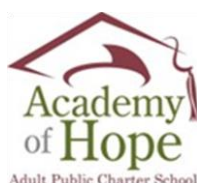


March 21, 2025

# Request for Proposal

General Contracting Services:  
Facilities-Related Improvements



located at:

Ward 5:  
2315 18<sup>th</sup> Place NE. Wash DC 20018

Ward 8:  
421 Alabama Avenue, SE, Wash DC 20032

**Proposal Due:**  
Friday, April 18, 2025 (5:00 PM)





## **PROJECT OVERVIEW**

Academy of Hope Public Charter School (“AoH”) is issuing this Request for Proposal to identify qualified general contractors for facilities-related improvement and maintenance projects within the range of \$10,000.00 - \$3,000,000.00 at our Ward 5 and Ward 8 locations in Washington, DC.

To facilitate a comprehensive and inclusive procurement process to align our needs with the general contractor's core competencies. This RFP allows Bidders the flexibility to present their firm's qualifications for one or more of the following Tiers listed below:

<b>Tier</b>	<b>Project Budget Cost Range</b>
<b>Tier 1</b>	<b>\$10,000 - \$75,000</b>
<b>Tier 2</b>	<b>Over \$75,000 - \$200,000</b>
<b>Tier 3</b>	<b>Over \$200,000 - \$350,000</b>
<b>Tier 4</b>	<b>Over \$350,000 - \$500,000</b>

## **KEY DATES AND NOTES**

April 2, 2025: RFI Questions Due  
April 18, 2025: RFP Proposals Due

The full RFP can be requested by contacting:

**Nadine Belizaire**  
Senior Project Manager  
Fletcher Consulting  
[nadine@fletcherDC.com](mailto:nadine@fletcherDC.com)  
703-662-4500

**Proposals must be sent to Nadine Belizaire via email by Friday, April 18, 2025, by 5:00 PM.**

Early submissions are accepted and encouraged.

AoH reserves the right to waive irregularities and reject any proposals at any point during the selection process. This RFP is not, in any manner, to be considered an order for or an offer to purchase any or all the items set forth herein nor will AoH & Fletcher Consulting incur or be liable for any costs associated with the preparation of your proposal. We reserve the right to accept or reject any or all proposals at their sole discretion, to make awards in any way they deem to be in the best interest of AoH, and to add or delete any specified items before awarding a contract or contract.

## **I. INTRODUCTION**



Academy of Hope Adult Public Charter School is a 501(c)3 tax-exempt nonprofit and adult public charter school in Washington D.C., offering excellence in adult education since 1985. Our mission is to provide high quality education and services that change lives and improve our communities. At Academy of Hope, students become part of a learning community where everyone is valued, adds value and are both a teacher and a learner. Our curriculum is experiential and focuses on life skills, which means that students can immediately begin applying what they're learning to their own lives—and reap the benefits.

Academy of Hope's Core Values: CARES

*Community-* AoH fosters an atmosphere where individuals can be completely present as their authentic self. We seek to advance values, attitudes, and beliefs that promote caring for one another. We believe we are stronger together and that representation for the people we serve matters.

*Acceptance-* AoH respects the inherent dignity and worth of every individual. We remain open-minded as we acknowledge each individual's complex identities and our collective differences. To us, every person is worthy, and we expect teachers, staff, learners, and community members to come as their true selves.

*Respect –* At AoH, we believe that every human is deserving of respect and respect is an action. Respecting someone means engaging, learning, and trying to understand individuals' experiences. At the Academy of Hope we are encouraging self-love and a deep understanding, appreciation, and regard for our communities.

*Empowerment-* AoH aims to purposefully recruit and engage community members who understand the power in every person. Our community is committed to actively listening and amplifying voices and lived experiences that are often unheard as a means to propel change.

*Service-* Our ultimate goal is to serve all learners responsibly. We strive to be good stewards of the trust learners place in us by consistently reviewing our practices, programs, and structures to ensure we are advancing learners' stated best interests.

## **II. PROJECT DESCRIPTION**

AoH requests proposals from qualified general contractors with experience working with charter and public schools to provide general contracting or design-build services at AoH facilities located in Ward 5 and Ward 8.

We seek general contractors with extensive experience working in occupied buildings for a range of facilities-related improvement and maintenance projects within the range of \$10K - \$3M including the ability to obtain required permits.



The contractor(s) selected under this RFP procurement should be capable of handling all types of building and maintenance repairs and upgrades, including, but not limited to, roofing and plumbing repairs, electrical repairs, door and window replacements, carpentry, masonry, flooding remediation and fire alarm repairs, building envelope repairs/replacements, mechanical, electrical, and or plumbing repairs/replacements, limited interior renovations / fit-outs, modernizations and other similar types of work.

The contract work may also include, from time to time, projects that need to be completed quickly; these would primarily be in response to emergencies such as vandalism, structural failures, or other life safety issues. It is contemplated that the work required will be further detailed and released through competitive Task Order Agreements, which will be awarded through this procurement.

The Contractors shall be responsible for completing maintenance and repair work on an as-needed basis as may be requested by AoH. For the most part, AoH is looking for Contractors that have the infrastructure and staff resources to handle discrete small tasks in a time-sensitive environment.

The selected contractor must possess the necessary skills, licenses, and permits to successfully perform the work.

While not required, the ideal general contractor will be able to self-perform much of the work or utilize reliable and reputable subcontractors as necessary to maintain control over quality and schedule.

### III. SCOPE OF WORK

1. As authorized, the selected, pre-qualified Contractors shall compete for maintenance and repair work on an as-needed basis at the Ward 5 and 8 locations. This work will generally include a range of facility maintenance projects and from time to time, projects that need to be completed in response to emergencies such as vandalism, structural failures, flooding, fire damage, or other life-safety-related issues.
2. **Coordination with AoH Representative:** AoH shall assign an Owner's Representative (Construction Project Manager ("CM")) to oversee the Contractor's work. The name and contact information for the CM will be specified in the applicable Task Order Task Order Task Order Agreement. The Contractor shall take direction from, and coordinate its work with, the assigned CM. The Contractor will be required to develop work plans that are coordinated with, and acceptable to, the CM assigned to each project.
3. **Work Hours:** The Contractor shall be required to coordinate with the assigned CM for each individual project awarded. The work may be performed during normal business hours; however, the Contractor may be required to work after hours or on weekend and holidays to not

adversely impact the work of AoH students and staff. The Contractor shall be required to develop work plans that are coordinated with, and acceptable to, AoH.

4. **Competitive Bidding for Projects:** For each project identified by AoH to be competed among selected pre-qualified Contractors awarded pursuant to this RFP, AoH will develop a scope of work and solicit competitive proposals from the Contractor's. The scope of work will be issued to Contractors, and in most cases, each of those Contractors will be provided with an opportunity to walk the project with AoH personnel or the CM in order to better understand and clarify the work.
  - a) AoH contemplates that the scopes of work that will be issued to Contractors during the bidding phase will not include complete drawings. The parties acknowledge and agree that Contractors may be required to complete work on a design-build or design-assist basis or any such other method as described in scopes of work.
  - b) Each Contractor will be required to submit, within the time allotted by AoH, a lump sum price or such other pricing as may be requested by AoH for the proposed work. Absent specific instructions to the contrary proposed pricing should be "all inclusive" and should include sufficient funding to cover all of the Contractor's costs necessary to complete the project, including, but not limited to, profit, home and field office overhead, supervision, labor, materials, equipment, bonds, insurance and such any other professional services as may be required to complete the design, other type of work or to obtain the necessary permits.
  - c) AoH will select the Contractor to be awarded primarily based on price and performance and will also consider differences in scope and/or proposed finishes, equipment, and materials.
  - d) In the event the Contractor is selected for a Project, the Contractor shall enter into a Task Order Agreement with AoH. The Contractor shall not proceed with any work unless and until such the Task Order Agreement is fully executed by AoH or the Contractor is issued a Notice to Proceed ("NTP") to begin work.
5. **Task Order Agreements:** Any and all work performed under an executed Task Order Agreement with AoH shall be governed by the terms and conditions set forth in this RFP for General Contracting Services – Facilities-Related Improvements and the Master Services Agreement. It is contemplated that individual Task Order Agreements shall, in general, contain the following information: (i) a description of the scope of work included in such Task Order Agreement; (ii) a lump sum price and/or such other terms of compensation for the work included in the Task Order Agreement's scope of work; (iii) the Substantial Completion Date for the Task Order Agreement's scope of work and/or such other schedule requirements for Task Agreement; (iv) liquidated damages; (v) name and contact information for the assigned PM; and (vi) any other specific requirements of the scope of work. The Task Order Agreement shall also set forth a general description and requirements of the given project.

## 6. Preconstruction Phase Activity Requirements:

- a) **Schedule:** Within seven (7) days of the issuance of a NTP or Task Order Agreement, the Contractor will submit to AoH and its CM for its approval a schedule for the Project which will include a schedule for submittals and key milestones.
1. **Schedule Updates:** If required per the scope of work, the Contractor shall submit bi-weekly schedule updates which shall reflect actual conditions of Project progress as of the date of the update. The update shall reflect the actual progress of construction, identify developing delays, regardless of their cause, and reflect the Contractor's best projection of the actual date by which Substantial Completion and Final Completion of the Project will be achieved. Via a narrative statement, the Contractor shall identify the causes of any potential delay and state what, in the Contractor's judgment, must be done to avoid or reduce that delay. The Contractor shall point out, in its narrative, changes that have occurred since the last update, including those related to major changes in the scope of work, activities modified since the last update, revised projections of durations, progress and completion, revisions to the schedule logic or assumptions, and other relevant changes. Any significant variance from the previous schedule or update shall also be identified in a narrative, together with the reasons for the variance and its impact on Project completion.
  2. **Schedule Acceleration:** Subject to the terms of this Section, AoH shall have the right to direct the Contractor to accelerate the work if, in the reasonable judgment of AoH, the Contractor fails to: (i) supply a sufficiency of workers or to deliver the materials or equipment with such promptness as to prevent the delay in the progress of the work; or (ii) the progress of the work materially falls behind the projections contained in the then currently approved Project Schedule. In the event that AoH or its CM determine that either of the events specified in the preceding sentence have occurred, AoH shall provide the Contractor with written notice of such event and the Contractor shall be required to provide AoH with a corrective action plan that is reasonably designed to address the concerns raised in such notice within three (3) days after receipt of such notice. If AoH and the Contractor are unable to agree on the terms of such corrective action plan within five (5) calendar days after the issuance of the notice (i.e. with forty eight (48) hours after the receipt of the proposed corrective action plan), AoH shall have the right to direct such acceleration as the Department, in its reasonable judgment, deems necessary. Provided the notice provisions of this Section are complied with, the cost of any acceleration directed under this Section shall not justify an adjustment to Task Order Agreement Price or the Substantial Completion Date.

- b) **Subcontractor and Suppliers:** Within the timeframe specified in each Task Order Agreement, the Contractor shall furnish to AoH and its CM a list of the subcontractors and suppliers as well as a general description of each such subcontractor's scope of work. Within five (5) business days after such list is submitted, the CM shall advise the Contractor if there is any objection to any of the listed subcontractors or suppliers. If there is a reasonable objection to any such subcontractor or supplier; the Parties shall discuss such objection and agree on an appropriate course of action.
- c) **Design Services:** Prior to bidding, the Contractor had an opportunity to review and ask questions regarding the scope of work for the Task Order Agreement and to confirm what design services, if any, were necessary in order to complete the Project and has included in its price the costs of any necessary design services, and the Contractor shall be required to provide, at no additional cost to AoH, such design services as are necessary to implement the Project. The Contractor and the CM shall agree upon the exact design services to be required prior to the commencing of construction.
1. **Design Reviews/Submittals.** The Contractor shall submit the necessary information (i.e. shop drawings, submittals, sketches, etc.) to AoH for review and approval. Unless a different timeframe is established in the approved detailed schedule, the AoH shall have five (5) business days to review such documents. In the event AoH finds such documents to be unacceptable, the Contractor shall be required to revise and resubmit such documents. The Contractor shall not commence construction activities unless and until such documents have been approved by AoH.
  2. **Design RFIs:** In addition, the Contractor shall coordinate with the CM and the AoH with respect to requests for information (RFIs), architect's supplemental instructions and other construction administration (as required).
  3. **Permits:** Unless otherwise specified in the Task Order Agreement, it is understood that the Contractor shall be required to secure and pay for all permits, governmental fees and inspections necessary for the execution and completion of the work. AoH shall cooperate with the Contractor in securing such permits and inspections; provided however, AoH shall not be required to pay the fees for such permits and inspections unless otherwise noted in the Task Order Agreement.
- d) **Safety Plan:** Prior to the start of any maintenance and construction activities, the Contractor shall prepare a safety plan for the construction phase conforming to OSHA. The Safety Plan shall be submitted to AoH and the CM, and the Contractor shall incorporate such comments as the Department may reasonably request.
- e) **Safety Barriers/Fences:** As part of its responsibility for Project safety, the Contractor shall install such fences and barriers as may be necessary. The Contractor shall develop

a site logistics plan that describes the proposed separation and the specific nature of the fences and barriers that will be used. This plan will be submitted to AoH and the CM for review and approval prior to the commencement of construction and comply with it at all times during construction.

- f) **Site Security.** The Contractor shall be responsible for site security and shall be required to provide such watchman as are necessary to protect the site from unwanted intrusion.

## 7. Construction Phase Activity Requirements:

The Construction Phase shall commence when AoH issues a written Notice to Proceed (“NTP”) of Task Order Agreement for Construction. The Contractor shall construct the work described on the Construction Documents including any work that is not specifically shown thereon but is reasonably inferable therefrom or necessary for a fully functioning Project. The work shall be carried out in a workmanlike and timely fashion.

All materials and equipment to be incorporated into the Project shall be new and previously unused, unless otherwise specified, and shall be free of manufacturing or other defects.

The Contractor hereby assumes the risks associated with and shall be responsible for (i) any changes in market conditions that affect the cost of labor or materials; (ii) coordination issues between any drawings for the Project; (iii) elements of work not shown on the drawings, but which are reasonably inferable from the drawings; (iv) cost associated with acceleration of the work and expediting of materials necessary to meet the Project Schedule which are the result of anything other than an Excusable Delay; and (v) the risk of subcontractor default.

- a) **Supervision and Coordination:** The Contractor will be required to properly supervise and coordinate its work. At a minimum, it is envisioned that the Contractor will be required to undertake the following tasks:
1. Participate and assist in Project/Planning meetings;
  2. Maintain full-time on-site construction supervision and provide daily inspections, quality control, monitoring, coordination of various trades, record drawings, and daily work log;
  3. Coordinate work with any on-site personnel so as to ensure that their activities are not adversely affected;
  4. Conduct periodic progress meetings following a Contractor generated agenda with the CM;
  5. Provide general safety and signage and posting for the project and see that each subcontractor prepares and submits adequate safety program and monitoring throughout the project;



6. Obtain all job permits and approvals from the Department of Buildings (“DOB”) that are required to perform and complete the work, unless otherwise noted herein;
  7. Prepare payment requests, verify accuracy and forward to AoH for approval and payment;
  8. Assemble close-out documents required;
  9. Assist AoH through all applicable warranty periods;
  10. Coordinate its work with all third parties so as not to delay the critical path of the Project; and
  11. Prepare and submit to AoH construction meeting minutes, progress meeting minutes, daily logs, inspection reports, preliminary and baseline schedules, (Primavera format if specified in the Task Order Agreement).
- b) **Key Personnel:** The Offeror’s personnel should have the necessary experience and licenses to perform the required work. Toward that end, Offerors should include within its Proposal a description of the staff available to perform this work and their qualifications.
1. The Contractor will not be permitted to reassign any of the key personnel unless AoH approves the proposed reassignment and the proposed replacement. When submitting a proposal, this should include: (i) the key Project Manager(s) who will supervise the work, (ii) the Assistant Project Manager; and (iii) the Field Superintendents who will oversee the work in the field. Specific personnel for each project would be indicated when submitting a proposal for a Project. To carry out the work associated with the resulting Task Order Agreement, the Contractor shall provide at least the key personnel identified in its proposal which shall be included as an exhibit to the Task Order Agreement and indicate the function(s) each will carry out for the proposed project and indicate what percentage of each such persons time will be devoted to the Task Order Agreement. Absent death or disability, the (i) the key Project Manager(s) who will supervise the work, (ii) the Assistant Project Manager; and (iii) the Field Superintendents who will oversee the work in the field will not be allowed to reassign any of its key personnel without AoH prior written approval.
- c) **Site Observations:** The Contractor will be required to visit the site, become familiar with local conditions under which the work is to be performed, and incorporate into the Construction Documents. The Contractor shall carefully study and compare the Construction Documents with each other and with information furnished by the AoH. Before commencing activities, the Contractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to the Contractor with the Construction Documents; and (3) promptly report errors, inconsistencies and omissions discovered to the AoH. Once work starts, the Contractor

assumes the responsibility and costs for the work and the cost of correcting work previously installed.

- d) **Hazardous Materials:** If Hazardous Materials are discovered on the site, the Contractor shall immediately inform the AoH of such discovery and may be entitled to submit a Change Request in accordance with Task Order Agreement Provisions for any Hazardous Materials abatement and disposal work not previously documented in a previous Hazardous Material Survey provided by AoH. The Contractor shall comply with all laws, including, without limitation, the requirements of the EPA and all jurisdictional agencies as well as all laws relating to safety, health welfare, and protection of the environment, in removing, treating, encapsulating, passivating, and/or disposing of Hazardous Materials, including, but not limited to, removal, treatment, encapsulation, passivation, and/or disposal of the Hazardous Materials. If any notices to governmental authorities are required, the Contractor shall also give those notices at the appropriate times. The Contractor shall ensure abatement subcontractors and disposal sites are appropriately licensed and qualified.
- e) **Project Communications**
1. Owner-Contractor Progress Meetings. If specified in the project scope of work, the Contractor shall schedule and conduct a minimum of bi-monthly progress meetings at which AoH, the CM, the Contractor, and appropriate subcontractors can discuss the status of the Work. The Contractor shall prepare and promptly distribute meeting minutes.
  2. Written Reports. If specified in the project scope of work, the Contractor shall provide written reports and issue to the CM at least every other week, including, but not limited to, a baseline schedule and schedule updates with narrative demonstrating the critical path of the Project. The Contractor shall also maintain a daily log containing a record of weather, subcontractors working on the site, number of workers, major equipment on the site, work accomplished, problems encountered and other similar relevant data as AoH may reasonably require. The log shall be available to AoH and the CM and updated monthly.
- f) **Warranty of the Work:** The Contractor warrants to AoH that materials and equipment furnished under the Task Order Agreement will be of good quality and new for the one (1) year period following the Substantial Completion Date the construction work will be free from defects not inherent in the quality required or permitted, and that the work will conform to the Construction Documents and/or any approved design documents. The Contractor's warranty excludes remedy for damage or defects caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. The Contractor and a representative of AoH shall walk the Project together at a specific time [to be clarified in the Task Order Agreement] after the Substantial Completion Date to identify any

necessary warranty work. In the event the Contractor fails to schedule such a walk, the Warranty period shall be extended until such time as the Contractor schedules such a walk.

1. If during the guarantee or warranty period, any material, equipment or system requires corrective work because of defects in materials or workmanship, the Contractor shall commence corrective work within forty-eight (48) hours after receiving the notice and work diligently until corrective work is completed; provided, however, if such notice is received on the day before a weekend or a holiday, the Contractor will commence corrective work on the next business day. If the Contractor does not, in accordance with the terms and provisions of the Contract Documents, commence all corrective work within forty-eight (48) hours or if the Contractor commences such.

work but does not pursue it in an expeditious manner, AoH may either notify the bonding company (if any) to have such work and/or obligations performed at no additional cost to AoH or may perform such Work and/or obligations and charge the costs thereof to Contractor.

- g) **Manufacturer's Warranty:** The Contractor warrants that the installation of all materials and equipment shall be in strict accordance with the manufacturer's requirements or specifications. The Contractor warrants that all manufacturers or other warranties on all labor, materials, and equipment furnished by the Contractor or a Subcontractor or supplier shall run directly to or will be specifically assigned to AoH upon Project completion without demand. In the event any issue or defect that would be covered by any warranty arises but is not addressed by the grantor of the warranty, the Contractor shall be required to act as the guarantor of the obligations under the warranty and to perform under the terms of the warranty.
- h) **Close-Out and Training:** Contractor shall also provide AoH with a complete set of digit project files, including, but not limited to, construction documents, permit documents, shop drawings, product manuals, warranties, etc., prepared by the Contractor or its subcontractors along with any other documentation that may reasonably be requested by AoH or its CM, at Close-out to assist AoH in operating the building. In addition, if the Project includes work on heating or cooling systems, at the beginning of the first heating and cooling season following the turnover of the Project, the Contractor shall be available to assist with and train AoH building engineers and staff in the start-up of the building systems for the new weather cycle.
- i) **Salvaged and Stored Materials:** The Contractor shall be responsible for salvaging and storing all items as identified by the Department in accordance with all applicable District laws and regulations, after notifying the Department and receiving the Department's permission to proceed.

- j) **Cutting and Patching:** The Contractor shall be responsible for cutting, fitting or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting, and patching shall be restored to the condition existing prior to the cutting, fitting, and patching. The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of AoH or separate contractors by cutting, patching, or otherwise altering such construction, or by excavation.
- k) **Correction of Work:**
1. Personnel: The Department shall be at liberty to object and to require the Contractor to remove forthwith from the Project site and the work and to promptly replace personnel, or other person used by the Contractor in or about the execution or maintenance of the Work, who in the sole opinion of AoH is misconducting himself or herself, or is incompetent or negligent in the proper performance of his or her duties, or whose performance in the work is otherwise considered by AoH to be undesirable or unsatisfactory, and such person shall not be again employed upon the Project without the written permission of the AoH.
  2. Quality Control: The Contractor shall promptly correct work rejected by Department for failing to conform to the requirements of the Construction Documents or any approved design document or applicable law or regulations whether observed before or after the Project's completion and whether or not fabricated, installed or completed, and shall correct any work found to be not in accordance with the requirements within a period of one (1) year from the date of Final Completion or by terms of an applicable special warranty required by the Task Order Agreement.

#### IV. RFP RESPONSE REQUIREMENTS

The proposal shall be assembled as follows and contain the following information:

1. **SECTION 1 – FEE PROPOSAL.** See [Attachment A](#) – Bid Form
2. **SECTION 2 – QUALIFICATIONS PACKAGE – Offerors to specify Project Tier(s) and provide the following qualifications:**
  - a. Experiences/References
    - i. List at least three projects that represent firms' experience and capabilities projects of similar scope, scale, and complexity within the last 5 years that best.

1. Include design/build projects and or turnkey projects completed in the last 5 years.
- ii. Illustrate the team's experience and capabilities relevant to this RFP value ranging from \$10,000 to \$500,000 completed within the last five (5) years. For each such project, provide the information requested below:
  1. The name and location of the project.
  2. The square footage of the project
  3. A short narrative of the scope of the contractor's work on the project.
  4. Indicate if the project was for an occupied or vacant site.
  5. The delivery method implemented on the project.
  6. The start and end dates for maintenance and repair project.
  7. Self-performed trades and Percentage of the self-performed work.
  8. The initial substantial completion date and initial contract value.
  9. The actual substantial completion date and the final contract value
- b. Project Management Plan
- c. Key Personnel/Qualifications – Provide an organizational chart. Include resumes of key personnel listed in the organizational chart. Indicate length of time they have been with the company.
- d. Provide a brief description of organizational capacity to execute work within the preferred Tiers.
- e. Provide hourly rates for all positions
- f. Detailed a full list of all the services offered. Feel free to include services that entail a partnership/JV with another vendor/contactor.
- g. AOH Insurance Requirements: Proof of Insurance (before work starts and at renewals):
  - Certificate of Insurance
  - Additional Insured Endorsement
  - Wavier of Subrogation Endorsement
  - Coverage requirements:
    - General Liability \$1M. Umbrella/Excess \$1M. Total Liability Coverage: \$2M
    - For larger projects (e.g., \$3M in total liability – this can be \$1M General + \$2M Umbrella or Excess.

## V. INQUIRIES / ACKNOWLEDGEMENT

1. All Requests for Information (“RFI’s”) regarding the interpretation of this RFP shall be sent via email & directed to Nadine Belizaire ([nadine@fletcherdc.com](mailto:nadine@fletcherdc.com))
2. Questions will be answered in writing via Addenda.
3. **AoH** does not assume any responsibility for any verbal instruction or answers to inquiries unless and until they have been confirmed in writing by Addenda.
4. Confirm receipt of all Addenda issued in writing.



## VI. FORM OF CONTRACT

The form of contract shall be the **Master Services Agreement for a total duration of three (3) years**. The project-based contract shall be a Task Order Agreement.

## VII. PROPOSAL EVALUATION

1. Each Proposal will be scored on a scale of zero (0) to one hundred twelve (100) points. Award Criteria are listed below.
2. Each proposal should be submitted on the most favorable terms from a price, experience, and technical and standpoint.
3. Interviews will be conducted as part of the evaluation process.
4. Evaluation Criteria:

Evaluation Criteria	Scoring
Past Performance, Experience & References	35
Key Personnel	25
Project Management Plan	15
Capacity	15
Interview	10
Alignment with Academy of Hope's Mission and Values	Up to 12
Total Points	100%

## VIII. LATE PROPOSALS

In the event any Bid is received after the time specified for receipt, the Owner may determine, in its sole discretion, whether to consider the late bid.

## IX. ORDER OF PRECEDENCE

In the event of inconsistency between provisions of this solicitation, the inconsistency shall be resolved by giving precedence to the requirement that is most beneficial to AoH.

## X. STANDARDS OF PERFORMANCE

1. Demonstrated experience with achieving high-quality outcomes on projects with similar budgets and timelines.



2. Experienced with public and/or public charter schools in Washington DC.
  3. Demonstrated experience of team members in providing services of the scope described herein.
  4. Demonstrated experience in delivering projects on time and on budget projects, taking into consideration change order claims and schedule histories for comparable projects.
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### **Attachment**

Exhibit A      Bid Form