



OGDEN PREPARATORY
ACADEMY

Request for Proposal

CONTRACTOR SERVICES

Due: March 3, 2022

2:00 p.m. MST

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



**Request for Proposal
Contractor 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 **Contractor 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

Pricing Proposal



OPA intends to hire the Architect and Contractor in the beginning stages of the project, to allow them to work together on a Design/Build level. Since there are no plans available for bid, OPA requests that the Contractors include, in their proposal, their most recent 5 projects of similar size, and expectations. These projects should include a per square foot price for construction only, and per square foot cost for everything.

An estimated per square foot cost, based on the current construction environment will also be required. OPA is aware that this will be an extremely rough estimate, and will not hold the Contractor to this pricing.

- **Eligibility Requirement**

Any firm or person responding to this RFP must meet the following minimum requirements:

- Hold appropriate, and current, state licensure to engage in the business of commercial construction, before, during, and for a period of at least 3 years after completion of this project.
- Ensure that any selected subcontractors will hold appropriate and current state licensure to engage in the business of commercial construction during the project.
- Adequate financing to fund their business and construction obligations during the project.
- 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 or school construction.
- Work with the architect to obtain all necessary and appropriate approvals, permits, and authorizations for construction in the location as indicated.
- Have knowledge of, and comply with construction reporting requirements for public schools in Utah.
- Work with the architecture company to provide and present timely reports, including at least monthly, or more frequently as required by agencies, Construction Inspection. Reports to appropriate parties, including the State of Utah, and its various departments or agencies, county and local municipalities.
- 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.
- Provide a statement that employees are legal to work in the United States. Proof of e-verify use is preferred.
- Construction to be completed with Occupancy no later than August 1, 2023, unless otherwise approved by the school.
- Coordinate with OPA Director and/or the OPA designee throughout the construction process.



- **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.

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| 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**

Profile

Responses 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.

Responses will include at least 3 references, including contact information of the end-user, for completed projects of similar nature, including the dollar value of the projects.

Submission Format



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:

- Letter of Introduction: Contractor name, contact person, address, telephone number, email, and a brief introduction to the bidding company
- Proposed Project Timeline: Timeline of work required and projected schedule to complete project
- Similar Project History: If applicable, please provide project descriptions of prior charter school projects
- Additional Information: Any additional information that would help OPA make an informed decision

- **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 100 points

- Timeline and ability to complete the project by the deadline (25 pts)
- Cost proposal for past projects completion and detail (25 pts)
- Demonstrated ability to meet the scope of work (25 pts)
- Prior educational/charter school building experience (20 pts)
- Ability to submit proposal how it is outlined in the submission format (5 pts)

- **Disclosure**

All documents submitted by bidders shall become the property of the school. Proposal information is proprietary and such shall be treated as confidential. Information pertaining to the school obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from the school.