



OGDEN PREPARATORY
ACADEMY

Request for Proposal

ARCHITECTURAL SERVICES

Due: March 3, 2022

2:00 p.m. MST

Ogden Preparatory Academy
Attention: Debbie Deem
Email: ddeem@ogdenprep.org



**Request for Proposal
Architectural Services**

- **Intent of Request for Proposal (RFP) and Scope of Work**

The purpose of this Request for Proposal is to solicit competitive bids from qualified individuals or entities to provide **Architectural Services** for Ogden Preparatory Academy (OPA).

Any questions concerning this project should be directed to:

Debbie Deem
Director, Ogden Preparatory Academy
Email: ddeem@ogdenprep.org

No other members of the school should be contacted concerning this RFP during the selection process. Failure to comply with this requirement may result in disqualification.

OPA is seeking Architectural Services, which is contemplated to include the following scope of work:

Project Description

OPA plans to construct a new 28-000-30,000 square foot facility on it's campus. The new facility will include, but may not be limited to the following:

- Two-story Building
- 1st story:
 - Teacher Break Room
 - 10 Classrooms
 - Multi-purpose Room (single story)
 - Kitchen
 - Storage
 - Bathrooms
- 2nd Story:
 - 4-5 Jr High Classrooms
 - Large Technology and Assessment Area
 - Offices for District Administrators
 - Storage
 - Bathrooms



Scope of Work

The architectural team will work closely with the OPA Administration. Items to be aware of, and included in the design bid are:

- Preliminary Design, (meeting with clients and construction company) final floor plans, and architectural design
 - Preliminary and Final Site Plans
 - Complete Construction Document Package
 - Geotechnical Soils Study
 - Environmental Phase One Study
 - Traffic Study (if applicable)
 - Civil Engineering
 - Electrical Engineering
 - Mechanical Engineering
 - Structural Peer Review
 - Energy Code Review – meets USBE, ICC certification
 - Building Code Review – meets USBE, ICC certification
 - Local Municipality, State Fire Marshal, Health Department, Sewer District Approvals
 - Surveying (including plat and ALTA)
 - Construction Staking
-
- **School Background Information**

Ogden Preparatory Academy is a seasoned charter school serving a diverse population in Ogden, UT. The school has a focus of respect, bilingual skills in English and Spanish, and the use of the seven habits of highly effective people. OPA is a high quality accredited school in good standing with its authorizer. OPA currently enrolls approximately 1,037 students in grades K-9.

OPA has plans to build a new building on its existing property to accommodate growth and an expansion of services for preschoolers. The new building is contemplated to be approx. 28,000 square feet.
 - **Calendar**

An electronic copy of the proposal shall be submitted to Debbie Deem @ ddeem@ogdenprep.org.

Bids are due no later than 2:00 pm MST March 3, 2022. Proposal must be signed by an official of the company authorized to bind the company and the proposal for a period of 30 days. Proposals submitted after this deadline will be rejected.

If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all bidders who received the original RFP.



February 22, 2022	RFP Released and advertised
March 3, 2022	Responses due no later than 2:00 PM MT
Mar 3-10, 2022	Evaluation period
March 10, 2022	Final selection and approval.

- **Proposal Response**

Responses must be emailed in a pdf format to Debbie Deem ddeem@ogdenprep.org by the due date and time in order to be considered. Cost Information must be submitted in a separate pdf document that will be evaluated separately. Please provide the following as your response to this RFP:

- Certification of Proposal
- Experience and qualifications pertaining to charter school design.
- Ability to meet the requirements of the RFP.
- Cost proposal (must be submitted separately)

- **Evaluation Criteria**

OPA governing board and leadership may select any responder which they may deem is the best value for the school. OPA reserves the right to accept or reject any or all proposals or any part of any proposal if it is deemed to be in the best interest of the School to do so. The following point system is provided to aid the school in its evaluation of responders:

- Total of 50 points
- Experience and Qualifications (20 points)
- Ability to meet the requirements of the RFP (20 points)
- Value (cost) (10 points)
 - While cost is a primary consideration for OPA, the school understands long-term value can be measured in many different ways, including but not limited to financing fees alone. OPA will consider the financial impact of all information provided by respondents.