

May 1, 2026

Request for Proposal

Design and Construction Services: Master Plan Design and Implementation

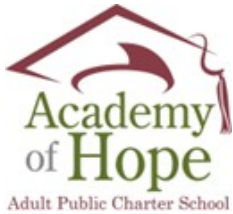


located at:

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

Proposal Due:
Tuesday, June 2, 2026 (3:00 PM)





PROJECT OVERVIEW

On behalf of Academy of Hope Adult Public Charter School (“AoH”), we invite you to submit a proposal for master planning and **design-build services** as part of a strategy to help AoH modernize and fully leverage the Ward 5 campus by tightly aligning a long-term capital strategy with disciplined, phased execution. The capital strategy will address **chronic maintenance issues** associated with AoH’s aging **HVAC infrastructure** while upgrading key systems and re-aligning AoH’s space utilization at 2315 18th Place NE, Washington, DC 20018. The total area of this multi-level building is approximately 30,700 GSF (see existing floor plans in **Exhibit A**).

PROJECT SNAPSHOT

- **Location:** Ward 5 campus, 2315 18th Place NE, Washington, DC 20018
- **Building size:** Approximately 30,700 GSF (multi-level)
- **Primary driver:** HVAC system failure risk and chronic maintenance issues
- **Delivery method:** Fixed-price, performance-based design-build with phased implementation
- **Budget (design-to, not-to-exceed):** \$4,500,000 (direct project costs only)
- **Key constraint:** Work must be planned around school operations; primary construction window is summer break (see Exhibit E)

RFP KEY DATES AND NOTES

Milestone	Date / Time
Site walk / pre-bid conference	May 12, 2026 (10:00 AM–11:00 AM)
Bid RFIs due	May 19, 2026
Proposals due	June 2, 2026 by 12:00 PM (ET)
Anticipated notice of award	July 2026

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 emailed to Nadine Belizaire no later than June 2, 2026, by 12:00 PM (ET).

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.

AOH OBJECTIVES & PRIORITIES

AoH’s objective is to **phase the work** to align with multi-year funding and to modernize the facility with a key priority to begin replacing the HVAC system **as soon as practical**, recognizing HVAC equipment/material lead times and AoH funding and schedule constraints. The primary focus of this RFP is **HVAC system replacement and related enabling work** (controls integration, electrical, structural supports, finishes restoration, and commissioning). Interior and exterior renovations beyond HVAC may be considered for all phases, subject to funding and schedule constraints.

The following **multi-year phasing approach** is contemplated to align with multi-year funding and to facilitate scheduling flexibility. The Design-Builder shall validate and refine the phasing plan with AoH and shall specifically recommend a **Phase 1 scope** that addresses the **most critical HVAC components** (based on risk to operations, reliability, and lead time).

Target phase	Primary intent	Design/permit target	Construction window target
Phase 1 (2027)	Address most critical HVAC components, Interior Refresh/Limited Reprogramming, Lighting/LED replacements, Low Voltage upgrades, and Retaining Wall repairs.	Complete design / submit for permit by Oct 2026 (target)	June–Jul 2027 (target)
Phase 2 (2028)	Continue HVAC replacement and remaining scopes, Interior Refresh/Limited Reprogramming, Lighting/LED replacements, Low Voltage upgrades, and Structural Repairs, sealing and painting.	Complete design / submit for permit by Oct 2027 (target)	June–Jul 2028 (target)
Phase 3 (2029)	Finalize remaining HVAC/building scopes as applicable. Interior Refresh/Backfill and maintenance, Lighting/LED replacements, Sidewalk/ Asphalt parking lot repair/resurfacing	Complete design / submit for permit by Oct 2028 (target)	June–Jul 2029 (target)

AoH priorities (must be addressed in your approach)

- **Fix what is most critical first:** Phase 1 shall prioritize the most critical HVAC system components to stabilize operations and reduce maintenance disruption.
- **Provide choices:** AoH requires transparent trade-offs and multiple viable paths forward.
- **Budget discipline:** Design must be developed to remain within available funding and to enable deferrable/alternate scopes.

- **Schedule certainty in constrained windows:** Work must be planned around the school's operating schedule, and primarily executed during the summer break period of June 12 through July 17 (see **Exhibit E** – AoH School Calendar).
- **Long-lead risk mitigation:** The Design-Builder must identify long-lead equipment early and propose procurement strategies (early release packages, approved equals, alternates, storage/handling).

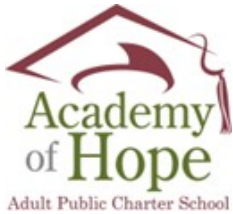
Required HVAC options package (minimum 3 options): At schematic design, the Design-Builder shall present design options for all proposed work (with a minimum of three (3) feasible HVAC system options) for AoH review. Each option shall be appropriate for the building and operations, feasible to construct within AoH's schedule constraints, and shall include:

- Basis of design, system narrative, and key equipment assumptions (capacity, zoning, ventilation approach, redundancy/backup if applicable).
- Impacts to existing conditions (roof/structural, electrical service, controls, fire/life safety interfaces, space impacts).
- Preliminary phasing approach and how the option supports an expedited Phase 1.
- Order-of-magnitude cost by phase (hard costs + allowances + general conditions + design fees) and schedule impacts.
- Lifecycle cost analysis (energy/maintenance/replacement assumptions) and expected maintainability/serviceability.
- Pros/cons summary (including operational disruption during construction).

The objective for utilizing the design-build approach is to obtain accurate project cost, constructability, and mitigate material cost and lead time risk. The design-builder shall be seen as a partner to AoH, and, as such, we look to you to develop feasible and thoughtful design solutions and construction implementation approaches that take into account best practices in design, material specifications, and lifecycle costs.

AoH will award a fixed price, performance-based design-build contract. The design-builder shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other non-construction services furnished by the design-builder under this contract. The design-builder shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other non-construction services and perform any necessary rework or modifications, including any damage to real or personal property, resulting from the design error or omission.

The team is expected to develop models and propose multiple solution paths for AoH review and selection.



The team must understand building programming and occupancy constraints when developing construction schedules and propose various approaches to facilitate the work within limited windows throughout the calendar year.

The team is responsible for assessing and mitigating risks related to material lead times and permitting.

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 is both a teacher and a learner. Our curriculum is experiential and focuses on life skills, which means 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.



AoH requests proposals from qualified Design-Builders with experience working with charter and public schools to provide design-build services for the Ward 5 campus described in this RFP. (AoH may procure separate services for other facilities, including Ward 8, under separate solicitations and/or task orders.)

II. REQUIRED TEAM COMPETENCIES & STANDARDS OF PERFORMANCE

Required Competency

We seek the following competencies within the design/build team:

- Extensive experience working with education sector clients, charter, and other publicly funded schools.
- Capability and experience working in occupied educational spaces.
- Experience with projects of similar scope and budget.
- Must be able to provide design options for HVAC and interior architectural scopes, including life cycle costs analysis, and budget estimates.
- Ability to provide material recommendations to mitigate lead time and cost escalation risks.
- Capable of scheduling and managing multiple work crews simultaneously to facilitate limited scheduling windows.
- Ability to execute projects quickly to facilitate programming or in response to emergencies or other life safety issues. It is contemplated that the work is required.
- Design-Build Services shall be provided by the same members of the team who will continue throughout all phases of the project.
- Demonstrated experience of team members in providing services of the scope described herein.
- Demonstrated experience in constructing on-time, on-budget projects.
- Demonstrated experience with achieving high-quality outcomes on projects with similar budget and time constraints.

III. PROJECT BUDGET & SCOPE OF WORK

Project Budget

Not to Exceed Design-to budget of **\$4,500,000.00** (direct project costs only), inclusive of selective HVAC, interior, and exterior renovations.

Design-build fees and overhead shall be based on this amount. AoH requires that this Project will start upon execution of Notice to Proceed (“NTP”).

Design-Builder Scope

The following scope of services is to be provided by the selected Design-Builder.

Under this RFP, AoH will engage a Design-Builder to provide any and all design and construction services required to design and complete the Project using a *phased* approach. Each phase of the Project shall be complete, operating, and ready for use on or before the Substantial Completion Date and within the Project's budget as specified in this RFP.

Generally, the Design-Builder's responsibilities shall include, but will not be limited to, the following:

- To confirm the design and construction of the Project in accordance with the RFP Documents, including all applicable attachments.
- To provide all design, construction, and construction management services necessary to implement the goals of the Project inclusive of, but not limited to, the following: civil, architectural, landscape, electrical, structural, plumbing and mechanical design services as required inclusive of budgeting, value engineering ("Value Engineering"), scheduling, Project phasing, Project administration, management, and coordination of subDesign-Builders.
- To conduct building investigation work as required for the Project.
- To conduct retro-commissioning as necessary to fully understand existing building systems.
- Sustainability: Ensure compliance with DC Green and Building Energy Performance Standards ("BEPS")
- To furnish and provide all materials, management, personnel, equipment, hazardous material abatement, supervision, labor, and other services necessary to complete the Project.
- To provide the necessary design, consultants, and documentation for all permitting approvals.

HVAC-specific scope requirements (all phases)

1. **Field verification & diagnostics:** Confirm existing HVAC conditions and chronic failure modes; verify capacities, zoning, ventilation, controls sequences, and constraints.

2. **Controls integration:** Provide a complete controls narrative and integration plan (including trending/alarms) and ensure compatibility with existing/new systems.
3. **Testing, Adjusting & Balancing (TAB):** Include TAB and provide final air/water balance reports for each phase.
4. **Commissioning:** Coordinate with the Owner's third-party commissioning agent; support functional testing, deficiencies tracking, and resolution.
5. **Temporary conditioning plan (if needed):** Identify if temporary cooling/heating/ventilation is required to maintain operations and include the approach and costs.
6. **Training & turnover:** Provide operator training, O&M manuals, equipment schedules, and a recommended preventive maintenance plan tailored to AoH staff capacity.

Existing Conditions Review

The HVAC assessment documents (**Exhibit C**) provided with this RFP reflect observed conditions at the time of review and are intended to inform planning and option development. While the Owner has made these materials available to assist proposers, the Design-Builder remains responsible for applying its own professional judgment in evaluating existing conditions and developing a complete and coordinated design-build solution through site visits, field investigation, and professional evaluation, as needed, to support its proposed solution.

Consider existing conditions, access constraints, operational requirements, and applicable codes when developing HVAC options, phasing strategies, schedules, and pricing.

Design and Pre-Construction Services (include, but are not limited to) the following:

The selected firm will provide end-to-end master planning and construction services for AoH, addressing the current and future physical development needs. The scope of services must encompass facilities, infrastructure, energy systems, space utilization, safety, and sustainability. The design-build team must demonstrate the ability to assess conditions, engage stakeholders, generate meaningful planning scenarios, and provide implementation strategies tied to both capital and operational goals based on the following:

- Facility Condition Assessments
- Updated Educational Specification that will include Space Utilization and Needs Assessment Analysis (**Exhibit B**)
- Infrastructure Evaluation

The design process will be inclusive of the following activities:

1. Stakeholder Engagement and Community Integration
 - a. Workshops, surveys, forums with campus and community stakeholders
 - b. Alignment with AoH programmatic needs
2. Strategic and Phased Planning Approach: Design-builder must create alignments with AoH strategic goals utilizing a phased planning framework
3. The Master Plan shall be the overall strategy document for the modernization of the facility.
4. Master Plan Development Phases
 - a. Concept Plan (site organization, transportation, landscape, etc.
 - b. Facility Master Plan
 - c. Sustainability/Energy Plan (DC Green and BEPS Compliance strategy)
 - d. Capital Planning and Phasing
5. Master Plan Deliverables: Design-builder shall produce a comprehensive Master Plan document with supporting appendices and graphic materials. Deliverables will include:
 - a. Executive Summary outlining strategic priorities and key findings.
 - b. Detailed site and building-level plans with building/site/structural assessments, space utilization studies, and concept designs.
 - c. Updated Education Specification
 - d. Sustainability/Energy Plan and infrastructure modernization recommendations.
 - e. Visual products including illustrative diagrams, maps, 3D renderings, and infographics
 - f. A fully developed phased Capital Implementation Plan outlining project priorities, timelines, estimated costs, and funding strategies.
 - g. All digital files in editable formats, including GIS, CAD, and Microsoft Office formats.
6. Additional Planning Requirements
 - a. Safety & Security: Address site and building-level safety and security considerations, including but not limited to building access control, emergency response planning, lighting, surveillance, and strategies for improving real and perceived safety for students, staff, faculty, and visitors.
 - b. Americans with Disabilities Act (ADA) Compliance: All planning efforts must include an evaluation of current accessibility conditions and outline strategies to bring existing infrastructure into compliance with the ADA and other relevant accessibility standards. Universal design principles should guide planning decisions where possible.
 - c. Health and Wellness: The plan should consider how the physical environment can promote student, faculty, and staff health and wellness. This includes mental health resources, recreation, air quality, and daylighting.
 - d. Regional Capacity and Collaboration: Assess opportunities for regional collaboration, shared services, and external partnerships. The master plan should consider how AoH facilities can

support broader regional goals and leverage existing community infrastructure where appropriate. The plan should also consider how space and resources can be shared effectively between AoH campuses. Space that AoH leases both to and from external entities should be evaluated through the planning process.

Phase Tasks

1. Concept Design Phase
 - a. Baseline Schedule
 - b. Concept Design
 - c. Preliminary Budget Estimate (including projected labor and material increases)
 - d. Presentation to AoH for approval before starting next phase

2. Schematic Design Phase
 - a. Schematic Design
 - b. Schematic Design Budget Update (including projected labor and material increases)
 - c. Risk /Constructability/Long Lead Time Analysis documentation
 - d. Presentation to AoH for approval before starting next phase

3. Design Development Phase
 - a. Select and draft outline specifications for materials, systems, and equipment.
 - b. Develop detailed and dimensioned plans, sections, and schedules.
 - c. Complete code compliance analysis and drawing.
 - d. Confirm space-by-space equipment layouts with representatives from AoH.
 - e. Coordinate furniture, fixtures, and equipment plan.
 - f. Coordinate with sub-consultants for other specialized work, as necessary.
 - g. Presentation to AoH for approval before starting next phase

4. Permit Documents / GMP Bid Set
 - a. Prepare a minimum of 80% documents for permit submission at each phase
 - b. Provide documents for GMP bid pricing
 - c. Provide timely responses to the Department of Building permit review comments
 - d. Issue GMP pricing to the AoH Construction Manager within 4 weeks of the distribution of the GMP bid set

5. Additional Preconstruction Services shall include, but are not limited to, scheduling, estimating, shop drawings, the ordering of long-lead materials, condition assessment, recommended testing, and monitoring.

6. Construction

- a. Assume overall responsibility for managing, supervising, and coordinating all aspects of construction as detailed in plans and specifications.
- b. Obtain trade permits.
- c. Issue Certificate of Insurance that is in full compliance with AoH Requirements.
- d. Interface with existing building systems.
- e. Engage AoH preferred Design-Builders (if any) for Fire alarm demo/tie-in, mechanical controls, IT/AV, etc.
- f. Maintain experienced project managers and superintendents (full-time, on-site), and clerical support.
- g. Inspect the work daily to ensure that objectives are being carried out in accordance with the construction documents, all other contract-related information, local laws, ordinances, and regulations.
- h. Coordinate all Owner vendors, including, but not limited to, security, voice-data cabling, furniture, and audiovisual.
- i. Assure that only first-class quality workmanship and materials are being used.
- j. Recommend courses of action when the requirements of a contract are not fulfilled, and the non-performing party will not take satisfactory corrective action.
- k. Schedule the work in advance of actual construction operations to assure that trade Design-Builders are utilized to their fullest extent.
- l. Schedule, chair, and provide minutes of the weekly progress meeting (within 3 business days of the meeting) to the Owner, construction manager, architect/ engineers, vendors, and consultants to ensure that all relevant matters of construction are being considered.
- m. Establish and maintain safety procedures, risk management, O.S.H.A., and other programs necessary for the safe and expeditious execution of the work.
- n. Arrange for the delivery, storage, protection, and security of all purchased items and equipment, which are part of the project, until they are incorporated into the project.
- o. Establish and maintain procedures for processing shop drawings, material samples, mock-ups, and off-site testing and inspections as defined by project specifications.
- p. Maintain daily records covering manpower, work in progress, accidents, and field observations.
- q. Maintain at the project site, on a current basis, a record copy of all contracts, drawings, specifications, addenda, change orders, and other modifications, in good order and marked to record all changes made during construction, shop drawings, samples, product dates, and all related documents and revisions.
- r. Establish procedures for processing change orders and scope changes to the work as defined by project specifications. Update and submit change order logs to the project team on a

weekly basis.

- s. Negotiate any change orders with trade Design-Builders before submission to the AoH Construction Manager for review. SubDesign-Builder mark-ups on change orders must not exceed a total of 15%.
- t. Receive all trade Design-Builders', vendors', and suppliers' applications for payment, review and adjust same, and issue an application for payment to AoH for review and approval no later than the 25th of each month per industry standards.
- u. Receive and issue partial and final waivers of lien documents in accordance with the executed AIA contract document.
- v. Take responsibility for the comprehensive tie-in of building systems, including emergency power systems, and prepare a program for substantial completion and occupancy.
- w. Comply with all local codes and ordinances as to methods and means of construction and safety.
- x. Maintain required insurance on all trade Design-Builders, suppliers, and vendors. Prepare the site for substantial completion and provide for all required testing.
- y. Provide closeout documents, including guarantees, warranties, "As-Built" drawings, maintenance, and procedures manuals for new equipment (provided in your scope of work), and provide signoffs by authorities having jurisdiction over the project. These packages, including the air balance report, are to be submitted within 20 days of substantial completion & before the final pay application is paid. No exceptions.
- z. Resolve any disputes between trade Design-Builders and/or be prepared to "bond off" any liens placed on the building by a trade Design-Builder.
 - aa. Coordinate with the AoH furniture vendor on the delivery and installation of the furniture.
 - bb. Coordinate preparation and timely completion of punch-lists.
 - cc. Obtain all jurisdictional sign-offs and controlled inspections.
 - dd. Facilitate equipment training as needed to designated individual/s within AOH.
 - ee. Adhere to all Building Rules and Regulations, or other rules as implemented.
 - ff. Obtain Certificate of Occupancy

Required Deliverables:

Prepare and submit to AoH the following deliverables. All such deliverables shall be subject to review and approval by AoH. Assume that revisions may be required to these documents to address concerns raised by AoH and/or other Project stakeholders.

- 1. Schematic Design Phase Deliverables:**
 - a. Digital plans, elevations, and sections
 - c. Plan-to-Program Comparison

- d. Design Narrative
- e. Schedule and Budget Confirming Cost Estimate
- f. Phasing Plan
- g. Value Management [as required]
- h. Meeting minutes of Preliminary Design Review Meetings.

2. Design Development Phase Deliverables:

- a. Documents for all technical disciplines, drawings, and specs 50% design development
- b. Budget confirming cost estimate of the Project with a Maximum +/- 5% of the Project budget.

3. Permit Set Phase Deliverables:

- a. Drawings and specifications, ready for permitting, hard copy and electronic.
- b. Drawings and specifications for GMP Bid Set
- c. Final budget confirming estimate for phased construction cost.

4. Schedule Deliverables

- a. Develop a proposed project implementation schedule that outlines planning, design, permitting and construction utilizing a similar task breakdown as shown in the table below.
- b. The building is occupied and must remain operational outside approved shutdown windows. The Design-Builder shall propose an approach that minimizes disruption to instruction, student services, and staff operations.
- c. Proposals shall clearly identify any required outages (HVAC, electrical, controls, fire alarm) including duration, timing, and contingency/temporary measures.
- d. Noise/dust/vibration control, negative air/containment (as applicable), and safe occupant circulation shall be incorporated into the phasing and logistics plan.
- e. AoH anticipates primary construction windows during summer months. If proposing other windows (nights/weekends/holidays), clearly describe staffing, safety, and cost impacts.

Bidder schedule deliverable (minimum) PER PHASE (Assume 3 Phases)	Include in proposal
Concept and Schematic Design Phase: Includes Concept Design (30%) followed by schematic option review (3 options), and AoH review/ selection date/duration	Dates (MM/DD/YYYY)
Design Development Phase: (50% DD) with confirming the estimate and value management options	Dates
Permit Phase: Permit document, Permit submission, anticipated permit issuance (including any expediting approach if needed)	Dates / narrative



Submittals and Materials: Early Release of Long-lead equipment: submittals, fabrication, projected release date, delivery	Dates / durations
Construction Phase: mobilization, major shutdown/outage milestones, substantial completion, commissioning	Dates
Closeout Phase: Manuals, As-builts, Training, Final Invoices	Dates

4. Construction Deliverables. Construction deliverables shall include, but not be limited to:

- a. Meeting minutes
- b. RFI Responses, ASI’s, and/or other clarification documents.
- c. Commissioning
- d. Punch lists
- e. Closeout document review comments
- f. As-Built Drawings [in AutoCAD (dwg) format and PDF]

5. Close-Out Deliverables. Close-out deliverables shall include, but not be limited to:

- a. A complete set of the Design-Builder’s Project files
- b. A complete set of product manuals (O&M), training videos, warranties, etc.
- c. As-built record drawings. [in AutoCAD and PDF format]
- d. Attic stock and schedule
- e. Equipment schedule.
- f. Proposed schedule of maintenance.
- g. Environmental, health & safety documents.
- h. All applicable inspection certificates and occupancy permits

IV. GENERAL REQUIREMENTS

1. **Coordination with AoH Representative:** AoH shall assign an Owner’s Representative (Construction Project Manager (“CM”) to oversee the Design-Builder’s work. The Design-Builder 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 Design-Builder 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 also 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 Design-Builder will submit to AoH and its CM for its approval a phased schedule that aligns with proposed phasing and construction durations as defined by AoH to meet target completion dates. The schedule shall include dates for submittal issuance/approval and other key milestones.
1. **Schedule Updates:** The Design-Builder shall submit monthly 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 Design-Builder'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 Design-Builder to accelerate the work if, in the reasonable judgment of AoH, the Design-Builder 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. If AoH or its CM determines that either of the events specified in the preceding sentence has occurred, AoH shall provide the Design-Builder with written notice of such event, and the Design-Builder 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 Design-Builder 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 the Task Order Agreement Price or the Substantial Completion Date.

- b) **Submittals:** The Design-Builder shall submit the necessary information [such as paint/flooring samples, material and equipment specifications, and any other information about proposed materials to be used during the specific phase of the project] to AoH for review and feedback. AoH shall have five (5) business days to review such documents. In the event AoH finds such documents to be unacceptable, the Design-Builder shall be required to revise and resubmit such documents. The Design-Builder shall not commence construction activities unless and until such documents have been approved by AoH.
1. **Design RFIs:** In addition, the Design-Builder 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:** The Design-Builder is responsible for preparing and submitting permit documentation, coordinating with an expediter (included in the Design-Builder's proposal), responding to plan review comments, and obtaining all required trade permits and sign-offs for each phase.
- c) **Safety Plan:** Before the start of any maintenance and construction activities, the Design-Builder 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 Design-Builder shall install such fences and barriers as may be necessary. The Design-Builder 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 before the commencement of construction, and will always comply with it during construction.
- e) **Site Security.** The Design-Builder 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 the GMP is accepted, and AoH issues a written Notice to Proceed ("NTP") for construction, to be followed by an executed AIA GMP amendment. The Design-Builder shall execute the work described in the Contract Documents, including any work that 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 Design-Builder 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 Design-Builder will be required to properly supervise and coordinate its work. At a minimum, it is expected that the Design-Builder 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 a daily work log.
 3. Coordinate work with any on-site personnel to ensure that their activities are not adversely affected.
 4. Plan and chair all Owner-Architect-Contractor (“OAC”) progress meetings, including preparation of agenda and minutes.
 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 attic stock and closeout 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 Design-Builder’s personnel should have the necessary experience and licenses to perform the required work. Toward that end, include its Proposal a description of the staff available to perform this work and their qualifications.

1. The Design-Builder 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 Design-Builder shall provide the required personnel in its proposal, which shall be included as an exhibit to the Task Order or AIA A141 agreement and indicate the function(s) each will carry out for the proposed project and indicate what percentage of each such person's time will be devoted to the project.
- c) **Site Observations:** The Design-Builder 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 Design-Builder 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 A141 agreement provision for any Hazardous Materials abatement and disposal work. If any notices to government authorities are required, the Design-Builder shall also give those notices at the appropriate times. The Design-Builder shall ensure that the abatement subcontractor and disposal sites are appropriately licensed and qualified.
- e) **Project Communications**
1. Owner-Design-Builder Progress Meetings. The Design-Builder shall schedule and conduct a minimum of weekly progress meetings at which AoH, the CM, the Design-Builder, and the appropriate subcontractor can discuss the status of the Work. The Design-Builder shall prepare and promptly distribute meeting minutes.
 2. Written Reports. The Design-Builder shall also maintain a daily log containing a record of weather, subcontractor 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 Design-Builder warrants AoH that materials and equipment furnished will be of good quality and new for a period of one (1) year following the

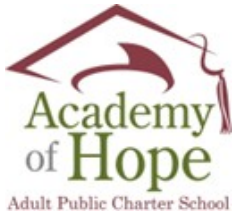
Substantial Completion Date. The Design-Builder's warranty excludes remedies for damage or defects caused by abuse, modifications not executed by the Design-Builder, improper or insufficient maintenance, improper operation, normal wear and tear, and normal usage. The Design-Builder and a representative of AoH shall walk the sites together at a specific time [to be clarified in the Task Order Agreement or AIA A141] after the Substantial Completion Date to identify any necessary warranty work. In the event the Design-Builder fails to schedule such a walk, the Warranty period shall be extended until such time as the Design-Builder 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 Design-Builder 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 Design-Builder will commence corrective work on the next business day.
 2. If the Design-Builder 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 Design-Builder 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 Design-Builder.
- g) **Manufacturer's Warranty:** The Design-Builder warrants that the installation of all materials and equipment shall be in strict accordance with the manufacturer's requirements or specifications. The Design-Builder warrants that all manufacturers or other warranties on all labor, materials, and equipment furnished by the Design-Builder 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 Design-Builder 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:** Design-Builder shall also provide AoH with a complete set of digitized project files, including product manuals, warranties, etc., prepared by the Design-Builder or its subcontractor, 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 Design-Builder shall be responsible for salvaging and storing all items as identified by AoH.

- j) **Cutting and Patching:** The Design-Builder 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 before the cutting, fitting, and patching.

- k) **Correction of Work:**
 - 1. Personnel: AoH shall be at liberty to object and to require the Design-Builder to remove forthwith from the Project site and promptly replace personnel, or other person used by the Design-Builder 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 Design-Builder 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.



V. RFP RESPONSE REQUIREMENTS

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

REQUIREMENTS FOR PROPOSAL PREPARATION AND SUBMITTAL

Failure to provide any of the following requirements may result in disqualification.

1. Fee Proposal – EXHIBIT D: The **FEE** shall consist of the following two items:

1. Design-Build Fee
 - a. Preconstruction Fee shall be no more than 15% of the Design-Build Fee [Note: The Preconstruction fee shall be the Design-Builder’s sole compensation for services performed during the Preconstruction Phase.]
2. General Conditions Cost
3. Construction Cost Estimate (Provide projected allocation for architectural interiors renovations and MEP scope)

Excluded Costs

Fee shall exclude the following to be provided by ITDS:

- a) 3rd Party Material Testing
- b) 3rd Party Commissioning
- c) 3rd Party Inspections
- d) Permitting Cost (Design/Builder shall include expediter cost in proposal)
- e) Furniture, Fixtures and Equipment (“FF&E”)

FEE Proposal MUST be delivered on the Bid Form provided - **See Exhibit D – Bid Form. No other format is acceptable.** Do not leave blank lines – mark as “included”, “excluded”, or “N/A” instead of leaving blank. **Return a PDF version of your bid form and the Excel version.**

2. Schedule

Submit with the fee proposal a high-level phased procurement and design-build construction schedule (in Gantt/PDF format) to identify proposed preconstruction and construction phases, inclusive of mobilization & substantial completion dates given all factors noted in this RFP, anticipated material lead-times, etc., based on current understanding of proposed project scope.

3. Contract Form

Each bidder shall submit a draft of the standard AIA 141 Standard Form of Agreement Between Owner and Design-Builder, inclusive of their standard mark-ups or revisions, with their proposal. If you have markups, please indicate them in your proposal.

Note: The intent of the contract is for the Design-Builder to warrant and guarantee that the total maximum cost to be paid by AoH for the Design-Builder's complete performance under the Contract Documents, including, but not limited to, Final Completion of all Work, all services of Design-Builder under the Contract, and all fees, compensation, and reimbursements to Design-Builder, will not exceed the GMP.

4. Qualifications

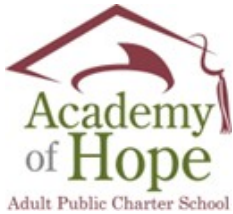
All bidders are required to provide the following:

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.
- ii. Illustrate the team's experience and capabilities relevant to this RFP value, ranging from \$5M- \$8M 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 Design-Builder'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. Proposed Project Management Plan (No longer than 15 pages excluding cover page and table of contents). Assemble in the following sections:

- i. Executive Summary (2 pages max. Summarize key themes and headlines. Include charts and graphics where necessary)
- ii. Master planning Strategy
- iii. Design Strategy
- iv. FFE Strategy
- v. Risk management plan
- vi. Subcontracting Plan (to align with AoH CARES standards, ref page 5 of RFP)
- vii. Safety Plan
- viii. Sustainability Plan



- ix. Communications Plan (The D-B Contractor shall establish and maintain a secure, cloud-based project website (e.g., SharePoint, Teams, Google Drive, Dropbox, Buildertrend, Procore, or equivalent)
- 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. Provide hourly rates for all positions.
- d. **Insurance Limits:** Provide insurance limits. Proof of Insurance (before work starts and at renewals):

5. Proposer Acknowledgement

Bidders shall include a brief statement acknowledging that the proposer has reviewed the available facility information and has considered the need for site verification, additional investigation, or assumptions where information is limited.

VI. INQUIRIES / ACKNOWLEDGEMENT

1. All requests for information (RFIs) regarding the interpretation of this RFP shall be sent via email 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.

VII. 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 A141 contract, inclusive of your standard revisions (if any), for AoH review.



VIII. PROPOSAL EVALUATION

1. Each proposal will be scored on a scale of 0 to 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
Schedule	20
Alignment with Academy of Hope’s Mission and Values [ADDED POINTS]	10
Total Points	110

IX. 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.

X. 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.

Exhibits

- Exhibit A Existing Building Floor Plans
- Exhibit B AoH Education Specifications Document
- Exhibit C HVAC Assessment
- Exhibit D Bid Form (Cost Proposal)
- Exhibit E AoH SY25-26 School Calendar