



**Request for Proposals: General Contractor Services**

**2817 E Grand Boulevard**

**Detroit, MI 48211**

## I. Introduction

Vanguard Community Development is a stalwart champion of the Historic North End neighborhood. Founded in 1994, Vanguard has built a solid reputation as a broad-based community development entity that revitalizes the physical, economic, and social fabric of Detroit's Historic North End. A proud, BIPOC-led nonprofit 501(c)(3) organization, Vanguard operates programs in three strategic areas: Housing Development, Community Engagement & Planning, and Economic Development.

Vanguard is in the process of expanding its Community Campus, which currently encompasses approximately 4 acres located on the eastern end of East Grand Boulevard near the I-75 freeway, positioned in the Historic North End Main Street and the Jam Handy/North End Historic District. The campus includes four buildings with two acres of green space ("Black Bottom Park") in the rear of the buildings.

The campus occupies three quarters of a city block on East Grand Boulevard. Vanguard is in the process of expanding its footprint through the recent acquisition of a fifth building to complete ownership of the entire block. The newly acquired building is 2817 East Grand Blvd., a two-story commercial building, totaling nine thousand five hundred (9,500) square feet with an attached two and a half car garage and fenced parking lot. It was previously utilized as office and warehouse space. Vanguard is relocating their main office to this building.

## II. Invitation to Submit Proposals

On behalf of Vanguard Community Development, This Is My Detroit, LLC, the Project Manager for this phase of the Community Campus Expansion, hereby invites licensed and experienced General Contractors to submit proposals for Construction Services for the rehabilitation of 2817 E Grand Boulevard. It is the intent of this RFP to determine the selection of a local General Contractor to complete the rehabilitation in accordance with the specified design.

Participation in this selection process shall be at no cost or obligation to This is My Detroit, LLC or Vanguard Community Development. General Contractor firms/ teams may also be interviewed prior to the Contract Award.

### Schedule of RFP issuance and award shall be as follows:

- RFP Publication: November 8, 2024
- **Pre-Proposal Site Visit:** **November 13, 2024, 11am-1pm**
- **Deadline for questions:** **November 15, 2024, 4 pm**
- **Responses to questions/addenda issued:** **November 18, 2024**
- **Proposals Due:** **November 21, 2024, 5 pm**
- Complete Review of Proposals: November 22, 2024
- Interviews: November 25, 2024
- Notice of Award: November 26, 2024

All questions regarding the RFP should be submitted to [GCRFP@vanguardcdc.org](mailto:GCRFP@vanguardcdc.org). All questions must be received by 4:00 PM EST on November 15, 2024. Responses to the questions and/or required addendum will be posted to the website on Monday, November 18, 2024.

### **III. Project Description**

Vanguard Community Development is requesting General Contractor proposals to provide comprehensive construction services for the rehabilitation of the property below in accordance with the plans and specifications.

**2817 East Grand Boulevard  
Detroit, MI 48221**

The renovation/improvement project is an effort to make the building more accommodating for Vanguard Community Development staff and its operations and more user-friendly to the community. The project is being completed in phases. Phase I consists of minor improvements to the first floor and a complete build out of the 2nd floor. including offices, conference rooms, and a kitchenette.

Architectural drawings and plans have been completed by Other Work. The Construction Documents are available via the Vanguard website at [vanguarddetroit.org](http://vanguarddetroit.org).

There will also be owner selected vendors completing IT infrastructure, roof repair and security components of the project. The Construction team shall coordinate with these vendors as needed.

This RFP is not an offer to enter into a contract. Vanguard Community Development reserves the right to reject all responses resulting from this RFP. This Is My Detroit, LLC is not liable for any cost incurred in responding to this RFP.

### **IV. The Scope of Work**

The Scope of Work for this RFP is outlined below, and the project shall be designed in accordance with all local, state and federal codes, regulations, and guidelines.

- Secure required permits.
- Propose, contract with and manage trade subcontractors.
- Ensure construction is consistent with approved plans and conforms to relevant federal, state and local regulations.
- Ensure safety of all construction workers and activity.
- Adhere to the established construction schedule and timely communicate any possible or known delays.

- Schedule and coordinate inspections of work with permitting agencies.
- Participate in project progress meetings.

The Scope Of Work includes the renovation of a former private Office Building into office space for Vanguard Community Development. The building contains approximately 9,000 gross square feet. The majority of the work is concentrated on the 2nd Floor. New Mechanical, Plumbing And Electrical Systems are being proposed, with one existing furnace remaining. New Partitions, Doors, Ductwork, Ventilation, Exhaust, Light Fixtures, Plumbing Fixtures, and Appliances are included. No exterior facade renovations are being proposed in this phase of the work.

## **V. Submittal Requirements**

The proposal shall provide information necessary for Vanguard Community Development to evaluate the qualifications, experience, and expertise of the proposing firm to provide General Contractor services for the renovation of the building.

The Offeror is to make a written proposal which presents an understanding of the work to be performed. The proposal should demonstrate and provide evidence that the Offeror has the capabilities, professional expertise, capacity and experience to provide the necessary services as described in this RFP. The Offeror shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the Vanguard Community Development Proposals shall be signed by an authorized representative of the Offeror.

1. Proposers should send a complete digital proposal, collated into one PDF document to no later than **5:00 PM on Thursday, November 21, 2024 to:**

Vanguard Community Development  
[GCRFP@vanguarddetroit.org](mailto:GCRFP@vanguarddetroit.org)

2. **Contents: Proposal shall contain the following information:**

- **Cover Letter/Executive Summary** on company letterhead signed by a person with the corporate authority to enter any contract which results from the RFP.

**A. Firm Description** - Provide a description of your firm and list relevant information about current capabilities, size, expertise, rate of services, and length of time in existence. Preference will be given to local firms so please provide any relevant certifications.

**B. Relevant Experience-** Describe relevant project experience performing work on commercial buildings in the City of Detroit and any experience with other non-profit agencies, etc.

**C. Key Personnel Qualifications** - Identify key personnel who would work on the Project as assigned, their respective roles, and a synopsis of relevant experience. Please also indicate any known Subcontractors that you plan to utilize and their relevant experience, capacity and bonding capacity.

**D. References** - Include a list of clients for whom similar work has been performed, with the name, title and phone number/email address of a contact person.

**E. Scope of Work** - Provide an explanation of tasks associated with the Project, including how you propose to complete each task.

**F. Budget and Schedule of Charges-** Provide a line item budget for costs associated with performing the Scope of Work, including permitting.

**G. Work Schedule** - Provide a time schedule for completion of the work. Time is of the essence, so proposals that prioritize the work and expedite the schedule will be given preference and will receive a higher rating.

**H. Insurance** – The firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the General Contractor, its agents, representatives, employees or subcontractors. Please provide evidence of relevant and current insurance.

## **VI. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

- Capabilities, experience and resources of the firm.
- Pricing and schedule for completion of the work.
- Qualifications and experience of key individuals.
- Responsiveness to the RFP.

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the selection process. Proposals will be reviewed and evaluated and awarded by Vanguard Community Development.

## **VII. OTHER CONSIDERATIONS**

Vanguard Community Development reserves the right to reject all proposals. This RFP does not commit Vanguard to award a contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services. Vanguard Community Development reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of Vanguard to do so. Vanguard may require the selected consultant firm to participate in negotiations, and submit such price, technical or other revisions of the proposal that may result from negotiations.