



*John Hancock Charter School*

## REQUEST FOR PROPOSAL

### GENERAL CONTRACTOR FOR SCHOOL EXPANSION

125 North 100 East  
Pleasant Grove, UT 84062

## SECTION I

### SELECTION SCHEDULE

- Notice of RFP:** September 27th, 2024 – October 11th, 2024 published on the Utah Public Procurement Place (U3P, formerly Sciquest) and the school’s website [www.johnhancockcs.org](http://www.johnhancockcs.org)
- Submission Deadline:** October 11th, 2024 by 5:00 pm Mountain Time to Craig Frank [CraigFrank@JohnHancockCS.org](mailto:CraigFrank@JohnHancockCS.org) AND Chad Borup [Chad@RoundTableFunding.org](mailto:Chad@RoundTableFunding.org)  
Proposals must be submitted in compliance with Section IV of this RFP.
- Questions/Inquiries** September 27th, 2024 – October 11th, 2024 (please submit directly to emails above). Inquiries and answers may be distributed to the entire group of responders.
- Review of proposals:** October 11th, 2024 through October 18th, 2024
- Recommendation to Board:** October 25th, 2024
- Anticipated Award Date:** October 25th, 2024

## SECTION II

### INTRODUCTION

- A. John Hancock Charter School (the “School”) is requesting proposals for Construction Management General Contractor services (CMGC)
  
- B. John Hancock Charter School is a public charter school, chartered by the Utah State Office of Education. They are a small community school in Pleasant Grove with one class per grade and 160 students in grades K-6. JHCS is a public school founded by parents looking for choice in their children’s education. JHCS does not charge tuition – they are funded like any other public school based on the number of students attending the school. At JHCS, parent involvement is important. Parents agree to donate 40 hours per year to the school. They average between 5,800 to 6,500 hours of volunteer service to the school annually. With approximately 100 families, that represents over 58 hours per family. The population comes from diverse ethnic and economic backgrounds. The class sizes are between 20 to 24 students per class, with 1 class per grade.
  
- C. TERM OF CONTRACT. SCHOOL is seeking a Construction Manager General Contractor (CMGC) to provide construction services to help with the expansion of the school. It is proposed that there will be a ~5,000 sq ft addition to the existing school which would include a cafeteria, stage, and larger gym. There will also be a new ~25,000 sq ft building built near the existing school. The exact size and scope of the project is yet to be determined. The School will award the contract for CMGC for up to 2 years, beginning October 25th, 2024.
  
- D. AWARD OF CONTRACT. The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to John Hancock Charter School, 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. John Hancock Charter School will cooperate with all potential offerors, to the extent 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. If selected, the successful offeror must be prepared to execute a written CMGC agreement now, to be followed up with a Guaranteed Maximum Price contract once sub-contractor bids are in.
- E. It is understood that John Hancock Charter School'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 John Hancock Charter School's governing board.
- F. This RFP does not obligate the School 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.
- G. 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 REQUIREMENTS

- A. Proposals must contain a cover letter, which shall include the following:
  - a. A statement of the offeror's intent to provide the services outlined in this proposal
  - b. The legal company name
  - c. Complete company address
  - d. Company contact person's name, phone number and email address
  - e. Company's website address
  - f. Signature and position/title of company's authorized representative
  - g. The date of submission
- B. Proposals must address the Proposal Specifications set forth in Section V below.
- C. Proposals must be emailed to Craig Frank [CraigFrank@JohnHancockCS.org](mailto:CraigFrank@JohnHancockCS.org) AND Chad Borup [Chad@RoundTableFunding.org](mailto:Chad@RoundTableFunding.org) on or before October 11, 2024 at 5:00 p.m. 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

### PROPOSAL SCOPE AND SPECIFICATIONS

John Hancock Charter School is seeking CMGC services to help with an expansion of their current location in Eagle Mountain. It is proposed that there will be a new 27,000 sq ft building, and a 5,000 sq ft addition to an existing building. The project scope and details are subject to meet the needs and budget requirements of the school.

Offerors are expected to address the following key elements in their proposal:

- A. Narrative related to Qualifications
  - 1. Experience, Qualifications and Track Record. Provide your experience in the design and construction of public charter schools, or similar projects, including your experience within the state of Utah.
  - 2. Pre-Construction Phase. Describe your proposed services related to pre-construction including your role with entitlements and permitting.

3. General Construction. Describe your typical model regarding your coordination with design team, admin of the project, general conditions and if you plan on self-performing any of the trades.
4. Supply Chain and Inflation. Describe how you are compensating for the current supply chain challenges in construction. Note any critical items with longer lead times. Note any challenges you are currently having with subs who may not be willing to fix pricing and how you deal with that challenge while still providing a GMP on the project.
5. Proposed Schedule. The CMGC may begin making preparations and start sitework as soon as practical once permitting and financing is complete. Completion of the project and occupancy is to be determined by the construction schedule of the CMGC, but no later than August 1st of 2026.
6. Other Information. Provide any other information you feel would be beneficial to supporting your firm's qualifications and experience for this project.

B. Cost Proposal – separate PDF to include

1. If you use an in-house design team, what would be your fee including architect, Civil, MEP and any other design consultants?
2. If you are proposing to provide any services in the pre-construction phase (permitting, entitlements, etc.), would there be a fee? If so, how much?
3. What % of the project do you charge as a General Contractor fee?
4. What would you estimate your General Conditions costs would be on a project like this?
5. Please provide a project budget on your most recent relevant project that would help demonstrate your current cost per sf.
6. Please list any other fees you would typically charge on a CMGC project such as the one described in this RFP.

## 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\***

- D. This criterion is based on the total fees proposed in section V(B) above (30 Points). The points assigned to each offeror's cost proposal will be based on the lowest proposal price. The offeror with the lowest Proposed Price will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price. The formula to compute the points is:  $\text{Cost Points} \times (\text{Lowest Proposed Price} / \text{Proposed Price})$ .

Total points available based on Evaluation Criteria: 100 points.

\*NOTE: Cost is evaluated and scored independently.