

PROVIDENCE CREEK ACADEMY

REQUEST FOR PROPOSALS (“RFP”)

Approximately 5,500-Square-Foot Upper School Expansion Project

RFP Issue Date: August 2026

Proposal Due Date: October 15, 2026 at 12:00 PM

Pre-Bid Meeting: September 16, 2026 at 9:00 AM — Optional

Anticipated Award: November 2, 2026

Anticipated Construction Start: November 2026

The top RFP’s may be invited to present proposals at the October 26th regular meeting of the Board of Directors which begins at 6:00 PM.

PCA reserves the right to reject proposals for any reason permitted by law, in its sole discretion.

Project Location: Providence Creek Academy, 273 W. Duck Creek Road, Clayton, Delaware 19938

1. INVITATION TO PROPOSE

Providence Creek Academy (“PCA”) invites qualified and experienced construction firms to submit proposals for the construction of an approximately **5,500-square-foot expansion to PCA’s existing Upper School building**, in accordance with Appendix A (the “Project”), in Clayton, Delaware.

PCA seeks a qualified contractor capable of delivering a high-quality Project on schedule and within the budget approved by PCA while maintaining a safe and secure environment in an operational school for students and staff.

PCA intends to select the contractor that provides the **best overall value**, considering qualifications, experience, project approach, cost, schedule, safety, quality, and demonstrated ability to successfully complete comparable projects. The lowest proposal will not necessarily be selected.

2. ABOUT PROVIDENCE CREEK ACADEMY

Providence Creek Academy is a K–8 public charter school located in Clayton, Delaware. PCA is committed to providing students with a safe, nurturing, academically rigorous environment and an integrated academic, arts, and athletics program.

The Project will allow PCA to address growing instructional, therapeutic, collaborative, and arts-related needs while creating flexible spaces designed to support the whole student.

3. PROJECT PURPOSE

PCA's existing facilities do not provide sufficient specialized space to support the school's expanding instructional and student-support programs.

The Project will create approximately 5,500 square feet of additional space designed to support four primary functions:

1. **Sensory Wellness Hubs**
Specialized spaces supporting students with sensory, emotional-regulation, and other student-support needs.
2. **Learning Intervention Labs**
Flexible spaces supporting academic intervention, small-group instruction, specialized instruction, and collaboration with academic and mental-health professionals.
3. **Educator Efficacy & Innovation Center**
A collaborative professional learning environment supporting Professional Learning Communities, instructional planning, professional development, data analysis, and teacher innovation.
4. **21st-Century Digital Media & Recording Studio**
Specialized space supporting music, recording, digital media production, ensemble activities, and the continued expansion of PCA's arts programming.

The completed facility should be functional, durable, flexible, energy-efficient, and appropriate for a K–8 educational environment.

4. PROJECT DELIVERY

PCA is seeking a qualified firm to provide **design-build/construction services** as identified in Appendix A and have the Project completed no later than July 1, 2027.

The selected contractor shall coordinate all required construction activities and shall provide the labor, materials, equipment, supervision, subcontractor coordination, project management, and related services necessary to complete the Project in accordance with the approved plans, specifications, applicable codes, and PCA requirements, while staying within budget and completing the Project on time.

The selected contractor shall coordinate with PCA and its designated representatives throughout design development, permitting, construction, commissioning, and closeout and shall inform PCA, and get PCA's prior written approval for, any changes to the budget approved by PCA or the timeline for completion of the Project.

5. SCOPE OF WORK

The contractor's proposal shall include a budget detailing all work reasonably necessary to complete the Project and obtain a Certificate of Occupancy, except for specifically identified exclusions.

A draft of the space layout is located [HERE](#).

The anticipated scope includes, but is not limited to:

Site and General Construction

- Site preparation and site work
- Excavation and grading
- Foundations
- Concrete
- Structural systems
- Masonry
- Steel
- Wood framing and fabrication
- Roofing
- Gutters and downspouts
- Insulation
- Waterproofing and moisture protection
- Exterior finishes
- Doors and windows

Interior Construction

- Interior partitions
- Drywall
- Ceilings
- Flooring
- Painting and finishes
- Interior doors and hardware
- Casework and lockers
- Specialized room finishes
- Acoustic treatments as identified in the Project documents

Building Systems

- Plumbing, fixtures, and related finishes
- HVAC systems
- Electrical systems
- Lighting

- Fire alarm and life-safety systems
- Fire suppression systems, as required
- Security systems
- Information technology infrastructure
- Telecommunications infrastructure
- Other building systems required for a complete and operational facility that meets the needs listed in the Project documents and Project Purpose (identified in Section 3 herein).

*Costs for permits should be listed in the proposal as an added expense to PCA.

**The proposal shall include reasonable allowances for required design services, including civil engineering, where applicable.

***PCA is paying for this project using local funds. Prevailing wages do not apply to this project.

Project Completion

The contractor shall provide all labor, materials, equipment, coordination, testing, inspections, commissioning, punch-list work, documentation, and other services necessary to finish the Project and deliver a complete and functional facility.

The contractor shall identify in its proposal any items that it believes are necessary for completion but not expressly included in this RFP or any documents attached hereto.

6. EXCLUSIONS

The following items shall **not** be included in the base construction proposal unless specifically identified as an alternate:

- Instructional furniture
- Furniture, fixtures, and equipment (“FFE”)
- Land-use development fees
- Performance and payment bonds

Any additional exclusions, assumptions, allowances, or qualifications shall be clearly identified in the proposal. PCA reserves the right to reject proposals containing material exclusions that are not disclosed.

7. PROJECT REQUIREMENTS

The selected contractor shall:

- Provide a qualified project manager and superintendent who will keep PCA informed of the status of the Project and promptly respond to informational and update requests by PCA.
 - Provide adequate staffing and supervision throughout construction.
 - Coordinate all subcontractors and suppliers.
 - Maintain a current Project schedule and keep PCA informed of, and get its prior approval for, any deviations from that schedule.
 - Maintain Project documentation and regular progress reporting.
 - Identify potential cost and schedule issues, and inform PCA of those issues, as soon as they arise.
 - Obtain required permits and inspections unless otherwise assigned in the Project documents.
 - Coordinate required utility connections and building systems.
 - Protect existing PCA facilities.
 - Maintain a safe and secure construction site in an operational K-8 school.
 - Maintain appropriate separation between construction activities and ongoing school operations.
 - Minimize disruption to students, staff, and school activities.
 - Complete all punch-list items and required closeout documentation.
 - Obtain the required Certificate of Occupancy and approvals for the completed facility.
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8. CONSTRUCTION IN AN OPERATING SCHOOL

PCA is an active school campus. Student and staff safety shall be the selected contractor's highest priority.

The contractor shall submit a site logistics and safety plan addressing, at minimum:

- Construction-site security, including digital security measures (as necessary)
- Separation of construction areas from students and staff
- Safe construction entrances and exits
- Material deliveries
- Construction traffic
- Dust and debris control
- Noise control
- Air-quality control
- Temporary utilities (if needed)
- Emergency access
- Protection of existing utilities and facilities
- Daily site cleanup
- Coordination with PCA's school calendar and operations

The contractor shall coordinate with, and obtain PCA's prior written approval for, any work it believes could disrupt PCA's operations.

9. CONTRACTOR QUALIFICATIONS

Proposers must demonstrate the experience, financial capacity, personnel, and resources necessary to successfully complete the Project.

Each proposer shall provide:

A. Company Qualifications

- Company name and address
- Years in business
- Description of primary construction services
- Staffing levels with a breakdown by position
- All relevant licenses and certifications necessary to complete the Project required by applicable laws, rules, and regulations and proof such licenses and certifications remain current and in good standing
- Bonding capacity
- Evidence of appropriate insurance coverage
- Financial capacity sufficient to complete the Project
- Disclosure of past lawsuits or other legal actions involving the company or any of its principals, representatives, or agents
- Any supplemental information supporting the company's qualifications

B. Relevant Experience

Provide information on at least **three comparable projects**, preferably including:

- Educational facilities
- Projects constructed in an occupied school environment
- Projects of similar size and complexity
- Projects involving specialized instructional or arts spaces

For each project, provide:

- Client
- Project location
- Project value
- Project size
- Initial budget
- Actual cost to complete project
- Start date

- Anticipated completion date
- Actual completion date
- Scope
- Reference contact information

C. Proposed Project Team

Identify:

- Project executive
- Project manager
- Superintendent
- Lead subcontractors
- Other key personnel

Provide resumes or qualifications for key personnel and identify their expected involvement in the Project.

10. SUBCONTRACTORS

Subcontracting is permitted. The company selected shall be solely responsible for contractual performance and management of all subcontract relationships and assumes responsibility for work quality, delivery, installation, maintenance, and any supporting services provided by a subcontractor in connection with the Project.

Proposers shall identify anticipated major subcontractors and provide:

- Company name
- Trade
- Years in business
- Relevant experience
- Key qualifications
- Proposed Project role

PCA reserves the right, in its sole discretion, to approve or reject proposed subcontractors based on qualifications, experience, safety, other legitimate Project considerations, or any other reason permitted by law.

11. PROPOSAL REQUIREMENTS

To be considered responsive, each proposal shall include the following sections in the order listed:

1. Cover Letter

A concise letter signed by an authorized representative of the company.

2. Company Qualifications (as set forth in Section 9(a) herein)

Company history, qualifications, all requisite licenses, bonding capacity, insurance, and relevant experience.

3. Comparable Project Experience (as set forth in Section 9(b) herein)

At least three comparable projects and references.

4. Project Team (as set forth in Section 9(c) herein)

Qualifications and availability of proposed Project personnel.

5. Understanding of PCA's Project

Describe the company's understanding of the Project and identify any anticipated construction challenges or risks.

6. Project Approach

Describe how the company will manage design coordination, construction, subcontractors, quality control, communication, and Project closeout.

7. Construction Schedule

Provide a preliminary schedule showing:

- Pre-construction activities
- Design coordination
- Permitting
- Procurement
- Construction start
- Major milestones
- Substantial completion
- Final completion

8. Safety and School Operations Plan

Describe how the contractor will protect students, staff, visitors, and the existing school during construction.

9. Pricing Proposal

Provide the complete base proposal price and all required allowances, alternates, unit prices, assumptions, and exclusions.

10. Exceptions

Clearly identify any exceptions to the RFP requirements.

Failure to clearly identify an exception will be interpreted as acceptance of all requirements set forth in this RFP and documents attached hereto.

11. Required Certifications and Forms

Include all required signed forms and certifications identified by PCA in this RFP and documents attached hereto.

12. PRICING REQUIREMENTS

PCA requests a **detailed budget proposal** for the complete Project, as identified herein and in any document attached hereto.

Pricing shall clearly identify, at a minimum, the items listed in Section 5 of this RFP along with totals for the following items:

Item	Proposal
Base Construction Cost	\$ _____
Design/Civil Engineering Allowance	\$ _____
Other Required Allowances	\$ _____
Alternates	<i> UnitPrices Attached **</i> <i>Total Proposed Cost ** **</i>

Proposers shall separately identify all exclusions and assumptions.

The proposal shall not contain undisclosed costs that PCA could reasonably expect to be included as necessary to complete the Project.

The proposal should contain a reasonable contingency.

The contractor shall describe its approach to change orders, including how costs will be documented and approved in advance by PCA.

13. PROJECT SCHEDULE

PCA anticipates the actual construction to begin in **January of 2027** and be completed on or before **July 1, 2027**.

The contractor shall provide a detailed preliminary schedule with its proposal.

The schedule shall demonstrate the contractor's ability to complete the Project within the required Project timeframe and shall identify any anticipated risks that could affect timely completion.

The contractor shall promptly notify PCA of any circumstance that may affect the approved schedule and obtain PCA's prior written approval for any schedule alternations.

14. PRE-BID MEETING

An optional pre-bid meeting and site visit will be held:

Date: September 16, 2026

Time: 9:00 AM

Location: Providence Creek Academy
273 W. Duck Creek Road
Clayton, Delaware 19938

Prospective proposers are strongly encouraged to attend.

Attendance is not mandatory unless PCA subsequently issues an addendum stating otherwise.

15. QUESTIONS AND CLARIFICATIONS

All questions regarding this RFP, drawings, specifications, scope, or Project requirements must be submitted in writing.

Questions Due: September 30, 2026 at 12:00 PM

PCA intends to issue written responses by October 5, 2026.

Oral statements or informal discussions shall not modify the RFP. Only written responses or formally issued addenda shall be considered binding.

RFP Contact

Denise Stouffer

Head of School

Providence Creek Academy

273 W. Duck Creek Road

P.O. Box 263

Clayton, Delaware 19938

denise.stouffer@pca.k12.de.us

All questions and communications regarding this RFP shall be directed to the above designated contact. Communications made to other PCA personnel or by means other than as set forth in this Section 15 will not be allowed or recognized as valid.

Proposer is fully responsible for the completeness and accuracy of their proposal and for examining this RFP and all documents attached hereto. If proposer believes there are discrepancies, omissions, or unclear or ambiguous provisions or instructions in this RFP and its attached documents or should any questions arise concerning this RFP, proposer shall notify Denise Stouffer (in accordance with this Section 15) at least 10 business days prior to the proposal due date. Protests based on any alleged omission or error, or to the contents of this RFP, are waived if not brought to the attention of Denise Stouffer as set forth herein.

16. PROPOSAL SUBMISSION

Proposals must be received no later than:

October 15, 2026 at 12:00 PM

Electronic proposals shall be submitted to:

denise.stouffer@pca.k12.de.us

The email subject line shall include:

PCA 5,500-Square-Foot Expansion – RFP Proposal

The electronic proposal should be submitted as a single PDF unless PCA provides different instructions by addendum.

Late proposals will not be considered.

The proposer is responsible for confirming receipt of its proposal.

Proposers with a disability may receive accommodation regarding this RFP or participation in the RFP process. For more information, contact Denise Stouffer by email as indicated above no later than 10 days prior to the proposal due date.

17. PROPOSAL EVALUATION

PCA will generally evaluate responsive proposals using the following weighted criteria:

Evaluation Category	Points
Contractor Qualifications & Relevant Experience	15
Understanding of PCA's Project & Scope	15
Cost & Overall Value	25
Project Schedule & Ability to Meet Milestones	15
Construction Management & Communication	10
Quality, Safety & Risk Management	10

Evaluation Category	Points
Subcontractor & Project Team Capacity	5
Warranty, Closeout & Post-Construction Support	5
TOTAL	100

PCA will evaluate, in its sole discretion, the overall value and risk associated with each proposal rather than selecting a contractor solely on the basis of lowest price.

18. EVALUATION PROCESS

PCA anticipates the following process:

Step 1 – Responsiveness Review

PCA will review proposals for completeness and compliance with mandatory requirements.

Step 2 – Evaluation

Responsive proposals will be scored using the 100-point evaluation rubric.

Step 3 – Shortlist

PCA may, in its discretion, invite proposers to participate in an interview or presentation.

Step 4 – Clarification and Negotiation

PCA may request clarification, additional information, or a Best and Final Offer from one or more proposers.

Step 5 – Recommendation

PCA will select the proposer determined to provide the best overall value and to have the qualifications, experience, capacity, and approach necessary to successfully complete the Project.

Step 6 – Contract

No work may begin until a written contract has been approved and executed by authorized representatives of PCA.

19. BOARD PRESENTATIONS

PCA anticipates inviting the top two or three proposers to present to the PCA Board of Directors at the regularly scheduled meeting on October 26th at 6:00 PM.

Presentations may address:

- Project approach
- Proposed Project team
- Construction schedule
- Budget management
- School safety
- Communication
- Risk management
- Experience with comparable projects
- Questions from the Board

PCA reserves the right to request additional information following presentations.

20. REFERENCES

PCA may contact any current or former client of a proposer, whether or not included in the proposal.

PCA may also visit comparable completed projects as part of its evaluation.

References may be considered in determining the proposer's:

- Quality of work
 - Schedule performance
 - Budget management
 - Communication
 - Change-order practices
 - Safety
 - Responsiveness
 - Overall project performance
-

21. ADDENDA

PCA reserves the right to modify this RFP by written addendum.

All addenda will be provided to prospective proposers through the method designated by PCA.

Proposers are responsible for acknowledging and incorporating all issued addenda into their proposals.

22. PROPOSAL COSTS

PCA will not reimburse proposers for costs incurred in preparing or submitting proposals, participating in interviews, or preparing presentations.

23. PROPOSAL VALIDITY

Proposed pricing shall remain valid for **the entirety of the Project until completion** following the proposal deadline unless otherwise agreed to in writing by PCA, regardless of any internal or external factors impacting the anticipated Project or proposer.

PCA may request an extension of proposal validity when necessary to complete the evaluation and contracting process.

24. CHANGES AND WITHDRAWAL OF PROPOSALS

A proposer may withdraw its proposal prior to the proposal due date set forth herein by providing written notice to PCA.

Any modification to a proposal must be received before the proposal due date.

Proposals may not be modified after the proposal due date unless PCA formally requests clarification, negotiation, or a Best and Final Offer.

25. RIGHT TO REJECT OR CANCEL

PCA reserves the right to:

- Reject any or all proposals;
- Reject a proposal that is incomplete or non-responsive;
- Request clarification or additional information;
- Conduct discussions or negotiations;
- Request Best and Final Offers;
- Select a proposal other than the lowest-cost proposal;
- Cancel or postpone the RFP process;
- Modify the scope of work;
- Award the Project subject to, and contingent upon receipt of, available funding and required approvals.

PCA is under no obligation to select the lowest-priced proposal.

Except for the confidentiality obligations set forth in Section 34 herein, this RFP is a solicitation of bids only and is not binding on PCA.

26. CONTRACTOR RESPONSIBILITY

Before award, PCA may evaluate the apparent successful proposer's:

- Financial capacity
- References
- Safety record
- Licensing
- Insurance
- Bonding capacity
- Litigation history
- Experience
- Proposed subcontractors
- Ability to meet the Project schedule
- Overall capacity to successfully complete the Project

PCA may reject a proposer determined not to be responsible or capable of successfully completing the Project.

27. INSURANCE AND RISK

The selected contractor shall maintain insurance appropriate for the Project and as required by the final contract.

The contractor shall be responsible for protecting its work, materials, equipment, employees, subcontractors, and the existing PCA facility throughout construction.

Specific insurance requirements shall be incorporated into the final contract.

28. BONDS

The RFP pricing exclusions identify performance and payment bonds as excluded from the base proposal.

If PCA determines that bonds are required as a condition of award or financing, PCA may address the cost and requirements through an addendum, alternate, or contract revision.

29. CHANGE ORDERS

No change in scope, cost, or schedule shall be authorized without written approval from PCA's authorized representative.

Change-order requests shall include:

- Description of requested change
- Reason for change
- Labor costs
- Material costs
- Subcontractor costs
- Contractor markup
- Schedule impact
- Supporting documentation

The contractor shall not proceed with additional work unless specifically authorized in writing.

30. QUALITY CONTROL

The contractor shall maintain a customary quality-control process appropriate to the Project.

The contractor shall promptly correct defective or non-conforming work at its own expense when such work is the result of failure to comply with the PCA approved plans, specifications, codes, or contract requirements.

31. CLOSEOUT AND WARRANTY

Before final payment, the contractor shall provide all required closeout materials, including as applicable:

- Certificate of Occupancy
- Final inspection approvals
- Warranties
- Operation and maintenance manuals
- Equipment documentation
- As-built drawings
- Testing and commissioning records
- Final lien releases
- Punch-list completion
- Keys and access credentials

- Training for PCA personnel where appropriate

The contractor shall provide a clear warranty process and designated contact for post-construction service.

32. REQUIRED PROPOSAL CHECKLIST

Each proposer shall submit, including as set forth herein:

- ☐ Signed cover letter
 - ☐ Company qualifications
 - ☐ Comparable project experience
 - ☐ At least three client references
 - ☐ Proposed Project team
 - ☐ Proposed subcontractors
 - ☐ Project approach
 - ☐ Preliminary construction schedule
 - ☐ School safety/site logistics plan
 - ☐ Quality-control approach
 - ☐ Base construction price
 - ☐ Design/civil engineering allowance
 - ☐ Alternates, if applicable
 - ☐ Unit prices, if applicable
 - ☐ List of exclusions and assumptions
 - ☐ Change-order methodology
 - ☐ Required licenses and certifications
 - ☐ Proof of insurance
 - ☐ Bonding capacity
 - ☐ Non-collusion certification
 - ☐ RFP exceptions, if any
 - ☐ Acknowledgment of all RFP addenda
 - ☐ Other forms specifically required by PCA
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33. PROJECT SCHEDULE

The following schedule represents PCA's current anticipated procurement timeline and may be modified by written addendum:

Milestone	Date
RFP Issued	August 2026
Optional Pre-Bid Meeting/Site Visit	September 16, 2026 – 9:00 AM
Questions Due	September 30, 2026 – 12:00 PM
PCA Responses to Questions	October 5, 2026
Proposals Due	October 15, 2026 – 12:00 PM
Proposal Evaluation	October 2026
Board Presentations	October 26, 2026
Best and Final Offers, if requested	October 30, 2026
Anticipated Award	November 2, 2026
Anticipated Construction Start	November 2026

All dates are subject to change by PCA.

34. CONFIDENTIALITY

PCA is a public agency as defined by state law, and as such, is subject to the Delaware Freedom of Information Act, 29 *Del. C.* §§ 10001, *et seq.* (“FOIA”). Under FOIA, certain PCA records are public records and subject to inspection and copying.

Proposers are advised that once a proposal is received by PCA and a decision on an award is made, its contents may become public record and nothing contained in the proposal will be deemed confidential except proprietary information. Proposers shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a proposer believes they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Proposers must submit such information via email in accordance with Section 16 herein by the proposal due date in a separate document labeled or titled “Proprietary Information.” The email transmitting the documents must include a description of the proprietary information contained therein and a representation, in good faith, that the information is not “public record” as defined by 29 *Del. C.* § 10002(d).

Proposer may not disclose any non-public information of PCA that it learns during the RFP process and that is identified by PCA as non-public and confidential.

35. NON-SOLICITATION

Proposers shall not, directly or indirectly, solicit any employee of PCA to leave PCA's employ in order to accept employment with proposer, its affiliates, actual or prospective contractors, or any person acting in concert with proposer, without prior written approval of PCA. Solicitation of PCA employees by a proposer may result in rejection of any proposal. This Section 35 does not prevent the employment by a proposer of a PCA employee who has initiated contact with the proposer.

36. FINAL PROPOSAL CERTIFICATION

By submitting a proposal, the proposer certifies that:

1. It has carefully reviewed the RFP and all available Project documents, including those attached hereto, and is fully informed as to all existing conditions and limitations associated with the RFP and RFP process.
2. It has had the opportunity to inspect the Project site.
3. It understands and can meet the scope and requirements of the Project.
4. Its proposal is complete and accurately represents the proposed cost and approach.
5. All exclusions and assumptions have been disclosed.
6. It has the qualifications, personnel, equipment, and financial capacity necessary to complete the Project.
7. It has complied and will continue to comply with all applicable laws, rules, and regulations during the RFP process and in connection with submission of a proposal, including those regarding collusion, fraud, and solicitation.
8. It will comply with all applicable laws, codes, regulations, permits, and Project requirements.
9. The laws of the State of Delaware shall apply to this RFP and, if proposer is awarded a contract in accordance with this RFP, consents to jurisdiction and venue in the State of Delaware.
10. The individual signing the proposal is authorized to bind the proposer.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Email: _____

Telephone: _____

APPENDICES

Appendix A – Project Plans and Technical Specifications

Appendix B – Proposal Pricing Form

Appendix C – Required Contractor Certifications

Appendix D – Proposal Evaluation Rubric

Appendix E – Draft Construction Agreement

Appendix F – Site Logistics and Safety Requirements