



RISE Prep Mayoral Academy

RISE Prep Academies Facilities Committee Meeting

Published on March 19, 2025 at 10:08 AM EDT

Date and Time

Wednesday March 19, 2025 at 10:00 AM EDT

Location

30 Cumberland Street Woonsocket, RI 02895
3rd Floor Conference Room

A vote may be taken on any agenda item.

Zoom link: [https://us04web.zoom.us/j/8615357511?](https://us04web.zoom.us/j/8615357511?pwd=VVhWdElmLzRRWWhvOFZDQVVBZzQrZz09#success)

[pwd=VVhWdElmLzRRWWhvOFZDQVVBZzQrZz09#success](https://us04web.zoom.us/j/8615357511?pwd=VVhWdElmLzRRWWhvOFZDQVVBZzQrZz09#success)

Agenda

	Purpose	Presenter	Time
I. Opening Items			10:00 AM
A. Record Attendance			5 m
B. Call the Meeting to Order			
II. Request for Proposals (RFPs) for SBA Stage II Application			10:05 AM
A. Architect Request for Proposals	Vote	Rosalind DaCruz	15 m

	Purpose	Presenter	Time
B. Owner's Representative Request for Proposals	Vote	Rosalind DaCruz	15 m
III. Closing Items			10:35 AM
A. Adjourn Meeting	Vote		

Note: Members of the public may provide public comment virtually, but the Board of Directors must participate in the meeting in-person.

Coversheet

Owner's Representative Request for Proposals

Section:	II. Request for Proposals (RFPs) for SBA Stage II Application
Item:	B. Owner's Representative Request for Proposals
Purpose:	Vote
Submitted by:	
Related Material:	Owners Representative RFP_RPA_2025.pdf



REQUEST FOR OWNER'S REPRESENTATIVE SERVICES

RISE Prep Academies, a K-12 public charter school district located in Woonsocket, Rhode Island, is requesting proposals (RFP)/qualifications (RFQ) for owner's representative services for a new construction project to build its permanent Upper Academy (grades 9-12) facility.

RISE Prep Academies has entered into a Purchase and Sale for a property in Woonsocket, Rhode Island where it plans to renovate or demolish and newly construct its permanent Upper Academy facility. RISE Prep will require owner's representative services to build its Upper Academy in compliance with Rhode Island Department of Education's (RIDE) School Building Authority regulations.

Project Overview:

The owners are soliciting proposals from qualified firms that provide independent owner's representative services as the primary focus of their business. The selected firm will provide owner's representative services during the design, development, and construction of the proposed school campus and to provide confirmation that the facility fulfills the performance requirements of the district, its occupants, operators, and RIDE.

Qualifications for the provision of these services include extensive experience working with new construction and renovated facilities (acting as an independent agent of the district and not as a member of the design or construction team), familiarity and/or experience with Rhode Island Department of Education School Construction Regulations, training and certification as applicable, and an ability to work well with other members of the project team to resolve issues as they arise. The ability to effectively manage multiple aspects of the project and streamline deadlines and communication between contractors, architects, and the district is a critical component of this role.

II. Scope of Services

The selected firm will assist the district with the oversight and implementation of commissioning. In this regard, the selected firm will act in the capacity of the independent building commissioning agent and will be responsible for managing all aspects of the project commissioning on the district's behalf.

Construction Phase

a) Coordination and Reporting

- i) **Coordination of Construction Activities:** Provide a point of contact to the owner to communicate and coordinate the activities of construction with those of the ongoing activities of the owner.
- ii) **Construction Meetings:** Participate in pre-construction meetings held with the construction manager/contractor, the architect and the owner for the project. Participate in all Construction Progress meetings held with the construction manager/contractor, the architect and the district. Review minutes of the weekly progress meetings to ensure all matters of construction are being considered and reported accurately. Ensure a system is in place for tracking the resolution of issues that are identified at such progress meetings.
- iii) **Owner Meetings:** Attend all meetings held by the project building committee and act as the primary liaison with the districts, building committees, and the design/construction professionals.

- iv) **Monthly Reports:** Submit to the owner monthly reports of the progress of the project. Include the current construction schedule with variance to contract, the current financial status and potential financial exposures and provide details of possible work deficiencies and delays affecting the project.
 - v) **Construction Inspection:** Conduct regular on-site inspections to monitor the work in progress. Assist the owners in determining if the work is generally proceeding in accordance with the Contract Documents and the owner's requirements.
- b) **Scheduling & Finance**
- i) **Monitor Construction Schedule:** Review and recommend for approval the base-line construction schedule submitted by the construction manager/contractor. Obtain and review, on a regular basis an updated construction schedule from the construction manager/contractor. Identify potential variances to the planned completion dates, report variances to the district and solicit contractor adjustments, or recovery schedules to meet the desired construction completion dates.
 - ii) **Project Financial Reporting:** On an ongoing basis, track and monitor all project related expenditures. Project related expenditures include: construction/renovation costs, professional fees, project related expenses, and contingency expenditures. The ongoing financial monitoring and reporting shall include a comparison of actual project expenditures and anticipated project expenditures versus the budgeted costs. Project reporting and monitoring shall endeavor to minimize unexpected financial variances.
 - iii) **Construction Contract Financial Oversight:** Review construction manager/contractor requisitions for payment to verify appropriateness and to ensure the district's interests are protected. Review partial and final Waivers of Liens and Certified Payrolls from suppliers, contractors, subcontractors and any other entity in connection with the project with the payment requisitions. Review requests for change orders prepared by the construction manager, subcontractors and suppliers. Confirm the legitimacy of the scope of the change order; verify the contractual requirements that may impact the approval of the change order, review the impact on the schedule, and verify pricing. Establish and implement a program and procedure to ensure timely identification, review, analysis, and resolution of potential claims and/or disputes. Monitor the construction manager's/general contractor's adherence to these procedures.
- c) **Project Closeout**
- i) **Governmental Approvals:** Assist in obtaining approvals and permits and monitor the status of approvals and permits, including the Certificate of Occupancy that are agreed to be the responsibility of the construction manager and or the contractors.
 - ii) **Record Drawings:** Review and evaluate the construction manager's/general contractor's procedure for obtaining/maintaining a current set of record drawings, specifications and operating manuals. Monitor the implementation of such procedures. At the completion of each project, facilitate delivery of all records and as built documents to the district.
 - iii) **Occupant Move In:** Coordinate all moving logistics for building occupants. Develop a detailed schedule for re-location and move in; establish a process for packing and labeling of moved materials and negotiate, schedule, and coordinate move with the owner's staff.
 - iv) **Closeout of Construction Contract:** Organize, manage, expedite and monitor punch list and project close out issues after substantial completion of a project. Monitor close out requirements and commissioning of buildings including, but not limited to: guarantees, warranties, as-built drawings, maintenance and procedure manuals for new equipment, and ensure sign offs by proper authorities.

III. Selection Process and Qualifications Criteria

- A. **Review of Qualifications & Fee Proposal:** RISE Prep Mayoral Academy will review the qualifications and may select an Owner's Representative based solely on the response to this RFQ. RISE Prep Mayoral Academy may

conduct interviews with qualified firms. RISE Prep Mayoral Academy may request best and final bids from qualified firms.

B. Selection Criteria:

The firm's qualifications, proposed personnel qualification, anticipated services and project approach will be the criteria by which the school district will conduct its evaluation. Please structure your submission with the following sections:

1. **Project Methodology:** Describe any unique approach your firm would bring to this project
2. **Company qualifications and experience** with project management, on comparable projects of similar size and scope as this project
3. **Proposed staffing** plan and project team members' qualifications and experience with project management
4. **Demonstrated experience** as a principal Owner's Representative for projects similar in type and scope (not as a member of the design or construction team GC or CM)
5. **Recommendations** of current and previous clients.
6. **Extent of services offered**, and depth and extent of overall resources that can be put to use to ensure the success of the project.
7. **Proposed Fee**, broken into:
 - a. Design
 - b. Construction
 - c. Close-out
8. **Hourly Rates & Terms**

IV. Instructions for submission of Qualifications

March 20, 2025: RFP Issued

April 1, 2025: Site Walk-Through (8:30-9:30 AM)

April 4, 2025: RFIs Due 3:00PM

April 8, 2025: RFI Responses Posted 3:00PM

April 11, 2025: Proposals Due 12:00PM

- A. **Submission Logistics:** Four copies of the Qualifications must be submitted and received from each interested firm at the following location on or before by 12:00PM, addressed to:

Rosalind DaCruz
RISE Prep Academies
30 Cumberland Street
Woonsocket, RI 02895

Questions regarding this RFQ should be directed by April 4, 2025 3:00PM to:

Rosalind DaCruz
RISE Prep Academies
30 Cumberland Street
Woonsocket, RI 02895