

**REQUEST FOR PROPOSAL**  
**Spectrum Academy Utah County**  
**Request for Proposal (RFP) for Remodel of Building to a School Facility**

DATE OF RFP ISSUE: May 22, 2017

- Closing Date for Submission and Receipt: June 1, 2017 by (no later than) 5:00 p.m. local time. Proposals must be received by this time.
- Proposals are to be submitted via email to the Contracting Agency. An electronic copy of the proposal should be sent to Brad Nelson via email at the address immediately below.

Contracting Agency: Spectrum Academy  
Contact Name: Brad Nelson  
Title: Director of Finance  
Address: 575 Cutler Dr.  
North Salt Lake, UT 84054  
Telephone: 801-440-3150  
Email: bnelson@spectrumcharter.org

**PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The purpose of this request for proposal is to enter into a contract with a qualified firm to remodel an existing building into a Spectrum Academy facility. It is anticipated that this RFP may result in a contract award to a single contractor using a "Cost Plus" model.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

**BACKGROUND**

Spectrum Academy Charter School has been in operation since 2006 when they were awarded a charter by the Utah State Board of Education to teach 200 students in grades K-8. The school was then approved for an expansion to teach an additional 350 students starting in August 2010, and adding grades 9 – 12. A second building was constructed to accommodate this growth. Both buildings are located in North Salt Lake directly across the street from each other. In 2014 Spectrum Academy opened its Pleasant Grove campus which initially started with 430 students. A planned addition to that campus was added and the school in 2016 and currently serves 525 students and will continue to grow into all grades by 2019 with a total of 625 students.

## **PURPOSE**

The purpose of this proposal is to remodel an existing building currently owned by Spectrum Academy at 35 North Redwood Road in North Salt Lake, Utah.

Proposals are being sought to have a qualified contractor work with the School and the Architects to remodel the building at 35 North Redwood Road

## **SCOPE**

Spectrum Academy is seeking immediate proposals to begin the remodel project as roughly outlined in the attached floor plan. All proposals should be a Cost Plus percentage that the qualified contractor is willing to perform the duties of a General Contractor as a percentage of the actual costs of construction. Timeliness is of the utmost importance and the project must begin within 2 weeks of the acceptance of the proposal and be completed by the 15<sup>th</sup> of August, 2017. The time schedule must be taken into consideration in the submittal of a proposal.

All questions regarding proposals shall be directed to Mr. Nelson and tours of the existing facilities are welcome and encouraged. Mr. Nelson's contact phone number is (801) 440-3150

## **SUBMITTING YOUR PROPOSAL**

Proposals must be received by the posted due date and time. Proposals received after the deadline will be late and ineligible for consideration.

## **STANDARD CONTRACT TERMS AND CONDITIONS**

Any contract resulting from this RFP will include, but not be limited to, the State's standard terms and conditions.

## **DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)**

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the Spectrum Academy. However, Spectrum Academy may award a contract based on the initial proposals received without discussion with the offeror. If oral presentations are required, they will be scheduled after the submission of proposals.

## **CONFIDENTIALITY**

All documents submitted by bidders shall become the property of Spectrum Academy. Proposal information is proprietary and as such shall be treated as confidential. Information pertaining to Spectrum Academy obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from Spectrum Academy via a Government Records Access and Management Act (GRAMA) request.

## **PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS**

- As a 501(c) 3 organization, we are seeking a contractor that will negotiate with other companies for donations of materials, labor, services and furnishings to reduce the overall cost of the building.
- We want to work with a company that is reputable, has strong references, and has had some involvement with charitable causes. Ideally we would like to work with a company that has some understanding of, and involvement with, autism related needs as this background may be relevant in the construction of this building.
- It is expected that the winning bidder will meet all legal requirements of charter school or school construction in the State of Utah and will comply with all applicable building codes, statutes and rules governing charter school or school construction.
- It is expected that bidders will have knowledge of and comply with construction reporting requirements for public schools in Utah and will provide Spectrum Academy's Building Officer with the necessary reporting information, including Construction Inspection Reports on a timely basis throughout building process.
- It is expected that the winning bidder will comply with all applicable federal statutes and Americans with Disabilities Act (ADA) regulations in association with the design and construction of the charter school building.

## **PROPOSAL RESPONSE FORMAT**

Proposals shall only require the Executive Summary outlined below:

1. **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should include the Cost Plus percentage the offeror is proposing. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Protected information requests should be identified in this section.

## **PROPOSAL EVALUATION CRITERIA/PROCESS**

- Bids will be reviewed in a public meeting after the due date and time with the name (name only) of the bidder announced and recorded in the meeting minutes.
- Bid will be awarded to the firm whose proposal is determined to be the most advantageous to Spectrum Academy after consideration of all criteria. The criteria for evaluation will focus primarily on
  - Cost Plus Percentage
  - Demonstrated ability to meet the scope of work
  - Qualification and expertise of staff proposed for this project.
  - Demonstrated ability to complete project within required time
- The winning bidder will receive the award in writing.
- Spectrum Academy reserves the right to reject any or all proposals or to waive any formality or technicality in the best interest of Spectrum Academy, subject to Utah State procurement laws.