

THURGOOD MARSHALL ACADEMY PUBLIC CHARTER HIGH SCHOOL

REQUEST FOR PROPOSALS

Bleachers and Gym Floor Rehabilitation

The bid deadline (detailed below) is extended to January 31, 2025

Thurgood Marshall Academy (“TMA” or “the school”)—a nonprofit, college-preparatory, public charter high school located in southeast Washington, DC—seeks a qualified vendor or vendors to replace bleachers and renovate floors in the gym it shares with DCPS Savoy Elementary.

1) Overview & Bid Evaluation

Thurgood Marshall Academy shares a gymnasium with DCPS’s Savoy Elementary School. Thurgood Marshall Academy plans to rehabilitate the bleachers and floor for the benefit of both schools. Rehabilitation is needed for several reasons:

- The gym’s wall-mounted, roughly 300-seat MAXAM/Hussey telescopic motorized bleacher seating system is at the end of its useful life.
- The gym floor beneath the bleachers appears to have sustained damage, leading to erratic operation of the bleachers for several years.
- The entire gym floor will benefit from rehabilitation to improve patched floorboards, repaint athletic striping, and refinish the entire floor.
- The school seeks preventative maintenance contracts to keep new equipment in good working order throughout its useful life.

Bids will be evaluated by TMA’s Chief Operating Officer (“COO”) in consultation with advisors. This is a competitive bid process, not a sealed bid competition. School officials will consider price, quality and feasibility of proposals, vendor qualifications (especially but not only school gym experience), schedule/lead-time, and alignment between the bidder’s proposal and the school’s needs as shown in the Scope of Work. Award of contracts is also contingent upon approval by the project funder.

At the date of release of the RFP, the school plans to cover 100% of costs with private grant funds matched by the school’s own funds, which are in-hand and adequate to cover project costs. Specifically, TMA and Savoy express their gratitude for funding of up to 50% of the project by The Dick’s Sporting Good Foundation/LISC Game On-Community Places to Play Initiative. This bid is nevertheless intended to comply with federal “competitive bid” standards to the extent feasible, and the school reserves the right to request reasonable project changes should federal funds become available (and the school recognizes that such changes may affect project costs).

The school does not plan to hire a construction project manager or general contractor, as the contemplated renovations are modest in comparison with a building construction project.

A drawing of the gym space is attached; the school will provide available additional drawings/specifications only to the winning bidder on an as-needed basis.

2) Meeting & Bid Deadlines

- **Bidders’ Meeting at 2427 Martin Luther King Jr. Ave. SE, Washington, DC, 20020**
(*optional* and no RSVP required; street parking only; adjacent to Anacostia Metro Station)
 - **Friday, January 17, 2025, 10:00 am**
 - Further meetings or individual site visits to be scheduled at the discretion of Thurgood Marshall Academy.

- **Questions Deadline:** All questions must be received as described in the Questions & Information section below by January 29, 2025.
- **Proposal Deadline:** Review of bids will begin after **Friday, January 31, 2025**; bids must be submitted via email to dschlossman@tmapchs.org (see details under Submittal Information, below).

3) **Scope of Work & Project Schedule**

Proposals must respond to this full Request For Proposals (“RFP”).

The project consists of several elements; **vendors can bid to fulfill all or some of the elements, and bidders must clearly indicate which project element(s) they seek to provide:**

- Removal and responsible **disposal of end-of-useful-life motorized bleachers.**
- **Shoring**, and if necessary replacement, of a portion of the floor to better support a new bleacher system.
- Sanding, repairing, painting (re-stripping to match existing lines), and **refinishing the entire gym floor.**
- **Advising** school regarding optimal replacement bleacher system, including but not limited to optimal capacity (in the 300-400 seats range)
- **Providing and installing motorized bleacher system** suitable for the space and appropriate for both elementary and high school students.
- Offering a **preventive maintenance contract** to service the **bleachers**—the school seeks a comprehensive maintenance plan, which includes at a minimum performing regular preventative maintenance for the new bleacher systems, including but not limited to regular inspections and servicing of equipment, typically two to four times per school year.
- Offering a **preventive maintenance contract** to service the **gym floor**, including regular inspections and preventative maintenance of gym floors.

The winning bidder(s) must work with the school to schedule work for a time that best suits instruction and minimizes down-time for the gym. The school seeks to complete work by mid-August 2025, but will consider a longer time-line to accommodate matters beyond the contractor’s control, such as permit or product lead-times.

4) **Questions & Information:**

- **Project questions process:**
 - Questions about the bid and/or project must be submitted in writing to dschlossman@tmapchs.org
 - The school will create a Google Doc responding to questions on an ongoing basis; school officials make no guarantee regarding response times to questions but will make an effort to respond within one business day.
 - The school will send the Question Set link to vendors who provide their email address, but it is the bidders’ responsibility to check the Google Doc for updates.
 - The Bidders’ Meeting described above provides an opportunity to view the site, but bidders’ questions should still be submitted by email.
- Amendments and further extensions of the RFP—if any—will be published exclusively on the page linked below (with e-mail notice to bidders who provide email addresses): <https://thurgoodmarshallacademy.org/about/employment-opportunities/>
- Post-bid queries or protests must be delivered via email within 10 business days of bid decision notification.
- Address general questions to **David Schlossman**, 202-276-4722, dschlossman@tmapchs.org.
- Further information about Thurgood Marshall Academy—including the school’s nondiscrimination policy—may be found at www.thurgoodmarshallacademy.org.

5) Proposal Requirements

Vendors must submit a proposal consistent with the following requirements:

5.A. General Requirements

- Submit a **proposal responsive to this full RFP (especially but not only the Scope of Work)**.
- **Appendix II to 200 CFR** – Bidders must sign the attached commitment to abide by the federal funding regulations, and the commitment shall form part of the contract. (As of release of this RFP, the project is privately funded, but this Appendix II request supports funding projects via federal funds, should they become available.)
- **Conflicts of Interest** – Vendor must disclose in its proposal any potential conflicts of interest presented by the project, whether the potential conflict relates to a business or a personal relationship.
- **Non-Debarment** – Neither bidders nor their subcontractors/suppliers can be barred from doing business with either the US government or the government of the District of Columbia.
- **No Geographic Preference** – The school will not confer any geographic preference for this RFP.
- **Competitive Advantages:** TMA will use **minority businesses, women's business enterprises, and labor surplus area firms** when possible. Such firms are strongly encouraged to apply and describe these qualifications in their proposals.

5.B. Costs & Contracts

- **RFP & Bidder's Proposal Incorporated into Contract** – By bidding, contractors agree that if the contractor is awarded a contract, then (i) its proposal as well as (ii) all elements of this Request For Proposals shall become part of the contract.
- **Contract Documents** –
 - Per the project funder, the school and the contractor will use the following contract and payment-submittal templates (or comparable documents subject to pre-approval by the funder):
 - AIA Form A101, “Standard Form of Agreement between Owner and Contractor”
 - AIA Form G702, “Application and Certificate of Payment”
 - AIA Form G704, “Certificate of Substantial Completion”
 - Bidders must provide all additional quotations, contracts, and/or terms-and-conditions documents in the bid; no additional legal documents can be added outside the bid process.
- **Estimate of Probable Cost:**
Provide the following types of cost data:
 - **Itemize costs per project element** listed in the Scope of Work, (sec. 3 above; as noted in that section, contractors can bid to fulfill all project elements or just specific elements—contractors must, however, clearly indicate which elements they seek to provide as well as itemized costs)
 - **Itemize all other costs**, fees, estimated expenses/out-of-pocket percentages, or any other costs

5.C. Experience and Qualifications:

- The proposal must include a description of bidder's experience, qualifications, and similar work previously performed by the bidder; in particular, bidders should provide examples of similar work for schools.
- The proposal must include a list of no fewer than three references with contact information (name, title, phone, and email address) of individuals that can speak to the scope of work performed and quality of work.
- Bidders must carry insurance coverage consistent with industry best practices and provide proof of insurance upon award of the project.

5.D. General Conditions Statement – By submitting a bid, bidders acknowledge and commit to the General Conditions Statement applicable to all Thurgood Marshall Academy bids, attached below.

5.E. Submission Information

- Review of bids shall begin after **January 31, 2025** (“bid deadline”) unless extended.
 - The school reserves the right to award contracts any time after the bid deadline.
 - The school reserves the right to consider bids presented after the bid deadline (in which case it will give equal consideration to all bids regardless of receipt date), but is under no obligation to reopen contract award decisions, once made, based on bids received after the bid deadline.
 - The school reserves the right to revisit proposals of non-winning bidders if it cannot reach final terms with an awarded bidder in a timeframe that supports successful execution of the project.
 - Review of bids may include questions to individual bidders and/or requests for best-and-final proposals from a group of finalists.
 - Bidders should be aware that, while the school will make efforts in good faith to protect the confidentiality of bids, it must also abide by expectations of transparency. In particular: (1) the school must submit all bids to the DC Public Charter School Board (per DC procurement regulations); (2) the project funder reserves the right to review proposed winning bids, and (3) the school may need to provide reasonable bid details, including but not limited the names of firms that submit proposals, to trade publications or similar entities upon their request.
- Proposals should be no longer than 10 pages, excluding contract documents.
- Documents should be provided in pdf format.
- Bids must be delivered via electronic mail to dschlossman@tmapchs.org
 - Emails cannot exceed a total file size of no more than 5MB;
 - Bidders are discouraged from submitting multiple emails; those bidders submitting multiple emails are responsible for indicating the total number of emails forming their complete bid.

A General Conditions Statement regarding Proposals

The following general conditions apply to all RFPs issued by Thurgood Marshall Academy, whether published publicly or circulated only to invited bidders. The conditions also apply to any proposal made by a vendor to Thurgood Marshall Academy independent of an RFP process, whether provided “cold” by a vendor or requested by Thurgood Marshall Academy. By submitting any proposal of any kind, vendors agree to these conditions.

Acceptance of a proposal neither commits Thurgood Marshall Academy to award a contract to any vendor, even if all requirements stated in the RFP are met, nor limits the school management’s rights to negotiate in Thurgood Marshall Academy’s best interests. School management reserves the right to contract with a vendor for reasons other than the lowest price. The pricing, terms, and conditions offered in any vendor’s response to any RFP must remain valid for 90 days from the date the proposal is delivered. Expenses incurred in the preparation of proposals in response to any RFP and any follow-up information provided is the vendor’s sole responsibility. Except in cases in which the school has published an RFP or related information, any information contained in any RFP or released in relation to any RFP is confidential and may not be disclosed without the express written permission of Thurgood Marshall Academy. All RFPs and all information released by Thurgood Marshall Academy or its agents related to RFPs, whether published publicly or circulated by invitation, constitute the intellectual property of Thurgood Marshall Academy and may not be reproduced without express written permission. Only managers—generally the Executive Director—and Trustees may obligate the school to a contract.

Conflicts of Interest

Vendor must disclose in proposal any potential conflicts of interest presented by the project, whether the potential conflict relates to a business or a personal relationship.

CBE Registration (optional/a plus): Contractors may submit their registration number as a DC Community Business Enterprise (“CBE”) if registered with the DC Department of Small & Local Business Development. Such registration will be a factor—but not necessarily a sole or determining factor—in the school’s consideration of bids, except when funding sources prohibit a geographic preference.

Non-debarment: By submitting a bid, contractors affirm that they (and lessors/subcontractors, if any) are not an excluded party by or disbarred from doing business with or accepting funds from either the U.S. federal government or the government of the District of Columbia. The vendor attests that neither the firm nor any individual principal of the firm is debarred as described above.

RFP Amendments: Unless otherwise indicated, amendments and extensions of RFPs—if any—will be published exclusively on the school website— www.thurgoodmarshallacademy.org (with e-mail notice to bidders who have already submitted proposals including e-mail addresses).

Contact: For further information regarding any RFP contact Chief Operating Officer **David Schlossman, 202-276-4722, dschlossman@tmapchs.org**. Further information about Thurgood Marshall Academy—including our nondiscrimination policy—may be found at www.thurgoodmarshallacademy.org.