



DAVINCI
ACADEMY

DaVinci Academy
REQUEST FOR PROPOSAL

**REQUEST FOR PROPOSAL
FOR MIDDLE DAVINCI ADDITION
Design & Engineering**

215 E. 22nd St.
Ogden, UT 84401

June 1, 2026

The DaVinci Academy of Science and the Arts (hereafter “DaVinci”) is requesting proposals for the design and engineering of a small addition to our onsite elementary building named “Middle DaVinci” located at 215 E. 22nd St in Ogden, UT

The school is requesting competitive proposals from responsible and qualified providers.

The purpose of this RFP is to solicit sufficient information regarding this project so that the School may accurately evaluate the proposals received. This RFP contains sufficient detail regarding the project.

Any questions concerning this project should be directed to:

Simon Post
DaVinci Academy
Office: 801-409-0708
Email: simon.post@davinciacademy.org

*No other members of the school should be contacted concerning this RFP during the selection process. Failure to comply with this requirement may result in disqualification.

An electronic copy of the proposal shall be submitted to Simon Post @ simon.post@davinciacademy.org

Proposals are due no later than **3:00 pm MST Monday, June 15th, 2026**. Proposal **must** be signed by an official of the company authorized to bind the company and the proposal for a period of 30 days. Proposals submitted after this deadline will be rejected.

Upon review by DaVinci, the firm best meeting the needs of the project team will be awarded the contract to begin work on design and engineering of the intended addition project. The award will be based equally on fees as well as relevant experience. DaVinci reserves the right to accept or reject any or all proposals or any part of any proposal if it is deemed to be in the best interest of the school to do so.

SPECIAL NOTE: This Request for Proposal (RFP) does not obligate DaVinci Academy to award a contract and reserves the right to cancel this RFP if it is in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or specifications may be rejected. Responding vendors must include the required information called for in this RFP. DaVinci Academy reserves the right to reject a proposal if required information is not provided or is not organized as directed. DaVinci Academy also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on DaVinci Academy’s Website under RFP’s. If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all bidders who received the original RFP.

Prospective Contractors desiring any explanation or interpretation of the solicitation must be received by **Friday June 12th, 2026, by 3:00 p.m.** The request must be emailed to simon.post@davinciacademy.org.

All vendors are bound by the deadline and location requirements of this proposal application.

Vendors electing to respond to this proposal application are responsible for all costs incurred in the preparation and submission of the proposal or for anything in any way related to this proposal application. DaVinci Academy is not liable for any costs incurred by the vendor in response to this proposal and the vendor, including all related parties, disclaims and voluntarily and knowingly waives any and all rights to reimbursement for any such costs.

DaVinci Academy reserves the right to reject any or all proposals or any portion thereof and to select the proposal which, in its sole discretion, it judges to be in the best interest of the Academy. DaVinci Academy may waive minor informalities. DaVinci Academy further reserves the right to decrease the scope of work as necessary to meet budgetary constraints.

DaVinci Academy reserves the right to cancel or amend this RFP at any time. There is no guarantee that DaVinci Academy will place the requested services under an agreement.

DaVinci Academy reserves the right to investigate the qualifications of any vendor under consideration including proposed subcontractors and parties otherwise related to the vendor and require confirmation of information furnished by a vendor or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this proposal application.

DaVinci Academy reserves the right to disclose information contained in the proposal to the public, if required by applicable law.

All materials submitted with the response will become the property of DaVinci Academy. No materials will be returned to the respondent.

DaVinci Academy reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.

By the submission of a proposal, each Respondent accepts and agrees to execute a written agreement in substance and form acceptable to DaVinci Academy.

Proposal Content

The Academy will accept proposals from Contractors who are capable of providing all of the work described in Scope of Work. Applicants shall include qualifications for work set forth in the Scope/Specification for which it is proposing to provide services. Each proposal must include, at a minimum, the following information:

1. Name, address and telephone number of firm submitting along with the name of the contact person responsible throughout the contract duration;
2. Business license and professional registration numbers;
3. Length of time vendor has been in business.
4. Certificate of Liability Insurance; Auto Insurance; and Workman's Compensation Insurance endorsements.
5. Outline of Vendor's plan to meet the Academy's expectations as established in the Scope of Work, including a complete Schedule of Costs.
6. Description of firm's ability or solutions for adhering to provided schedule and responding to call-backs;
7. Completed proposal sheets;
8. Additional information at the discretion of the Contractor.

Submittal Review and Assessment

DaVinci Academy will perform the evaluation of the submittals with a team consisting of approximately 3 people. All criteria will be reviewed at the sole discretion of the Academy. Criteria used in evaluating the proposals will include but may not be limited to the following:

- a. Contractor experience and scope of various projects similar to Academy's request;
- b. Costs;
- c. Firm's solutions to adhere to provided schedule and be responsive to Academy's needs;
- d. Ability to provide indicated insurance;
- e. Ability of the company to complete services up to and including invoicing in a timely manner;
- f. Client recommendations.

A Selection Committee will evaluate each submittal according to the criteria set forth above. The Selection Committee will select a Contractor based on the submittals received, no formal interviews are anticipated, however the Selection Committee reserves the right to ask for interviews as needed. The Academy may perform a due diligence process on the Contractor

receiving the highest evaluation.

Contractor's Obligation to Verify Employment Status

Contractor shall register and participate in the Status Verification System and comply with Utah Code. Section 63G-11-103 of the Utah Identity Document and Verification Act.

Insurance Requirements

Contractor shall procure and maintain for the duration of the service agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in Contractor's proposal. The amount of insurance shall not be less than:

Commercial General Liability: \$1,000,000 combined single limit per occurrence and \$2,000,000 general aggregate for bodily injury, personal injury and property damage. Policy include coverage for premises and operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractors' liability (if applicable) written on an occurrence form.

Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage for owned, non-owned and hired autos.

Workers' Compensation and Employers' Liability: Workers' compensation limits as required by the labor code of the State of Utah and employers' liability with limits of \$1,000,000 per accident.

Insurance is to be placed with insurers acceptable to and approved by the Academy. Contractor's insurer must be authorized to do business in Utah at the time the contract is executed (and throughout the period the contract is maintained), unless otherwise agreed in writing by the Academy. Failure to maintain or renew coverage or to provide evidence of renewal will be treated by Academy as a material breach of contract.

Limits of liability amounts must meet contract requirements before contract is initiated.

The Academy, and its faculty and school board are to be named as additional insureds with primary coverage and not contributing.

The Academy shall be furnished with original certificates of insurance and endorsements affecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by DaVinci Academy before work commences.

Contractor shall include all subcontractors and insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein.

Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractor's performance of the work covered under this Agreement.

Contract

Any adjustment or amendment to the contract will not be effective unless approved by DaVinci Academy. The Academy will be given the immediate benefit of any decrease in the market, or allowable discount.

Contractor will only be allowed to invoice for the cost of services/goods in compliance with his/her proposal as accepted by DaVinci Academy.

- a. Invoices must contain a complete description of the work or service that was performed, the contract price for each service, the purchase order number, and address of service location or delivery address.
- b. Upon the Award of Contract, the Contractor may receive a request to process payments electronically.
- c. If offered by Contractor, DaVinci Academy seeks a discount for early payment. The Academy shall only take such a discount if earned.
- d. Invoices shall be sent to the following address:
 - DaVinci Academy, 2033 Grant Ave. Ogden, UT 84401
 - Or emailed to invoice@davinciacademy.org

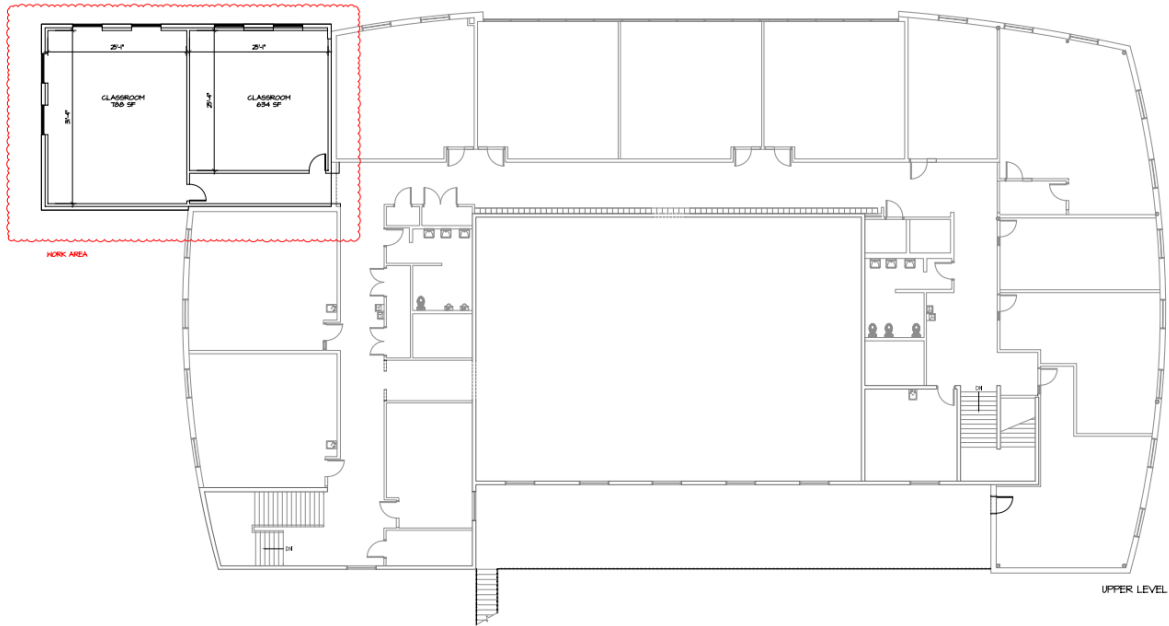
Quality Assurance/Contractor Performance

All work is to be completed by the Contractor and is subject to the general inspection of the Academy's project manager. The Academy shall decide all questions which may arise as to the quality and acceptability of materials furnished, work performed, rate of progress of work, interpretation of plans and specifications of all questions as to the acceptable fulfillment of the contract on the part of the Contractor.

I. Project Description

DaVinci desires to construct a small addition to the current facility located at 215 E. 22nd St. in Ogden. DaVinci Academy is seeking proposals from qualified architectural and engineering firms to provide comprehensive design and engineering services for a planned addition to the Middle DaVinci campus. The project consists of a two-story building addition totaling approximately 4,800 square feet, with two classrooms per floor, each classroom measuring approximately 600 square feet, along with any necessary circulation space, mechanical rooms, restrooms, storage, and supporting infrastructure required to meet applicable building codes and educational facility standards. The

desires are shown in a rendering below.



II. Scope of Work

Services shall include site evaluation, programming, schematic design, design development, construction documents, structural, civil, mechanical, electrical, and plumbing engineering, code and accessibility compliance review, cost estimating support, permitting assistance, coordination with local jurisdictions, and construction administration services. The selected firm will work collaboratively with school leadership to develop a functional, cost-effective, and durable educational space that integrates seamlessly with the existing campus architecture while minimizing disruption to ongoing school operations. The design shall prioritize student safety, energy efficiency, maintainability, and future flexibility to support evolving educational needs.

IV. Schedule

- June 1, 2026 RFP Released and advertised
- June 15, 2026 Responses due no later than 3:00 PM MT
- June 29, 2026 Final selection and approval
- July 15, 2026 Work to begin on design and engineering

V. Evaluation Criteria

Please note that the Contractor should submit **two separate documents**. The first document should be the narrative portion of the RFP explaining contractor qualifications, and the second document should be the cost proposal including specifications of the equipment to replace the old equipment. Failure to submit them separately could result in a disqualification from consideration.

Criteria Unrelated to Cost

- Experience and qualifications of offeror, as it pertains to charter schools (40 pts)
- Ability to meet the requirements of the RFP (20 pts)

Criteria Related to Cost

- The criteria in this section is based on price range, type of roof system and any warranties that may be included. (40 pts)

*Note: Total points available based on Evaluation Criteria: 100 pts