

Request for Statement of Qualifications (RFSQ)

Request for Statement of Qualifications (RFSQ) Number	21250IN2029
Request for Statement of Qualifications (RFSQ) Name	GEORGE WASHINGTON ACADEMY ADDITION
Date Issued	Monday, March 3, 2025
Contracting Entity	George Washington Academy Board of Directors
Contact Person(s)	Shannon Greer; Jessica Bentley
Contact Info	sgreer@gwacademy.org 435-632-5882 jbentley@gwacademy.org 435-673-2232
Submittal Accepted Until	Thursday, April 10, 2025 at 5 pm.
Request for Statement of Qualifications (RFSQ) must be submitted in a sealed envelope	GWA mailing address: 277 S 3000 E, St. George, UT.
Request for Statement of Qualifications (RFSQ) Opening and Review by Board	Monday, April 14, 2025

Background

George Washington Academy (GWA), established in 2006 in St. George, Utah, is a public charter school committed to fostering academics, leadership, and community. Currently serving over 1,000 students from kindergarten through seventh grade, GWA has been recognized for its academic excellence, including being named Utah Charter School of the Year in 2013 and 2021. The academy employs the Core Knowledge Sequence for subjects such as science and social studies, HMH Into Math as the math curriculum for grades K–7, which helps students build conceptual understanding and procedural fluency, and the Core Knowledge Language Arts program, which emphasizes foundational reading skills, vocabulary, reading comprehension, and writing skills through exposure to rich content across different disciplines, ensuring a robust and comprehensive curriculum. In response to growing demand and to further its mission, GWA is planning an expansion to bolster the middle school program, aiming to open in 2027. This strategic development will gradually increase to 1,250 students by the sixth year, thereby enhancing educational opportunities for the community.

Notice to Design/Build Teams

George Washington Academy's (GWA) Selection Committee (Committee) seeks a Request for Statement of Qualifications (RFSQ) for Design/Build services for the GEORGE WASHINGTON ACADEMY ADDITION.

The term of the contract period shall extend through the completion of the project, estimated to be mid-calendar year 2027.

The RFSQ documents will be available through Thursday, April 10, 2025 at 5 pm, as per the date listed on the title page of this RFSQ. The GWA representatives for this project will be Shannon Greer and Jessica Bentley. All questions must be submitted through Jessica Bentley's email: jbentley@gwacademy.org No other GWA personnel should be contacted regarding this project.

The GWA Selection Committee will evaluate the qualifications packages and select a Design/Builder (DB) for this project. The selected DB must be a Utah Licensed General Contractor (a copy of the license is REQUIRED) and will be responsible for selecting a Utah Licensed Architect. The Architect will be selected through a competitive process managed by the DB,

with input from GWA to ensure alignment with the project's vision and requirements. While the contractor may recommend architects, GWA will be actively involved in the selection process and retain final approval to ensure the chosen architect meets the project's goals, design standards, and educational needs. The Contractor will be required to provide General Liability and Workers' Compensation certifications listing The State of Utah and GWA as additionally insured.

The Committee reserves the right to reject any or all proposals or waive any formality or technicality in any proposal in the best interest of GWA. The Committee may select candidates based on initial proposals received without discussion with any of the proposers.

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1. Project Instructions

GWA intends to select a Design/Builder (DB) to provide design/build services for the design and construction of an addition to the George Washington Academy Charter School, located on the existing GWA property, with a focus on middle school students (6th and 7th grades), emphasizing academic rigor and character education. This RFSQ is a request for qualifications only and does not create an offer or contract. GWA may negotiate terms with the top-ranked respondent but is not obligated to select any respondent or enter into a contract. Additionally, GWA reserves the right to reissue the RFSQ if it determines that doing so is in the best interest of the project.

2. Project Description

George Washington Academy (GWA) seeks proposals for the design and construction of a new building or addition to accommodate up to 125 students. The project must align with GWA's strategic vision for growth and enhance the functionality of the existing campus.

Key project objectives include:

- **Cohesive Design:** The new structure must integrate seamlessly with the existing campus, maintaining architectural consistency and ensuring a visually and functionally unified learning environment.

- **Future-Ready Construction:** The design should account for long-term adaptability, allowing for future expansion and flexible use of space as enrollment and program needs evolve.
- **Campus Connectivity:** The addition must facilitate efficient movement between buildings, ensuring easy access for students, staff, and stakeholders to shared facilities such as the cafeteria, gymnasium, and playgrounds.
- **Strategic Timeline Alignment:** Project milestones and deadlines should align with GWA's academic calendar, strategic goals, and ongoing operations to minimize disruptions to students and staff.

Proposals should demonstrate an understanding of GWA's mission and operational needs while incorporating best practices in school design, accessibility, and sustainability.

Growth projections:

- Initial Student Count: 1,010 students
- Year Two Enrollment Projection: 1,080 students
- Five-Year Enrollment Projection: 1,170 students, not to exceed 1,250 students at any point.

Key Features Required in the Addition:

- Auditorium
- Collaborative learning spaces
- Board meeting room (space for board table, projection capabilities, and natural light)
- Flexible classrooms (capable of conversion for multiple uses)
- Elective classrooms (10 rooms shared between 6th and 7th-grade teachers)
- Special Education space
- Physical Education space
- Specialized STEM, CTE, and Computer Lab rooms
- Modified library or resource space
- Custodial supply/storage space
- Faculty room and workspace
- Front office space with a sick/triage room
- Indoor and outdoor student gathering spaces
- Dedicated reading and math intervention spaces
- Technology closet
- Administrative offices (Administrator, Instructional Coach, and two Counselors)
- Wellness Center
- Faculty restrooms (more than two locations)
- Additional parking
- Green/outdoor spaces

Design/Build Requirements

The DB scope consists of all required professionals to coordinate and complete the entire design and construction of the project, including but not limited to:

- Architects
- Consulting Engineers (civil, electrical, mechanical, structural, etc.)
- Interior Designers

- Construction Managers and Subcontractors
- Compliance with all Building Codes, ADA, and Local, State, and Federal Regulations

3. Definitions

- **Work:** Services provided by the Design Builder (DB) and its consultants, including labor, materials, and equipment supplied by the DB and its subcontractors to fulfill obligations under this Agreement and complete the Project.
- **AE Services:** Professional Architectural & Engineering (AE) services provided by the DB, AEs, and other consultants under this Agreement, including but not limited to design, construction documents, shop drawing review, construction administration/inspection, and warranty.
- **Construction Management Services:** Management services provided by the DB under this Agreement, including but not limited to selection of AEs, coordination of AEs and subcontractors, design evaluation, cost control, schedule control, procurement of subcontracts, cost accounting and billing, general conditions construction, management of a safety program, review of shop drawings, supervision, and regular project status reporting to the Program Manager.
- **Budget:** A financial plan outlining the estimated costs of all aspects of the project, including materials, labor, equipment, permits, fees, and any other associated expenses. It helps stakeholders track and control costs, allocate resources efficiently, and ensure the project is completed within the allocated funds.
- **Construction Management Fee:** A lump sum fee that includes overhead (e.g., home office), profit, and home office personnel. This fee does not include the costs for General Conditions.
- **Authorized Representative:** The person or entity designated by GWA to oversee the design, construction, operation, and maintenance of the project.
- **Design Builder (DB):** The entity selected to provide design and construction services for the Project. The term "DB" is inclusive of Construction Manager, General Contractor, and Contractor.
- **Design Criteria Documents (DCD):** Documents developed by GWA to describe the project concept and intent, providing an initial starting point and minimum requirements.
- **Fixed Fee:** A predetermined amount for design and construction management services provided by the DB, inclusive of overhead and profit.
- **Guaranteed Maximum Price (GMP):** The final maximum price that the contractor agrees to accept for full performance of the Contract Agreement. The GMP includes all fees and percentages (Fixed Fee, AE Services, General Conditions, subcontractor costs, contingencies, etc.) required to complete the project as defined in the final Construction Documents and according to the Time Schedule. The final GMP is determined upon completion of the contract documents and receipt of all subcontractor and supplier bids.
- **Notice to Proceed (NTP):** A written directive issued to the DB authorizing the commencement of either the design or construction phase of the project.
- **Project Closeout:** The process of completing all necessary tasks, documentation, and procedures at the end of construction to bring the project to a successful conclusion. This includes finalizing outstanding work, completing inspections, obtaining necessary approvals and permits, resolving outstanding issues, fulfilling contractual obligations, preparing as-built drawings and operation manuals, and officially handing over the completed project to GWA.
- **Subcontractor:** An entity that contracts with the DB or another subcontractor to construct, demolish, furnish materials, labor, or equipment, or perform other activities required for the Project.

- **Time Schedule:** A Critical Path Management (CPM) schedule in the form of a Gantt chart that outlines all required aspects of the design and construction process. The schedule is updated monthly throughout the design and construction phases.

4. Procurement Phase

GWA will establish a Selection Committee to review, select, and recommend the DB.

- RFSQ Issued: March 3, 2025
- Questions Due: Through March 18, 2025 at 4 pm
- RFSQ Submissions Due: April 10, 2025 by 5:00 PM
- Anticipated DB Selection Announcement: April 28, 2025

Submittal Requirements

- Resumes of all proposed project team members
- Project schedule: Estimated timeline based on the Notice of Award with flexibility to accommodate necessary adjustments
- List of architects under consideration, including their current availability to ensure alignment with the project timeline
- Experience with educational facilities, particularly in Washington County
- Complete Design Fee (percentage of total construction cost)
- Construction Management Fee (percentage of total construction cost, excluding design fees)
- Payment & Performance Bond Rate

All submittals must be received in a sealed envelope by April 10, 2025, at 5:00 PM. Late submittals will not be accepted.

5. Design and Pre-Construction Phase

The DB will be expected to apply its best knowledge and expertise to represent the interests of GWA in managing the design, pre-construction, and project budget as follows:

- Review project scope with GWA and develop updated conceptual drawings accompanied by a detailed conceptual budget and preliminary schedule.
- Hold weekly design update meetings throughout the design process, requiring attendance from both design and construction staff.
- Provide budget updates at the Design Development and Construction Document phases.
- Conduct a competitive bid process for all subcontractors and suppliers, with GWA having the opportunity to attend the bid opening and review bids with the contractor before final selections are made; GWA retains final approval over subcontractor selections once the project reaches the final contract stage.
- Prepare a Guaranteed Maximum Price (GMP) for the entire project scope, including the warranty period.

6. Construction Phase

- GWA will issue a Notice to Proceed (NTP) to the DB once the Guaranteed Maximum Price (GMP), project schedule, and government permitting requirements are satisfied.

- The DB will manage construction with appropriate design administration, ensuring compliance with the GMP and the approved timeline.
- Weekly on-site and/or virtual progress meetings will be held throughout the construction process.
- The DB will submit monthly schedule updates and payment applications to GWA.

7. Close-Out Phase

- The close-out phase will be included in the project schedule.
- An 8% contract retention will be held and paid to the DB upon project completion

8. Portfolio of Qualifications

- The Portfolio of Qualifications must be submitted in PDF format and may not exceed 20 pages.
- Submitted portfolios will not be returned and will become the property of GWA.
- The portfolio must include the following to be considered:

Applicable License Numbers

Team Identification:

- Company name
- Office address from which the work will be provided
- Firm main telephone number
- Website (must include an active link)
- Form of legal organization (Partnership, Joint Venture, Publicly Held Company, Closely Held Company)
- Architect's firm name and website
- Structural, Mechanical, Electrical, and Civil Engineers' firm names and websites
- Any additional relevant team members
- Qualification Information (Scored Criteria):
 - Company description providing an overview of relevant experience (not to exceed one page).
 - Team members' experience, including:
 - Designated Point of Contact (Name, Email, Phone Number, Mailing Address if different)
 - Key Personnel & Resumes for:
 - Project Manager (if different from Point of Contact)
 - Pre-Construction Manager
 - Construction Manager or Project Executive
 - Estimator
 - Firm's Design/Build applicable management experience, including past projects and staff.
 - Management approach to design and construction.
 - Design/Build-Construction Management (CM) fee (expressed as a percentage of the total construction cost).
 - The estimated cost of the project and land are not included.

9. Selection Process and Criteria

- GWA will appoint a review panel to evaluate submissions and select the DB.
- Selection will be based on the completeness and relevance of the information provided. The review panel will score the following criteria:
 - **Team Identification** – 10 points

- **Point of Contact Information** – 5 points
- **Resumes for Key Personnel** – 25 points
- **Design & Construction Management Experience** – 25 points
- **Management Approach to Design and Construction** – 55 points
- **Design/Build-CM Fee** – 30 points
- **Total Maximum Points: 150**

10. General Information

Conflict of Interest: The contractor must disclose any existing or potential conflicts of interest that could impact its ability to perform the work impartially. Any financial, business, or personal relationships with GWA staff, board members, or affiliated organizations must be identified, along with a proposed plan for mitigating conflicts if applicable.

Responsiveness:

- The selection committee will determine the completeness of each submission.

Termination or Debarment Certifications:

- The contractor must certify that neither it nor its principals are debarred, suspended, or ineligible for work with any government agency.
- The contractor must also certify that it has not been terminated from a contract or withdrawn to avoid termination. If unable to certify, an explanation must be provided.
- Any litigation, arbitration, or alternative dispute resolution involving the contractor in the past five years must be disclosed.

Licensure:

- The contractor and all subcontractors must comply with Utah state licensing laws and provide proof of a valid license.

Additional Legal Requirements:

Assurance that the contractor will be compliant with:

- Utah Code 63G-11-103 regarding identity verification.
- Utah Rule R33-10 concerning controlled substances.
- Completion of criminal background checks for all employees working on the project. Felony convictions disqualify employment, and job-related misdemeanors require review.
- Familiarity with and adherence to DFCM rules and regulations.

Key Deadlines:

- RFSQ Issued: March 3, 2025
- All questions must be submitted before 4 pm on March 18, 2025
- RFSQ Submissions Due: April 10, 2025 by 5:00 PM
- Anticipated DB Selection Announcement: April 28, 2025

Addenda:

- Responses to questions and clarifications will be issued as addenda to the Request for Qualifications.
- Addenda will be posted on the George Washington Academy website.
- Any contact with parties outside the designated process may result in disqualification.

Reservation of Rights:

- GWA reserves the right to reject all submissions at any time and for any reason.
- All costs associated with responding to this RFQ/Request for Statement of Qualifications (RFSQ) are the sole responsibility of the proposer.
- Selected firms must adhere to all project documentation and requirements set forth in the Design Criteria (DC).

This RFSQ is a request for qualifications only and does not create an offer or contract. GWA reserves the right to reject any or all submissions, waive any formalities or technicalities, request additional information, and make changes to or cancel the RFSQ process at any time. GWA may negotiate terms with the top-ranked respondent but is not obligated to select any respondent or enter into a contract. Additionally, GWA reserves the right to review the Contractor Contract with its attorney, draft a separate contract if deemed necessary, and reissue the RFSQ if doing so is in the best interest of the project.

For questions, contact Shannon Greer, sgreer@gwacademy.org, or Jessica Bentley, jbentley@gwacademy.org