

# THE CHARTER LAB SCHOOL



## **REQUEST FOR PROPOSAL**

### **Charter Lab School Mission Lake Master Plan**

PROPOSALS TO BE RECEIVED BY:

DATE: **Tuesday, June 25, 2024**

TIME: **8:00 PM EST**

EMAIL: [charterlabschools@gmail.com](mailto:charterlabschools@gmail.com)

**PROPOSER INFORMATION**

Vendor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Federal ID or Social Security Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Toll-Free Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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*I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respect fair and without collusion and fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Bidder.*

Authorized Signature: \_\_\_\_\_

Name (type or print): \_\_\_\_\_ Title: \_\_\_\_\_

## **PURPOSE OF THE REQUEST FOR PROPOSAL**

The Charter Lab School (CLS) is seeking proposals from qualified firms to develop a comprehensive MASTER PLAN for the Mission Lake property. The firm will work with the Charter Lab School Planning Committee and Christ Central Ministries to develop a MASTER PLAN for the property at Mission Lake to include, but not limited to the proposed school's location and design while continuing to maintain a wilderness look and feel throughout the property. The MASTER PLAN should have the ability to take children and emerge them into a calm, wilderness environment. The MASTER PLAN will be used to define the vision and scope of the project, manage the project costs, and facilitate clear communication and effective collaboration between key stakeholders. This will allow for the project to be well-planned, feasible, and aligned with the goals of the Charter Lab School's location and design.

The MASTER PLAN should include the following components:

- a. Land Use Plan, including resulting lot configuration.
- b. Infrastructure Improvements, including but not limited to, roadway design, anticipated traffic volumes, drainage, stormwater management features, and utilities (sewerage, water, gas, electrical, telecommunications, fiber).
- c. Implementation Plan, including a recommend development plan and cost estimates for improvements;

## **INSTRUCTIONS AND INFORMATION TO PROPOSERS**

Please submit a comprehensive proposal by 5:00 p.m. EST on Friday, June 21, 2024. One copy of your proposal is required and should be emailed and/or addressed and delivered to Raegan McCullough, Charter Lab School Planning Committee Chair, 710 Chapel Road, West Columbia, South Carolina 29172. Any proposal received later than the specified time will not be considered and will be returned unopened to the offeror regardless of when it was mailed. An evaluation of each proposal will be made as soon as possible with the award contingent upon the approval of the Charter Lab School Planning Committee.

The Charter Lab School reserves the right to reject any or all proposals or to cancel this request in its entirety.

Any questions relating to this proposal must be submitted in writing (710 Chapel Road, West Columbia, South Carolina 29172) or email ([charterlabschools@gmail.com](mailto:charterlabschools@gmail.com)) through Tuesday, June 18, 2024. If an email response verifying receipt of request is not received within 24 hours, please call Raegan McCullough at 864-314-7290. A listing of questions and answers will be supplied to all proposers upon request.

***Award:*** These services are exempt from the competitive sealed bidding or proposal requirements of the Institute's Procurement Policy. The project will be awarded based upon the proposal that the Charter Lab School Planning Committee determines best suits the needs of the school.

***Termination:*** Subject to the provisions below, the contract may be terminated for any reason by the Charter Lab School Planning Committee Chair or their designee with thirty (30) day advance notice in writing to the firm.

***Termination for Convenience:*** In the event that this contract is terminated or cancelled upon request, and for the convenience of the Charter Lab School without the required thirty (30) days advance written notice, the Charter Lab School may negotiate reasonable termination costs, if applicable.

**Termination for Cause:** Termination by the Charter Lab School for cause, default, or negligence on the part of the firm shall be excluded from the foregoing provision. Termination costs, if any, shall not apply. The thirty (30) days advance notice requirement will be waived and the default provision in this bid shall apply.

**Term/Option to Extend:** The initial contract period shall be August 2023 through June 30, 2024. The Institute reserves the option to renew the contract for up to two additional years, in increments of one year, under the same terms, charges, and conditions as contained in the original contract. Contract renewals are subject to availability of fiscal year funds and satisfactory performance.

In case of duplicate, similar, or equal proposals, the decision of the Charter Lab School will be final.

## **General Requirements**

The following information should be used to determine the scope of this project and provide pricing for this engagement. Further details can be provided upon request.

## **Description of the Mission Lake**

Mission Lake is approximately 2200 acres of pristine land with a fifty-acre lake and two ponds. Parts of the property have been strategically developed to maintain the wilderness' look and feel. The property is located at 546 State Pond Road, Gaston, SC, which is less than 15 miles from Columbia, SC. Parts of the property are used as a wilderness camp providing opportunities for kayaking, canoeing, camping, fishing, swimming, hiking, trailing walking, and exploration, etc. Although parts of the property have been developed, one is not able to see that at a quick moment. The buildings are strategically designed and situated to fit perfectly into the current landscape, protecting the beauty and feel of the wilderness.

## ***Requirements***

All proposals and reports should be addressed to the Charter Lab School Planning Committee Chair. The MASTER PLAN must maintain the look and feel of the wilderness throughout the property.

## ***Time Considerations***

All proposals must be submitted to Charter Lab School no later than 5:00 p.m. Friday, June 21, 2024.

The Charter Lab School may elect to interview representatives from selected firms.

The contract should be awarded no later than July 2024.

## **Proposal Packet**

In setting forth its qualifications, each firm submitting a proposal shall:

1. **Cover Letter:** Provide a cover letter that introduces the proposing firm and subcontractors, briefly explains relevant past work, and includes a statement about the proposed project. The cover letter should include a summary of the proposer's ability to perform the services described and confirm that the

proposer is willing to perform those services and negotiate a contract with the Charter Lab School Planning Committee. Cover letters should contain contact information for the proposer and should be signed by a person having authority to negotiate and to commit the proposer to a contract.

2. Qualifications and Experience: Provide the relevant qualifications and experience of the proposer for the scope of work and deliverables of this project, including the following:
  - a. Overview: Provide a brief history of each firm, the general responsibilities of each firm under this project, and whether the proposed group has previously worked together on other projects.
  - b. Project Team: List the name, title, and firm affiliation for each professional assigned to this project, as well as their area of specialty and proposed role for MASTER PLAN development; years of relevant experience and education; and role in other similar projects.
  - c. Relevant Experience: Provide examples of prior projects by each firm within the past seven years that best demonstrate the proposer's ability to successfully undertake this project. Include the project name, client(s), description of the services provided, and length of time and cost of the project. Provide the name of the firm, how long the firm has been in business, the length of its experience as well as a brief description of its business activities and history.
  - d. References: Provide references for at least three of the projects listed under Relevant Experience, including the reference's name, title, organization, phone number, and e-mail address.
  
3. Conceptual Approach of Project: Provide a narrative and timeline for how the project team proposes to undertake the project Scope of Work as detailed in Part III-A. Include, at minimum, the following:
  - a. Summary of Approach: Describe the approach, methodologies, deliverables, and capabilities to perform the Scope of Work. Present innovative concepts and methodologies, if any, not discussed in the Scope of Work for consideration.
  - b. Organization: Describe the proposed organizational structure for communication and project delivery between the project firms, between the proposer and the Charter Lab School Planning Committee.
  - c. Timeline: Present a timeline for the completion of the scope of work. The timeline should include all major tasks, responsible parties, and deliverables.

Identify the specific contacts who will be involved in this engagement, the experience each possess, and the location of the office from which they work and provide a detailed biography and/or resume outlining the experience and credentials.

Provide the name and title of person(s) submitting the proposal, the firm's main office address, and primary and secondary points of contact and their telephone and fax numbers (including area codes).

Detail the experience the firm and its staff have in collaborating with school districts and public sector clients; describing how needs specific to the school district/public sector were met and highlighting any experience specific to school districts.

Detail the experience the firm and its staff have with charter schools and wilderness development.

Provide client references, including contact names, addresses and telephone/cell phone numbers.

And provide any additional information that you feel would distinguish your firm in its service to the Charter Lab School.

### **Communications and Response**

Raegan McCullough is the designated Charter Lab School representative for this initiative. For any information relative to this RFP, please direct all inquiries to:

Raegan McCullough  
Charter Lab School Planning Committee Chair  
[charterlabschools@gmail.com](mailto:charterlabschools@gmail.com)  
(864) 314-7290

### **Cost**

Cost Proposal: Proposer's fees and other costs shall be submitted in a sealed envelope separate from the proposal submission. Cost Proposal should follow the price schedule format listed in Addendum I. Cost Proposal should break down the scope of work into tasks, estimate the direct labor hours per task, and identify the total cost by task as well as a final total for all services.

Estimate the total hours, the estimated out-of-pocket costs, and the resulting all-inclusive maximum fee for which the requested work will be done. State the hourly rate to be charged for each staff classification. Fees for subsequent years should be included with a firm not-to-exceed amount.

List the average hourly rate of the firm. Adjustments may be negotiated for changes in South Carolina or federal requirements or for services in addition to the base services. These adjustments will be billed at the average hourly rate proposed by the firm. The Charter Lab School Planning Committee will approve these prior to the performing of services.

### **Period of Agreement**

The term of any contract resulting from this solicitation shall begin on (or about) July 15, 2024, and shall terminate on a date to be determined based on the proposed timeline and to be included in the contract.

### **Notification of Intent to Respond and Clarification Questions**

Please indicate your intention to respond, by email, to the above email address by the *Intent to Respond and Questions Due* date outlined in the *Key Dates* table below. In addition, please provide the contact details of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP. Answers will be provided to all respondents by the *Answers Provided* date.

### **Response Delivery Instructions**

Please submit an electronic copy of your proposal to the email address indicated in the *Communications and Response* section above. All responses must be received on or before close of business (5:00 pm ET) on the *Proposals Due* date indicated in the *Key Dates* table below.

## Key Dates

Event	RFP Issued	Intent to Respond and Questions Due	Answers Provided	Proposals Due
Date	06/07/2024	06/18/2024	06/19/2024	06/21/2024
Time	5:00PM	5:00PM	5:00PM	5:00PM

### No Obligation

The submission of a proposal shall not in any manner oblige the Charter Lab School to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

### Agreement of Non-Disclosure

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed, and submitted to potential partners of the Charter Lab School solely for the benefit of the Charter Lab School.

### No Guarantee

The Charter Lab School makes no guarantee of future volumes and offers volume information for directional purposes only, to assist firms with proposal preparation.

### Right to Protest

Any actual proposer who claims to be aggrieved in connection with a specific solicitation process may submit a protest in writing to the Charter Lab School Planning Committee Chair within seven (7) calendar days after he or she knows or should have known the facts giving rise to the protest.

Any issues raised by the protesting party after the seven (7) calendar day period shall not be considered as part of the protest.

***All offertories must visibly mark as "Confidential" each part of their proposal, which they consider to contain proprietary information.***

ADDENDUM I: Price Schedule Template

Pricing for RFP must be written on the sheet below or using identical table format on separate sheet. General scope of work categories is provided; proposers are welcome and encouraged to add subcategories, tasks, and rows, as necessary.

Item Number	Description	Responsible Firm	Hours	Price/Hour	Total
1	Master Plan: Land Use				
2	Master Plan: Infrastructure Improvements				
3	Master Plan: Implementation Plan				
4	Master Plan: Building?				