

**November 20, 2024**

**REQUEST FOR PROPOSAL FOR  
ARCHITECTURAL/ENGINEERING DESIGN SERVICES**

**ATLANTA CLASSICAL ACADEMY  
FULTON COUNTY, GEORGIA**

Atlanta Classical Academy (ACA), a Georgia public school located at 3260 Northside Drive NW, Atlanta, GA 30305, is soliciting proposals from interested firms for architectural and engineering services. For further details, please visit [atlantaclassical.org/rfp](http://atlantaclassical.org/rfp)

**ACA desires to retain the architectural and engineering services of a professional firm for design and construction administration services, under a construction management/contractor format, for the construction of a school facility project. The project includes construction of approximately 46,915 sq ft academic wing and gym, major renovations of approximately 18,200 sq ft of interior space, and approximately 87,000 sq ft of exterior work including removal of modular buildings and restoration/creation of the area as a turf play field, playground, surface parking and outdoor classroom, and resurfacing existing parking lot. The hard costs of the project should not exceed \$23,000,000 including the CM fee.**

To qualify for consideration, an Architectural/Engineering (“A/E”) firm must be prepared to provide the expertise, resources, and personnel experience in project planning, design, cost management, ability to meet project milestones, construction documents, value-engineering analysis, and construction administration during the construction phase of the project.

The services to be performed by the A/E firm will have as their objective the efficient, economical, and timely delivery of the project by managing the design of the project within the time and cost limitations and within the established quality requirements. The services performed during the design phase and construction phase include working with ACA and the Construction Manager At Risk (“CMAR”) in pre-construction project planning, pricing reviews, constructability reviews, and reviewing construction progress and adherence to the design intent.

The A/E firm must provide qualifications that demonstrate their ability, through successful completion of comparable projects, to perform a project of this scope and under a fast-track timeline.

The CMAR will be expected to provide a Guaranteed Maximum Price (“GMP”) for review and approval prior to the start of construction.

## MISSION AND BACKGROUND

Atlanta Classical Academy is a public charter school authorized by Atlanta Public Schools. Located in Atlanta, the school enrolls approximately 700 students in grades K-12.

Our mission is to develop students in mind and character through a classical, content-rich curriculum that emphasizes virtuous living, traditional learning, and civic responsibility.

## PROJECT DESCRIPTION

- Construction of approximately 46,915 sq ft addition including a GHSA competition gym, a warming kitchen and indoor and outdoor dining areas, and academic wing with a physics lab, a flagship classroom, approximately 10 additional classrooms, student restrooms and common areas, elevator, 8 storage areas, a public entry, and 6 offices/conference rooms.
- Major renovations of approximately 4,600 sq ft of interior space to convert the current cafeteria into student restrooms, and approximately 5 classrooms, and 2 offices
- Major renovations of approximately 9,200 sq ft of interior space to convert the current gymnasium into two stories of academic space to accommodate 2 sets of student restrooms, adult restrooms, a faculty lounge, a recital space, a chemistry lab, a biology lab, a classroom and 3 storage rooms
- Major renovations of approximately 4,400 sq ft of interior space to convert the current administrative offices and adjacent classroom into a library, clinic, 2 offices, and adult bathrooms
- Exterior work over approximately 87,000 sq ft including removal of modular buildings and restoration/creation of the area as a turf play field, playground, outdoor classroom, and surface parking, and resurfacing an existing parking lot.

A high-level phased conceptual drawing is available as an attachment.

Design (SD, DD, CD) and permitting should be complete in order to commence construction in December 2025. A Construction Manager At Risk (“CMAR”) will be awarded in early 2025.

## SCOPE OF SERVICES TO BE PERFORMED

Full design services are being requested for the construction of the new addition. For the purposes of this RFP, scope is to include:

- Program verification
- Schematic design
- Design development
- Construction documents
- Construction administration

- Interior design
- Landscape design
- Fixture, furniture, and equipment (FF&E) coordination with ACA
- Civil/Site Design
- Structural engineering
- MEP systems design
- IT/Security/Low Voltage Design
- Permitting and design requirements as it relates to the city of Atlanta

#### TEAM STRUCTURE AND CONSULTANTS

In your response, please include all additional consultants or design partners that you would propose to be included in your project team, including, but not limited to, MEP consultants, structural engineering, etc.

#### SELECTION OF A/E FIRM

The services being sought under the RFP are considered professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the proposers which will result in an award that is in the best interest of ACA.

Selection Criteria to be considered in the evaluation include:

- Qualifications of the persons designed to form the proposer's staff for the services required under the RFP
- Experience working on construction projects with charter school organizations that were delivered on-time and on-budget.
- Demonstrate success relating to A/E services for a minimum of 3 similar projects (fast-tracked, expansion, renovation, etc.)
- References from at least 2 different schools for whom the proposer has performed similar work.
- Experience with similar projects where the value engineering approach has been critical to ensuring that the budget is met.
- Value of architectural services relative to the overall value of the project.
- Demonstrate continuous business operations and financial stability for a period of not less than 5 years.
- Provide current licenses to conduct business in the State of Georgia, carry adequate insurance/bonding, and demonstrate the ability to maintain a presence in the Atlanta area for the duration of the project.
- Demonstrate successful experience in working with construction management services under a CMAR/GMP price for a contract.
- Demonstrate other intangibles which best demonstrate the proposer's ability to provide services to ACA.
- Extent and impact of redlines requested to architectural agreement template.

Evaluations and selection will be performed by a facility team which is comprised of school staff and external experts engaged to support the school throughout this process. Following completion of the initial evaluations, if deemed necessary by the committee, a short-list of candidates may be invited to an interview with the evaluation committee. Information on this interview will be provided prior to the firms selected to interview.

After evaluations, the committee will identify the A/E firm it will recommend based on the information contained in the proposal, reference analysis and interviews, if required. The committee will base its final selection on what it considers to be most advantageous to the school. ACA reserves the right to accept or reject any and all proposals in response to this RFP.

The A/E and CMAR engagement will not utilize AIA documents. The selected A/E firm will execute an agreement based on the attached architectural agreement.

#### RECEIPT AND CONTENT OF PROPOSALS

**Proposals will be received until 3:00 PM ET, Friday, December 20, 2024. All proposals should be emailed to [RFP@atlantaclassical.org](mailto:RFP@atlantaclassical.org) and display “Response to Architect RFP” in the subject line.**

Questions concerning the RFP shall be emailed to [RFP@atlantaclassical.org](mailto:RFP@atlantaclassical.org) and display “Question to Architect RFP” in the subject line. All questions must be received by no later than December 15, 2024.

To be considered for acceptance, the proposals shall contain the following minimum information to be presented as set out in the format and sequence shown.

- Firm History & Information
  - Briefly describe your firm, its officers and executive management. Furnish an organizational chart for your firm specifically indicating and providing resumes for those who will be involved in this project.
- Related School Experience
  - Provide a list of all school projects (at least 3) completed in the past five (5) years by your firm and completed on a fast-track schedule. Further, specifically identify three (3) most recently completed CMAR projects. Provide references from at least two (2) different schools for whom the proposer has performed similar work.
- Current/Recent Projects
  - List all projects with which the firm is currently involved and/or recently completed that are comparable to this project. Identify the firm’s role on the project (e.g. architect of record, associate architect, interior design) and list the budget and timeline for completion.
- Project Approach

- o Provide a brief outline and description of your firm's approach for a project of this nature including a timeline for completion.
  - o Proposed fee structure
- Insurance Information
  - o Provide the name of the insurance carrier, types and levels of coverage, and deductible amounts per claim.
  - o List the firm's annual revenue for each of the past five (5) years.
  - o Supply financial references and main banking references.
- Claims History
  - o List all litigations, arbitrations and mediations in which the firm has been involved in the past five (5) years. This involves claims for more than \$40,000 made by an owner against the firm or by the firm against the owner and indicate the disposition of each such claim, the name of the owner and the nature of the claim.
  - o Has the firm ever been removed from a design services contract or failed to complete a contract as assigned?
- Architectural Agreement
  - o Provide redlines of changes requested to the proposed architectural agreement.

Atlanta Classical Academy ensures equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, national origin, disability, veteran status, or other legally protected characteristics.

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