

Request for Proposals  
For Design and Architectural Services  
Athenian Academy of Technology and the Arts, Inc.

RFP # 2023-1

**DESCRIPTION OF PROJECT**

Athenian Academy of Technology and the Arts, Inc. (“AAOTA”), a public charter school, is seeking proposals from qualified vendors for design and architectural services, including programming, designing, engineering, and preparing schematic design and construction drawings for a renovation of AAOTA’s existing school campus located at 3118 Seven Springs Blvd., New Port Richey, FL 34655 (the “Design Project”), as more fully set forth below. The firm selected must also serve as the architect during the construction phase of the project, with construction services to be provided by a different vendor. AAOTA is *not* accepting design-build proposals. This request for proposals is limited only to design and architectural services. The Design Project must be completed by March 13, 2023, in a manner sufficient for the architect to prepare a certified cost estimate to be contained the AAOTA’s loan application with the USDA. Construction will commence after the loan commitment is confirmed. All work must be performed in an efficient, cost-effective, and timely manner and in compliance with Florida laws, rules, and codes.

**AAOTA has an estimated budget for the Project of \$2,100,000.  
All Design and Architectural Services proposals must include a fixed fee payment structure.**

**RFP SCHEDULE:**

The following schedule will apply to this RFP:

- RFP Posted on AAOTA’s Website: January 17, 2023
- Question/Answer Period: January 17, 2023, through Friday, February 10, 2023
- Proposal Due Date: Friday, Monday, February 13, 2023, at 5:00 PM EST
- The contract award is expected to be made on February 17, 2023.

**INFORMATION ABOUT AAOTA**

AAOTA is a 501(c)3 non-profit organization that operates a public charter school known as Athenian Academy of Technology and the Arts, which is governed by an independent Board of Directors and serves approximately 400 students in grades Pre-K-8th. The charter school is located at 3118 Seven Springs Blvd., New Port Richey, FL 34655.

Interested vendors may contact AAOTA’s Principal, Evan Markowitz, to ask clarifying questions, schedule a tour, receive the site plan, or inspect the site. Mr. Markowitz can be reached at (727) 372-0200 or [evan.markowitz@aaota.org](mailto:evan.markowitz@aaota.org).

**SUBMISSION INFORMATION**

Proposals are to be addressed and delivered to the Principal of AAOTA in accordance with the instructions and requirements as set forth in this document. Once received, responses to the RFP will undergo evaluation, with a final determination made by the AAOTA Board of Directors. To be considered, interested firms must demonstrate an ability to carry out the scope of services, meet all eligibility requirements, and comply with instructions. Incomplete or late proposals will not be considered.

No offer of intent to enter into a contract with any party for services should be construed from this RFP. AAOTA reserves the right, in its sole discretion, to approve or reject any proposal, or part of any proposal, or all proposals, in accordance with what it deems to be in AAOTA's best interests, as well as to comply with applicable law.

Proposals must be received by the Principal of AAOTA by **Monday, February 13, 2023 at 5:00 PM EST**. Proposals will not be reviewed until after the deadline has passed. Proposals should be submitted via email to [evan.markowitz@aaota.org](mailto:evan.markowitz@aaota.org) and a hard copy of the proposal should be mailed to the following address:

Evan Markowitz, Principal  
Athenian Academy of Technology and the Arts  
3118 Seven Springs Blvd.  
New Port Richey, FL 34655

### **SUBMISSION REQUIREMENTS**

The proposal for services should be clear and concise. Full disclosure and breakdown of all fees are required. It is important to show what services are offered as inclusive, and what services are provided at additional fees considered (non-inclusive). All submittals are to follow the format described in this section. Respondents are encouraged to submit clear, concise responses to this RFP.

To facilitate a timely and comprehensive evaluation of all submitted materials, vendors must submit an RFP response using the provided format. Vendor response must be prepared simply and cautiously in strict accordance with the format and instructional requirements of this RFP. The response must be complete, and where information is omitted, AAOTA reserves the right to treat that response as non-responsive.

- A. **Letter of Transmittal:** Include in the transmittal letter a statement of your ability and agreement to provide all services necessary on a timely basis in order to accomplish the services identified under the scope of work and to meet the minimum contract terms outlined in this RFP.
- B. **Proposal Response:**
  1. **Cover Page:** Appropriate name of RFP, RFP number, and name of company making submission.
  2. **Executive Summary:** A high-level introduction of the proposal.
  3. **Company Background:**
    - i. The response should include a concise description of the company's background with a clear delineation of the company's capabilities to satisfy the scope of work put forth in this RFP, including the number of years in operation, the company's areas of expertise and specialization, the number of persons employed by the company, the number and location of the company's offices, a brief description of key personnel that would be involved in the Design Project, a brief description of any consultants or other third-parties that would be involved in the Design Project, and any other pertinent information.
    - ii. The response should include whether or not any citation has been issued to or against your firm, a firm included in your team, or a firm hired by you in connection with any other project during the last five (5) years for workplace safety law violations or violation of codes or ordinances relating to development

- of a project. If yes, please provide detailed information for each such occurrence regarding: 1) the nature of the violation for which the firm was cited; 2) a summary of the position taken on the matter; and 3) a description of the official resolution or disposition of the asserted violation.
- iii. The response should also identify any litigation the company has been involved with in the last five (5) years relating to work performed for a client or customer, including 1) the nature of the dispute; 2) the status or resolution of the litigation; and 3) the company's position on the claims being litigated.
  - iv. The response should include a brief description of at least three (3) projects similar in size and complexity to the Design Project described in this RFP that are either currently being performed or have been completed by your firm in its overall capacity within the last five (5) years. Description of the projects should include:
    - 1. Scope of project and description of work completed
    - 2. Name of client and address where work was completed
    - 3. Approximate start and substantial completion dates
    - 4. Construction budget
4. **Proposal for Completion of Design Project:** Please include any and all information regarding your company's proposed course of action to complete the Design Project identified in this RFP, including, but not limited to, the following:
- i. Identification of approach to the Design Project and the full scope of services the company would provide.
  - ii. A full description of all costs and fees for the Design Project, which must identify what services are inclusive with the proposed pricing and which services would require an additional fee.
  - iii. Hourly rate schedule for the company's team members, if applicable to the fee structure and price.
  - iv. A timeline for completion of the Design Project, including anticipated start and completion dates along with applicable milestones.
  - v. Other information that may help inform AAOTA's decision.
5. **Conflicts of Interest/Insider Relationships:** The vendor shall provide a list of any family, business, or other relationships which it has with AAOTA's former or current board members, officers, employees, students/parents, or family members of the same.
6. **Resumes:** Provide a professional resume for the key people proposed to be assigned to the Design Project including any subconsultants. Identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm.

#### **AWARD CRITERIA**

The primary award criterion will be the most advantageous proposal in AAOTA's absolute and sole discretion that includes the requested services. The award may be made on the basis of factors other than the lowest fee proposal. The factors which AAOTA may (but is not obligated to consider) include without limitation, in no particular order, and with no particular weighting:

- 1. Completeness and presentation of proposal.

2. Proposed fees and costs, including whether such fees and costs are within AAOTA's budget.
3. Specific knowledge and solutions proposed for the Design Project.
4. Experience of vendor involving projects of similar scope, size, and characteristics.
5. Experience and qualifications of key personnel that would be involved in the Design Project.
6. Litigation, complaint history, and reputation of vendor.
7. Whether any conflicts of interest exist.

### **CONTRACT PROVISIONS**

If the vendor is selected by AAOTA, it is anticipated the parties will utilize AIA B101-2017 Standard Form of Agreement Between Owner and Architect. The following will also be required provisions of any contract between AAOTA and the vendor will need to comply with the following:

**INSURANCE:** The vendor must supply evidence of reasonable and sufficient insurance (in amount of coverage, size of deductible, and strength of insurer) that includes comprehensive general liability coverage (for loss to persons and property) and professional liability coverage in an amount of at least \$1,000,000 per event and \$2,000,000 aggregate, and such other insurance as may be reasonable and customary for the vendor's industry and the work being performed, or as may be required by AAOTA's lender. AAOTA must also be listed as the named insured on the certificate of insurance (COI) on applicable policies.

**LICENSING:** The vendor must supply evidence of all licenses, permits, and certificates required by or possessed under applicable law for it to provide the goods and/or services and conduct business as currently conducted and to be conducted during the term of the contract. If the vendor is not a Florida entity, it must show evidence that it is qualified to do business in Florida.

**APPLICABLE LAW, JURISDICTION AND VENUE:** The contract with any vendor will be construed and interpreted according to the laws of the State of Florida. The exclusive venue of any action arising from or related to the contract will be Pasco County, Florida.

**COMPLIANCE WITH APPLICABLE LAWS:** The vendor shall comply with all applicable statutes, laws, ordinances, codes, order rules, regulations, proclamations, and other governmental requirements, including the requirements of Florida's Jessica Lunsford Act.

**INDEMNIFICATION:** The vendor will indemnify, defend and hold harmless AAOTA, its board members, officers, agents and employees, from and against any and all loss, cost, damage, expense, liability, and claims, including attorney's fees and costs, of any kind, for any acts or omission of the vendor, its officers, agents or employees, in performance of the contract.

**PUBLIC RECORDS:** The vendor will comply with the requirements of Chapter 119, Florida Statutes, to the extent the vendor creates or is in the possession of public records that would otherwise be maintained by AAOTA. This includes the duty to keep and maintain such public records, and, upon request, to allow such public records to be inspected or copied by members of the public within a reasonable time at a cost that is in compliance with Chapter 119, Florida Statutes. Vendor must also ensure that all confidential and exempt records are not disclosed except as authorized by law. Upon the termination of the contract, the vendor will transfer all such public records in its possession to AAOTA or keep and maintain the records in accordance with the Public Records Act.

The contract will also include the following language required under Section 119.0701, Florida Statutes:

IF VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, OR VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT AAOTA'S RECORDS CUSTODIAN AT (telephone number, e-mail address, and mailing address).

**OTHER PROVISIONS:** The contract shall also include such other provisions as are customary for the industry and which reflect the terms of vendor's response to the RFP, or such other terms as the parties may mutually agree, and any provisions required by AAOTA's lender.