



## **Request for Proposals (“RFP”) for Design Services**

**Open - January 30, 2024**

**Close - February 9, 2024**

This document reflects an RFP to procure fee-based architectural and engineering services (“design services”). The RFP will be distributed only to firms with educational / institutional design experience. Proposals will be evaluated by PEACE Academy leadership and/or its representatives.

### **PEACE Academy:**

PEACE Academy is an inclusive community of students, families, educators, and community members who celebrate the rich heritage, people, and cultures of the African-Diaspora and have a holistic understanding of our impact on this world. By conscientiously participating in activities that widen our perspectives and foster positive self-awareness, we are prepared to lead within our communities.

- Our student population is economically and racially diverse, consistently challenged academically, exposed to new critical thinking experiences, and their culture and heritage is celebrated daily through curriculum choices and school experiences.
- Our anti-racist staff members demonstrate excellence in their teaching abilities and a profound love for our students and their identities. Our teachers intentionally employ student-affirming instructional choices and restorative justice approaches to school culture.
- Our families and the community are cornerstones of our foundation and we provide several opportunities for them to get involved, seek development, and partner to make informed decisions around their children’s experiences.

*This RFP is focused on the expansion of PEACE’s school building (the “Project”), located at 1954 Candler Rd. Decatur, GA 30032.*

### **PROJECT OVERVIEW AND SCOPE**

PEACE requires design services for the Project which will entail the expansion of certain sections of the existing 18,744 sf PEACE Academy facility. The facility currently serves grades K - 3 and will be expanded to serve grades 4 - 8.

PEACE is preliminarily estimating a base hard cost budget of about \$2M, and an

elective or add-alternate hard cost budget of \$250K; estimated build out for new space is 21,167 sf. [Permit Construction Documents 2002](#)

\*Note that the above budget numbers are merely directional and that PEACE will require any selected design services team to actively participate in value engineering exercises that will serve to preserve and promote the quality and scope of the Project.

Among other scopes of work, the Project may include, but not be limited to, the following:

- Designing and construction of working kitchen and cafeteria space
- Expansion / improvement of gymnasium and related ancillary spaces
- Additional classroom spaces
- Site work
- FFE and IT
- Utility and building system upgrades

Note that depending on cost estimating and pricing outcomes, PEACE may elect to include a variety of potential and add-alternate scopes of work.

In light of PEACE's ongoing 135-student occupancy of its existing facility, PEACE is planning on a phased delivery of the renovation and new construction. KMA plans on commencing targeted construction activity in Summer 2024, with full project delivery anticipated by Summer 2025. In aiming to take advantage of staging opportunities created by periods of facility vacancy, PEACE anticipates intensive construction activity in summer months, specifically in June and July of both 2024 and 2025.

## **SCOPE OF DESIGN SERVICES WORK**

The required scope of design services work will include the below:

- Evaluation of Existing Facility (inclusive of analysis of major building systems, existing utility and structural capacities, along with review of property condition report attached as Exhibit "A")
- Design Workshop/Charrette
- Conceptual Design and Comprehensive Programming
- Assemblage of all Sub-Consultants (including any required for MEP, civil engineering, structural, landscaping, and environmental sustainability)
- Schematic Design

- Schematic Design Estimate – at 90% SD
- Design Development (including 3D renderings / modeling, and marketing / fundraising materials)
- Design Development Estimate – at 50% DD
- Design Development Estimate – at 90% DD
- Construction Drawings
- Participation in General Contractor Selection Process
- Construction Administration (including management of potential change orders and production of punch-list)
- Post-Construction (As-Built Drawings, Post-Opening Field Walk)

Throughout its performance of the above scope of work, the selected design team will also actively participate in the following:

- Identification of programmatic priorities, including potential add-alternate scopes of work
- Coordination, phone calls, and meetings with sub-consultants, PEACE staff, and Project consultants (e.g., environmental, IT, etc.)
- Iterative cost estimating and value engineering exercises, in likely coordination with a pre-construction services firm
- Development of materials in furtherance of fundraising activities and the sourcing of project financing
- Incorporation of “green building” design features to the extent practical or per any code or permitting requirements
- Management of entitlement and construction permitting processes, along with any required coordination with the Georgia Department of Education, State Educational Agency.
- Planning relating to the phasing of construction activities, endeavoring to minimize programmatic disruption
- Coordination of FFE and IT-related activities

## **RFP PROCESS: SUBMITTAL REQUIREMENTS AND SELECTION CRITERIA**

### **Submittal Requirements**

Any response to the RFP should be concise and clear for ease of understanding and processing. Respondents will submit one (1) copy of their completed proposal in hard copy and an electronic copy to:

Ebony Keys

Founder/ Executive Director  
PEACE Academy  
1954 Candler Rd. Decatur, GA 30032

Respondents will also submit an electronic PDF copy to:

[e.keys@peaceacademycharter.org](mailto:e.keys@peaceacademycharter.org) (Ebony Keys, Founder/Executive Director)

[m.olaiya@peaceacademycharter.org](mailto:m.olaiya@peaceacademycharter.org), (Mike Olaiya, Board Chair)

[r.ford@peaceacademycharter.org](mailto:r.ford@peaceacademycharter.org) (Ra'Chel Ford, Board Secretary)

[r.pitts@peaceacademycharter.org](mailto:r.pitts@peaceacademycharter.org) (Rueben Pitts, Board Member)

On or before February 2, 2024 at 9 am questions or requests for clarification ("RFC") regarding any information set out in this RFP may be submitted via email to [e.keys@peaceacademycharter.org](mailto:e.keys@peaceacademycharter.org) and [PEACE@PeaceAcademyCharter.org](mailto:PEACE@PeaceAcademyCharter.org). Any information shared or developed per this question / RFC process will be memorialized and shared with all RFP respondents at least 24 hours before the submission due date by posting on the school's website.. To the extent practical, site visits may be arranged in coordination with PEACE staff.

**Due Date:** February 9, 2024 by 5:00 pm EST

### **RFP Deliverables**

Proposals should be submitted in a bound format, with tabs corresponding to the sections below. Please provide the following in the order listed:

1. Cover letter summarizing firm's proposal.
2. Firm name, address, phone number, web address, and point of contact email.
3. History of the firm, including background of the firm's executive management, number of employees, and previous relevant educational design experience, inclusive of renovation projects involving occupied spaces.
4. Scope of Work and Fees (represented as percentage of estimated project costs and reflective of fees relating to sub-consultant contracts), including a full description of each scope along with associated fees, and statement of any exclusions.
5. Detailed project schedule with an anticipated construction start date of Summer 2024.
6. Input regarding project phasing and program allocation throughout construction activities, in consideration of challenges posed by renovation of an occupied facility.
7. Overall approach to the design process, inclusive of stakeholder engagement.

8. Approach to budget development and ongoing budget management, inclusive of add alternate strategies.
9. Project Team
  - a. Organizational chart including proposed sub-consultants.
  - b. Resume for respondent's listed staff.
10. References – Minimum of three.

### **Selection Process and Criteria**

PEACE leadership will review the responses to the RFP. The final candidates will be invited to present and to interview with this review panel. PEACE will evaluate the presentation / interview of each of the finalists, request any necessary additional information, and expeditiously make its selection in furtherance of preserving Project schedule. PEACE will develop and apply objective selection criteria, which will consider all material submitted in response to this RFP, along with all additional information gathered during the interview process.

### **RFP Schedule**

Response to RFP due:	February 9, 2024 by 5pm
Optional Interviews with Finalists:	February 16, 2024 9 - 12 pm (Zoom)
Note - PEACE may opt to conduct an interview with finalists and will notify via email by Wednesday February 14, 2024 if vendors are invited to interview.	
Notify Selected Firm:	Week of February 19, 2024