



**REQUEST FOR PROPOSAL (RFP)**

**ARCHITECTURAL DESIGN SERVICES**

1458 E. Murray-Holladay Rd. Holladay, Utah 84117

## SECTION I

### Key Dates

#### Notice of RFP:

January 16, 2026 – January 23, 2026

#### Submission Deadline:

January 23, 2026 by 5:00 pm Mountain Time

#### Submit electronically to:

Heather Campbell, Executive Director

heather.campbell@wasatchwaldorf.org

Proposals must be submitted in compliance with Section IV of this RFP.

#### Questions / Inquiries:

January 12, 2026 – January 14, 2026

(Submit questions via email to the address above. Responses may be shared with all respondents.)

#### Review of Proposals:

January 26, 2026 – January 27, 2026

#### Recommendation to Board:

January 28, 2026

#### Anticipated Award Date:

January 28, 2026

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## SECTION II

### General Information

#### BACKGROUND

Wasatch Charter School (WCS) is a public charter school located in Holladay, Utah. The school opened in fall 2016 and currently serves more than 640 students. Due to strong demand and a waitlist of nearly 400 students, the Utah State Charter School Board approved an amendment increasing the school's authorized enrollment capacity to 690 students beginning in fall 2025.

To accommodate enrollment growth and evolving programmatic needs, WCS is exploring expansion and improvement of its existing campus. The school anticipates a potential

three-phase construction approach in order to minimize disruption to students, families, and daily school operations.

#### PURPOSE OF RFP

Wasatch Charter School is seeking proposals from qualified architectural firms to provide master planning, design, and construction administration services related to a potential campus expansion and/or renovation. The selected architect will work collaboratively with school leadership, consultants, and contractors to design learning environments that support Waldorf education, student well-being, sustainability, and phased growth.

The scope may include feasibility analysis, campus planning, building design, permitting, and construction-phase services. There is a possibility that early feasibility work may determine that no expansion or remodel proceeds; proposals should acknowledge and accommodate that possibility.

#### TERM OF CONTRACT

The anticipated term of contract is up to three (3) years, corresponding with planning, design, and completion of up to three construction phases, or until the project is completed and occupied.

#### AWARD OF CONTRACT

The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to Wasatch Charter School, considering both cost and the evaluation criteria outlined in this RFP.

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## SECTION III

### Proposal Information

Proposals must be submitted in compliance with Section IV of this RFP.

The services offered should clearly address the needs described herein. Only one proposal per firm will be accepted. Firms may include value-added or unique services relevant to the project.

Proposals will be reviewed by a committee appointed by the school. WCS may conduct discussions with selected offerors to clarify proposals and assess responsiveness.

Issuance of this RFP does not obligate Wasatch Charter School to select any proposal or enter into a contract. No agreement exists until a written contract is approved and executed by the WCS Governing Board.

WCS is not responsible for any costs incurred by respondents in preparing or submitting proposals. All submitted materials become the property of the school.

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## **SECTION IV**

### Proposal Submission Requirements

Each proposal must include a cover letter containing:

- Legal name of firm
- Firm address
- Authorized representative's name, title, phone number, and email
- Firm website
- Signature of authorized representative
- Date of submission

### Submission Format

- Proposals must be submitted electronically in PDF format
- One PDF for qualifications and technical proposal
- One separate PDF clearly labeled as Cost Proposal

### Deadline

Proposals must be received by January 23, 2026 at 5:00 pm Mountain Time.

Proposals must be signed by the offeror.

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## **SECTION V**

### Scope of Services and Proposal Specifications

Wasatch Charter School is seeking an architectural partner to support thoughtful, mission-aligned growth of its campus. Proposals should address the firm's approach to the following elements:

#### 1. Firm Experience and Qualifications

- Experience designing public charter schools, K–8 schools, or comparable educational facilities
- Experience with phased construction on occupied campuses
- Familiarity with Utah building codes, permitting processes, and public charter school requirements
- Experience integrating educational philosophy, natural materials, daylighting, and child-centered design
- Utah architectural licensure (or ability to obtain)

## 2. Educational Vision and Design Approach

Describe your design philosophy and how it supports:

- Waldorf education principles and child development
- Healthy learning environments (light, acoustics, movement, nature)
- Flexibility for evolving enrollment and programming
- Long-term durability and stewardship of resources

## 3. Feasibility, Master Planning, and Pre-Design

- Campus analysis and space needs assessment
- Feasibility studies for renovation vs. expansion
- Phasing strategies to minimize disruption
- Preliminary cost alignment with budget constraints

## 4. Design and Documentation

- Schematic design, design development, and construction documents
- Coordination with consultants (engineering, civil, landscape, etc.)
- Support for budgeting and value alignment during design
- Permitting and agency coordination

## 5. Construction Administration

- Collaboration with contractor and consultants during construction
- Review of submittals and RFIs
- Site observations and reporting
- Pay application review
- Punch list, closeout, and occupancy support

## 6. Collaboration and Project Management

- Communication approach with school leadership and board
- Experience working with owner’s representatives and financial advisors
- Approach to decision-making, schedule control, and issue resolution

## 7. Other Information

Provide any additional information that supports your firm’s qualifications or adds value to this project.

### Cost Proposal (Separate PDF)

- Proposed fee structure (by phase if applicable)
- Identification of reimbursable expenses
- Assumptions and exclusions
- Hourly rates for additional services, if applicable

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## SECTION VI

### Evaluation Criteria

#### Criteria Unrelated to Cost

- Experience and qualifications of firm (20 points)
- Proposed scope and approach to services (30 points)
- Support of school mission and educational vision (20 points)

#### Criteria Related to Cost\*

- Total proposed fees and clarity of cost structure (30 points)

Total Possible Points: 100

Wasatch Charter School reserves the right to select the proposal that best meets the needs of the school. While evaluation criteria will guide selection, the final decision rests with the WCS Governing Board, which holds fiduciary responsibility for all contractual decisions.

NOTE: Cost proposals are evaluated and scored independently.