

Duneland Charter School  
800 Canonie Drive  
Chesterton, IN 46304  
(219) 983-9800 / alee@discoverycharter.org  
www.discoverycharter.org

## **REQUEST FOR PROPOSAL**

### **Landscaping Quote – Drainage update**

April 24, 2024

#### **1. Summary**

a. Introduction. Duneland Charter School is currently accepting proposals for your services on correcting/expanding a failing retaining wall and the resulting drainage issues in the parking lot, as well as updating a drain located outside the gym to improve drainage. The desired start date for the project is June 01, 2024 with a tentative duration of 2 months and ending on or about August 01, 2024.

b. Purpose. The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidates, conduct a fair evaluation based on the prescribed criteria, and select the candidate(s) who is/are the best fit for the project. Duneland Charter School reserves the right to award contract(s) as it sees fit and to the bidder or bidders of its choosing when and how it deems appropriate.

#### **2. Nature and Scope of Work**

a. The purpose of this project is as follows:

Correcting drainage problems in and around Discovery Charter School.

b. Project Description:

##### 1.DCS Staff Parking Lot

- A retaining wall (approximately 50 yards in length) is needed along the back wooded area line. Also, drain tile must be installed to ensure water flows to drain and away from lot.

- Drain needs to be consistently cleaned to prevent flooding.

##### 2. Drain outside gym

- Remove mulch from surrounding area as it clogs drain; replace surrounding area with sod or rock to prevent clogging drain.

- Add drainage swale directing water to drain

Location: 800 Canonie Drive, Chesterton, IN 46304

## 2. Selection Criteria

All offer submissions that meet the requirements of this RFP and are submitted by the deadline will be considered based upon the materials provided. The following criteria will be used for selecting the winning bid(s):

- a. Use of correct format
- b. The proposal's ability and likelihood of achieving the desired outcome of the project
- c. Past performance of bidder's similar services
- d. The experience and expertise of the bidder's management and staff
- e. The proposed budgeted costs of the project.

Duneland Charter School reserves the right to suspend or terminate acceptance of proposals at any time as it sees fit, for any reason, without notice or obligation to any bidder.

## 4. Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- a. Description of relevant experience
- b. List, title, and employment status of your organization's management and employees
- c. References, testimonials, or samples of your work (as applicable)
- d. Resources you will assign to this project (number, title, experience)
- e. Full plan of action
- f. Timeframe for project completion including both start and end dates
- g. Project management methods and details

**5. Required Format.** The proposal should be in the following format and address, in detail, the needs and requirements of the proposed project.

- a. Contact Information. Provide the name, title, phone number, and email for the best contact for follow up questions and/or to notify of bid status.
- b. Summary & Qualifications. Use this section to introduce yourself, your company, and provide information on your relevant experience and qualifications.
- c. Methods and Plan. Describe your methodology and capabilities for meeting project deliverables and detail your plan of action for executing and completing this project. Include a detailed milestone timeline in this section.
- d. Expectations and Results. Explain your expectations for the project and summarize the results you anticipate achieving. Include a summary of your anticipated timeline for completion in this section.
- e. Management and Staff. List all applicable personnel that would be involved with this project, along with their titles, roles, and qualifications. Include the estimated costs associated

with this personnel in this section.

f. Communications. Provide a communication plan for how you intend to communicate internally and with project managers to ensure progress and completion of the project.

g. Equipment and Resources. List all necessary equipment and associated costs. Include details of any outsourced or contracted work here.

h. Budget and Costs. Provide a detailed breakdown of all anticipated expenses, as well as a summary of the total proposed costs of the project.

i. Licensing and Bonding. If applicable, list any and all required licenses and/or bonds and include copies of your licensure and/or bond.

j. Insurance. If applicable, provide details of your insurance coverage related to this project.

k. References. Provide two (2) references for previous work of a similar nature.

## 6. Deliverables

Proposals will be accepted until 4:00 PM CST on May 10, 2024. Any proposals received after this date and time will be returned to the submitting bidder. The proposal must be signed by an official agent or authorized representative of the bidder.

Any outsourced or contracted work is subject to the requirements of this RFP and must be clearly disclosed in the proposal. Any and all costs must be listed in the proposal, including any outsourced or contracted work. Proposals that include outsourced or contracted work must provide a name and description of the individuals and/or organizations being contracted. All costs must be itemized and include a detailed explanation of all fees and associated costs.

Terms and conditions will be negotiated upon selection of the winning bidder(s) and will be subject to review by Duneland Charter School and/or its legal advisors, including but not limited to scope, costs, timeline, and anything else applicable to the project.

Send proposals using the following methods:

Via email to [alee@discoverycharter.org](mailto:alee@discoverycharter.org) and [gguernsey@discoverycharter.org](mailto:gguernsey@discoverycharter.org)

For any questions about this RFP, please contact Mr. Lee at (219) 983-9800 or [alee@discoverycharter.org](mailto:alee@discoverycharter.org).

## 7. Timeline

RFP sent: April 24, 2024

Proposals in response due: May 10, 2024

Review of proposals: May 13, 2024 to May 15, 2024

Winning Bidder selected: in an upcoming Discovery Board Meeting

Contract negotiations with the winning bidder will begin immediately following notification of selection.

Contract negotiations will be completed by May 2024

Bidders who were not selected will be notified by May 2024