



REQUEST FOR PROPOSAL

Development and Project Management Services (Wahler)

Public Charter School Facility Renovation and Expansion

About Achievement Prep

Achievement Prep is an award winning, high-performing, college-preparatory public charter school located in Southeast Washington, DC. **Our flagship, Tier 1 middle school campus serves approximately 400 scholars in grades 4-8. We opened our elementary campus in August 2013 where we currently serve 300 scholars in grades kindergarten through third.** Our mission is to prepare students to excel as high-achieving scholars and leaders in high school, in college, and beyond.

Please visit www.achievementprep.org to learn more about us.

Achievement Prep is soliciting proposals for **development and project management services** for the *renovation and expansion of a public charter school facility* ("Project"). The Development and Project Manager will serve as Achievement Prep's agent through the Project.

PROJECT DESCRIPTION

The Project will consist of the renovation and expansion of Achievement Prep's Wahler Place Campus, a 45,000 sq. ft. facility located at 908 Wahler Place SE, Washington, DC 20032. The scope of the Project includes but is not limited to: renovation, reprogramming and major facility upgrades to the existing building 45,000 sq. ft.; expansion/new construction 50,000 sq. ft. to accommodate future enrollment; and site work upgrades (e.g., surface parking for staff).

Construction is expected to begin in winter 2014, with substantial completion ready for occupancy by December 2015. Estimated total budget is \$33 million.

SCOPE OF WORK

The following list includes some of the expected development and project management services to be provided by the Development and Project Manager, with appropriate Achievement Prep involvement and approval:

1. Consult with Achievement Prep on overall Project definition, space needs, and options
2. Create and manage Master Project Schedule for completion of all tasks
3. Develop and track full Project budget, commitments, and expenditures
4. Conduct and coordinate all due diligence Project activities for the site/facility
5. Negotiate favorable lease terms for a Master Lease structure
6. Manage financing strategy and selection of lenders, grantors, and other financing options, including new market tax credits, tax-exempt bonds financing, and conventional debt
7. Manage the RFP process for A/E and negotiate contracts for favorable terms

Achievement Prep Network Office

908 Wahler Pl. SE Washington, DC 20032 | 202.562.1214 office | 202.562.1219 fax

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8. Manage the RFP process for construction services and negotiate contracts for favorable terms
9. Provide professional legal services associated with development and project management services
10. Provide construction management services from design through post-construction
11. Coordinate Achievement Prep's relationships with its community, neighborhood entities, District agencies, and other stakeholders for Project matters

PRE-QUALIFICATION

All bidders must have prior experience overseeing renovation, expansion, and construction projects of schools in accordance with applicable codes, standards, rules, and regulations in the District of Columbia.

FORM OF PROPOSAL

Proposals should consist of the following information:

1. Statement of interest in the Project
 - Identification of the point of contact for this RFP process with telephone number and email address
 - Contact information for any sub-consultants or subcontractors
 - Signature of a duly authorized principal
2. Resumes of personnel for the Project, their proposed roles, and availability
3. Descriptions of similar projects within the last four years with the following details:
 - Project name, school name, and location
 - Reference contact name and phone number
 - Gross square feet of new construction
 - Gross square feet of renovation
 - General program elements
 - Targeted and actual occupancy date
 - Targeted and actual construction cost
 - Optional comment on quality or issues of interest
4. Description of approach to managing Project schedule, budget, and quality through project definition, site control, design, financing, and construction
5. Fee structure and fee range proposed for the Project

ACHIEVEMENT PREP

SUBMISSION OF PROPOSAL

Proposals should be submitted by email to bids@achievementprep.org, with “RFP Development and Project Management Services” in the subject line, with a size limit of 7 MB. Submission of paper copies is optional. Paper copies can be sent to:

Katie Cheng
Director of Growth and Strategy
Achievement Prep
Network Office
908 Wahler Place SE
Washington, DC 20032

SELECTION SCHEDULE

RFP distribution: November 10, 2014

Submission deadline: November 20, 2014 - 12:00 PM EST

Interviews may be scheduled. Candidates will be notified of interview timing and nature, if applicable during this process. Achievement Prep reserves the right to reject any proposals at any point during the selection process. Achievement Prep also reserves the right to approve all sub-consultants, subcontractors and project team members. The contract will be awarded to the firm, which in Achievement Prep’s judgment, best represents the interests of Achievement Prep.

QUESTIONS

Please address questions concerning this RFP to:

Katie Cheng
Director of Growth and Strategy
Achievement Prep
Network Office
908 Wahler Place SE
Washington, DC 20032

202.562.1214 ext. 150 (phone)

202.562.1219 (fax)

kcheng@achievementprep.org (email)