



**Highland Academy Charter School
Modular Multipurpose Room – Request for Proposals**

****RESPONSES DUE by 5:00 p.m., Tuesday, December 19, 2017****

Section 1: Public Notification

1.1 Introduction

Highland Academy Charter School (“Highland” or “HACS”) is a 501(c)3, non-profit public charter school dedicated to establishing and managing high-quality public charter schools in California. At Highland Academy, we know that a child’s education goes far beyond simple textbooks and standardized testing criteria. A well-rounded education must have a foundation in traditional educational practice but it also has to teach students how to reason beyond the questions posed in the classroom. Throughout a student’s life they are told what the correct answer is and how to arrive at that answer; what makes Highland Academy Charter School different is that we teach our students the power of cognitive reasoning so they can find answers to questions that won’t be posed until much later in life. This type of education helps young students grow into confident leaders because the power and ability to reason will always be a necessary skill throughout every stage of life. Our goal is to provide facilities that meet our mission and provide the best opportunities for our students to learn effectively. HACS is located in Beaumont, CA.

1.2 Scope of Work

HACS is requesting bids from qualified companies that have experience in procuring and installing DSA approved modular classroom/multipurpose buildings and restrooms. Specifically, HACS is looking to lease the following building from July 2018 through June 2022:

- 1 multipurpose room of 48x40 DSA, with wheelchair rail if possible
- Attached with 2 unisex restrooms (optional)
- Delivery and installation of the multipurpose room
- Lease of the multipurpose room
- Removal of multipurpose room at expiration of agreement

The project site is located at 715 Wellwood Ave. Beaumont, CA 92223. The site is rectangular in nature. The site will be used as the temporary meeting room for orientation and other gatherings and student activities at Highland Academy Charter School, a well-known charter school serving K-8 students in the area. All of the necessary site work will be delivered by a General Contractor, including grading, paving, plumbing and electrical connections. Vendor will need to provide plans for the buildings so that the Architect can incorporate this information into the plans submitted to the city of Beaumont and Beaumont Unified School District for approval. The selected Vendor will coordinate and work with Highland staff, the selected Architects, the General Contractor, the City of Beaumont, and other parties as needed. The project needs to be completed in time for occupancy on or about July 20, 2018. The site is flat, has easy access for large equipment with a large staging area immediately adjacent to it.

1.3 Requirements

The successful Vendor shall:

- have successful experience working with K-12 schools
- provide a minimum of three (3) references
- provide appropriate proof of insurance as directed by Highland Academy Charter School

Section 2: Notice to Vendors

2.1 Submission Method

All bid responses shall be delivered by US Postal Service, common courier (FedEx, UPS), via hand delivery or by email. If a hard copy is submitted, also submit a digital copy of the complete RFP response via email in PDF format to brentbishop@highland-academy.org by the due date as listed in section 2.5.

2.2. Responsiveness

Highland Academy reserves the right to reject a proposal if the proposal is conditional or incomplete, deemed non-responsive, or if it contains any alterations of form or other irregularities of any kind. Highland may reject any or all proposals or waive any immaterial deviation in a proposal. Highland's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Vendor from full compliance with all other requirements if awarded the contract. A proposal is considered responsive if it follows the required format and meets all deadlines and other requirements outlined in this RFP.

2.3 Negotiations

Highland reserves the right to further negotiate with selected Vendors regarding pricing and fee structures. All information included in a Proposal may be incorporated, at Highland's sole option, into the contract. Highland reserves the right to negotiate final terms and conditions of the contract, which may differ from those contained in the Proposal, provided Highland considers such negotiation to be in its best interest and the changes in the terms and conditions must not create a material change to the original terms released in the RFP.

2.4 Form of Contract

Each successful Bidder shall be required to enter into a contract in the form prescribed or agreed to by Highland. The contract shall be valid from its execution through the completion of the scope of work.

2.5 Timeline

All responses are due **by 5:00 p.m., Tuesday, December 19, 2017**. Submittals received after the due date and time will not be considered.

Section 3: RFP Response Requirements

3.1 Scope of Work-Deliverables

All responses to the RFP shall contain the services to be provided by Vendor including procurement, selection, improvement, delivery and installation of the DSA PC modular multipurpose room and restrooms.

3.2 Response Requirements

The proposal shall contain:

- An itemized breakdown of the fees
- A project schedule, specifying procurement, delivery and installation schedule—start and end dates and duration
- Vendor Qualifications and Experience: Provide a minimum of three (3) references, including:
 - a. name and scope of the project
 - b. client name and contact information
 - c. contract amount
- Qualifications and Experience of Key Personnel: Identify the person(s) that will be principally responsible for working with Highland and leading this engagement
- Provide Insurance Coverage Details

3.3 Evaluation of Proposals and Recommendation

All RFP responses will be evaluated by a committee of Highland Academy Charter School staff. Overall responsiveness and representations made within the RFP, as well as your firm's ability to connect with the Highland team are important factors in the overall evaluation process. Highland will select a firm that has the highest suitability for the work with this project.

****Preference will be given to Vendors who have the proven ability to deliver the modular classrooms in a timely fashion and has demonstrated experience working on aggressive schedules by working collaboratively in a team environment.****

3.4 Award

Highland reserves the right to reject any and all proposals; to waive any informality in the proposal process; and to accept the proposal that appears to be in its best interests. Staff will make a recommendation to the Board of Directors to award a contract to the selected Vendor. The Board will vote to award the contract at its ad hoc committee meeting on or about December 1, 2017.

4. Questions and Submission

Please feel free to direct questions to Brent Bishop, preferably by email, as shown below.

All proposals are due **no later than 5:00 p.m., Tuesday, December 19, 2017**. Please deliver proposals via hard copy or hand delivery, with a soft copy by email as indicated below:

Brent Bishop, Executive Program Director
715 Wellwood Ave.
Beaumont, CA 92223
brentbishop@highland-academy.org
(951)266-0220