



This document reflects a Request for Proposal (“RFP”) to procure comprehensive design-build services (the “services”) for a campus renovation project at [KIPP Jacksonville](#) (“KIPP Jax”) in Jacksonville, FL. The RFP is for construction specialists with experience in providing cost estimation, general contracting, and construction management services with a preference for firms with prior experience renovating schools, specifically public charter schools at the elementary, middle and high school level, and those with a successful track record of delivering on-time, on-budget Design-Build projects. Proposals will be evaluated by KIPP Jax’s leadership and its representatives.

### **SCOPE OF WORK**

KIPP Jax is seeking an experienced construction partner to help inform costs and risk during the design, permitting and construction processes, while strategically planning for a Summer 2023 delivery. KIPP Jax is requesting comprehensive design-build services, including but not limited to:

#### **Manage Project Team from Conceptual Design through Permitting, Bidding & Final Construction Contract**

- Working closely with KIPP Jax and its consultants to define all programmatic requirements for its campus and high school facility, resulting in firm design documentation / deliverables at each phase of design (schematic, design development and construction documentation)
- Supporting project consultants engaged by KIPP Jax, as needed, to complete key due diligence studies that serve as inputs to the Architect and General Contractors’ scopes of work, including environmental studies (Phase I/II, Lead/Asbestos), geotechnical and structural reports, site surveys, traffic studies, etc.
- Closely managing the Architect and all other consultants to ensure the timely sharing of all due diligence findings to ensure inclusion in both the final Construction Documentation and final Project Budget
- Working with the Architect to maximize the use of space in KIPP Jax’s best interest, incorporate national best practices and design concepts, while ensuring scope falls within target budget outcomes
- Providing iterative cost estimates, and leading any necessary value engineering analyses, ensuring that hard costs are priced early and aggressively by multiple subcontractors and that the architecture and engineering teams thoroughly evaluate potential unforeseen conditions and change order costs, working to cure such challenges in advance of construction (or through the reservation of additional project budget contingencies)
- Evaluating the potential Add Alts scopes and use of contingency throughout pre-construction and construction phases to deliver school maximum programmatic scope
- Preparing and owning the Project Schedule, incorporating key inputs by the Architect; providing periodic updates to KIPP Jax on the execution of the project relative to its intended delivery date, focusing on building permit and entitlement processes
- Preparing and actively maintaining the Project Budget, inclusive of all hard and soft costs, financial transaction fees, contingencies, and acquisition costs, aggressively managing to KIPP Jax’s financial targets; providing monthly updates to KIPP Jax

- Aggressively managing the Architect to an on-time submission for all governmental / regulatory approvals, permits, and authorizations; monitoring compliance with the permitting schedule through receipt of final project approvals
- Working with external entitlement experts and/or land use counsel to navigate necessary entitlement processes, ensuring overall alignment with the Project Schedule
- Reviewing all invoices by all consultants to confirm accuracy and compliance with contracts
- Preparing all necessary bidding / RFQ documentation to run a competitive subcontractor selection process, ensuring bids by multiple subcontractors, clear bidding schedules, clear Minority- / Women-owned Business Enterprise (M/WBE) targets, etc.

**Project Oversight through Construction & Closeout**

- Oversee and facilitate all construction and on-site approval activities
- Lead all weekly construction meetings, ensuring project representatives prepare meeting agendas and minutes, as well as monthly construction reports, with regularity
- Determine site approach and phasing, as well as establish clear on-site safety protocols for construction personnel, school staff, and students
- Ensure receipt of all necessary approvals and permits necessary for project completion and school occupancy
- Prepare monthly budget review meetings with KIPP Jax to track actual spend, overages/savings, change order requests, and project schedule implications, if any
- Closely monitor all change orders, requesting detailed backup and confirmation by appropriate team members (e.g., Architect); make recommendation, when multiple options, to KIPP Jax while communicating impact to Project Budget
- Manage the closeout of all punch list items
- Ensure and manage project closeout through the testing and training of key KIPP Jax staff on major systems and equipment, including working with KIPP Jax staff to set up utility accounts, collecting all warranties, releases, waivers, etc. required under the Construction Contract, etc.
- Support with all lender-requested draw package and final closeout documentation (e.g., lien waivers, Certificate of Occupancy)

KIPP Jax is committed to building a project team that is representative of the communities it services and accordingly will prioritize firms that demonstrate a record of inclusivity and diversity within its firm leadership, operational practices, and community partnerships.

## **KIPP Jax: INTRODUCTION AND PROJECT OVERVIEW**

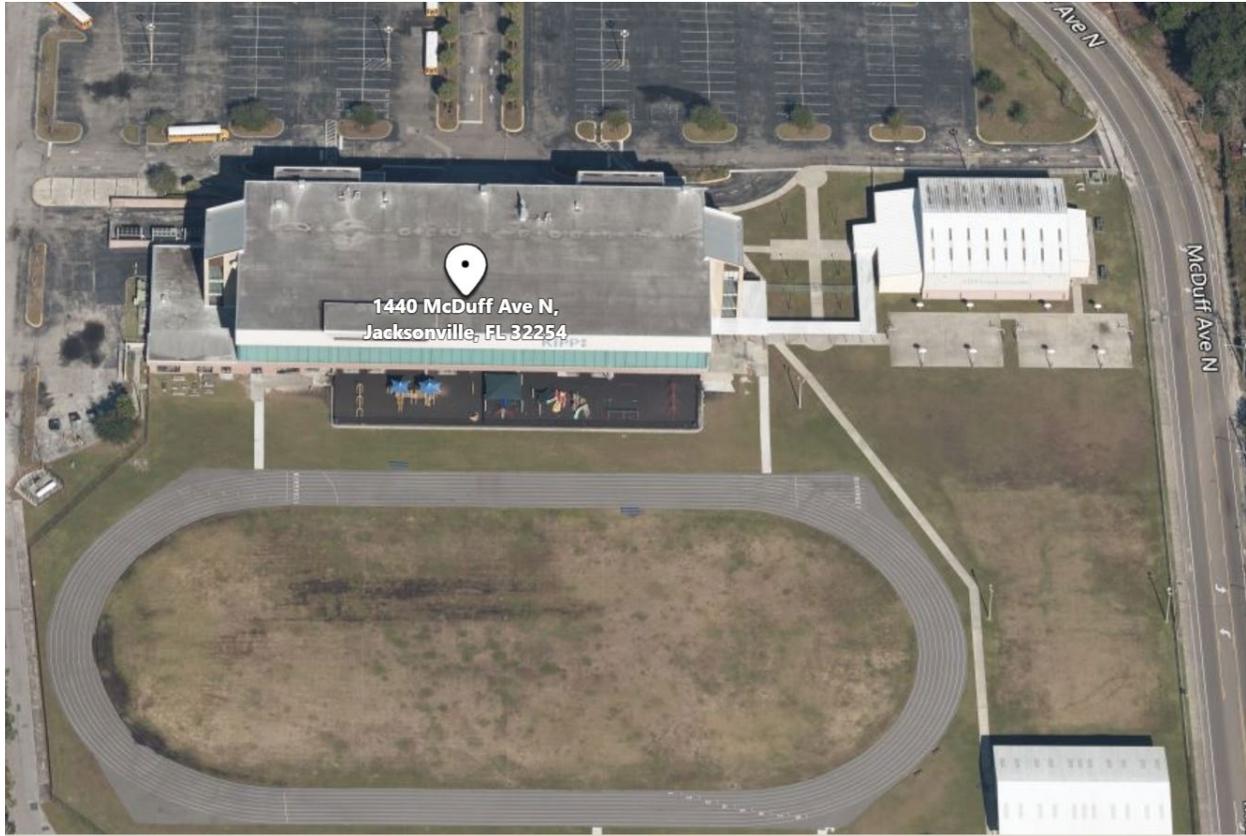
KIPP Jacksonville Public Charter Schools opened in 2010 with KIPP Impact Middle School. Since then, the campus has expanded to more than 2,000 students in grades K – 9 in the Jacksonville, FL community. In furtherance of its mission to fully meet the needs of its families and community, KIPP Jax will be renovating its high school campus in 2022.



KIPP Jax has an existing campus at a former dog track with 14.3 acres of land at 1440 McDuff Ave Jacksonville, FL 32254 (the “site”). The school wishes to move forward the following scopes of work to be completed by August 2023:

- Installation of new turf high school football/soccer field with eight (8) lane track
- New addition of high school regulation gymnasium (with locker room, weight room and corresponding FF&E)
- Renovation of the existing high school auditorium
- Installation of new exterior electronic signage

KIPP Jax has engaged with [Level Field Partners](#) for strategic facility planning support for this site. Level Field Partners’ (“Level Field” or “LFP”) overall mission is to help solve facilities and financing challenges for high quality charter schools across the country and will continue to partner with KIPP Jax through acquisition management, transaction management through loan closing, and overall project oversight, serving as an extension of the KIPP Jax leadership team.



The total design-build budget for the project will be inclusive of all construction costs, site work costs, utility upgrade/installation costs, design and construction partner fees and general conditions, permit and special inspection expenses. It does not include any costs associated with site due diligence, nor the owner's contingency, which will be held outside of the Design-Build contract, along with all other acquisition, soft cost and financing-related expenses. To the extent these expenses outside the Design-Build contract decrease, KIPP Jax would notify the project team to reinvest those dollars back into actual scope.

Respondents should assume that this will be a Guaranteed Maximum Price contract. Pricing within the proposal should include:

- General Conditions
- Fee
- Reasonable estimates for indirect costs (i.e. payment and performance bonds, insurance, etc.)
- Design Fees

Below is a preliminary Project Schedule. Respondents should use this as a guide but the final version is to be vetted by Design-Build team. Proposals should recommend ways to make the Project as efficient as possible.

Phase	Time	2022												2023											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Design-Build RFP/Award	1 month			1 month																					
Design	4 Months				4 months																				
Bidding & Negotiation	1 month																								
Financing	4-5 Months				4-5 Months																				
Permitting	4 Months								4 Months (TBD)																
Construction	9-12 Months																								

Assumes completion of summer renovation of existing building

Assumes final completion of gym, field and parking lot

## **RFP PROCESS**

### **Response Submittal Requirements<sup>1</sup>**

Any response to the RFP should be concise and presented in the same order as the elements listed below. Respondents will submit copies of their completed proposal in electronic copy by **Monday, March 14, 2022 at 5PM ET** to:

- Willie Dale ([WDale@kipjax.org](mailto:WDale@kipjax.org))
- Dr. Archie Bouie, II ([ABouieii@kipjax.org](mailto:ABouieii@kipjax.org))
- Rob Tate ([rob@levelfieldpartners.com](mailto:rob@levelfieldpartners.com))

### **Selection Process and Criteria**

KIPP Jax’s leadership, along with its consultants, will review the responses to the RFP. KIPP Jax will request any additional information and schedule interviews with finalists, as needed, ahead of quickly making its selection.

KIPP Jax will develop and apply objective selection criteria to determine the list of finalists as follows:

- Firm Qualifications – 35%
- Staff Qualifications – 25%
- Project Approach – 25%
- Minority Participation – 15%

The scoring will consider all material submitted in response to this RFP.

<sup>1</sup>Requests for clarification (“RFC”) regarding any information set out in this RFP may be submitted to [rob@levelfieldpartners.com](mailto:rob@levelfieldpartners.com). Any information shared or developed as a part of this RFC process will be shared with all RFP respondents at least 24 hours before the submission due date.

KIPP Jax shall select the Respondent that submits the proposal that offers the best value based on the published selection criteria and on its ranking evaluation. The school shall first attempt to negotiate a contract with the selected Respondent; however, if a satisfactory contract is unable to be negotiated, then negotiations will end formally and in writing.

KIPP Jax will then proceed to negotiate with the next Respondent in the order of the selection ranking until a contract is reached or negotiations with all ranked Respondents end.

**Anticipated Selection Schedule:**

- |  |                             |
|--|-----------------------------|
| ▪ Site Visit                                     | March 2, 2022 3:30-4:30p ET |
| ▪ Request for Clarification Deadline             | March 7, 2022 by 5p ET      |
| ▪ Proposal Deadline                              | March 14, 2022 by 5p ET     |
| ▪ Follow up Questions & Interviews, as necessary | By March 23, 2022 (target)  |
| ▪ Notify Selected Firm                           | By March 25, 2022 (target)  |