

LEARN DC

Request for Proposals (“RFP”) for Construction Manager at Risk

This document reflects an RFP to procure a fee-based Construction manager at risk to provide construction and post-construction services (the “services”) for a new campus for LEARN DC Public Charter School (“LEARN”). The RFP will be distributed to construction specialists with experience in providing cost estimation, general contracting, and construction management services, with a preference for firms with experience building public charter schools. Proposals will be evaluated by LEARN’s leadership and its representatives.

LEARN: Project Overview

LEARN intends to build a permanent elementary and middle school facility of up to 50,000 sf, located on leased land at 100 Duncan Ave SW, Washington, DC 20032, and within the Joint Base Anacostia-Bolling (“JBAB”) installation. LEARN currently leases 5.7 acres from JBAB and is operating out of +/-18 modular units.

LEARN has engaged Level Field Partners (“LFP”) to provide pre-development real estate advisory services and Studio27 Architecture to provide design services, and a copy of the conceptual design is attached. As part of this scope, LFP has led the RFP process for design and is now coordinating the selection process for pre-construction services. The project timeline is for the design to continue through the end of the year, with construction slated to start in Q1 of 2027.

It is the intention of LEARN to use the AIA’s Contract form AIA A133-2019, Construction Manager-At Risk delivery method. The following scope of services is a representative list of services to be provided and is not intended to represent the entire scope of services required:

Scope of Services:

Preconstruction Phase Services:

Upon award of the project, the Construction Manager will be expected to provide limited pre-construction phase services only and will assist the staff, Owner’s Representative, and the Architect. The scope of work, responsibilities, and required basic services include, but are not specifically limited to:

- Review Owner’s needs, goals, and requirements. Review and recommend a construction phasing strategy based on the project's specific requirements.
- Review the Owner’s previously approved program

- Provide cost estimating and value engineering feedback based on 35%, 60%, 80%, 95%, and 100% Sets. Additional cost estimates may be needed to meet the project's financial goals.
- Review 100% CD and Permit design documents, and create a GMP cost estimate.
- Assist in defining the costs and major cost variables. Prepare, maintain, and continually update a detailed construction budget that will be included in the master project budget prepared by the Owner's Representative.
- Prepare a trade-by-trade breakdown of the construction costs based on the completed and approved Design documents. If the cost estimates exceed the Owner's fixed limit, the CM shall work with the Owner, the Owner's Representative, and the Architect to modify the design as necessary to meet the Fixed Limit.
- Assist in value engineering and systems analysis. Suggest alternate methods and materials for use on the project. Analyze proposed materials and building systems with respect to quality, availability and price. Provide cost comparisons of alternate construction systems and materials during the Design Development and Construction Documents Phase.
- Prepare, maintain and continually update a critical path (CPM) schedule for the construction phase of the project. Identify long lead items, planned milestones, inspection/approval dates, substantial completion and final completion.
- Attend all scope review and drawing-coordination meetings.
- Review final documents during preparation to minimize ambiguities, conflicts, overlaps and omissions between proposed subcontractors and/or trade packages.
- Finalize the Guaranteed Maximum Price (GMP) for the Owner's approval based on the amended 100% complete construction documents. However, the GMP shall represent the CM's guaranteed total construction costs for the entire project, including overhead, profit, general conditions, contractor's contingency, etc., which shall not be increased except for Owner-requested design changes.
- Assist in securing all necessary permits (time is of the essence)

Construction Phase Services

Bidding & Negotiation

- Bidding/Contract Award in accordance with LEARNS's procurement policies.
 - Prepare trade or bid packages identifying the specific scope of work for each trade or contract.
 - Prepare bid forms and documents for soliciting competitive bids.
 - Prepare a list of potential contractors (a minimum of five) for each trade package.



- o Solicit bids for trades, including the distribution of documents, conducting pre-bid conferences, and assisting the architect in resolving questions or interpretations.
- o Receive bids and prepare tabulation of raw bids for the Owner's review.
- o Evaluate and analyze bids as to adequacy and completeness
- o Conduct scope reviews with apparent low bidders and make recommendations for contract award. The Owner reserves the right to select and award work to subcontractors within the GMP, who in its sole opinion, may be in the best interests of the project.
- o Negotiate and award contracts for each trade or category of work.
- o Adjust the GMP and recommended contingencies to reflect any cost reductions based on the final bid awards (buy-out savings)
- o Provide office and daily job site administration for all construction operations.

Construction:

- Provide full-time, on-site coordination and supervision of all trade contracts and construction activities.
- Review work as installed to assure compliance with the construction documents and specifications.
- Procure and coordinate all general layout services, temporary facilities, utilities, and other general conditions items as required or specified for the project.
- Review shop drawings and submittals for accuracy, completeness and compliance with the construction documents before submission to the Architect. Coordinate the submittal and review process.
- Manage and coordinate the flow of project information. Develop and submit requests for information as necessary. Review and distribute responses to the appropriate subcontractors. Prepare cost estimates for any Owner's request for proposals or architect field orders.
- Hold, chair and record regular coordination meetings with the prime contractors and weekly progress review meetings with the Owner, the Owner's Representative and the Architect. Progress meeting minutes will be prepared by the architect.
- Review, consolidate, prepare and transmit monthly pay requests with back-up documentation, including but not limited to copies of subcontractor's invoices.
- Obtain and furnish to the Owner all required insurance certificates, performance and payment bonds and lien waivers from the subcontractors and major material suppliers.
- Provide monthly progress reports addressing any cost or schedule changes, with updated cost estimates and updated CPM schedule.



- Schedule regular inspections of governmental authorities having jurisdiction over the project.
- Provide, implement and enforce all required safety measures at the site for the protection of all workers and all other persons who may be at or near the site, including compliance with all safety statutes, ordinances and regulations (including OSHA) and provide all necessary barricades, fencing and other protection, while allowing Owner and patrons access to other portions of the property as required.
- Secure the Certificate of Substantial Completion from the Architect and the Certificate of Occupancy from the City as soon as possible.
- Obtain, review and transmit close-out documents such as record as-built drawings, guarantees, warranties, and operation & maintenance manuals.
- Review and complete work on all punch lists in a timely manner and expedite completion of all outstanding work and remedial work.
- Ensure all JBAB Construction guidelines and schedules are met.

Post Construction

- Coordinate and expedite the resolution of all construction-related problems.
- Coordinate and expedite the repair and replacement of items covered under warranties and guarantees.
- Conduct follow-up review of the complete facility to help ensure satisfactory performance of all materials, equipment, and systems.

RFP Submittal Requirements

Any response to the RFP should be concise and presented in the same order as the elements listed below. Respondents will submit copies of their completed proposal in an electronic copy to anna@levelfieldpartners.com and Jose@levelfieldpartners.com by **April 17, 2026, 5 pm. EST**

The Proposals submitted are to include the following elements:

- Cover letter summarizing your proposal, qualifications, and proposed project team
- Firm name, address, phone number, web address, and point of contact email
- Firm history and experience, including organizational and executive management background, number of employees, annual business (\$), and relevant educational / charter / non-profit construction experience (inclusive of any experience in Washington, DC, JBAB, or other military installations)
 - Bios for all proposed project team members
 - Contact information for all proposed project team members
- Current project workload



- A proposal for fee (profit and overhead), general conditions, and other costs for construction phase services as described herein, which are to be included within the GMP.
- Approach to cost estimation and bidding, value engineering, and management of possible additional scopes of work
- Draft construction budget and Schedule for the attached conceptual plan, along with VE saving solutions. (Exhibit “A”)
- A pro-forma Certificate of Insurance indicating the minimum required levels
- The Owner requires a performance and payment bond for this project. Provide a cost (expressed as a percentage of the Cost of the Work) and a letter from your insurance carrier indicating your company’s ability to bond a job of this size.
- A listing of similar projects on which the team members have worked. Please provide a summary of the initial budget and schedule as compared to final construction costs and completion dates (including change order amounts) for each project, in addition to a summary of the project’s program.
- The proposed method of pricing and managing change work after a Guaranteed Maximum Price is established. This shall include changes:
 - Before work is subcontracted
 - After work is subcontracted but before any of that subcontracted work is fabricated, purchased, or delivered
 - And after that, the subcontracted work is underway.
 - Separate into Adds and Deducts and identify any CM charges for change orders in a similar manner. Identify in writing the philosophy of the CM in managing changes under this contractual method, and identify references of completed projects, performed under similar contractual arrangements, and the changed work history.
- The proposed approach to local hiring, promotion of MBE/ WBE contracting, and community involvement.
- References – contact information for a minimum of four references

Anticipated Selection Schedule:

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| ▪ Bid Start Date | March 27, 2026 |
| ▪ Deadline for Questions/Clarifications: | April 10, 2026 |
| ▪ Proposal Deadline | April 17th, 2026, 5 pm. EST. |
| ▪ Follow-up Questions & Interviews, as required | Week of April 20, 2026 (target) |
| ▪ Notify Selected Firm | Week of April 27 , 2026 (target) |



Proposal Evaluation Criteria

The Construction Manager selection will be based on the following criteria (in no particular order or ranking):

- The firm's qualifications and experience with similar projects.
- Prior work experience with the Owner, the City, the A/E, and/or Owners Representative on similar projects.
- The CM's expressed commitment to the project and their ability to perform the work based on company resources and commitments.
- Quality and thoroughness of response to RFP
- The proposed breakdown for fee (overhead and profit), general conditions and related work for construction phase services, which is included in the GMP.
- Proposed method of pricing and managing changes to the work after the contract is established, and a written philosophy of change management for this project.
- Demonstration of a long and significant commitment to hiring and promoting a diverse pool of candidates for all levels of positions within the construction industry and allied trades. Particular attention will be paid to demonstrated ability to bring individuals through a complete apprenticeship to full journeyman status.

LEARN typically serves students from historically under-resourced areas and endeavors to promote and encourage the participation of Minority Business Enterprises ("MBEs"), Women Business Enterprises ("WBEs"), and small and other disadvantaged business entities as defined by the Small Business Administration. LEARN will place significant weight on the firm's ability to meet a minimum of 35% MBE/ WBE participation goals. In addition, the firm's community outreach programs, internship and mentoring programs, and use of subcontractors and suppliers to meet the LEARN's goals will be significant during the evaluation and interview process. It is also critically important to LEARN that there is a demonstrated apprenticeship program for those entering the trades from its target communities.



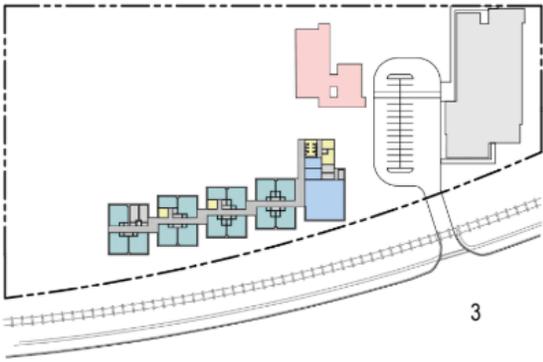
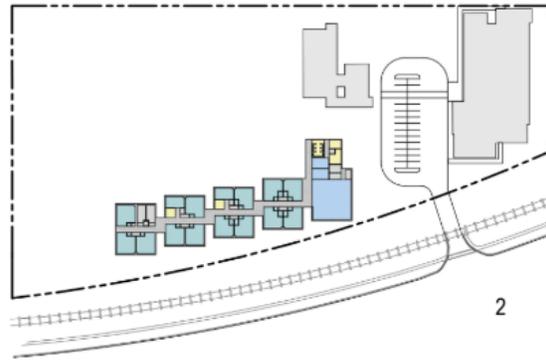
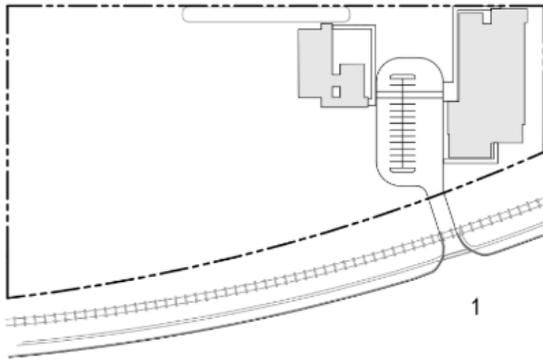
EXHIBIT "A" Conceptual Plans

LEARN DC Concept plans Link:

Please use the link below to access the latest conceptual plans. If you have any issues retrieving the plans, please contact Jose Pacheco- jose@levelfieldpartners.com.

https://www.dropbox.com/scl/fi/2pebowmoyzcumdyaidgze/LEARN_260309.pdf?rlkey=a97u2tbamlfhb3a6bjeiyb3ax&dl=0





① PHASING PLAN
1 : 1500



