A. Introduction

Academy of Hope is an adult public charter school in Washington DC founded in 1985 with the mission to provide high quality education and services that change lives and improve communities.

B. Project Description

Academy of Hope PCS is planning a renovation of approximately 5,000 SF of the existing facility located at 421 Alabama Avenue SE Washington, DC 20032. The Project scope includes a new exterior entry with accessible ramp and steps, and the addition of an interior 4-stop elevator and platform lift for accessibility. Existing spaces will be reconfigured for new restrooms, a computer lab and lounge, MEP modifications and interior finish upgrades.

Some key schedule milestones are:

i. Target Construction Start: mid-November

The delivery method will be Design-Bid-Build. The Architect of Record is Stoiber + Associates.

C. Scope of Work

1. The scope of work is as delineated in the AIA 201-2017, the Construction Documents and Specifications.

D. Prequalification

1. The Bidder must be a Building Contractor licensed in the District of Columbia.
E. Form of Proposal

Proposals must consist of the following information in the order indicated below:

1. Cover letter with the following elements:
   i. Statement of interest in the Project;
   ii. Identification of the point of contact for this RFP process with telephone number and e-mail address;
   iii. Name, Address, telephone, email and website for the prime firm;
   iv. Signature of a duly authorized principal.

2. Firm profile with at least the firm’s age, history, number of employees, and current firm workload projected over the next year.

3. A list of the key personnel and proposed role and level of involvement, percent of time assigned to the Project and confirmed immediate availability. This section should also include resumes of key personnel for the Project showing experience with schools, occupied construction, and working in the District.

4. Descriptions of up to three projects that best illustrate the team’s relevant experience. For each project, please provide the following information in a consistent format:
   i. Project name, client name, phone number, location, enrollment;
   ii. Gross square feet of new construction;
   iii. General program elements;
   iv. Bidder personnel involved;
   v. Bidder personnel’s portion of the work and time period (if part of a larger team);
   vi. Targeted an actual opening date;
   vii. Construction budget, bid amount, final cost and general description of the major change orders;
   viii. Descriptions, pictures, and/or floor plans.

5. A Gantt chart showing the Bidder’s initial ideas for scheduling the construction phase and any related approvals or milestones. This section should also include a narrative description of the overall approach to the schedule and key factors that determine its length.

6. Brief description of the three most significant issues that will put the budget at risk, and how each could be mitigated.

7. Brief description of past experiences with active construction sites adjacent to occupied school spaces, and lessons learned that would be applied to the project.

8. A certified statement that the firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State or local agency.
F. Submission:

1. All submission shall be sent by email to Jeff Stoiber, Kami Wilwol and Ana Montano at jstoiber@stoiberandassociates.com, kwilwol@stoiberandassociates.com, and amontano@stoiberandassociates.com with a limit size fo 5MB.

G. Selection Schedule:

RFP Distribution: June 2020

Optional Site Visit – if needed: TBD

Submission deadline (REVISED): 17 July 2020 by noon.

Earlier submissions are encouraged.

Please confirm your interest in the site visit by contacting Ana Montano, Kami Wilwol and Jeff Stoiber to be sure to receive information about building access and times.

Academy of Hope Adult Public Charter School reserves the right to waive irregularities and the right to reject any proposals at any point during the selection process. It also reserves the right to approve all sub-consultants and team members.

Note that the contract will not be effective until reviewed and approved by the Board of Trustees and the District of Columbia Public Charter School Board.

H. Questions:

Please address your questions concerning this RFP to:

Ana Montano
Stoiber + Associates, PC
P: (202) 986-4700 x 215
amontano@stoiberandassociates.com

Jeff Stoiber
Stoiber + Associates, PC
P: (202) 986-4700 x 213
jstoiber@stoiberandassociates.com

Kami Wilwol
Stoiber + Associates, PC
P: (202) 986-4700 x 211
kwilwol@stoiberandassociates.com

Please note that all questions submitted will be answered and the questions and answers will be sent electronically to all firms that have requested the RFP.