INFORMAL REQUEST FOR PROPOSAL (Informal RFP)  
for  
Consultant Services for New Elementary School Project  
20FSI-ProjectConsultant-0001  

Frontier Schools, Inc. (FSI) is seeking a Consultant to:  
• Coordinate and facilitate processes for buy-in input from Board; Neighborhood; and Students  
• Construction Project development and management;  
• Preparation of Preliminary Schedule setting forth the Timeline, Planning, Finance and Construction of Project;  
• Assessing and Acquiring Financing for Project--specifically New Tax Credits and Historic Building Tax Credits;  

FSI anticipates that the term of any resulting contract will be April 15, 2020 through completion of project (anticipated July 31, 2021).  Service Providers may not contact any employee or Board Member of FSI about this informal RFP other than the Superintendent for FSI, listed below:  

Ugur Demircan  
Superintendent - Frontier Schools Inc.  
30 West Pershing Rd. Suite 402  
Kansas City, Missouri 64108  
E-mail: udemircan@frontierschools.org  

If a Service Provider or someone acting on a Service Provider’s behalf attempts to discuss this Informal RFP orally or in writing with any members of FSI's Board of Directors or any employee of FSI, then the Service Provider may be disqualified.  

Submission of Proposals:  Service Providers interested in providing the services described under the “Description of Work and Scope of Services” shall submit proposals to the Superintendent of FSI no later than 12:00 PM CST on Friday, March 27, 2020.  Any proposal received after this deadline shall not be considered.  

Proposals shall include the following information which will enable FSI to make a judgment about the Service Provider’s ability to perform:  

• Sufficient information regarding the Service Provider’s ability to perform the work identified in the Description of Work and Scope of Services;  
• “Service Provider Cost Proposal – FSI's Informal RFP 20FSI-ProjectConsultant-0001 ”; and  
• Résumé, including experience providing Construction Project Management services as set out above and assistance with financing efforts through New Market Tax Credits and/or Historic Property Tax Credits, for not-for-profit entities specifically, but for-profit entities as well.  

Service Providers may submit written questions regarding this Informal RFP and the procurement process to the Superintendent of FSI at the above address through 4:30 PM CST on March 10, 2020.  Written responses to any questions received will be provided no later than March 13, 2020 to all potential Service Providers via email to all known applicants and will also be posted on the office door at the address listed above.
SCOPE OF WORK & SERVICES

- Coordinate and facilitate processes for buy-in input from Board; Neighborhood; and Students
- Construction Project development and management;
- Preparation of Preliminary Schedule setting forth the Timeline, Planning, Finance and Construction of Project;
- Assessing and Acquiring Financing for Project--specifically New Tax Credits and Historic Building Tax Credits;

FSI reserves the right to reject any or all submitted responses, in whole or in part, to advertise a new Informal RFP, to abandon the need for such Informal RFP, and to cancel this Informal RFP opportunity at any time prior to the execution of a written contract.

All information submitted by a Service Provider may be treated as a public record by FSI unless at the time its response is submitted. Costs proposals may not be treated as confidential information.

By submitting a response, a Service Provider agrees that it will not bring any claim or have any cause of action against FSI based on any misunderstanding concerning the information provided within the informal competitive bidding opportunity or concerning FSI’s failure, negligent or otherwise, to provide the Service Provider with pertinent information as intended by this Informal RFP.

If the apparent successful Service Provider fails to negotiate and deliver an executed contract within a reasonable period of time following selection, then FSI may, in its sole discretion, cancel the award and award the contract to the next highest ranked Service Provider.

FSI shall have the sole option to amend the contract resulting from this Informal RFP for subsequent periods.

**Evaluation Criteria:** Proposals will be reviewed by members of the Board of Directors for FSI and the contract awarded to the responsible Service Provider submitting the best proposal. The lowest priced proposal is not necessarily the best proposal. The Board of Directors members reviewing the proposals will make their technical recommendation using the following technical criteria, which are listed in no particular order:

a. Total cost of the Services;
b. Experience Project Management;
c. Experience and references that demonstrate, to the satisfaction of FSI, the expertise and ability of the Service Provider to provide the Statement of Work described in the Informal RFP;
d. Capacity of the Service Provider to complete responsibilities described in the Statement of Work; and
e. Experience in obtaining new tax credit financing and historic building tax credits.

After the technical proposals are evaluated and scored, the evaluation committee will score Service Provider Cost Proposals submitted on the “20FSI-ProjectConsultant-0001” form.
Service Provider Cost Proposal – FSI Informal RFP 20FSI-ProjectConsultant-0001
The Service Provider Cost Proposal shall include an all-inclusive, total cost in U.S. Dollars (including all expenses, etc.) to complete the tasks listed in the description of work scope and services. All fees expected for payment are to be included in this bid.