

# Request for Proposals (RFP)

---

## Design-Build Services for Capital Project Improvements



### *International Charter School of Atlanta – Upper Campus*

#### *Design-Build RFP – Phase 1 Capital Improvements*

##### **1. Introduction**

The International Charter School of Atlanta (ICSAtlanta) invites qualified design-build teams to submit proposals to provide comprehensive design and construction services for capital improvements at its Upper Campus located at 1675 Hembree Rd, Alpharetta, GA 30009.

The objective is to complete necessary renovations, upgrades, and amenities to enhance the learning environment, address facility needs, and align with the school's mission of providing an international, multilingual education while instilling cultural awareness, respect, and tolerance for others.

##### **2. Project Overview**

Project Name: Phase 1 Capital Improvements – Upper Campus

Owner: International Charter School of Atlanta (ICSAtlanta)

Location: 1675 Hembree Rd, Alpharetta, GA 30009

Anticipated Budget: \$1-\$1.5M

Project Delivery Method: Design-Build

**Owner's Representative / Program Manager:** Vandermeer Management

Hayes Todd & Luke Norris are project representatives.

[hayes@vandermeermgt.com](mailto:hayes@vandermeermgt.com)

[luke@vandermeermgt.com](mailto:luke@vandermeermgt.com)

**Scope of Work (general):**

- Enhance / modernize canopy at entrance (see attached inspirational images), replace perimeter sidewalks, upgrade landscaping and grading at entrance creating a new greenspace.
- New canopy at student drop-off, with connection to entrance canopy, replace sidewalks in same area with extension for added student capacity
- Parking lot scope is mill and repave existing parking lot and entrance drive

**3. Project Goals**

- Provide safe, modern, flexible learning spaces.
- Deliver cost-effective design and construction solutions.
- Minimize disruption to ongoing school operations.
- Complete the project on schedule and within budget.
- Foster collaboration between school leadership, staff, and the design-build team.

**4. Schedule**

<b><u>Milestone</u></b>	<b><u>Date</u></b>
RFP Issued	January 7, 2026
Pre-Proposal Meeting & Site Walkthrough (Mandatory)	January 15, 2026 (Invite with specific time to follow)
Deadline for Questions	January 21, 2026
Proposals Due	February 4, 2026
Interviews (if needed)	February 16 - 18
Selection & Notice of Award	Pending Board Schedule
Anticipated Project Start	TBD
Substantial Completion	TBD

## 5. Submission Requirements

Proposals must include, at a minimum:

1. Cover Letter – Brief introduction and expression of interest.
2. Team Qualifications – Resumes of key personnel and relevant experience.
3. Firm Experience – Summary of similar K–12 or charter school design-build projects.
4. Approach & Methodology – Description of design approach, project management, cost control, and communication plan.
5. Preliminary Schedule – Proposed timeline with key milestones.
6. Fee Proposal – Breakdown of design and construction services – design fees will be converted into a fixed cost as the initial agreement. Construction costs shall be established at the time of Guaranteed Maximum Price at the Construction Documents milestone.
7. References – Minimum of three (3) relevant client references with contact information.

## 6. Evaluation Criteria

Proposals will be evaluated based on:

- Qualifications and experience of firm and key personnel.
- Relevant project experience.
- Approach and understanding of project goals.
- Proposed schedule and ability to meet deadlines.
- Fee structure and value offered.
- References and past performance.

## 7. Pre-Proposal Meeting

A mandatory pre-proposal meeting and site walkthrough will be held at the Upper Campus on January 15, 2026. Attendance is required to submit a valid proposal.

## 8. Submission Instructions

Submit one (1) electronic PDF copy of your proposal to:

Contact Name: Luke Norris

Title: Director of Operations

Email: luke@vandermeermgt.com

Proposals must be received no later than 12p on Wednesday, Feb 4. Late submissions will not be considered.

## 9. Additional Information

ICSAntlanta reserves the right to reject any or all proposals, to waive irregularities and informalities, and to award a contract in the best interest of the school.

ICSAntlanta plans to utilize the AIA A141 contract template for Design-Build services

Questions: All questions must be submitted in writing to Luke Norris,  
luke@vandermeermgt.com, by January 21<sup>st</sup>.

Responses will be shared with all prospective proposers.

We appreciate your interest in partnering with the International Charter School of Atlanta to deliver these important capital improvements.

Exhibits:

- A: Inspirational Photos
- B: Procurement Rules



# Inspirational Photos - Canopies



# Inspirational Photos - Canopies





# Inspirational Photos - Canopies



# Inspirational Photos – HVAC Screens

