



BOARD ACTION MEMO

TO: Members of the Ogden Preparatory Academy Board
FROM: OPA Administrative Team
DATE: February 10, 2022
ACTION: Authorize RFP's for professional services

Background:

OPA Administration has been working with advisors to determine the feasibility of constructing an approximately 25,000 sf building to accommodate school facility needs and a possible addition of a pre-school program. Because of the current supply chain challenges in the building industry and the backlog in the building permitting process, it has been recommended that we start the development process sooner than later. In order to facilitate a fall 2023 occupancy of the new building, we would need to begin construction by July or August of 2022.

Permitting, design, and financing will all need to be coordinated months ahead of that time. We will need a Finance and Development Advisor to assemble the construction team and coordinate bond financing, an Architect to oversee engineering and design, an Owner's Representative to manage the construction process and a General Contractor to oversee the building process.

We propose to hire a firm who can support OPA Administration in conducting the required RFP's and bidding for all other professional services. It will be critical to hire the right professionals that can represent OPA without any conflicts. It will also be important to assemble a team that can do most of the heavy lifting, since OPA Administration is busy with school obligations.

Proposal:

We are asking the Board to authorize OPA Administration to conduct an RFP for a Finance and Development Advisor, an Architect, and a General Contractor. OPA Administration intends to bring final recommendations for each of these professional services back to the Board for final approval at the regular March 2022 board meeting.

Anticipated Action:

I motion that we authorize the OPA Administration to conduct RFPs for three professional service providers related to the construction of the proposed facility expansion, including a Finance and Development Advisor, an Architect, and a General Contractor.