



REQUEST FOR PROPOSAL (RFP)
FINANCIAL ADVISOR AND DEVELOPMENT SERVICES

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

SECTION I

Key Dates

Notice of RFP: January 14, 2026 – January 21, 2026

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Submission Deadline: January 23, 2026 by 5:00 pm Mountain Time to Heather Campbell
heather.campbell@wasatchwaldorf.org Proposals must be
submitted in compliance with Section IV of this RFP.

Questions/Inquiries January 14, 2026 – January 16, 2026 (please submit directly to
email above). Inquiries and answers may be distributed to the
entire group of responders.

Review of proposals: January 26, 2026 – January 27, 2026

Recommendation to Board: January 28, 2026

Anticipated Award Date: January 28, 2026

SECTION II

General Information

- A. BACKGROUND: 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 about 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 currently operating school building we are requesting a 3 phase build for minimal disruption to parents and students.

- B. PURPOSE OF RFP: Wasatch Charter School is in the midst of growing the school size to more than 690 students and may increase more with the possible authorization of a hybrid homeschool program. The school is seeking proposals from experienced firms who can guide the school through the process, obtain financing and manage any required construction and improvements on the school's current facility location. The school is seeking an advisory firm that is both a licensed financial advisor AND an experienced charter school building developer. Specific scope requirements are listed below in Section V.

- C. TERM OF CONTRACT: WCS is seeking financial advisory and development services for the scope of services described herein until such time as WCS has expanded, improved and successfully occupied its expansion. The financial advisor and development services contract is contemplated to last 3 years, or until the 3 construction phases are complete and the new space is occupied.

- D. AWARD OF CONTRACT: The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to WCS, taking into consideration the price and the evaluation factors set forth in this RFP.

SECTION III

Proposal Information

- A. Proposals must be submitted in compliance with Section IV of this RFP.
- B. The services required and offered in a proposal should meet the needs described below. Only one proposal from each offeror may be submitted and considered. Offerors may include any special or unique services they plan to provide.
- C. Proposals will be evaluated by a committee appointed by the school. WCS will cooperate with all potential offerors, to the extent that is reasonably possible, in their attempt to obtain information. Discussions may be conducted with offerors who submit proposals for the purpose of assuring full understanding of, and responsiveness to, the solicitation requirements.
- D. It is understood that WCS's issuance of this RFP does not obligate the school to accept any of the proposals submitted in response to this RFP, nor does it guarantee that the school will in fact accept any of the said proposals. No agreement exists on the part of the school and any offeror until a written contract is approved and executed by WCS's governing board.
- E. This RFP does not obligate WCS to pay for any costs of any kind whatsoever that may be incurred by an offeror or any third parties in connection with a proposal. All proposals, responses and supporting documentation shall become property of the school.
- F. At any time during the evaluation process the evaluation committee may, with appropriate approval, request best and final offers as provided for in Section 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

SECTION IV

Proposal Information

- A. Proposals must contain a cover letter, which shall include the following:
 - 1. The legal company name of Offeror
 - 2. Complete company address
 - 3. Company authorized representative, phone number and email address
 - 4. Company website address
 - 5. Signature and position/title of company's authorized representative
 - 6. The date of submission
- B. Proposals must address the Proposal Specifications set forth in Section V below.
- C. Proposals must be emailed to Heather Campbell heather.campbell@wasatchwaldorf.org on or before January 23, 2026 by 5:00 pm Mountain Time. Proposals should be in a PDF format. **All Cost information provided by the offeror must be contained in a separate pdf file and clearly identified as cost information. One separate pdf for the qualifications Section and one separate pdf for your cost proposal.**
- D. Proposals must be signed by the offeror.

SECTION V

Scope and Specifications

Wasatch Waldorf Charter School is considering expanding and improving their educational space for their growing enrollment and Waldorf programming needs. The school is requesting proposals for financial advisory and development consulting firm to guide them through the decision-making process, collaborate with a design team, perform feasibility studies, obtain financing, and manage the project through successful occupancy. There is the possibility that the feasibility study could suggest the school maintain its current campus scenario and that no remodel or expansion is executed. Proposals should consider that possibility. Offerors are expected to address the following key elements in their proposal:

- A. Experience, Qualifications and Track Record. Provide your experience in business management, financing, design and construction of public charter schools, or similar projects, including your experience within the state of Utah. Special consideration will be given to firms with experience in both charter school finance AND charter school facility development. Firms must hold appropriate licensure, including being licensed as a Financial Advisor.
- B. Financial advisement and feasibility. Describe your proposed services related to assisting WCS in the decision-making process. Describe how your firm's expertise in understanding charter school operations and conducting feasibility studies will guide WCS towards the best, most feasible, and most sustainable decision related to consolidation, upgrade or expansion of facilities.
- C. Pre-construction. Describe your proposed services related to pre-construction and pre-finance, including, site analysis, site entitlements, total project budget creation, construction team selection, design and permitting.
- D. Financing. Describe your proposed services related to the financing of the project, including refinancing through the credit enhancement program, ratings, consideration of existing bond covenants, assembling underwriters, assembling legal counsel, selection and application of conduit issuer, term structuring and successful closing of needed financing.
- E. Project Management. Describe your typical model regarding management of the project after financing, including construction monitoring, acting as owners rep, acting as

Wasatch Charter School Board Building Officer (WCSBBO), general admin of the project, change orders, pay applications, punch list items, occupancy and warranties.

F. Other Information. Provide any other information you feel would be beneficial to supporting your firm's qualification and experience for this project.

G. Cost Proposal – **separate PDF to include**

1. Describe your proposed fee structure for financial advisory services.
2. Describe your proposed fee structure for providing development and facility-related services.
3. Describe any other proposed fees associated with the scope of services described herein.

SECTION VI

Evaluation Criteria

Criteria Unrelated to Cost

- A. Experience and qualifications of offeror (20 points)
- B. Scope of services (30 points). This is an evaluation of how the proposed scope of services fits the needs of School.
- C. Support of School Mission (20 points). This is an evaluation of how the offeror's proposal supports the school's mission and vision. The evaluation committee will score these criteria based on the offeror's culture, experience and model.

Criteria Related to Cost*

This criterion is based on the total fees proposed for the scope outlined section V above (30 Points). The points assigned to each offeror's cost proposal will be based on the lowest proposal pricing, taking into consideration the scope of work that is included in that pricing. So be specific regarding what is included in the fee calculation.

Total points available based on Evaluation Criteria: 100 points.

Wasatch Charter School reserves the right to determine which proposed offer would be the best fit for the school. While WCS is committed to an unbiased and non-conflicted evaluation of all proposals and while the scoring criteria will be the largest determining factor for selection, the final approving decision will be made by the governing board of the school based on recommendations from the selection committee. The Governing Board of WCS has a fiduciary to make all final decisions related to policy and obligatory contracts.

****NOTE: Cost is evaluated and scored independently.***