



EMERALD
CHARTER SCHOOLS

Request for Qualifications

regarding

Architectural and Engineering Design Services

to serve



EMERALD ACADEMY

January 23, 2023



Background

Opened in 2015, Emerald Academy is a free, independently operated college preparatory school, serving grades K-8, and is Knox County's first, and only, public charter school. Emerald Academy was founded through Emerald Charter Schools to close achievement gaps between students in urban and suburban schools and produce college and career ready graduates. Located at 220 Carrick Street in Knoxville's Mechanicsville area, the Academy inhabits the once 9th Ward School, built in 1883 and later renamed Moses School in 1916. Prior to the Emerald Academy's occupation, the building served as a community center, police academy, and most recently, the Boys and Girls Clubs. The arrival of the Academy brought the building back to its roots, filling its' hallways with teachers and scholars.

Emerald Academy currently serves 450 scholars, with almost 90% living in city neighborhoods.

In 2020-2021, Emerald Academy earned the highest possible level of growth in literacy, in numeracy and in the composite score of all tested areas. Additionally, scholars did not experience the extensive learning losses demonstrated by their peers across the district and state, and instead realized learning gains across several grades in reading and math. This resulted in scoring a Level 5 – the highest Tennessee Value-Added Assessment System score – across every single category. These results contributed to Emerald Academy earning “**Charter School of the Year**” in 2021 and a “**Changemaker Charter School**” in 2022 by the Tennessee Charter School Center.

VISION

Emerald Academy's vision is to dramatically increase the number of Knoxville students who graduate eighth grade well-prepared for high school and the college of their choice. To achieve this goal, we will create a replicable, model kindergarten through eighth grade school that closes the achievement gap and alters the trajectory of our urban youth. Emerald Academy will prepare our scholars for success through our four pillars: academic excellence, effective teaching, a highly relational culture grounded in high expectations and robust parent and community engagement.

MISSION

Prepare urban scholars for the college of their choice and community leadership.

VALUES

- **High Expectations:** We believe everyone can achieve.
- **Excellence:** We keep learning so we can be the best.
- **Respect:** We treat others the way we want them to treat us.
- **Teamwork:** We work together.
- **Commitment:** We press on, even when it gets hard.

OUR GOALS

Long-Term Goal

- By 2025, Emerald Academy will be a reward school, as measured by Tennessee's revised accountability system.

Near-Term Goal

- *Growth:* 70% of scholars will meet their growth goals on the NWEA MAP assessment.
- *Achievement:* A majority of scholars will perform on grade level.

Request for Qualifications (RFQ) – Response Submittal

PROJECT OVERVIEW

Emerald Charter Schools is looking to partner with a professional architecture firm to provide design and engineering services for the renovation and enhancement of restroom facilities at Emerald Academy, located at 220 Carrick St. Such services shall generally include, but are not limited to, planning, design, presentation and technical documents, construction document development, bidding and negotiation, and construction administration. The submitting firm shall be responsible for engaging any professional engineering or specialty consultants associated with the project scope. Submittals in response to this RFQ will be used to evaluate and select the appropriate firm.

This project (design and construction) will be funded with Elementary and Secondary School Emergency Relief Funds (ESSER 3.0 (ARPA)). Firms will be required to comply with all Local, State and Federal laws and regulations including Uniform Guidance and David-Bacon prevailing wage requirements.

RESPONSE FORMAT AND CONTENT

Interested firms shall submit the following information in a Statement of Qualifications for consideration:

1. Cover Letter

Firm Overview (15 Points)

2. Firm name, a brief overview of the firm, contact person and contact information.
3. Organization chart with proposed personnel for this project identified.
4. Full resume of team leader.
5. Brief resumes of proposed project personnel.
6. Describe the firm / team's ethos and approach in working with community and / or non-profit organizations, and how it is addressed / incorporated into your planning and design.

Project Experience (50 Points)

7. Present at least three and a maximum of five projects best representing your abilities to respond to the needs of Emerald Charter Schools. Emphasize elements of experience illustrating expertise with charter schools, facility upgrades / renovations, non-profit organizations and / or educational institutions. Summarize the scope and provide references for each project.
8. Summarize any additional relevant experience.

Approach (35 Points)

9. Define your approach, methodology, and schedule for completion of design and construction efforts.

RESPONSE SCHEDULE AND INSTRUCTIONS

▪ RFQ Release	January 23, 2023
▪ Deadline for Questions	January 30, 2023 – 12:00 PM EST
▪ Response Submittal Due	February 08, 2023 – 2:00 PM EST
▪ Award by Emerald Charter Schools	Week of February 13, 2023
▪ Notice to Proceed	February 20, 2023

Written questions only should be addressed to David Wells, VP of Administration, Emerald Service Bureau @ dwells@emeraldyouth.org no later than **noon EST January 30, 2023**. Written responses to submitted questions will be distributed to all invited firms by noon February 3, 2023.

Qualifications shall be submitted as a **file-share link to a single PDF** (no email attachments), no later than the stated due date and time to the email address listed. Submissions by any other means will not be accepted.

No contact between interested entities and anyone associated with Emerald Charter Schools or Emerald Academy is permitted, subject to disqualification. All correspondence must be directed to the VP of Administration, David Wells.

Statements of Qualifications should be addressed to David Wells, VP of Administration, Emerald Service Bureau @ dwells@emeraldyouth.org and received by **2:00 EST February 08, 2023**.

Submittals will be evaluated on qualifications only. Do not submit any fee / cost information subject to disqualification. The highest ranked entity may be selected for negotiation of a contract for services using **AIA Document B101-2017 “Standard Form of Agreement between Owner and Architect”**. Should Emerald Charter Schools not reach agreement with that entity, negotiations will proceed with the next highest ranked entity. Selection process and decision is at the sole discretion and convenience of Emerald Charter Schools.

Thank you for your interest,

David Wells

David Wells, Vice President of Administration