

# **STAR INTERNATIONAL ACADEMY - CANTON**

C/O 6919 N. Waverly Street  
Dearborn Heights, MI 48127  
(313) 565-0507; [info@siapsa.org](mailto:info@siapsa.org)



## **REQUEST FOR PROPOSAL (RFP)**

**Architect – Phase II Construction Project**

**RESPONSES DUE BY:**

**Wednesday 02/12/2025 BY 12:00 PM**

**THE “ACADEMY” RESERVES THE RIGHT TO REJECT ALL PROPOSALS**

NOTICE: The Academy does not discriminate on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, or disability in their programs and activities.

# STAR INTERNATIONAL ACADEMY - CANTON REQUEST FOR PROPOSAL (RFP)

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## 1.0 GENERAL

### 1.1 Overview

Star International Academy - Canton ("The Academy") is statutory public-school Academy that is accredited by the State of Michigan and functioning under the Michigan Revised School Code. The Academy is located in Canton, MI at 45081 Geddes Rd. Canton MI 48188 (55,000 sq. ft.).

The Academy is governed by a Board of Trustees consisting of five (5) appointed members each and each elected for various terms. The policies of the Boards are carried out by Superintendent of Schools, Dr. Ali Bazzi. Currently, the Academy serves Prek-8.

### 1.2 Objectives

The objective of this Request for Proposal (RFP) is to solicit bids and establish a partnership with an Architect to provide architectural drawings compliant with state building regulations for public school academies. The Academy plans to begin Phase II of its construction plans. This phase will include, but not limited to, an additional 6 (six) classrooms, 4 (four) administrative offices, 1 (one) mechanical room. These objectives will be solidified with The Academies team once an Architect has been selected.

### 1.3 Scope

The scope of this proposal will be outlined under "Exhibit A" of this document. These conditions must be met by the selected architect. Once an Architect has been selected, a final contract will be drawn up and executed by both parties.

The Academy has the right to reduce/increase the amount of service based on its budgetary limits and the school needs.

The academy has the right to award any part of the bid to any company to provide the Academy with the best possible overall solution.

## 1.4 **Confidentiality**

The information presented in this RFP and any subsequent information provided or received by The Academy or the prospective vendor will be treated as confidential. All parties agree that they will treat any and all information received as part of this RFP in the same manner as it treats its own internal confidential information.

## 2.0 **BID PREPARATION**

### 2.1 **Mail to OR deliver in person ALL documents in a SEALED envelope to (faxed bids will not be accepted):**

Mr. Mahmoud Bazzi  
Director of Operations  
C/O Star International Academy  
6919 N. Waverly Street  
Dearborn Heights, MI 48127  
Phone: (313) 283-7550  
Email: [mahbazzi@hesedu.com](mailto:mahbazzi@hesedu.com)

### 2.2 **Deadline for Submissions**

Four (4) copies of your RFP responses, along with two (2) copies of pertinent technical specification materials as may be applicable, must be submitted on or before **12:00 pm, Wednesday, 2/12/2025**. Late and faxed responses will not be considered. Clear and concise thoughts are expected. Provide one (1) bound and five (3) unbound copies suitable for photocopying.

### 2.3 **Document Preparation**

To ensure compliance, prospective suppliers are to state their degree of compliance with each numbered section within the RFP.

### 2.4 **Evidence of Vendor's Ongoing Stability**

Each bid should include a capability summary indicating the following:

- Financial stability summary (Annual Report, Dun & Brad Street report, etc.)
- Vendors and/or third parties support staff and locations
- Methods of charges

- A reference listing of current customers, to whom you are providing construction services, contact names, and phone numbers
- A proof that vendor is insured and bonded

**2.5 Contact Information**

All inquiries concerning this RFP should be directed to:

Mr. Mahmoud Bazzi  
 Director of Operations  
 Phone: (313) 283-7550  
 Email: [mahbazzi@hesedu.com](mailto:mahbazzi@hesedu.com)

**2.6 Evaluation Process**

The Board of Directors and/or its committee will validate and begin its evaluation process of all proposed documents received on or before Friday, February 7<sup>th</sup> 2025 by 12:00PM.

The Evaluation committee will conduct a detailed evaluation of all received proposals and provide a detailed summary of their evaluation to be presented at the next Board of Directors meeting (see below for meeting details).

**Star International Academy: 2/19/2025 at 6:00 PM** at the Academies Central District Office located at 6919 N Waverly St. Dearborn Heights MI 48127.

Important factors to consider in the evaluation are: Cost, quality, company stability, insurance, references, timetable and service.

Criteria	Points
Program Schedule	20
Comprehensiveness of Bid	15
Project Cost	40
Qualification	25
<b>Total</b>	<b>100</b>

## **2.7 Rejection of Submission**

- The “Academy” reserves the right to reject any and all submissions received.
- The “Academy” will not award a contract solely on the basis of this request and will not be liable for any cost of preparation or delivery associated with the response to the RFP.
- It is anticipated that the Academy will select a vendor from firms who provide written responses. An oral presentation by one or more firms may be required at the Academy’s offices after written proposals are received. Please be prepared to make your presentation on short notice. Each vendor should be prepared to discuss and substantiate any of the areas of the proposal submitted. The receipt of a Request for Proposal and a submission of a written proposal by a vendor does not constitute obligation by the Academy for an interview.
- Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable laws concerning open records. Blanket requests for restrictions will be rejected.

## **2.8 Rejection Notification**

Vendors submitting unaccepted or rejected documents will be notified and may call in person to re-claim their document within ten (10) days of notification.

## **3.0 TERMS AND CONDITIONS**

### **3.1 Payments**

Payment for services received will be made by the Academy within the time frame that is negotiated between the vendor and the Academy. An example of payment time frame is included under “Exhibit A.”

### **3.2 Price Changes**

It is expected that the responding vendors agree to pass along The Academy ALL additional discounts, price reductions, and relevant specialized pricing programs for which The Academy may be eligible between the date of bidding and delivery of services. The Academy should be made aware of these pricing changes in writing within two weeks of price change to

coordinate our contract with the improved pricing. Since the Academy is an educational institution, the prices must include the academic discount when applicable.

#### **4.0 PRICING AND PAYMENT TERMS**

##### **4.1 Pricing page must include:**

- (1) Specific Services.
- (2) Breakdown of price/cost or percentage for each service or category.
- (3) Charges and payment terms.
- (4) Warranty.
- (5) Necessary and required supplies.
- (6) Terms for theft or losses
- (7) Prevailing Wage

**4.2** The Academy reserves the right to reduce or increase the type of service requested and negotiate other payment options with the company after proposal acceptance.

#### **5.0 TIMELINE SCHEDULE**

<b>Milestones</b>	<b>Completion Date</b>
RFP Board Approved / Open to Public	1/27/2025
RFP Response Deadline	2/12/2025 12:00PM
Evaluation Committee Review	2/13/2025 - 2/14/2025
Board Selection	2/19/2025
Notify Selected Vendor	2/20/2025

#### **6.0. BID REQUIREMENTS**

For proposals to be considered, RESPONDENTS:

- Must submit a complete response to this RFP.
- Proposals must be signed by an official authorized to bind the firm to its provisions.
- proposal remains valid. For this RFP, the period must be at least sixty (60) days.
- Proposals must include terms and conditions.
- Proposals must include contact persons.
- Proposals must include insurance certificate.

## Exhibit A: Scope of Work / Expectations

### Phase I:

- Architect to create architectural program showing the site and floor plans based on the Academy's needs.
- Using new layout, the architect will meet with the Academy to finalize program needs.
- After review and approval, exterior elevations will be developed and reviewed with the Academy.
- Using the new layout and elevations, Architect will create a preliminary site plan in order to provide to civil engineer to finish final site, civil construction documents.

### Phase II:

Once preliminary site plan/drawing is approved by the academy, the Architect will submit for State Preliminary Site Plan Approval (determination of city/township requirements will be responsibility of the Architect.

- Preliminary site plan
- Preliminary engineering
- Elevations
- Floor plan/occupancy study and egress pattern study

### Phase III:

After state site plan approval, Architect will begin architectural and engineering construction documents. This includes verification of local and state ordinance compliance, NFPA and Michigan Building Code.

Architectural	Structural Engineering	Mechanical, Electrical, Plumbing
Proposed addition	Foundation plan	HVAC plans
Roof plan	Floor framing plan	Lighting plans
Elevations	Roof framing plan	Detail electrical plans
Bathroom details	Window structure details	Details plumbing plans
Window schedules	Control joint structure details	Fire suppression plans
Door schedules	Structural calculations	Fire alarm plans
Finish schedules		
Building section details		
Ceiling plans		

\*Items needed to complete this task that's not listed in this chart are to be considered as part of the responsibility of the architect.

## Key Notes:

Architect will work with the Academy to coordinate construction meetings to address the following:

- Case work
- Door hardware
- Key schedule
- Security
- Technology

Once all key aspects are completed and drawings are ready. Architect will submit for state approval and request building permits to move to the building stage. All trade permits will be the responsibility of skill trade vendors who will be monitored by Construction Manager (CM).

## Phase IV:

### During Construction

- Check shop drawings and product samples as noted on construction documents.
- Architect will provide site visits during construction at certain completion points for observation of construction completion. Proper certificate of completion documentation will be filled out during these visits to comply with State of Michigan compliance.
- As-built drawings will be finalized and provided to the Academy at the end of the project. These drawings will be finalized by the architect and construction manager.

## Proposed Fee Schedule

*(Optional, if architect prefers a different schedule method, please include in proposal. Payments NEED to be broken up throughout the duration of this process):*

Payment 1: 10% - Retainer fee (Phase I & II)

Payment 2: 35% - Mid-way completion of process (Phase I, II & III)

Payment 3: 35% - After State approval of drawings

Payment 4: 20% - During construction

If you have any questions, please refer to section 2.5 of this proposal to contact the Academy's point of contact.



Proposed Plan (NOT FINAL):



# STAR INTERNATIONAL ACADEMY - CANTON

## PHASE II CONSTRUCTION PROJECT