

**Colonial Square Cooperative  
Buildings and Facilities Renovation Project  
Request for Proposal**

**1.0 Introduction**

Colonial Square Cooperative, 3012 Williamsburg Road, Ann Arbor, Michigan (Owner) is evaluating the undertaking of a project which would include the renovation of its owner-occupied cooperative housing and ancillary site improvements.

There is a need for a contractor to provide Construction Management Services to manage the project and be a part of the project team. The project team shall be comprised of the Cooperative's Manager, Board of Directors, Architect, and the Construction Manager.

This document and the enclosed Request for Proposal Format is a Request for Proposals soliciting qualification statements and fee proposals to provide Construction Management Services for the renovation project.

The project consists of interior and exterior improvements to 33 One Bedroom Units, 276 Two Bedroom Units, 84 Three Bedroom Units, and 34 Four Bedroom Units in 57 Buildings, and the portions of the surrounding site. All units will remain occupied during the renovation.

**1.1 Scope of Services**

In addition to the Construction Management Services described in the AIA Document A134 – 2009, as amended by owner, the successful Construction Manager will also need to provide the following:

1.1.1 Perform pre-construction consultation, cost estimating, and value engineering services to evaluate and implement renovations to all unit types across the entire project site.

1.1.2 The Owner wishes to offer Members the option of selecting certain pre-defined improvements to their units on a Member request and pay basis. The Construction Manager will need to assist the Owner and Architect in developing which pre-defined improvements are to be offered, and perform pre-construction consultation, cost estimating, and value engineering services in the development of those optional improvements. The optional pre-defined improvements to each unit will be denoted on the contract documents before construction begins.

1.1.3 Create a budget, obtain prices for various elements from subcontractors, compare the prices to the budget, and suggest adjustments based on the results.

1.1.4 Coordinate and perform all functions of the competitive bidding of contractors and subcontractors to be utilized for the project.

1.1.5 Act in the best interest of the Owner to provide all customary construction management services throughout the project building period and maintain the overall budget with respect to the construction work to be performed.

1.1.6 Manage all contracts related to recycling and debris disposal.

1.1.7 Work with the Architect and Owner to ensure all applicable grants and Tax Credits are obtained.

1.1.8 Carry out the directives of the Owner.

## **1.2 Preconstruction Services**

In addition to the Preconstruction Services described above and in AIA Document A134 – 2009, as amended by Owner, the Construction Manager is to:

- 1) become familiar with Colonial Square, its Members, and existing construction details of the Town Houses
- 2) work with the Architect to help specify the proposed repairs and improvements
- 3) estimate the cost for each of the improvements
- 4) participate in meetings with Members to present information and answer Members questions about the various improvements, their costs, features and benefits
- 5) advise the Owner in the management of the project

One of the ways to help with this objective is for the Construction Manager to oversee this year's furnace cleaning and inspection program. This program will need to be implemented before the heating season (end of October or early November) and prepare a report of the results, for distribution to the BOD and the Membership.

- Assist Management to solicit bids for the furnace cleaning and inspections
- Accompany the furnace contractor to each Town House and monitor the contractor's work
- Record the age, type, and condition of each Town House's furnace, air conditioner (if present), water heater, and B Vent.
- Inspect and record the age / condition of smoke detectors in the Town Houses

The Construction Manager shall evaluate the B-Vent chase and surrounding area for options to:

- Vent replacement furnaces and gas water heaters
- Route cable TV and other communications wiring
- Route interconnected smoke detector wiring

The Construction Manger is to inspect and record the present condition of the following items which are being considered in the project.

- Attic insulation and ventilation Front door
- Rear grade door
- Rear sliding door
- Rear porch light
- First and second story windows (to determine if any repairs are needed)
- Basement windows (including options for replacement with an egress window)
- Crawl space and ventilation under one bedroom Town Houses

The Construction Manager shall also familiarize itself with the layout of the kitchens and bathrooms and to assist the Architect with developing specifications and scopes of work for the following options:

- Kitchen renovation
- Kitchen ventilation
- Bathroom ventilation

### **1.3 Construction Services**

The Construction Manager is to perform Construction Services as described in AIA Document A134 – 2009, as amended by Owner, which will include (but are not limited to) the solicitation, assistance in contracting, and ongoing coordination of contractors and subcontractors for all work which the Owner decides to undertake, this shall include, but not necessarily limited to, the following areas:

- Concrete
- Masonry
- Metals
- Rough and finish carpentry
- Thermal and moisture protection
- Doors and Windows
- Finishes
- Specialties

- Finishes (sheetrock, vinyl flooring, tile, painting) and millwork
- Plumbing, if needed
- Heating, ventilating, and air conditioning
- Electrical
- Communication wiring
- Smoke / CO detection and alarms
- Temporary utilities, site logistics, sidewalk sheds, all permits
- Secure all permits and ensure that Trade Contractors submit applications to provide a timely review and approval by the building department.
- Surveying as required for construction.
- Coordinate and provide assistance in the installation of any Owner supplied and installed fixtures, furnishings and equipment.
- Demolition, if needed.
- Such other duties as directed by Owner.

**The following is a list of the potential project scope:**

**Wiring Systems:**

Direct wired smoke and CO detectors  
 Communication wiring  
 Enclosure for exterior electrical service wiring  
 Replace rear porch lights

**Mechanical & Venting:**

Kitchen range hoods and exterior exhaust systems  
 Bathroom exhaust fans  
 Dryer vents  
 Replace furnaces  
 Evaluate / recommend B-Vent options based on other mechanical venting requirements  
 Central A/C units (*on request*)

**Structural Improvements:**

Replace basement windows, fully operational and vented glass block  
 Basement egress window, (*on request*)

Replace Doors:

- Front grade doors
- Front storm doors
- Rear grade doors
- Rear storm doors
- Rear sliding doors

Replace building siding with vinyl  
 Replace material on and repair clad fascias, rake boards, soffits, and soffit returns  
 Shutters and louvers  
 Install gutters and downspouts  
 Replace kitchen cupboards and countertops, (*on request*)

**Insulation and Building Wrap:**

- Investigate, recommend, and specify wall insulation entire exterior of building
- Attic insulation with baffles as needed
- Floor / crawl space insulation, (one story units)
- Foam board on all accessible areas of building
- Install building / house wrap on all accessible areas of building

**Brick Fascia Repair & Cleaning:**

- Tuck-point and repair all existing building brick surfaces as needed
- Repair or remove brick appendages on certain buildings, as directed
- Clean and seal all existing building brick surfaces
- Install flower boxes on brick appendages to remain
- Replace US Postal Service Mail boxes

**NOTE**

The scope of the project has not been determined. A decision as to the actual scope of the project will be made after evaluation of the costs and feasibility of each proposed Improvement.