

Request for Proposals (RFP)

Design-Build Project

Thomas Edison Charter School North

1. Introduction

Thomas Edison Charter School North ("TECS North" or "the School") is soliciting sealed proposals from qualified and experienced Design-Build firms to provide comprehensive design and construction services for a facility improvement project at the Thomas Edison Charter School North campus. The intent of this RFP is to select a single Design-Build team that will be responsible for both the design and construction of the project.

The selected firm will work collaboratively with school administration to develop plans, concepts, and solutions that meet the School's operational, safety, and educational needs while adhering to the established project timeline.

2. Project Overview

- **Project Type:** Design-Build
- **Owner:** Thomas Edison Charter School North
- **Project Location:** Thomas Edison Charter School North Campus
- **Project Objective:** To design and construct improvements to the exterior and interior of the main entrance and office area as defined collaboratively with school administration, focusing on functionality, safety, durability, aesthetics, and compliance with all applicable codes and regulations.

Bidders are required to schedule a meeting with TECS North administration to discuss project goals, design concepts, and implementation ideas prior to submitting a proposal.

3. Project Timeline

The anticipated project schedule is as follows:

- **Project Start:** June 5, 2026
- **Project Completion:** August 7, 2026

Proposers must demonstrate the ability to complete all design, permitting, procurement, and construction activities within this timeframe. Any proposed phasing, early packages, or schedule efficiencies should be clearly described.

4. Mandatory Pre-Proposal Meeting

All bidders **must** schedule and attend a meeting with Thomas Edison Charter School North administration **by April 10th** prior to proposal submission. Please note that due to spring break no meetings will be scheduled the week of March 30th -April 3rd.

The purpose of this meeting is to:

- Review project goals and constraints
- Discuss preliminary ideas and design approaches
- Clarify site conditions and operational considerations
- Ask questions related to scope, schedule, and expectations

Failure to schedule and attend this meeting may result in disqualification.

5. Scope of Services

The Design-Build firm will be responsible for providing all services necessary to deliver a complete and functional project, including but not limited to:

5.1 Design Services

- Conceptual and schematic design
- Design development and construction documents
- Coordination with school administration and stakeholders
- Code analysis and compliance (local, state, and federal)
- Integration of safety, security, and operational needs
- Preparation of permit-ready documents

5.2 Construction Services

- Construction management and supervision
- Procurement of materials and subcontractors
- Site safety and coordination with school operations, particularly office access
- Quality control and inspections
- Schedule management to meet the required completion date
- Final inspections, punch list completion, and closeout documentation

6. Proposal Requirements

Proposals should include, at minimum, a welcoming facelift to the main entrance of the school, a warm, friendly, and secure entryway, and an updated front office space that accommodates three individuals. Proposals should be clear, concise, and organized in the following format:

6.1 Firm Information

- Legal name and address of the firm
- Primary contact person
- Description of Design-Build experience
- Years in business and relevant licenses

6.2 Project Team

- Identification of key personnel
- Roles and responsibilities
- Relevant experience of team members

6.3 Design Approach

- Understanding of the project and school environment
- Preliminary design concepts or ideas (conceptual level)
- Approach to collaboration with school administration

6.4 Project Schedule

- Proposed design and construction schedule
- Key milestones aligned with the June 5 – August 7, 2026 timeline

6.5 Cost Proposal

- Proposed pricing structure (lump sum or guaranteed maximum price preferred)
- Cost assumptions and exclusions
- Allowances, if applicable

6.6 Relevant Experience

- Examples of similar Design-Build projects
 - References with contact information
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7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Understanding of the project and school needs
- Quality and creativity of proposed design approach
- Ability to meet the project schedule
- Cost competitiveness and value
- Experience of proposed project team
- Demonstrated Design-Build experience
- References and past performance

The School reserves the right to interview shortlisted firms.

8. Submission Instructions

- Complete proposals must be submitted electronically to **EntryRFP@edisoncs.org** by April 17th by 4:00 p.m.
 - Late submissions may not be considered.
 - Meetings or any questions and clarifications may be handled by calling Thomas Edison Charter School North (435) 787-2820.
 - All costs incurred in the preparation of the proposal are the responsibility of the proposer.
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9. Conditions and Reservations

Thomas Edison Charter School North reserves the right to:

- Reject any or all proposals
- Waive informalities or minor irregularities
- Request clarification or additional information
- Negotiate scope, schedule, and cost with the selected firm

This RFP does not commit the School to award a contract or pay any costs incurred in the preparation of a proposal.

