

September 25, 2025

Request for Proposal

Civil / Structural / Geotechnical Engineering Services:

Parking Lot Repairs and Retaining Wall Replacement



located at:

Ward 5:
2315 18th Place NE. Wash DC 20018

Proposal Due:

Thursday, October 30, 2025 (5:00 PM)





PROJECT OVERVIEW

Academy of Hope Public Charter School (“AoH”) is issuing this Request for Proposal to engage civil, structural, and geotechnical design engineer(s) to design, prepare permit documents, and perform construction administration services for the repair of an existing parking lot as well as the replacement of approximately 100 LF of an existing CMU retaining wall located at 2315 18th Place NE, Washington DC.

AoH is seeking a contract with an Engineering Consulting Firm(s) for services from December 2025 through October 2026.

KEY DATES AND NOTES

October 13, 2025 - Pre-proposal Conference

<https://us02web.zoom.us/j/81381380166?pwd=Qq0gmnmdUV5EwITPvzvUG40qJh53ja.1&from=addon>

October 15, 2025: Site Visit at 9:30 – 10:30 AM

October 21, 2025: RFI Questions Due

October 30, 2025: RFP Proposals Due

December 5, 2025: Notification of Award

Interviews (Optional)

The full RFP can be requested by contacting:

Nadine Belizaire

Senior Project Manager

Fletcher Consulting

nadine@fletcherDC.com

703-662-4500

Proposals must be sent to Nadine Belizaire via email by Thursday, October 30, 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 civil, structural, and geotechnical engineering firm(s)



with experience working with charter and public schools to provide design and construction administration services at AoH facilities located in Ward 5.

The engineering firm(s) selected under this RFP procurement should be capable of providing all required scope as outlined below.

The selected firm(s) must possess the necessary skills, licenses, and permits to successfully perform the work.

III. SCOPE OF WORK

AoH wishes to execute the following work:

- Mill and pave existing parking lot including striping and all required ADA signage
- Replace a section of the existing CMU retaining wall (~100 LF)

Projected Schedule:

- Anticipated Start of construction - May 2026
- Anticipated Completion - September 2026

Services the successful engineering firm(s) will be expected to provide include, but are not limited to:

1. **Site Surveying** – Inclusive of survey to identify and locate the property line, existing condition survey with topographic survey to verify boundaries, tree evaluation, and borings.
2. **Preparation of Plat** – Due diligence to set boundaries and obtain information about the existing wall.
3. **Geotechnical services** - As required to facilitate assessment of soil conditions and support the development of civil and structural design.
4. **Development of Schematic, Design Development, Permit Submittal, Construction Documents, and as-built drawings to be submitted in both hard and digital format.** The selected firm shall be required to provide permit submittal drawings and proactively respond to plan check comments to ensure permit approvals in a timely manner; and to prepare construction documents sufficient to provide the level of detail necessary to communicate the project intent and constructability to obtain competitive bids through AoH's procurement process. The selected firm will be responsible for all elements of design coordination.
5. **Cost Estimates - Cost** Estimates shall be based on current known pricing or labor and materials. Cost Estimates should include, but not be limited to, evaluation of construction market conditions and constructability of the project based upon the intent of the design documents.
6. **Support Before Construction** - Services before construction are to help AoH with the requirements for the Request for Proposals. Providing AoH with the proper information to go out for a Bid.

7. **Support During Construction** - Services during construction include timely professional services support to the AoH in responding to Contractors, evaluation of shop drawings and material submittals, construction field/observation reports, and review of change orders. Attendance at and participation in design review and construction meetings.
8. **Support After Construction** – Punchlist and Final inspections to verify construction aligns with design and permitted documents.

IV. RFP RESPONSE REQUIREMENTS

The successful Firm include the following in the proposal:

1. Include a detailed scope of work statement describing potential service levels to be provided for different types of projects
2. Describe typical project deliverables for each phase of your work on a given project
3. Describe your typical project cost control and budgeting methodology

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

1. **SECTION 1 – FEE PROPOSAL.** See [Exhibit A](#) – Bid Form
2. **SECTION 2 – QUALIFICATIONS**
 - a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.
 - b. Provide specific information concerning the Proposer's experience with the services specified in this RFP.
 - c. If resources outside your firm are to be used, demonstrate and list the Sub Engineering Consultants who have extensive experience in the specific discipline of the design work they will provide to the team.
 - d. The qualified firm must comply with all applicable local construction regulations.
 - e. Provide hourly rates for all positions
 - f. Detailed a full list of all the services offered.
 - g. 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.

3. SECTION 3- APPROACH

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.
- b. Provide MS Project Gantt schedule

4. SECTION 4 – CONTRACT DRAFT (B101 and A201)

- a. Provide draft of AIA B101-2017 and A201 contract with firm's standard terms and conditions.

5. SECTION 5 - REFERENCES

- a. Please include at least three (3) sample projects of similar scope and scale.
- b. Provide references, including name, address, telephone number, and Email, for whom similar services have been provided.

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)
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 **AIA B101-2017**.

VII. PROPOSAL EVALUATION CRITERIA

1. Qualifications
2. Approach
3. Experience and References
4. Proposed Cost

AoH may meet or interview any or all of the proposers during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful.

Evaluation Criteria	Scoring
Qualifications	35
Approach	35
Experience and References	20



Proposed Cost	10
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 the education sector with public, private and/or public charter schools in Washington DC.
3. Demonstrated experience providing services of the scope described herein.
4. Demonstrated experience in delivering projects on time and on budget, taking into consideration change order claims and schedule histories for comparable projects.

Attachments

Exhibit A Bid Form
Exhibit B Site Plan