

Nashville Classical Charter School (“NCCS”)

Request for Proposals (“RFP”) for Design-Build Services

This document reflects an RFP to procure fee-based comprehensive design-build services (the “services”) for a new campus for Nashville Classical Charter School (“NCCS”) in Nashville, Tennessee. The RFP will be distributed to construction specialists with experience in providing cost estimation, general contracting, and construction management services with a preference for firms with prior experience building schools, specifically public charter schools, and those with a successful track record of delivering on-time, on-budget Design-Build projects. Proposals will be evaluated by NCCS’s leadership and its representatives.

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

NCCS: INTRODUCTION AND PROJECT OVERVIEW

Nashville Classical Charter School first opened its doors in 2013. It began as the brainstorm of dedicated community activists and experienced urban educators. As they studied the city’s public schools, they realized that 75% of downtown Nashville third graders were behind in reading. Knowing that elementary literacy predicts college performance, their vision was a school – free, public, and open to all children – that would achieve a different result. Today, for 550 children, their vision is a reality.

NCCS is now opening its second K-8 campus, Nashville Classical II (“NC2”) in West Nashville. The current plans are for the acquisition and renovation of the former MNPS Brookmeade Elementary School building, located at 1015 Davidson Drive, Nashville, TN 37205. Confirmation that this site will be the permanent location of NC2 occurs on November 9, 2021. Given schedule constraints, this RFP is designed to begin work immediately following confirmation of the site selection.

For the initial school development, NCCS’ enrollment ramp-up is expected, as follows:

Grade	SY22-23	SY23-24	SY24-25	SY25-26	SY26-27
Kindergarten	81	81	81	81	81
1 st Grade		79	79	79	79
2 nd Grade			77	77	77
3 rd Grade				75	75
4 th Grade					75
5 th Grade		81	81	81	81
6 th Grade			79	79	79
7 th Grade				77	77
8 th Grade					75
Total	81	241	397	549	699

NCCS has engaged with [Level Field Partners](#) for strategic facility planning support. 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 NCCS through transaction management through loan closing and overall project oversight,

serving as an extension of the NCCS leadership team.

The total design-build budget for the project is currently estimated at \$13-15M, which is inclusive of all construction costs, site work costs, utility upgrade/installation costs, AV/IT, bonding, design and contractor fees and general conditions, permits and special inspection expenses. This number is conceptual and directional based on early conceptual construction estimates based on conceptual design. It does not include any costs associated with remediation, nor the owner's contingency or owner-procured FF&E, 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, NCCS would notify the project team to reinvest those dollars back into actual scope.

Finally, it is the intent of this project to be phased, which is not captured in the above total Design-Build budget. For the purposes of this RFP, please assume a Phase I total Design-Build budget of \$2M - \$5M (which is still being refined by the Owner's team leading up to the November 9th approval).

Please reference the links below to support an RFP response:

- [Preliminary Project Schedule](#)
- [Preliminary Site Plan](#) (provided by Manuel Zeitlin Architects)
- [ALTA Survey at 1015 Davidson Drive](#) (report provided by seller)
- [Phase I Site Assessment at 1015 Davidson Drive](#) (report provided by seller)

SCOPE OF WORK

NCCS is seeking an experienced construction partner to help inform costs and risk during the remainder of the design, permitting and construction processes, while strategically planning for a Summer 2022 delivery for sufficient space to accommodate NC2's inaugural Kindergarten class. NCCS 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 NCCS and its consultants to define all programmatic requirements for its K-8 facility, resulting in firm design documentation / deliverables at each phase of design (concept, schematic, design development and construction documentation)
- Supporting project consultants engaged by NCCS, 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 NCCS' 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 NCCS on the execution of the project relative to its intended delivery date, focusing on building permit and entitlement processes
- Preparing and actively maintaining the Design-Build Budget, inclusive of all hard and construction-related soft costs, and contractor contingencies; providing monthly updates to NCCS
- 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 alignment with the Project Schedule
- Reviewing all invoices by all consultants to confirm accuracy and compliance with contracts
- Preparing all necessary bidding / RFP 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 NCCS 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 NCCS 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 NCCS staff on major systems and equipment, including working with NCCS 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)

RFP PROCESS

Response Submittal Requirements¹

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, November 8, 2021 at 5PM CT** to:

- Antonio Gonzalez (antonio@levelfieldpartners.com)
- Ben Hsieh (ben@levelfieldpartners.com) and
- Lindsay Phillips (lindsay@levelfieldpartners.com).

Proposals should be submitted with clearly corresponding sections to the following items below.²

1. Cover letter summarizing your proposal, qualifications and proposed project team
2. Firm Experience, including organizational and executive management background, number of employees, annual business including breakdown of specific K-12 business (\$), and relevant educational / charter / non-profit construction experience
 - a. Bios for all proposed project team members
 - b. Contact information for all proposed project team members
3. Specify architect partner
 - a. Overview of architect's background and contact information
 - b. Sample of prior project collaborations
 - c. Bios for all proposed project team members
4. Current workload
5. Firms approach to diversity and representation of people of color within its firm and on this project team, inclusive of subcontractors and labor force outreach and selection
 - a. Detailed approach to meet M/WBE participation minimum of **25%**
 - b. Firm's approach to measuring and tracking M/WBE Metrics
6. Design Fees (please detail over construction schedule)
7. Proposed fee structure, detailed as follows:
 - a. General conditions (monthly rate (\$) for this project)
 - i. Please specify what activities are captured within the general conditions
 - ii. Please detail by individual / role (e.g., Project Manager, Project Executive)
 - iii. Please detail by phase if staffing is expected to change over the project duration (e.g., Pre-Construction, Mobilization, Construction)
 - b. Profit & overhead (%)
 - c. P&P bonding rate (%)
 - d. Builder's risk insurance rate (%)
 - e. Subguard Rate, if applicable (%)

¹Requests for clarification ("RFC") regarding any information set out in this RFP may be submitted to antonio@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.

² All proposal costs are to be borne by the proposer.

- f. General Liability Rate (%)
- g. Any shared savings clauses (%)
- h. Other – *if any other costs unlisted above*
- 8. Feedback or consideration on the proposed construction schedule
- 9. Feedback or consideration on the Design-Build budget and feasibility relative to proposed program and site
- 10. Approach to value engineering and management of add alternate scopes of work
- 11. References – Contact information for a minimum of three references

Selection Process and Criteria

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

NCCS will develop and apply objective selection criteria, which will consider all material submitted in response to this RFP, along with all additional information as part of the follow-up questions and the interview process to select the best qualified and responsive proposer.

Anticipated Selection Schedule:

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| ▪ Request for Clarification Deadline | November 5, 2021 by 5:00pm CT |
| ▪ Proposal Deadline | November 8, 2021 by 5:00pm CT |
| ▪ Follow up Questions & Interviews, as necessary. | By November 17, 2021 (target) |
| ▪ Notify Selected Firm | By November 19, 2021 (target) |