



Request for Qualifications and Fee Proposal
For the Remodel of an Existing Facility

Date Issued: January 16, 2026

Date Due: January 26, 2026

3:00 PM MST

Wasatch Charter School

Attention: Heather Campbell

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Holladay, UT 84117

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1. General

Purpose

The purpose of this project is to select a General Contractor to remodel and expand an existing facility to include a new gymnasium, dance room, classrooms, bathrooms, offices, and other key elements associated with the Waldorf Model. The facility and remodel is approximately 10,400 added square feet and 7,200 square feet of remodeled space.

Key Dates

- RFQ begins Friday, January 16, 2026, and ends January 26, 2026 @ 3:00 MST
- Question and answer period begins Friday, January 15, 2026, and ends Friday, January 22, 2026
- Interviews of top scoring candidates may occur from January 26-January 28th
- Anticipated award date will be Monday, February 2, 2026, with the winning bidder being notified Tuesday, February 3, 2026
- Project is anticipated to be accomplished in 3 phases all happening in the summers beginning June 5, 2026 with completion at the end of summer 2028.

2. Background

History

Wasatch Charter School is a public charter school operating in Holladay, Utah. It opened in the fall of 2016, and serves more than 640 students. Due to the school's demand, and waitlist of almost 400 students, the State Charter School Board granted an amendment to the charter agreement, and WCS now has an enrollment capacity of 690 students, beginning in the fall of 2025. In order to house the additional 50 students, the school anticipates expanding the current school on school grounds. Due to the remodel of the current school we are requesting a 3 phase build for minimal disruption to parents and students.

3. Service Requirements

School Expectations

- It is expected that the school will finance phase 1 through existing school resources which will allow the construction company to begin any time in the spring provided there is little disruption to school operations. The school anticipates closing tax-exempt

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bonds in early 2027 in order to finance the expansion and remodel of phases 2 and 3, and allow the construction company to begin work shortly thereafter.

- It is expected that the school will be reasonably available to the selected contractor during the remodel process for advisement.

Bidders

- It is expected that the bidders will hold appropriate, current, state licensure to engage in the business of commercial construction, before, during, and for a period of at least 3 years after completion of this project
- It is expected that bidders utilizing subcontractors will ensure that the selected subcontractors will hold appropriate and current state licensure to engage in the business of commercial construction during the project
- It is expected that all bidders have adequate financing to fund their business and construction obligations during the project
- 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 the winning bidder will work with the architect to obtain all necessary and appropriate approvals, permits, and authorizations for construction in the location as indicated
- It is expected that bidders will have knowledge of, and comply with construction reporting requirements for public schools in Utah.
- It is expected that the winning bidder will work with the architecture company to provide and present timely reports, including at least monthly, or more frequent as required by agencies, Construction Inspection Reports to appropriate parties, including the State of Utah, and its various departments or agencies, county and local municipalities.
- 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.
- It is expected that the winning bidder will provide a statement that employees are legal to work in the United States. Proof of e-verify use is preferred.
- It is expected that construction will be completed on Phase 1 with Occupancy (full use) no later than August 9, 2026, unless otherwise approved by the school. Phase 2 should occur and allow for Occupancy with minimal disruption to school operations during Spring and Summer 2027, and Phase 3 would occur during Spring, Summer and possibly Fall of 2028.

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Pricing Proposal

- Wasatch Charter School is seeking a request for qualifications and fee proposal for the anticipated remodel. The proposal should include predevelopment through construction completion. Timeliness is of the utmost importance and the project is anticipated to be completed in a multi-phase approach that limits the disruption to the school. This phasing will be a collaboration between owners, architects, and the GC. Currently, it is anticipated in 3 phases. The schedule must be taken into consideration in the submittal of a proposal.
- Proposals must include a total cost with supporting budgets of the construction project for each bid. The winning proposal will be expected to sign a guaranteed maximum price agreement excluding any change orders.

Submission Guidelines

Bidders Profile

Bidders must identify relevant administrative, management, and financial capabilities as well as technical skills, qualifications and experience necessary and appropriate to the evaluation of their ability to successfully complete the proposed project and meet the objectives of the RFP.

Bidders will provide, with their proposal, at least 3 references, including contact information of the end-user, for completed projects of similar nature, including the dollar value of the projects.

Submission Format

Bidders should submit their proposal in the preferred format:

1. **Letter of Introduction:**

Contractor name, contact person, address, telephone number, email, and a brief introduction to the bidding company

2. **Fee Proposal.**

Please provide a detailed fee proposal for the project, including at least the following items:

- i. Preconstruction fee;
- ii. Construction management fee;
- iii. Contractor's modification factor for insurance;
- iv. Construction supervision cost
- v. Self-performed work markup;
- vi. Self-performed work;
- vii. Contractor profit and overhead;
- viii. Any money not anticipated to go to a third-party subcontractor; and
- ix. General requirements.

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3. **Proposed Project Team.**

Provide

- (1) an organizational chart indicating your firm's proposed Project team,
- (2) a current resume for each proposed team member,
- (3) a statement regarding each proposed team member's experience with similar projects (specifically renovation) and reasons why they were selected for the proposed project team, and
- (4) a substitution plan that outlines how alternative members might be added/selected due to unforeseen circumstances around workforce or workload
- (5) an estimate of the percentage of their time each Project team member will devote to the Project. Identify the project executive, proposed preconstruction manager, construction project manager, project foreman, and list/describe any significant subcontractors or consultants your firm anticipates using.

4. **Proposed baseline construction schedule.**

Provide a critical path construction schedule showing construction milestones and intermediate activities, include mobilization, demolition, and construction. Place emphasis on school break opportunities especially the summer months.

As stated previously the renovation must be completed (meaning full Certificate of Occupancy and punch list completion) prior to the commencement of school in Fall 2028

5. **Project Approach.**

Please provide a written description of your project approach including but not limited to site staging plan, phasing, construction traffic control, and Enterprise Green Community and Energy Star certification.

Provide a proposed site staging plan showing site access, perimeter controls, and traffic control.

6. **E. Safety Program**

Provide a summary of your corporate and subcontractor safety program(s). Include a narrative relating to how you will incorporate OSHA's recommendations related to women in the workplace. <https://www.osha.gov/women-in-construction>

This is required whether you anticipate women being on site or not.

7. **Description of relevant experience.**

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Please provide 2 additional examples of relevant renovation experience. Please include both geographically and/or scope relevant projects. For additional projects added please include the following:

- i. Project name and location.
- ii. Dates of involvement in the project.
- iii. Types of tax credits involved in the project, if any.
- iv. A detailed description of your firm's role in the project and the involvement of any members of the Project team-set identified pursuant to subsection 6.G above.
- v. Value of the project.
- vi. Any green certification or attributes
- vii. Construction period

8. **Certification of licensure, non-debarment.**

Provide a statement from a principal of your firm affirming that you are in compliance with all applicable federal, state, county, and municipal licensing and standards laws, and that your firm is not now, and has not been, debarred or otherwise prohibited from competition for government contracts of any kind.

9. **Insurance and Bonding.**

Provide certifications of types and amounts of all insurance coverage currently in effect as well as certifications of bonding capability as set forth in 4.B.ii and 5.D above

10. **Other relevant information.**

Please provide any other information that you believe is relevant and would be helpful to the Developer in evaluating your proposal based on the criteria for decision set forth in RF.

11. **Confidentiality.**

Provide a signed, written acknowledge that your firm agrees to, and is bound by, the obligations of non-disclosure and confidentiality set forth above.

RF Documents

- See attached plans  2025-11-07 WASATCH WALDORF CONCEPT PLAN Updated.pdf
- The RFQ Proposals are to be submitted via email to Heather Campbell @ heather.campbell@wasatchwaldorf.org.

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Questions about the RFQ

Any questions about the PLANS should be submitted to Ricky Parkinson @ ricky@babcockdesign.com. Any questions about the RF should be submitted to Heather Campbell @ heather.campbell@wasatchwaldorf.org. No other individuals associated with Wasatch Charter School are to be contacted.

Site Visits

The building that the school is expanding is currently in session, so site visits will be scheduled via Heather Campbell heather.campbell@wasatchwaldorf.org

Evaluation Criteria

Bid will be awarded to the firm whose proposal is determined to be the most advantageous to Wasatch Waldorf Charter School after consideration of all criteria.

The Criteria for evaluation will focus primarily on:

- Timeline and ability to complete the project by the deadline (25 pts)
- Cost proposal for project completion and detail (25 pts)
- Demonstrated ability to meet the scope of work (20 pts)
- Prior educational/charter school building experience (15 pts)
- Prior experience with a Waldorf school (10pts)
- Ability to submit proposal how it is outlined in the submission format (5 pts)

Acceptance of Proposal

- Interviews with high scoring bidders may be held and interviewees will be notified and scheduled within the date windows above
- 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 the school after the consideration of all criteria.
- The winning bidder will receive the award in writing.
- The school reserves the right to reject any or all proposals or to waive any formality or technicality in the best interest of the school.

Disclosure

All documents submitted by bidders shall become the property of the school. Proposal information is proprietary and such shall be treated as confidential. Information pertaining to the school obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from the school.