



OGDEN PREPARATORY
ACADEMY

Request for Proposal

CHARTER SCHOOL DEVELOPMENT SERVICES

Due: March 3, 2022

2:00 p.m. MST

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



**Request for Proposal
Charter School Development Services**

A. 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 **Charter School Development Services**, including financing, for Ogden Preparatory Academy (OPA).

OPA is seeking Charter School Development Services, which is contemplated to include the following scope of work:

Pre – Construction Services

- Assist OPA in assembling the construction team. Provide support in executing RFP's for General Contractor, Architect, Design Engineer, Project Manager and other construction professionals.
- Coordinate regular meetings with the construction team to accomplish entitlements, approvals and permitting.
- Review and opine on project budgets and contracts from all professionals.
- Assist OPA in developing a sustainable operating budget.

Financial Advisory Services

- Assist OPA in acquiring satisfactory project financing that is a “best fit” for the school and provides the best value.
- Perform feasibility studies that include the analysis of a wide variety of financing sources available to OPA, which may include USDA, Conventional Loans, Municipal Bonds, etc.
- Assemble the financing team. Conduct an RFP for underwriters, borrower's counsel, bond counsel, trustee, title, and others.
- Coordinate and structure the issuance of municipal bonds that will include an acceptable school debt burden, reasonable coverage ratios, appropriate call provisions and acceptable interest rates. Review all contracts and covenants.

Post – Financing Services

- Process regular requisitions from the Project fund during construction.
- Monitor project budget to ensure no overruns. Approve change orders.
- Reconcile bond accounts during instruction to ensure sufficient project funding through occupancy and close-out.
- Ensure a smooth transition at project completion to OPA's business management team to include training on compliance and disclosures.



- Financial support and review of budgets and financial statements post financing as needed.

B. 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. The school 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.

C. Eligibility Requirement

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

1. Charter School Finance Experience & Expertise

- Responders must have experience in accounting, finance, and charter school development.
- Responders must have experience in fulfilling continuing disclosure requirements typically required of charter school financings.

2. Municipal Advisory Experience & Expertise

- Responders must have experience in a wide variety of charter school finance (bonds, USDA, loans, etc.).
- Responders must have experience in public finance, specifically the issuance of a public security. Must be licensed.
- Responders should have experience and expertise in all sides of public finance, including buying securities as well as issuing securities.

3. Construction Monitoring Experience & Expertise

- Must have experience managing other successful charter school construction projects; including projects that were completed on-time and on-budget.
- Must have experience in construction contracts, change orders, project budget management and construction team oversight.

D. Contract Period

It is anticipated that the contract period for Charter School Development Services will be at least one (1) year, with options to extend by the parties as needed.



E. Proposed Calendar

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.

F. Evaluation Criteria

OPA governing board and leadership may select any responder which they may deem is the best value for the school. The following point system is provided to aid the school in its evaluation of responders:

Total of 100 points

- 1. Charter School AND Financing Experience (30 points)**
Experience considered important includes buying and selling securities, finance and accounting, charter school financial statement and budget preparation, charter school development, and successfully structuring and obtaining low-cost best-fit financing for public charter schools.
- 2. Expertise in different types of financings (30 points)**
Expertise in a wide variety of financing arrangements for charter schools will be important, including but not limited to bonds, mission based lenders, bridge loans, conventional loans, interest rate swaps, etc.
- 3. Fiduciary of the School (30 points)**
OPA considers transparency as a top priority. Responders should demonstrate they have no conflicts of interest or obligations to any parties in any financing acquired on behalf of the school. Responders must be willing to invite any party to the table that could provide value to the school and who may serve the best interests of the school.
- 4. 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.



G. 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. Schedules A – C may be submitted together. Schedule D (Cost Information) must be submitted in a separate pdf document that will be evaluated separately. Please provide the following schedules as your response to this RFP:

Schedule A: Certification of Proposal

Schedule B: History & Experience

Schedule C: Proposed Plan

Schedule D: Cost proposal (must be submitted separately)



Schedule A

Certification of Proposal

We have read the Ogden Preparatory Academy Request for Proposal and fully understand its intent. We certify that we have adequate personnel and resources to fulfill the proposal requirements. We further understand our ability to meet the criteria and provide the required services shall be judged solely by Ogden Preparatory Academy.

We further certify that, since the receipt of this RFP, no contact, discussion, or negotiation concerning these matters has been made nor will be made regarding this proposal with any Ogden Preparatory Academy employee or Board Member other than the listed contact people in the RFP. We understand that any such contact could disqualify this proposal.

We certify that all schedules and addenda contained herein shall be considered part of the entire RFP and that the completed documents submitted shall be considered a legally binding document.

Submitted By:

Proposer's Name

Authorized Signature

Name and Title

Telephone

Date



Schedule B

History & Experience

Entity Name _____

Principal Name/Title _____

Address _____

Phone _____

History/Profile of Firm

Description of Organization, including details regarding qualifications and capabilities listed in the Scope of Services

List of relevant projects



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Schedule C

Proposed Plan



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Schedule D

Cost Proposal