

**REQUEST FOR PROPOSALS (RFP)**  
**RFP# FY24-1**  
**RFP Facility Design/Build**  
**For the Thomas Edison Charter School North**  
**New Classroom Addition & Building Renovation**

This RFP is Being Issued by:  
Thomas Edison Charter Schools, a Utah nonprofit corporation ("TECS")  
DATE OF RFP ISSUE: October 11, 2023

- Closing Date for Submission and Receipt: November 17, 2023 by (no later than) 4:30 p.m. local time. Proposals must be received by this time.

- Proposals are to be submitted in (4) copies to the Contracting Agency. An electronic copy of the proposal should also be sent to Jamie Lewis, Thomas Edison Building Officer, via email at the address below.

- Contracting Agency:                      Contact Name: Jamie Lewis  
   Title:                      Thomas Edison Building Officer  
   Address:                    180 East 2600 North  
                                      North Logan, UT 84341  
   Telephone:                (435) 787-2820 (work)  
                                      (435) 258-8115 (cell)  
  
   Email:                      jlewis@edisoncs.org  
   Website:                    www.thomased.org

Note: Please use the name and number above on all RFP correspondence.

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## 1. General

- Purpose

The purpose of this proposal is to expand facilities at Thomas Edison Charter School North (hereafter known as TECSN) located in North Logan, Utah, to construct two new classrooms and renovate the existing facility. The space and access requirements outlined in this RFP must be met. The proposal must include complete site development, complete landscaping, plumbing, HVAC, utility connections, etc., using a turnkey Design/Build contractor.

- Scope

Reinstalling two student restrooms into existing small learning spaces. These spaces were originally restrooms but were repurposed into small rooms several years ago. Relocating an existing window and exterior exit in the northwest classroom. Widening a current hallway, if necessary. Constructing approximately 2,250 total square feet to be added to the west side of the existing north wing of the facility. Construction will require fire sprinkling of the new addition. All construction must tie into the existing structure aesthetically and functionally. The contractor shall be responsible for repairing any damage caused by construction to the existing structure, including, but not limited to, building, roof and utilities. Roof and utility extensions shall be leak proof and protected from damage. Any alternative approaches to the project provided by the successful bidding contractor will be provided in writing, along with reasons and associated costs.

Additional expectations include:

- Creating two new elementary classrooms west of the current north wing including:
  - Wiring for ceiling mounted projector in each new room to a control center for video, document projector and computer.
  - Cabinetry for the two new classrooms, removing and repurposing the cabinetry from the existing small learning spaces as applicable.
  - The school (contracting agency) will entertain a separate bid for cabinetry in the new classrooms, and reserves the right to accept outside bids and award contract for these items outside of the building project.
  - Reusing existing doors from the small learning spaces to the new classrooms as applicable.
- Creating a new storage area with exterior access.
- Reinstalling new plumbing, fixtures, stalls, flooring, and doors to the remodeled student restrooms.
- Renovating a classroom to remove a storage closet, relocate an exterior door and a window, and relocate existing cabinetry.
- Reconfiguring three small learning spaces into two small rooms if widening a hallway is deemed necessary. Recarpeting this area as needed.
- Relocating sprinklers for new landscaping.

- Key Dates

The anticipated contract term is: Beginning December 11, 2023, to project completion, no later than August 9, 2024.

The desired dates are as follows:

- Project planning, renditions and design decisions – December 11, 2023 through April 1, 2024
- Ground work preparation – beginning April 1, 2024
- Actual construction (during summer break) May 24, 2024 to August 9, 2024.

## **2. Service Requirements**

- Expectations: TECS

- It is expected that the Thomas Edison Charter School Board and the TECSN Building Officer will be reasonably available to the selected Design/Build contractor during the construction process for technical advisement.
- It is TECS's intention to fund this addition through currently existing cash reserves. Should financing be required, it will be TECS's responsibility to acquire adequate financing to fund the addition. TECS would also like to explore any options available for short term funding through interested bidders.
- It is expected that TECS will, after selection of the Design/Build Contractor, provide technical assistance toward the functional design of the facility for school purposes.
- TECS shall provide an electronic copy of blueprints for existing structure upon request as they are available. These shall be for reference only. TECS makes no warranty as to the accuracy of the blueprints. It is the responsibility of the bidder to verify any and all measurements and specifications.

- Expectations: Bidders

- It is expected that bidders will hold appropriate and current state licensure to engage in the business of commercial construction, before, during and for a period of at least three years after completion of this project.
- It is expected that bidders utilizing subcontractors will ensure that the selected subcontractors will hold appropriate and current state licensure to engage in the business of commercial construction during the project. All subcontractors must be approved by TECS.

- It is expected that all bidders have adequate financing to fund their business and construction obligations during the project. As such, Thomas Edison Charter School will require each Builder/Financier group to submit financial statements and a bonding letter specific to the project stating that they can bond this project up to \$500,000.

- It is expected that bidders will submit proposals for the development of a turnkey Design/Build project as specified.

- It is expected that bidders' proposals will include a minimum of the following. All dimensions are approximate and serve as a guideline for developing bidders' proposals only:

2 – 32' x 28.6' classroom additions with an adjoining hallway.

1 -- 8' x 30' storage area with exterior access.

1 – Renovation of existing classroom to relocate cabinets, window, exterior door, and remove a storage closet

2 – Renovation of existing small spaces into student restrooms.

1 – Possible renovation to expand hallway and consolidate three small rooms into two.

- It is expected that bidders' proposals will include proposed site plans, elevations and floor plans with a narrative description of materials and methods used in all aspects of construction. The narrative shall include description in sufficient detail of building exterior, interior, structural, mechanical and electrical systems to permit the conceptual understanding of the proposal. All systems must seamlessly tie into existing systems. All construction must aesthetically and structurally accommodate existing structure.

- It is expected that the winning bidder will meet all legal requirements of charter school or school construction in the State of Utah and will comply with all applicable building codes, statutes and rules governing charter school construction.

- It is expected that the winning bidder will obtain all necessary and appropriate approvals, permits and authorizations to commence construction in the location as indicated.

- It is expected that bidders will have knowledge of, and comply with, construction reporting requirements for public schools in Utah.

- It is expected that the winning bidder will provide TECS's Building Officer with the necessary reporting information, including Construction Inspection Reports, on a timely basis throughout building process.

- It is expected that the winning bidder will comply with all applicable federal statutes and Americans with Disabilities Act (ADA) regulations in association with the design and construction of the charter school building addition.

- It is expected that Builder will reach certain benchmarks in the construction of the facility including:

- Provide a letter of intent by December 11, 2023.

- Completion of initial design and architectural work by January 19, 2024.

- Obtain all necessary permits by March 29, 2024.

- Completion of construction and delivery of Final Certificate of Occupancy no later than August 9, 2024.

- **Pricing Proposal**

Proposals must include a total cost with supporting budgets of the turnkey Design/Build project.

### 3. Submission Guidelines

#### • Bidder's Profile

Bidders must identify relevant administrative, management, and financial capabilities as well as technical skills, qualifications and experience necessary and appropriate to the evaluation of their ability to successfully complete the proposed project and meet the objectives of the RFP.

Bidders will provide with their proposals at least four (4) references, including contact information of the end-user, for completed projects of a similar nature, preferably public school facilities constructed within Utah. Information that should be included with these references includes:

- Date of project completion, as defined by issuance of the certificate of occupancy as compared to the intended date of completion.
- Dollar value of the projects detailing any major change orders and associated costs for modifications made during construction.
- Initial budget versus final budget for each project.
- Details of financing arrangements for these projects.

#### • Submission Format

Bidders should submit their proposal in the preferred format:

- Letter of Introduction: Contractor name, contact person, address, telephone number, fax number and a brief introduction to the bidding company, signed by person(s) authorized to bind the company to their proposed offer (RFP response). Attach resumes of key persons who would be responsible for this project.
- Table of Contents: Should include a list of all sections and appendices in the RFP response and indicate corresponding page numbers, if appropriate.
- Proposal Content: Full details of the bidder's proposal including: general approach, work plan, proposed schedule, methods, proposed materials, procedures, quality control, safety, project management, supervision, reporting structure and explanations of how all RFP/Project specifications will be achieved.
- Pricing: Indicate the proposal pricing as requested. Please provide a description of any available short-term financing options you may have in the event that project costs exceed TECS's building fund reserve.
- General Conditions: All bidders must attach a completed copy of "General Conditions & Temp Facilities Cost Statement" (see **Attachment 1**)
- Appendices: Attach any information that may be useful or relevant to Thomas Edison Charter School in assessing the application and other information as required by the RFP including but not limited to:
- References from similar projects
  - Resumes of Architects, Management Team and proposed project Superintendent(s)
  - Finance, construction and design cost projection breakdown.
- Certification: Proposals should include a signed certification similar to the following:
- "The statements made in this proposal are true and correct representations. If selected, *[bidding company]* shall negotiate in good faith with Thomas Edison Charter School."

## **4. RFP Conditions**

### **• Evaluation Criteria**

Evaluation criteria used to evaluate proposals include:

- Methodology, functionality, space planning
- Delivery plan, schedule
- Project management, organization plan
- Contractor's price proposal, short term financing options and supporting budgets
- Energy efficient and environmentally friendly design and materials.

### **• Acceptance of Proposal**

- Bids will be reviewed after the due date and time with the name (name only) of the bidder approved and recorded in the December Governing Board meeting.
- Bid will be awarded to the firm whose proposal is determined to be the most advantageous to Thomas Edison Charter School after consideration of all criteria.
- The winning bidder will receive the award in writing.
- Thomas Edison Charter School reserves the right to reject any or all proposals or to waive any formality or technicality in the best interest of Thomas Edison Charter School.

### **• Proposal Revisions**

Proposal revisions must be received prior to the RFP submission closing date and time.

### **• Disclosure**

All documents submitted shall become the property of Thomas Edison Charter School. Proposal information is proprietary and, as such, shall be treated as confidential to the extent allowed by law. Information pertaining to Thomas Edison Charter School obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from Thomas Edison Charter School.

## Attachment 1

**DESIGN-BUILDER:** \_\_\_\_\_

### GENERAL CONDITIONS & TEMPORARY FACILITIES

*Based on a 6-month duration of design-build construction activities*

Description	Cost	Cost / month
a. Project Manager	\$	\$
b. Job Superintendent	\$	\$
c. Job Site Trailer(s)	\$	\$
d. Office Equipment & Furnishings (Construction)	\$	\$
e. Office Supplies (Construction)	\$	\$
f. Mobilization / Demobilization	\$	\$
g. Job Site Toilets	\$	\$
h. Construction Utilities:	\$	\$
1) Telephone, Fax, Computer Lines	\$	\$
2) Electrical (Power & Lights)	\$	\$
3) Water	\$	\$
i. Clean-up Labor & Dumpsters	\$	\$
j. Vehicles and Fuel (including insurance)	\$	\$
k. General Liability Insurance (based on \$500,000)	\$	\$
l. Bonding	\$	\$
1) Payment & Performance Bond for TECS Addition (based on \$500,000)	\$	\$
m. Temporary Fencing & Barricades	\$	\$
n. Signage:	\$	\$
1) Project Sign	\$	\$
2) Site safety & Instructional signage	\$	\$
o. Cleaning (final)	\$	\$
p. Pre-Construction Services (as outlined in this document)	\$	\$
q. E-mod Rate . . . . .	\$	\$
r. Architectural and Engineering Fees	\$	\$
 <b>General Conditions Total</b>	 <b>\$</b>	
<b>General Conditions as a Percentage (of \$500,000)</b>	<b>0.00%</b>	
 <b>Combined total GC and General Conditions</b>	 <b>\$</b>	
<b>Combined total as a percentage based on \$500,000</b>	<b>0.00%</b>	