



Thea Bowman Leadership Academy

Request for Qualifications: Construction Projects 2024 - 2025

Transportation | Post-Construction
Cafeteria Expansion | Pre-Construction
Elementary Expansion | Construction

Mission

"Thea Bowman Leadership Academy shall become a world class model for high performance urban schools preparing all scholars for academic success and leadership roles in a global society."

DATE: August 15, 2024

Request for Qualifications (RFQ) for Project Manager/Owner's Representative Services

Project Overview:

Thea Bowman Leadership Academy is seeking a qualified Project Manager/Owner's Representative to support the planning, design, and construction phases of several capital projects. These projects include the construction of an Elementary School addition, the expansion of the school's Cafeteria, and the completion of the Transportation Barn. The selected firm or individual will work closely with the Academy's administration to ensure these projects are completed on time, within budget, and to the highest quality standards.

Project Details:

The Project Manager/Owner's Representative will be responsible for, but not limited to, the following tasks:

Cafeteria Expansion

Scope: Expansion of the existing cafeteria to increase seating capacity and improve kitchen facilities.

Pre-Construction Phase:

Assist in the selection of design professionals, contractors, and other consultants.

Provide budget, schedule, and risk management oversight.

Review and provide feedback on design documents.

Coordinate with local authorities and ensure compliance with all relevant regulations.

Elementary School Addition

Scope: Construction of a new addition to the existing Elementary School building to accommodate additional classrooms.

Construction Phase:

Monitor construction progress and ensure adherence to project plans and specifications.

Facilitate communication between the Academy, contractors, and other stakeholders.

Manage project budgets and schedules, ensuring timely completion within allocated resources.

Review and approve change orders, payment applications, and other project documentation.

Transportation Barn Completion

Scope: Completion of the existing Transportation Barn, including structural, electrical, and HVAC work to provide a fully functional facility for school vehicles.

Post-Construction Phase:

Oversee final inspections and ensure all punch list items are completed.

Coordinate the turnover of the completed facilities to Thea Bowman Leadership Academy.

Manage project closeout, including final documentation, warranties, and as-built drawings.

Qualification Requirements:

Interested firms or individuals must demonstrate the following qualifications:

A proven track record of successfully managing similar educational facility projects.

Experience working with commercial, industrial, and schools and understanding of facility requirements.

Strong project management, communication, and organizational skills.

Familiarity with local building codes, regulations, and construction practices.

Capacity to manage multiple projects simultaneously.

Submission Requirements:

Firms or individuals responding to this RFQ must submit the following information:

1. Cover Letter: Introduction to the firm or individual, including a statement of interest and qualifications for the project.
2. Firm/Individual Profile: Overview of the firm or individual's history, experience, and key personnel.
3. Relevant Project Experience: Description of similar projects completed within the past five years, including client references.
4. Proposed Approach: Detailed approach to managing the capital projects, including proposed team structure and management plan.
5. Fee Structure: Proposed fee structure, including hourly rates and estimated costs for the scope of services.
6. References: Contact information for at least three client references.

Submission Deadline:

Responses to this RFQ must be submitted no later than August 23, 2024, to the following address:

**Thea Bowman Leadership Academy
3401 W. 5th Ave
Gary, IN 46402**

Attention: Dr. Marlon R. Mitchell

Alternatively, submissions can be sent via email to gwilliams@theabowmanacademy.org

Evaluation Criteria:

Submissions will be evaluated based on the following criteria:

- Demonstrated experience with similar projects.
- Qualifications and experience of key personnel.
- Proposed approach and methodology.
- Fee structure and overall value.
- References and past performance.

Contact Information:

For questions or additional information, please contact:

Dr. Marlon Mitchell
Thea Bowman Leadership Academy
mmitchell@theabowmanacademy.org

Thea Bowman Leadership Academy reserves the right to reject any submissions and to waive any irregularities or informalities in the RFQ process.