



REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/P) FOR AN OWNER'S REPRESENTATIVE

Colorado Springs Charter Academy

2577 N. Chellton Road
Colorado Springs, CO 80909
719.636.2722

PROPOSAL DUE DATE/DELIVERY REQUIREMENTS- 2:00 p.m. January 15, 2026

Deliver 1 electronic copy via email to:

OWNER POINT OF CONTACT

Wes Lancaster, CSCA Facility Manager

wlancaster@cscharter.org

All official communication with Candidates and questions regarding this RFQ/P will be via email only to the Owner Contact listed above. Contact with anyone employed by or associated with CSCA is not permitted. **No inquiries will be accepted after the clarification deadline as indicated in the project schedule.**

All Candidate inquiries will be responded to after the "Clarification Deadline", to all candidates who have notified the Owner Contact of interest. Responses to clarification will be made available on the Owner website where the RFQ/P is posted. Candidates should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ/P

Page 1 of 7

Colorado Springs Charter Academy
BEST Grant Project
Owner's Representative RFQ/P

during the open solicitation period. **Candidates should not contact any team members or any individual associated with the Owner or the Colorado Department of Education (CDE) regarding this RFQ or this project.**

I. PROJECT SCHEDULE

RFQ/P Available	12/19/25
Notification of Intent to respond to RFP/Q	12/31/25
OPTIONAL Site Visit 10am – 11am, meet at CSCA Reception	1/5/26
RFQ/P Clarification Deadline	1/8/26
RFQ/P Clarification Responses	1/12/26
RFQ/P Responses due	1/15/26
Interview Invitations sent to Short-Listed Candidates	1/16/26
Interviews	1/22/26
Notice of award to Successful Firm	1/26/26
Candidates Notified of Selection	1/27/26
Contract Negotiation/Execution	2/2/26 – 2/27/26

All RFP/Q documents and resources can be found on the CSCA Website.

II. BACKGROUND

Owner Background

See CSCA Background provided under List of Resources provided.

Project Description

See CSCA Project Description provided under List of Resources provided.

III. RFQ/P OBJECTIVE

The purpose of this RFQ is to solicit a Qualified Owner Representative to contract with the Owner and also work closely with the CDE to provide customary owner's representative services for the pre-construction, construction, and post-occupancy phases of this BEST project. In addition to providing customary Owner's Representative/Construction Management Advisor services, the Candidate will be responsible for ensuring the school's compliance with the terms of the BEST Grant throughout the course of the project.

IV. SUBMITTAL REQUIREMENTS

Organize your RFQ/P response using the following outline. Please identify each section using the appropriate section headings.

SECTION 1 – LETTER OF INTEREST

A maximum two-page letter of interest that includes a synopsis of the firm, business principals, distinguishing characteristics, approach to completing this project, primary contact information, and signed by the principal-in-charge.

SECTION 2 – EXPERIENCE AND QUALIFICATIONS

Please address each criterion listed below as it relates to your firm's relevant experience and qualifications and the specific requirements and opportunities for CSCA's BEST project.

1. Identify the individual who will be the main point of contact and the team responsible for providing services for the duration of the project. A minimum of ten years experience in design and construction is required for this position. Consultant shall not change or substitute these individuals without prior approval. The Owner reserves the right to determine the acceptability of these individuals.
2. Provide all team members experience and responsibilities, including resumes. Provide background information including education, professional titles, related qualifications, specific roles in past projects.
3. Describe your firms past experience with providing Owner's Representation, highlighting any projects with similar size and scope to the proposed project.
4. Provide your firms project organization structure and responsibilities.
5. How does your firm provide an in-depth cost evaluation of proposals, fees and budgets?
6. Show your ability/approach to organize, develop and maintain project schedules.
7. The project intends to use a multidisciplinary collaborative project approach. Describe your firm's knowledge with an integrated design process.
8. Describe your firm's knowledge of LEED & Green Globe criteria and program requirements.
9. Describe your firm's understanding of commissioning, measurement and verification.
10. Understanding of the Owner, its organization and leadership.
11. Based on your current workforce and staffing in addition to the number of projects your firm currently has under contract or in negotiation, does your firm have the capacity to complete this project? What percentage of your firm is currently involved in other projects?
12. This project requires the Candidate to carry, at a minimum, general liability insurance and workers compensation according to State laws.
13. Demonstrate experience with Bond Initiatives or Capital Campaigns in Colorado Public Schools.
14. Demonstrate ability to manage and develop a master budget and maintain it accurately throughout the project to ensure a quality project is delivered within budget.
15. Demonstrate a working knowledge in some or all disciplines including architectural design, structural engineering, mechanical engineering, electrical engineering, civil engineering, roof design and maintenance, construction cost estimating, facility management and maintenance, educational technology. Indicate which disciplines you are knowledgeable and have expertise and/or experience.
16. Provide description of any lawsuits or claims including status and resolutions during the history of your firm.
17. Describe understanding of Bonding, Permitting and Insurance requirements for school construction.
18. Identify any other unique challenges/ approaches that you have experienced that will assist the Owner with a successful project.
19. Describe your firm's process for minimizing Owner's risk throughout a project.
20. What does your firm do to ensure a safe construction site?

21. Assisting the district with fund requests is an important role of this project. The requirements for this project include obtaining accurate invoices from consultants and vendors, and providing complete and thorough draw requests to CDE on behalf of the district in which each individual invoice is accurate as well as the total request. The OR will be submitting the funding request to CDE for approval, and responding to questions from CDE for clarification or inaccuracies. Please explain your experience regarding draw requests, the expectations you will set for your firm and for the consultants, contractor and vendors to ensure timely payment, and any lessons learned from past projects.
22. Please explain your firm's role in construction administration, including the observations and reporting your firm will complete for the project on behalf of the district. Please provide a sample of an OR field report from your firm.
23. Demonstrate experience and understanding of different delivery methods. Note what delivery method you would recommend for this project.

SECTION 3 – SCOPE OF SERVICES

The Owner's Representative is expected to act on the owner's behalf in overseeing the project through completion and into occupancy. The candidate's proposed scope of services should include, but is not limited to, each item listed below. Please confirm your provision of the services below, and explicitly identify any additions or exclusions. When appropriate include the number of meetings, site visits, etc., and any other pertinent descriptions that clearly identify services included in the proposal.

1. Owner's Representative Services

Complete the Scope of Services Matrix provided as Exhibit A. The Candidate must validate each line in the exhibit by marking either provided or excluded.

SECTION 4 – SCHEDULE

It is expected that your firm has the current capabilities and capacity to complete the project by the date identified in your schedule. Provide a detailed schedule, including milestones, from the notice to proceed date through post-occupancy services.

SECTION 5 – REFERENCES

Provide a comprehensive list of **ALL** school projects completed or begun within the last 5 years, with contact information, along with a project description. Identify in the reference list which projects this team has performed collectively. The Owner reserves the right to check additional references beyond those provided in the submittal.

V. SUBMITTAL REVIEW & SELECTION PROCESS

Phase 1 – RFQ Review

The Owner's Selection Committee will evaluate and score the RFQ submittals based on the selection criteria listed below:

Selection Criteria	Max Point Possible
Section 1: Letter of Interest. How complete and concise was the letter of interest and RFQ/P response? Was the RFQ/P well organized, with complete information responding to all of the submittal criteria?	10 points
Section 2: Experience and Qualifications Provided a comprehensive and insightful experience and qualifications package which highlighted key personnel in addition to other items as stated.	30 points
Section 3: Scope of Services. Candidate has affirmed each of the Owners requirements for this project and demonstrates a clear understanding of Owner's needs and clear direction toward completing scope of work.	30 points
Section 4: Schedule. Submitted project schedule is complete & achievable. Note any revisions or modifications to the milestone schedule.	25 points
Section 5: References. Candidate has provided a comprehensive project list with contact information for projects completed over the last five years.	5 points
Total Points	100 points

Phase 2 – Interview

An interview invitation will be sent out to successful Candidates with the highest RFQ/P submittal scores on the date noted in the RFP/Q schedule. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFQ/P responses and to introduce key members of the O/R team.

The interviews will consist of a short presentation followed by a longer period for questions and answers. During the short presentation, the lead consultant for the project should be identified along with members of the O/R team. Please note team members that will not be directly working on the project are not invited to the oral interviews.

The apparent winner will be determined based on their interview score, which is separate from their RFQ/P submittal score.

VI. FEE PROPOSAL

Shortlisted Candidates shall prepare a detailed fee proposal as outlined below. The fee proposal is to be submitted in a sealed envelope prior to the start of their interview. Failure to provide a fee proposal which addresses each of the items listed below may result in disqualification from the RFQ/P process.

Detailed fee proposals shall include the following:

- ✓ Lump sum fee
- ✓ Detailed statement of work;
- ✓ Confirmation that all scope items from the original RFQ/P will be addressed;
- ✓ Any exclusions with explanations;
- ✓ Breakout of fee by phase;
- ✓ # of hours anticipated;
- ✓ # of people anticipated;
- ✓ Other resources;
- ✓ How the resources are to be used;
- ✓ All reimbursables to be included in the lump sum fee proposal;
- ✓ Hourly rates for all personnel involved in the project;
- ✓ Number of site visits anticipated to complete the work;
- ✓ Breakout of fees for any non-required scope proposed;

The negotiated fee is anticipated to include all costs including reimbursables for the project resulting in a “lump sum” format contract.

Only the fee proposal of the apparent winner will be revealed to the selection committee

If the apparent winner’s fee exceeds the Owners budget and if subsequent negotiations with the apparent winner are unsuccessful, the Owner reserves the right to negotiate the fee or negotiate with the next highest-scoring Candidate.

VII. Acceptance and Rejection

After the final selection has been made, the Owner will provide a summary of scores and a decision memorandum to each of the RFQ/P Candidates.

The Owner reserves the right to select any or reject any and all proposals in their best interest. The Owner also reserves the right to pre-qualify any or all Candidates or reject any or all Candidates as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional, qualifications. The Owner also reserves the right to re-solicit, waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposer.

The Owner is not responsible for cost incurred in preparation of this proposal. Proposals will not be returned

and become the property of the Owner once submitted. By submitting a proposal all Candidates agree to the terms and conditions of this RFQ/P and the RFQ/P will become part of the awarded Candidates contract. The apparent winner will be responsible for submitting a draft agreement to be used for this project. The Owner and the Owner's legal council will review the agreement and negotiate terms prior to commencement of work.

As a condition of acceptance, and to avoid conflicts of interest, the selected Owner's Representative will not be permitted to submit proposals for additional consulting or contracting work on this project, regardless of qualifications.

VIII. RFQ/P Supporting Material

The following are provided for informational purposes in regard to the project:

1. RFP/Q for Owner Representative Selection Requirements - CSCA BEST Project
2. Link to Summary of BEST 2025-2026 Grant Applications (below)
<https://www.cde.state.co.us/capitalconstruction/fy2025-26bestgrantapplicationssummarybook>
3. CSCA Background and Project Summary
4. CSCA BEST Grant Application Photos
5. CSCA Owner Representative Scope Matrix _Exhibit A
6. CSCA Existing Drawings – CSCA Elementary School 1965
7. CSCA Existing Drawings – Middle School 1986
8. CSCA Existing Drawings – Middle School TI 2010
9. CSCA Existing Drawings – Gymnasium 1975
10. CSCA BEST Master Plan
11. CSCA BEST Project Milestone Schedule