



**REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/P)  
FOR THE PROJECT TEAM: AND ARCHITECT/ENGINEERING (A/E) & CONSTRUCTION  
MANAGER/GENERAL CONTRACTOR (CM/GC)**

**Colorado Springs Charter Academy**

2577 N. Chelton Road  
Colorado Springs, CO 80909  
719.636.2722

**PROPOSAL DUE DATE/DELIVERY REQUIREMENTS- 4:00 p.m. February 25, 2026**

**Deliver 1 electronic copy via email to:**

**OWNER POINT OF CONTACT**

**Michelle Fisher, Owner Representative**  
[mfisher@mfishercollaborativeworks.com](mailto:mfisher@mfishercollaborativeworks.com)  
Cell: 303.710.1881

All official communication with Candidates and questions regarding this RFQ/P will be via email to the Owner Contact listed above. **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 Intent to Respond. Responses to clarifications 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 during the open solicitation period. **Candidates should not contact any individuals associated with Colorado Springs Charter Academy, CSCA School Board, or the Colorado Department of Education (CDE) regarding this RFQ/P or this project.**

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**Colorado Springs Charter Academy – BEST Project**  
Project Team: A/E and CM/GC RFQ/P

## I. RFP/Q SCHEDULE

### Project Team: A/E and CM/GC - RFP/Q Timeline

RFP/Q Available	2.3.26
Optional Site Visit *	2.9.26; 10:00am – 11:30am
Notification of Intent to Respond	2.10.26
RFQ/P Clarification Deadline	2.16.26
RFQ/P Response Deadline	2.18.26
<b>RFQ/P Responses Due</b>	<b>2.25.26</b>
Interview Invitation and Logistics	2.27.26
<b>Interviews</b>	<b>3.4.26</b>
<b>Notice of Award</b>	<b>3.6.26</b>
Contract Negotiations Begin	3.9.26
Notice To Proceed	3.9.26

\*CSCA is offering the option for individual team site visits, if desired. Please notify the Owner Rep by 2.6.26 if you wish to schedule an individual site visit on 2.9.26. All site visits will begin with check-in at the CSCA Reception desk/main entry lobby.

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

<https://www.cscharter.org/>

## II. BACKGROUND

### Owner Background

See CSCA Background provided under List of Resources.

### Project Description

See CSCA Project Description provided under List of Resources.

## RFQ/P Supporting Resources

The following are provided for informational purposes regarding the project:

1. RFQ/P for A/E and CM/GC 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 Description

4. CSCA BEST Grant Application Photos
5. Architectural Space Program
  - a. New Middle School Space Program
  - b. ES K-5 Space Program
6. Solution Site and Floor Plans
  - a. New MS Site Plan and ES Playground
  - b. New MS Floor Plan and Gym Reno Floor Plans
  - c. Elementary School Floor Plan
7. CSCA Existing Drawings – CSCA Elementary School 1965
8. CSCA Existing Drawings – Middle School 1986
9. CSCA Existing Drawings – Middle School TI 2010
10. CSCA Existing Drawings – Gymnasium 1975
11. CSCA BEST Master Plan
12. CSCA BEST Grant Project Milestone Schedule (Note -due to the late award of this BEST grant candidates are asked to revise the Project Milestone Schedule)

### **III. RFQ/P FOR PROJECT TEAM: ARCHITECT/ENGINEER AND CONSTRUCTION MANAGER/GENERAL CONTRACTOR OBJECTIVE**

The purpose of this RFQ/P is to solicit and contract with a Project Team of A/E and CM/GC firms who will work with the Owner and the Owner's consultants to complete the project described in the above project description.

### **IV. SUBMITTAL REQUIREMENTS**

- Organize your RFQ/P response using the following outline. Please separate each section using the appropriate section designation.
- Teams invited to respond to the RFQ/P, and teams that CSCA wishes to interview, will be notified of the interview and logistics on 2.27.26. Interviews will occur on 3.4.26, at CSCA. Interviews will include presentation for 30 min and 20 minutes of questions.
- CSCA is requesting that AE and CM/GC team up and respond to the RFQ/P as an integrated team. The team should review the RFQ/P requirements and decide how best to combine or separate responses, if specific instruction is not offered. CSCA values integrated and collaborative teams with a history of shared school project experience.

## **SECTION 1 – LETTER OF INTEREST**

A maximum two-page letter of interest that includes a synopsis of the firms, business principals, distinguishing characteristics, approach to completing this project, why you are choosing to partner for this project, primary contact information, and signed by the principals-in-charge of the design and construction firms.

## **SECTION 2 – EXPERIENCE AND QUALIFICATIONS**

Please address each criterion listed below as it relates to your firms' relevant experience and qualifications. **Include separate responses from A/E and CM/GC team or a single integrated response.**

1. Describe your understanding of the Owner, its organization and leadership.
2. Identify the individual who will be the main point of contact and the team responsible for providing services for the duration of the project. (the Owner reserves the right to determine the acceptability of these individuals)
3. Provide all team members experience, background and responsibilities including resumes. Include minimum hours/week estimated for each. Also include the projects and types of projects the key team members have worked on together.
  - a. Please identify what services will not be included that the Owner might want to consider and include resumes and cost to include.
  - b. The Owner expects the team members to participate throughout the duration of the project. Any changes in key staff must be reviewed and approved by the Owner and the Owner's consultants.
4. Describe your firms past experience for educational facilities and educational programming.
5. Provide your firms project organization structure and responsibilities.
6. Show your ability/approach to organize and meet schedules.
7. Identify projects (5 max from A/E and 5 max from CM/GC; 10 max total) your firms have completed with a similar size and scope or relevance to the proposed project. Describe which members of your proposed team were involved in each (if applicable), and in what role. Identify any projects completed together by this A/E and CM/GC team.
8. Describe your estimating methodology during the design phase, prior to the establishment of a GMP. How do you collaborate with A/E to provide accurate and reliable cost data? How do you assist in the development of design options to react to market conditions? Provide a sample cost estimate prepared at schematic design and at design development.
9. CM/GC: Describe your firms' approach to assuring safety throughout the project. Include reference to safety training, resumes of individuals on the team responsible for safety, and frequency of safety inspections. A/E : how will you support the CM/GC to provide safety during construction that occurs during school operation?
10. Describe your approach to quality control during design, pre-construction and construction.
11. Knowledge of LEED & Green Globe criteria and program requirements.
  - a. It is intended that your firms will utilize the Green Globes process in pursuit of a Green Globe certification for the new Middle School scope, as required by this BEST project. Describe your firm's USGBC LEED and Green Globe project experience. Does your firm employ LEED Accredited Professionals? How specifically will your firm support the LEED or Green Globe certification of this project?
12. Describe your experience and understanding of the local construction market. How might you take

- advantage of local resources when appropriate to achieve the best value for the Owner?
13. Identify any other unique challenges/approaches that you have experienced that will assist the Owner with a successful project.
  14. Do you see areas of risk for this project? If so, what are they and how will you mitigate these risks?
  15. The project is located in a low-density residential area. The GM/GC is expected to follow city ordinances applicable to construction in residential areas. Provide best practice methods for managing neighboring residence concerns for noise, erosion, runoff, dust, etc. during the construction phase. GM/GC should be responsible for maintaining clean streets, free from debris, soils, mud, etc. GM/GC should provide regular sweeping when necessary.
  16. CM/GC: Provide a sample of your standard Change Order Log, RFI Log, Submittal Log and punch list in the format you propose to use on this project. Change Orders will require detailed backup, including material, labor, and OH&P markups at the subcontractor and GC level.
  17. Identify and describe any claims, lawsuits or legal settlements your firm has had in the past (5) five years or are currently pending.
  18. This project requires the Candidate to carry, at a minimum, general liability insurance and workers compensation according to State laws. Also, errors and omissions insurance. Please provide sample insurance coverage/limits you would carry for this project.

### **SECTION 3 – SCOPE OF SERVICES**

The Owner's Master Plan, BEST Grant Information and all RFQ/P resource documents are available to all firms for review on the Owner's website <https://www.cscharter.org/>. The Owner requests proposals to include complete A/E and CM/GC services to complete this project, including, execution of all required submittals and reviews required by Authorities Having Jurisdiction including City of Colorado Springs Planning and Zoning/Development, Pikes Peak Regional Building Department and the Colorado Division of Fire Prevention and Control; and Construction Management/General Contracting services to provide pre-construction assistance and construction of the project described in the grant application.

Please provide a narrative (or matrix) description of your approach to the scope requested, describing quantity and types of proposed meetings, site visits, unique methodologies, etc. Additional services or scope may be proposed and identified in the final contract, fees for these services should be identified as a line item in the fee proposal for consideration. Any exclusions from services or deliverables described must be explicitly identified in this submittal.

### **SECTION 4 – SCHEDULE**

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? Include information as to how the location of the project will impact your operating procedures.

It is expected that your firms currently have the capacity to complete the project. Provide assurance your firm and extended team (consultants, engineers and subcontractors) have the capacity to complete this project with an excellent standard of care.

Provide a design and construction project schedule for this project, including milestones, from the notice to

proceed date to the completion of the project. Provide reasoning, in this section, for any modifications or alterations your firm wishes to make to the original BEST grant project schedule. The late award of this BEST project requires that the original BEST grant schedule be revised.

## **SECTION 5 – REFERENCES**

Provide a list of similar school projects completed or begun within the last 5 years, with primary point of contact information (phone and email), along with a project description. Limit the list to 8 projects (max) for each firm. Identify in the reference list which projects this A/E and CM/GC team has performed collectively. The Owner reserves the right to check additional references beyond those provided in the submittal.

## **V. SUBMITTAL REVIEW & SELECTION PROCESS**

The selection process consists of two phases.

### **Phase 1 – RFQ Review**

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

<b>Selection Criteria</b>	<b>Max Point Possible</b>
Section 1: <b>Letter of Interest.</b> 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 the submittal criteria?	10 points
Section 2: <b>Experience and Qualifications</b> Provided a comprehensive and insightful experience and qualifications package which highlighted key personnel in addition to other items as stated.	30 points
Section 3: <b>Scope of Services.</b> Candidate has affirmed each of the Owner's requirements for this project and demonstrates a clear understanding of Owner's needs and clear direction toward completing scope of work. Candidate understands the particular constraints and opportunities of the CSCA BEST project.	30 points
Section 4: <b>Schedule.</b> Ability to complete the planning tasks within the timeframe needed. Submitted complete & understandable project schedule for design and construction.	20 points
Section 5: <b>References.</b> Candidate has provided a comprehensive project list with contact information for projects completed over the last five years.	10 points
<b>Total Points</b>	<b>100 points</b>

## **Phase 2 – Interview**

An interview invitation will be sent out to invited Candidates and candidates who respond to the RFQ/P independently that CSCA wishes to interview. 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 the key members of the A/E and CM/GC team.

The interviews will consist of a presentation followed by a period for questions and answers. During the presentation, the lead for the project should be identified along with supporting members of the A/E and CM/GC team. Please note team members that will not be directly working on the project, must be identified as such and their role on the project must be disclosed. The intent is to hear from the day-to-day team members the school will be working with.

Award of the project will be based on the interview score, reference checks, and a fee proposal evaluation.

## **VI. FEE PROPOSAL**

Submittals shall include a detailed fee proposal as outlined below, representing the costs of

**A/E:** Design, engineering, and specialized consultants for all design phases and construction administration, record drawings, High Performance Sustainable design required by BEST for the new Middle School, and code compliance.

**CM/GC:** Pre-construction, general conditions, overhead and profit, insurance, bond cost and GC contingency, based on the Project Budget provided in the RFP/Q Resources. Identify when a Guaranteed Maximum Price (GMP) is anticipated to be established.

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, both as a dollar value and a percentage of construction costs.

### **Project Cost Information:**

<b>CSCA BEST Grant total award:</b>	\$38,976,451.28
<b>Construction Direct Cost of Work</b>	\$27,593,078.00 (does not include A/E fee)

### **A/E**

Detailed fee proposals shall include the following:

- ✓ Total not to exceed fee;
- ✓ Statement of work;
- ✓ Confirmation that all scope items required to complete this project have been included;
- ✓ Any exclusions with explanations;
- ✓ # of hours;
- ✓ # of people;
- ✓ Other resources;



- ✓ How the resources are to be used;
- ✓ Breakout of all reimbursables must be included in the 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;

#### **CM/GC**

- General Conditions (assume this includes construction surveys, layout, printing costs for own forces, and all typical GC costs. Do not include permitting and plan check fees)
- Performance and Payment Bond cost
- Weather allowance
- Builder's Risk insurance
- All other insurance
- Construction/Design Contingency
- Bidding Contingency
- Preconstruction Fee
- Overhead & Profit
- Any other fees or costs outside of direct subcontractor costs

The negotiated fee is anticipated to result in an initial "lump sum" format contract for pre-construction services, followed by a Guaranteed Maximum Price.

Fee proposals will be evaluated and will be considered in the award of this project.

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 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.



## **VIII. Terms and Conditions**

1. This project will utilize AIA contracts:

AIA B101-2017

AIA 133 - 2019

AIA 210 – 2017

**END OF RFQ/P for CSCA BEST Project**