Agreement by both parties.

All parties must quote the plans and specifications as the base bid. Failure to comply with these requirements may be cause to disqualify Proposal.

Prices must include material, delivery, equipment, supervision, labor, assembly,

insurance, and fees and set in place for a complete Scope of Work. This project is tax exempt.

Manufacturer's specifications and product numbers are intended to establish a minimum standard of design, construction, and quality that will be accepted.

Subcontractors shall coordinate with other trades that affect the installation of the Work, and with the Construction Manager.

Each bid shall include any hoisting, delivery, handling, and general cleanup of subcontractor's debris and storage requirements.

All contracts for construction will be direct contracts with the Construction Manager, **Key Construction Group**. Overall administration of the Project will be the responsibility of the Construction Manager. The Owner shall approve subcontract awards in May 2023 or upon financing and the authorizer's approval of the construction project

Whichever is later, to separate contractors for separate bid divisions or combinations of bid divisions. A Bidder may submit a proposal on more than one Bid Division; however, a separate bid must be submitted for each Bid Division of a combined bid. All bids shall be submitted on the bid forms attached hereto, completely filled in, and executed (copies of the bid forms are acceptable). Facsimile bids will not be accepted.

The Bidders shall read and review the Bidding Documents carefully and familiarize themselves thoroughly with all requirements.

Project Schedule:

The approximate completion schedule for bidding purposes is attached. All subcontractors must staff the project to maintain the scheduled completion date. Trades are anticipated to be scheduled on a phased basis in close coordination with other trades. Owner will not pay for any overtime to maintain the construction schedule. Unless delayed by force majeure events and noted in writing immediately and submitted to Owner, should the subcontractor fail to adhere to the schedule, the subcontractor shall furnish such labor and/or services, or work sufficient overtime as may be necessary to make progress conform to schedule. Failure to adhere to schedule, or failure to take steps to regain schedule shall constitute default within the terms of the contract. Any premium time costs shall not be reimbursable unless previously approved in writing by CM / Owner. Owner / CM reserves the right to interfere as necessary to supplement the project with additional labor forces to ensure the project schedule is maintained. The subcontractor will be advised in writing that a scheduling breach exists with adequate time to correct the schedule. If failure to correct the schedule remains a detriment to the Owner's project goals, Owner / CM reserves the right to secure additional labor as necessary to comply with the project requirements. The direct costs associated with additional labor forces of the Owner / CM and Supervision time involved will be solely born by the Subcontractor.

Commencement date:

It is the intent to award the contract(s) by end of June 2023 or upon site plan approval, financing and the authorizer's approval of the construction project whichever is later. After the proposals are opened, evaluated and approved, a letter of award confirming its acceptance will be sent to the selected contractor(s). The intended contract is attached hereto.

Questions During Bidding:

If any person contemplating submitting a bid on the proposed Contract is in doubt as to the true meaning of any part of the Drawings or Specifications, he may submit to the CM a **written request** for an interpretation thereof. Any such Addendum will be mailed or delivered to each person receiving a set of the Contract Documents and to such other prospective Bidders as have requested they be furnished with a copy of such Addendum. Any questions regarding the RFP's or contract documents must be sent to the Construction Manager.

Under no circumstance shall the bidder contact the Owner for clarification of the Bidding Documents.

All questions must be directed in writing email thru the use of the attached Request for Information form:

Construction Manager (CM):

Key Construction Group
835 Mason St. Suite C-348
Dearborn, MI 48124
Contact: Ayman Eid, Project
Estimator
Phone: 313-400-8140
E-mail:
aedi@buildwithkey.com

Request for Information responses:

A complete list of RFI's and responses will be posted on the site where bidding documents were obtained. Submit all RFI's no later than 5/31/2023.

Construction Bid Disclosure Statement – Familial Relationship

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner and any employee of the bidder and any member of the Noor International Academy must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

There are no familial relationship(s) that exists between the owner and any employee of the bidder and any member of the Noor International Academy Board or the Noor International Academy Superintendent. If such a relationship exists, please explain:

The undersigned, the authorized representative of _____ does hereby represent and warrant that the disclosure statement herein contained is true and correct.

Executed the ____ day of _____, 202__

By: _____

Title: _____

STATE OF MICHIGAN

COUNTY OF _____

This instrument was acknowledged before me on the ____ day of _____, 202__.

By: _____
Notary Public

_____ County, Michigan

My commission Expires: _____

Acting in the County of _____

NEW CONTRACTOR PROFILE

Must be filled out completely and returned with the bid documents.

PROJECT NAME: Noor International Academy - Troy, Michigan

GENERAL INFORMATION

Company Name: _____

Principals: _____

Contact Person: _____

Address: _____

Phone: _____

Cell: _____

Fax: _____

Email: _____

Trade or Service Provided: _____

Number of Years in Business: _____

Geographical Coverage: _____

FINANCIAL

Please provide banking information and contact:

Federal ID#: _____

Or S.S.N.: _____

Incorporated: Yes No

Partnership: Yes No

Line of credit limit: _____

Privately Owned: Yes No

Minority Owned: Yes No

Bonding ability / limits: _____

Please complete this section

Have you ever failed to complete a project? Yes No

If yes, please explain: _____

Have you ever been removed from a project prior to completion? Yes No

If yes, please explain:

Has the Owner(s) and/or principals of the company ever filed for bankruptcy or reorganization?

Yes No

If yes, please explain:

Any there any lawsuits or legal actions pending against your company? Yes No

If yes, please explain:

Ever bonded a job for completion? Yes No

If yes, please explain:

Provide financial statements for the past two years (if requested).

COMPANY CAPABILITIES

Projects over the last 3 years: _____

Number of Employees: _____

Average Crew Size: _____

Union Non-Union

Largest Project Dollar Value: _____

Average Project Dollar Value: _____

Estimating Capabilities: _____

Email Capabilities: _____

CAD Capabilities: _____

Equipment Owned: _____

Special Capabilities or Certifications: _____

Insurance Carrier and Capacity: _____

SAFETY

***** Please furnish a copy of your safety manual with your bid documents*****

What is your company's Experience Modifier Rate (EMR)? _____

What is your company's MIOSHA incident rate? _____
Provide a copy of the OSHA 300 or 200 Logs for the last 3 years.

In the past 3 years, has your company had any MIOSHA violations or warnings? If so, please list details, including any fine amounts.

REFERENCES

Please provide three (3) client and three (3) supplier references.

Client

Suppliers

Company: _____

Company: _____

Contact: _____

Contact: _____

Phone: _____

Phone: _____

Company: _____

Company: _____

Contact: _____

Contact: _____

Phone: _____

Phone: _____

Company: _____

Company: _____

Contact: _____

Contact: _____

Phone: _____

Phone: _____

Requirements for Signing Bids:

Bids which are not signed by individuals making them shall have attached thereto a Power of Attorney evidencing authority to sign the bid in the name of the person for whom it was signed.

Bids which are signed for a partnership should be signed by all of the partners or by an Attorney-in-Fact. If signed by an Attorney-in-Fact, there should be attached to the Bid a Power of Attorney evidencing authority to sign the bid, executed by the partners.

Bids which are signed for a corporation should have the correct corporate name thereof and the signature of the president or other authorized officer of the corporation manually written below the corporate name following the word "by", together with the stamp of the corporate seal. If such a bid is manually signed by an official other than the president of the corporation, a certified copy of the resolution of the Board of Directors evidencing the authority of such official to sign the bid should be attached to it. Such bid should also bear the attesting signature of the secretary of the corporation and the impression of the corporate seal.

Form of Subcontract:

Successful bidders will be required to sign the attached subcontract. Review and acceptance of this contract is required with the bid submittal. No modifications to this document will be accepted.

CONTRACTOR:	
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Please sign below to confirm you have read and understand the attached contract.

_____ **Date:** _____
(Signature)

_____ **(Please sign, date and return with bid documents)**
(Print Name)

Bids must be delivered to: **Noor International Academy**

Attn. Ayman Eidi
6919 N. Waverly St. Dearborn Heights, MI 48127

Bids must be delivered by: **1:00 PM JUNE 6th, 2023**

Bidder, if awarded a contract, agrees to commence work upon receipt of a written "Notice to Proceed/Letter of Intent" and to fully complete his work in accordance with and to conform to the milestone dates and durations set forth in the construction schedule established by Owner/CM. We have reviewed the plans, specifications, bid documents, and have reviewed the existing site conditions.

Name of Bidder: _____

Bid Category/# _____

Address: _____

Our lump sum bid to complete this work is: _____

Including all applicable sales/services taxes.

Days to Complete Work _____

Proposed Alternate # 1 _____

Proposed Alternate # 2 _____

Proposed Alternate # 3 _____

Proposed Alternate # 4 _____

Proposed alternate # 5 _____

Unit Rate # 1 _____

Unit Rate # 2 _____

Unit Rate # 3 _____

The undersigned declares the foregoing statements are true and correct.

Prepared By: _____

Signature: _____ Date: _____

Noor International Academy Request for Information

Project Name: _____

Date Requested: _____

Date Due: _____

To: _____

From: _____

Information Requested

Response

Signature: _____ Date: _____

Printed Name: _____

Copy To: _____

Noor International Academy

Bid / Proposal Check List

Please include all of the following bid documents;

- ❑ 1 Original and 2 copies of all the documents if submitted in person
- ❑ Familial Disclosure (notarized)
- ❑ Iran Economic Sanctions Act Certification (notarized)
- ❑ Bid Bond (5% of contract value. Can be a money order, certified check, or Bid Bond Certificate)
- ❑ New Contractor Profile
- ❑ Signed acknowledgement of the subcontract
- ❑ Lump Sum Bid Sheet (Must be on top of all bid documents)
- ❑ Scope of Work Form (Must be completed & under lump sum sheet)
- ❑ Complete proposal on your letterhead