
BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action x

Item: GMB Engineering services – KCTC East A wing HVAC

Submitted by: Russell Bray

Date: 7/13/26

Recommended by: Kevin Philipps *KP*

Board Meeting Date: 7/20/26

RECOMMENDATION:

It is recommended that the Kent ISD board approve GMB Ecosystem of Teams to provide engineering services for the replacement and improvement of HVAC and associated equipment and components for KCTC East A wing in the amount of \$145,900.

BACKGROUND:

School Districts are required to have all plans and specifications for building or remodeling be prepared by a licensed Michigan architect or professional engineer for any project exceeding \$15,000 under Public Act 306. GMB is a quality architectural/engineering firm that works with many districts throughout West Michigan. Administration feels GMB will be an excellent partner for this project.

Under Michigan law, only construction services (MCL 380.1267) and supplies (MCL 380.1274) are required to be bid out. Construction Management, engineering, and design services are exempt from formal bid processes.

Attachment:

- GMB Proposal for KCTC East “A” Wing HVAC Improvements



May 28, 2026

Aaron Stockeland
Kent Intermediate School District
1655 E Beltline Ave NE
Grand Rapids, MI 49525

RE: Proposal for Professional Services
KCTC East "A" Wing HVAC Improvements

Dear Mr. Stockeland:

GMB Ecosystem of Teams (GMB) is pleased to be considered for the East "A" Wing HVAC Improvements for Kent Intermediate School District (Kent ISD) (Owner). Please find following our proposal for professional services (Proposal).

At GMB, education is at the center of everything we do. We are an education-focused partner committed to helping schools and communities navigate whatever challenges stand between them and the learning experiences they want to create. Whether you need support with financial planning, enrollment and demographic projections, communications strategy, branding, marketing, community engagement, building performance, or architecture and engineering services—our team brings the full breadth of our capabilities to help you move your mission forward.

GMB's Ecosystem of Teams

Instead of approaching each service in isolation, our teams collaborate across disciplines from the start, aligning data, planning, design, strategy, and communication into a unified process. This interconnected approach streamlines your workload, reduces complexity, and ensures every recommendation we make is grounded in what's best for your students, staff, and community.

Above all, we show up as a committed partner. Schools deserve support that adapts to their needs, responds to real-world conditions, and helps them make confident, informed decisions. Our goal is to provide that clarity and partnership through every phase of your project.

SCOPE OF WORK

GMB will provide architectural and engineering services in coordination with the selected Construction Manager, Owen-Ames-Kimball Co., for the project noted below. Services will include evaluation of existing conditions, development of design documents, coordination with the CM for budgeting and constructability, and support through bidding and construction. For the initial phase of this project, we will work with Kent ISD leadership to develop a scope of work and opinion of probable cost for these projects. Once approved, GMB will submit a follow-up proposal to complete the design work and construction documents.



KCTC East – “A” Wing Improvements

GMB will provide professional services for HVAC and associated interior improvements within KCTC East “A” wing. The scope includes evaluation and design for replacement of existing terminal units with Variable Air Volume (VAV) boxes with hot water reheat coils serving approximately ten zones, including a mix of offices and classrooms. The project includes replacement of the existing air handling unit and associated condenser serving this wing (approximately 10,000 CFM and 25 tons), as well as replacement of the make-up air unit located adjacent to the AHU that serves the Auto Technology space (approximately 5,000 CFM). The project also includes adding supplemental heat to the automotive repair bays, replacement of (4) vehicle exhaust fans, replacement of destratification fans, and adding cabinet heaters to bathrooms and new vestibule.

Architectural and electrical scope includes replacement of ceiling grid systems, ceiling pads, lighting and lighting controls in rooms impacted by the work. All systems will be coordinated to integrate with existing building infrastructure.

Additional architecture scope includes the addition of vestibule at the central entrance in the “A” Wing, clerestory replacement along the western portion of “A” wing, and the addition of a screening element along the road-side roof edge to block the view of mechanical equipment on the roof.

Design will be coordinated with the Construction Manager and OAK for constructability, phasing, and cost validation. Construction is anticipated to occur during Summer 2027, with bidding targeted for late 2026 through early 2027.

General Coordination and Support

Across all projects, GMB will provide coordination with OAK, the Construction Manager, and Owner stakeholders; participate in design review and cost-estimating milestones; prepare construction documents suitable for competitive bidding; support the bidding process; and provide construction phase services as defined in the final agreement.

Clarifications & Exclusions

Not applicable

TEAM & CONSULTANTS

The core leadership team will be as follows and will be with the project throughout the duration:

Jeff Hoag, AIA, NCARB, LEED AP	Client Leadership
Jorge Benitez, PE	Project Leadership
Jeff Twiest, PE	Mechanical Engineering

GMB does not anticipate the need for any consultants, but will assist the owner in determining additional consulting services required for the Project, as the scope is developed and finalized.

FEE

GMB proposes a fee of **\$145,900** (One Hundred Forty-Five Thousand Nine Hundred Dollars) to provide the scope of services as outlined above, based on an estimated \$2,130,000 project cost. If the scope of work changes after acceptance of this Proposal and additional services are required, the parties may negotiate an additional lump sum fee or GMB may perform on an hourly basis.



For services that are performed on an hourly basis, the following rates apply:

STANDARD HOURLY RATES

Executive	\$285.00
Principals / Practice Leaders	\$250.00
Senior Professional	\$250.00
Registered Professionals	\$205.00
Professionals	\$180.00
Construction Administration	\$180.00
Design Technicians	\$135.00
Administrative / Clerical / Intern	\$110.00

Hourly staff charges and expenses subject to change annually.

REIMBURSABLE COSTS

Expenses incurred by GMB in the performance of the work described in this Proposal are reimbursable and in addition to GMB's fee. Typical reimbursable costs include travel expenses beyond the project area, surveys, scanning of existing drawings, services of special consultants, models, laser scans, printing of over-sized documents, printing of full-sized drawings, 3D printing, CADD file conversions, color prints of documents, renderings and photographs, display boards, out-sourced audio-visual work, special computer programs specific to the project, plan review fees, and similar expenses required to perform the scope of services described in this Proposal. Reimbursable expenses are invoiced at cost, with no-mark up.

GMB will advise you in advance of any reimbursable expenses over \$500.00.

PAYMENT TERMS

Invoices submitted by GMB monthly are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the date of invoice.

OWNERS RESPONSIBILITIES, TERMS & CONDITIONS

The current version of GMB's Standard Terms & Conditions for Architectural and Engineering Services are fully incorporated herein and are hereby made part of this Proposal.

Thank you for the opportunity and we look forward to partnering with the Kent Intermediate School District on this project.

Sincerely,

GMB

A handwritten signature in black ink, appearing to read 'Jeff Hoag'.

Jeff Hoag, AIA, NCARB, LEED AP
Client Leadership

A handwritten signature in black ink, appearing to read 'Jorge Benitez'.

Jorge Benitez, PE
Project Leadership



PROPOSAL ACCEPTANCE: To accept this proposal, please sign, date, and return to Jeff Hoag at jeffh@gmb.com.

Name: _____

Signature: _____

Title: _____

Date: _____

Proposal: Kent ISD – KCTC East “A” Wing HVAC Improvements

This agreement made between the **Kent Intermediate School District** hereinafter called the OWNER and GMB Ecosystem of Teams (GMB) agree the **Main Building "A" HVAC Improvements** hereinafter called the PROJECT follows:

SCOPE OF AGREEMENT

The services provided by GMB are limited to those described in the proposal. If any terms set forth in the proposal are expressly in conflict with the terms of this agreement, the terms of the proposal shall govern.

ARCHITECT'S RESPONSIBILITIES

Standard of Care. GMB Ecosystem of Teams will perform its services consistent with the professional skill and care ordinarily provided by licensed architects and engineers practicing in the same or similar locality under the same or similar circumstances. GMB Ecosystem of Teams shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. GMB Ecosystem of Teams shall assist the Owner in determining consulting services required for the Project.

Changed Conditions. If GMB Ecosystem of Teams becomes aware of any circumstances that were not originally known, per this agreement, that affect the scope of services, compensations, schedule or other terms of this Agreement, GMB Ecosystem of Teams may request for re-negotiation of appropriate portions of the Agreement. GMB Ecosystem of Teams will notify the OWNER of the changed circumstances necessitating re-negotiation. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.

Additional Services. Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such additional services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt.

Opinions of Probable Cost. If GMB Ecosystem of Teams is contracted to provide opinions of probable cost, the OWNER understands that GMB Ecosystem of Teams has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that GMB Ecosystem of Teams' opinions of probable costs are made on the basis of GMB Ecosystem of Teams' professional judgment and experience. GMB makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from GMB Ecosystem of Teams' opinion of probable cost.

OWNER'S RESPONSIBILITIES

Owner Provided Information. The OWNER shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The OWNER shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. GMB Ecosystem of Teams shall be entitled to rely on the accuracy and completeness of the Owner's information.

The OWNER shall furnish consulting services not provided by GMB Ecosystem of Teams but required for the Project, such as surveying, which could include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services.

Changes. The OWNER agrees to pay GMB Ecosystem of Teams for any changes or additions to the Scope of Services not specifically identified in this proposal. Such additional services may include, but not be limited to, providing or coordinating services of consultants, revisions due to changes in the Project scope, quality or budget, or due to OWNER requested changes in the approved design; Contractor requests for substitutions of materials or systems and providing services necessitated by the Contractor's failure to perform. GMB Ecosystem of Teams will prepare a quote for this additional work which will only be undertaken following Owner's written approval for such additional work.

USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the construction of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

INSURANCE, INDEMNITY AND LIMITATIONS

GMB Ecosystem of Teams maintains General Liability and Professional Liability insurance policies as part of normal business practice. Certificates of insurance are available on request. The OWNER agrees to limit GMB's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to GMB Ecosystem of Teams' negligent acts, errors, or omissions, such that the total aggregate liability of GMB Ecosystem of Teams to all those named shall not exceed the amount of the fees actually paid by the Owner for the particular service which forms the basis of the claimed liability.

Indemnity. Subject to the Liability limitation in the paragraph above, GMB Ecosystem of Teams agrees to the fullest extent permitted by law, to indemnify and hold harmless the OWNER against damages, liabilities and costs arising from the negligent acts of GMB Ecosystem of Teams in the performance of professional services under this Agreement, to the extent that GMB Ecosystem of Teams is responsible for such damages, liabilities and costs. GMB Ecosystem of Teams shall not be obligated to indemnify the OWNER for the OWNER's own negligence.

Mutual Waiver of Consequential Damages. Notwithstanding any other provisions of this Agreement, OWNER and GMB Ecosystem of Teams waive claims against each other for consequential damages arising out of or relating to this Agreement. This mutual waiver of incidental, indirect and consequential damages shall include, but is not limited to, loss of use, loss of profit loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty.

Hazardous Material. GMB Ecosystem of Teams shall have no responsibility for the discovery, documentation, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

DISPUTE RESOLUTION

If the Parties cannot reach resolution on a matter relating to or arising out of this Agreement, the Parties shall endeavor to reach resolution through good faith direct discussions between the Parties' representatives, who shall possess the necessary authority to resolve such matter. If the Parties' representatives are not able to resolve such matter, the Parties shall submit such matter to non-binding mediation by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. The cost of mediation shall be shared equally by the parties.

If mediation fails to resolve the claim or dispute, the Parties may then pursue litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto.

OTHER PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Nothing contained in the Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or GMB Ecosystem of Teams.