

March 25, 2026

Request for Proposal

Limited Contracting Services: **Summer 2026 Backfill Projects**



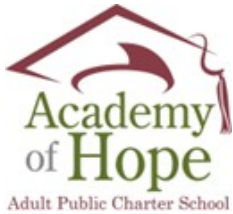
located at:

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

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

Proposal Due:
Friday, April 24, 2026 (5:00 PM)





PROJECT OVERVIEW

Academy of Hope Public Charter School (“AoH”) is issuing this **Request for Proposal to solicit general conditions, fee and unit pricing from qualified contractors to provide limited contracting services inclusive of painting, flooring, minor alterations, and maintenance projects [where necessary] to occur between June 15, 2026 and July 31, 2026 within the range of \$150,000.00 - \$300,000.00** simultaneously at our Ward 5 and Ward 8 locations in Washington, DC.

Numbers of Rooms Impacted: Approximately 50 between 2 Wards

- W5: 14 rooms
- W8: 11 rooms

Proposed room change Sq ft:

- W5: Approximately 3,937 sq ft
- W8: Approximately 5,191 sq ft

KEY DATES AND NOTES

April 15, 2026 (10AM – 11:30 AM): Site Walk/Pre-Bid Conference – Meet at Ward 5 Location
April 17, 2026: Bid RFI’s Due
April 24, 2025: RFP Proposals Due

For questions, please get in touch with the owner’s representative:

Nadine Belizaire
Project Director
Fletcher Consulting
nadine@fletcherDC.com
703-662-4500

Proposals must be sent to Nadine Belizaire via email by Friday, April 24, 2026, 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 everyone'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.

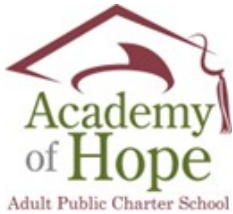
Empowerment– AoH aims to purposefully recruit and engage community members who understand the power in every person. Our community is committed to actively listening and amplifying voices and lived experiences that are often unheard to propel change.

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. SCOPE OF WORK

AoH requests proposals from qualified 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 light



refresh projects that consist of limited interior renovations that consist of painting, flooring, light carpentry electrical, and minimal maintenance projects [where necessary] within the range of \$150K - \$300K. No permit requirement is anticipated.

- The contractor(s) selected under this RFP procurement should be capable of scheduling and overseeing work crews at both sites (Wards 5 and 8) simultaneously.
- The contract work may also include, from time to time, projects that need to be completed quickly to facilitate programming or in response to emergencies 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.

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. GENERAL REQUIREMENTS

1. **Coordination with AoH Representative:** AoH shall assign an Owner’s Representative (Construction Project Manager (“CM”) to oversee the Contractor’s work. The Contractor shall take direction from, and coordinate its work with, the assigned CM.
2. **Work Hours:** The work may be performed during normal business hours; however, the Contractor may be required to work after hours or on weekends and holidays, without adversely impacting the work of AoH students and staff.
3. **Task Order Agreements:** For bidders with an existing executed Master Services Agreement with AoH, all work performed under an executed Task Order Agreement with AoH shall be governed by the terms and conditions outlined in the 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.

4. Preconstruction Phase Activity Requirements:

- a) **Schedule:** Within seven (7) days of the issuance of an NTP, the Contractor will submit to AoH and its CM for its approval a schedule to achieve the required completion date of July 31, 2026. The schedule shall include dates for submittal issuance/approval and other key milestones.
1. **Schedule Updates:** 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 work, 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.
 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) **Submittals:** The Contractor shall submit the necessary information [such as paint/flooring samples, and any other information pertaining to proposed materials to be used for the project] to AoH for review and approval. 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.
1. **Design RFIs:** In addition, the Contractor shall coordinate with the CM and AoH with respect to requests for information (RFIs), architect’s supplemental instructions, and other construction administration (as required).
 2. **Permits:** [Not required]
- c) **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.
- d) **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 always comply with it during construction.
- e) **Site Security.** The Contractor shall be responsible for securing its areas of work and coordinating required site access and security with AoH operations as necessary to protect the sites from unwanted intrusion.

5. Construction Phase Activity Requirements:

The Construction Phase shall commence when AoH issues a written Notice to Proceed (“NTP”) for Construction. The Contractor shall execute the work described on the Scoping Documents (to be issued with Addendum 1), 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 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 an adequate safety program and monitoring throughout the project.
 6. Prepare payment requests, verify accuracy, and forward to AoH for approval and payment.
 7. Assemble attack stock and close-out documents required.
 8. Provide all applicable warranty information.
 9. Coordinate its work with all third parties so as not to delay the critical path of the Project; and
 10. Prepare and submit to AoH construction meeting minutes, daily logs, preliminary and baseline schedules.
- 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.

2. When submitting a proposal, this should include a Project Manager(s) who will supervise the work, and/or a Field Superintendent(s) who will oversee the work in the field.
 3. Specific personnel for each project would be indicated when submitting a proposal for a Project.
 4. To carry out the work associated with the resulting Task Order Agreement, the Contractor shall provide the required personnel in its proposal which shall be included as an exhibit to the Task Order or AIA A104 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 project.
- 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 them into the Scoping Documents.
- 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 the Task Order or AIA A104 agreement provision for any Hazardous Materials abatement and disposal work. If any notices to governmental authorities are required, the Contractor shall also give those notices at the appropriate times. The Contractor shall ensure that abatement subcontractors and disposal sites are appropriately licensed and qualified.
- e) **Project Communications**
1. Owner-Contractor Progress Meetings. The Contractor shall schedule and conduct a minimum of weekly 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. 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 require.
- f) **Warranty of the Work:** The Contractor warrants AoH that materials and equipment furnished will be of good quality and new for a period of one (1) year following the Substantial Completion Date. The Contractor's warranty excludes remedies 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 sites together at a specific time [to be clarified in the Task Order Agreement or AIA A104] 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.
 2. 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 expeditiously, 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 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.
- i) **Salvaged and Stored Materials:** The Contractor shall be responsible for salvaging and storing all items as identified by AoH.

- 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.
- k) **Correction of Work:**
1. Personnel: AoH shall be at liberty to object and to require the Contractor to remove forthwith from the Project site and 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 AoH for failing to conform to previously approved materials and or established requirements 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 [Exhibit A](#) – Bid Form
2. **SECTION 2 – QUALIFICATIONS PACKAGE:**
 - 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 3 years.
 - ii. Illustrate the team's experience and capabilities relevant to this RFP value, ranging from \$150K-\$300K completed within the last three (3) 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 the 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 the length of time they have been with the company.
 - d. Provide a brief description of organizational capacity to execute work between the two sites.
 - e. Provide hourly rates for all positions.
 - f. Detailed a full list of all the services offered.
 - 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)
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 **Task Order (for Bidders with an existing executed MSA).**



Bidders without an executed MSA shall submit a draft of the AIA A104 -2017 contract, inclusive of your standard revisions (if any), for AoH review.

VII. PROPOSAL EVALUATION

1. Each Proposal will be scored on a scale of zero (0) to one hundred ten (110) points.
2. Each proposal should be submitted on the most favorable terms from a price, experience, and technical standpoint.
3. Interviews will be conducted as part of the evaluation process.
4. Evaluation Criteria:

Evaluation Criteria	Scoring
Past Performance, Experience & References	30
Key Personnel	30
Project Management Plan	20
Capacity	20
Alignment with Academy of Hope's Mission and Values [ADDED POINTS]	10
Total Points	110

VIII. LATE PROPOSALS

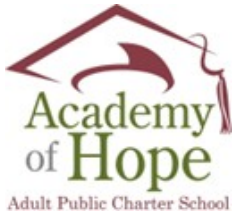
In the event any Bid is received after the time specified for receipt, the Owner may determine, in its sole discretion, whether to consider the late bid.

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 delivering high-quality outcomes 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.



Exhibits

- Exhibit A Bid Form
- Exhibit B Scoping Documents (including floor plans) --- To be issued in future Addendum