



Canyon Grove Academy REQUEST FOR QUALIFICATIONS

REQUEST FOR QUALIFICATIONS FOR THE DESIGN OF A FACILITY

588 W 3300 N
Pleasant Grove, UT 84062

January 7, 2025

Canyon Grove Academy (hereafter “CGA”) is requesting qualifications and a bid range for Architectural Services for the design of an approximately 7,000-8,500 square foot facility. The School is requesting competitive proposals from responsible and qualified architectural firms to provide Architectural Services for the new building.

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:

Jeff Biesinger
Canyon Grove Academy
Office: 801-690-1899
Email: jeff@redapplefinance.com

*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 Jeff Biesinger @ jeff@redapplefinance.com

Bids are due no later than **3:00 pm MST Wednesday, January 15th, 2025**. 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 CGA, the firm best meeting the needs of the project team will be awarded the contract to design the new facility. The award will be based equally on fees as well as relevant experience. CGA 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.

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.

Request for Proposal for Architectural Services Canyon Grove Academy

I. Project Description

Ranches desires to construct a new, 7,000-8,500 square foot facility in Utah County. The school is still working to find the exact location. The new facility will include, but may not be limited to the following:

- Small office space for admin/front desk area
- 6 classrooms
- 3-4 single stall, gender neutral restrooms
- Admin restroom
- Storage space

II. Scope of Work/Fee Proposal

The architectural team will work closely with the School. Items to be aware of, and included in the design bid are:

- Preliminary Design, (meeting with clients and construction company) final floor plans and architectural design
- Preliminary and Final Site Plans
- Complete Construction Document Package
- Geotechnical Soils Study
- Environmental Phase One Study
- Traffic Study (if applicable)
- Civil Engineering
- Electrical Engineering
- Mechanical Engineering
- Structural Peer Review
- Energy Code Review – meets USBE, ICC certification
- Building Code Review – meets USBE, ICC certification
- Local Municipality, State Fire Marshall, Health Department, Sewer District Approvals
- Surveying (including plat and ALTA)
- Construction Staking

III. Schedule

- January 7, 2025 RFP Released and advertised
- January 15, 2025 Responses due no later than 3:00 PM MT
- January 16, 2025 Final selection and approval
- January 20, 2025 Work will begin as soon as possible, but the school understands there are logistics to figure out first

This facility is dependent upon the school receiving financing. CGA has hired a Financial Advisor, to help guide the school through this process. Before closing on financing, the school must have a GMP in place. Meaning, the timeline on this project could be accelerated. The school's goal is to work with the Architect for a few weeks, to get a rough outline of the facility, and the hire a Contractor. The Contractor and Architect, will work together on the design, with the help of the school. The goal is for the 3 groups to work together, to increase efficiency, both from a time perspective, as well as pricing. Once plans are completed, the Contractor will provide a signed GMP Contract, and financing will close. The goal is that construction will begin in late April/early May. The school will be using the new facility in FY26, and would like to be in as soon as possible, but no later than October 1, 2025.

IV. Evaluation Criteria

Please note that the Architect should submit **two separate documents**. The first document should be the narrative portion of the RFP, and the second document should be the cost proposal. 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 (20 pts)
- Ability to meet the requirements of the RFP (10 pts)

Criteria Related to Cost

- The criteria in this section is based on price range. The school understands that final pricing will happen after the school and architect narrows down the specifics of the project. Nonetheless, please provide a price range, which would reflect the initial scope of services, outlined in this RFQ. (20 pts)

*Note: Total points available based on Evaluation Criteria: 50 pts