



REQUEST FOR QUALIFICATIONS AND PROPOSAL

for

Charter School Executive Leadership Consultant

For BEST Grant Project

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1.0 Invitation for Request for Qualifications and Proposal

Mountain Song Community School (MSCS) is conducting a qualifications-based selection process to retain a consultant who will represent the operational, pedagogy and mission objectives Mountain Song Community School during the execution of the 2023-24 BEST grant project.

Mountain Song Community School as member of the Alliance for Public Waldorf Education, is a public charter school that utilizes developmentally appropriate holistic education to nurture the body, mind and heart of each student (<https://mountainsongschool.org/about>)

The current Executive Director of MSCS, Dr. Teresa Woods, is retiring from MSCS in June of 2024. Dr. Woods has been instrumental in defining the scope of the BEST project which was awarded to MSCS in June of 2023. Since that time, Dr. Woods has provided guidance and direction to the Design-Build team during the design phase of the MSCS BEST project. The Design-Build Team will issue construction drawings in mid-June 2024 and begin the HVAC replacement scope in summer of 2025.

MSCS is seeking a consultant to assume the role Dr Woods has provided to date: a Charter School Executive Leadership Consultant for the duration of the MSCS BEST project.

2.0 Charter School Executive Leadership Consultant Responsibilities

The Charter School Executive Leadership Consultant will provide the following services to MSCS:

- Serve as BEST Project MSCS Executive Team Member to faithfully represent the interests and philosophy of MSCS .
- Provide monthly project updates to the new MSCS Executive Director and the MSCS School Board. Updates to be provided in a written report and verbal presentation at MSCS monthly board meetings.
 - Support MSCS Executive Director understanding of BEST project impact on MSCS operations and academic programming.
- Work to support and enhance the collaborative and synergistic efforts of the entire BEST project team with reliable communication, organization, and executive skills.
- Available for 10-20 hours/week from regional location (within 2 hours travel time to MSCS)
 - Attendance of in-person, on-site meetings as needed during design and construction.
 - Attendance of virtual meetings as needed during design and construction.
 - Provide direction and decisions required on behalf of MSCS to support BEST project.
 - **BEST Project Phase 1:** June 1, 2024 through May 31, 2025 (funded)
 - **BEST Project Phase 2:** June 1, 2025 – August 15, 2026 (TBD)
- Maintain clear and organized records of communication, documents, and direction provided to the BEST project team.

- Work collaboratively with MSCS Owner’s Representative. Weekly check-in required. Respond to all requests within 24 business hours.
- Provide “not to exceed” hours per month fee proposal for consultant services identifying anticipated tasks, duration, deliverables and reimbursables.

3.0 Charter School Executive Leadership Consultant Qualifications

Required Qualifications for Charter School Executive Leadership Consultant

- Charter school leadership experience of 4 years, minimum
- Understanding of Colorado public charter school compliance
- Waldorf trained – see attached Alliance for Public Waldorf Education: Teacher Preparation Recommendations
- Understanding of Rudolf Steiner indications for school environments and architectural principles
- Successful grant project management experience
- Effective Communication and Organizational Skills

Preferred Qualifications for Charter School Executive Leadership Consultant

- Waldorf teacher experience
- Operational food service experience
- Understanding of agricultural arts educational programs
- Successful grant writing experience
- Experience with BEST grant application and project execution
- Knowledge of design and construction project delivery

4.0 MSCS Owner Representative

MSCS has retained the services of an Owner Representative, from M Fisher Collaborative Works LLC, to represent its interests throughout this solicitation and for the duration of the project.

Any inquiries should be directed to the MSCS Owner’s Representative: Michelle Fisher at mfisher@mfishercollaborativeworks.com by email or cell: 303.710.1881. Do not contact MSCS staff or Administration directly.

5.0 MSCS BEST Project Description

Mountain Song Community School has been awarded a capital funding BEST Grant for

improvements, renovation and an addition to Mountain Song Community School. For the project summary, refer to page 166 of the 2023-24 BEST Grant Application Summary Book, linked below.

<https://www.cde.state.co.us/capitalconstruction/fy2023-24bestgrantapplicationsummarybook>

Project Name: HVAC Replacement, Addition and Security Improvements

Project size: 40,800 SF

6.0 RFQ/RFP Schedule

The following is the schedule for the Design-Build Team selection process:

| | |
|---|---------------------------------|
| RFQ/RFP Information Distribution Date | April 9, 2024 |
| Optional walk through 2904 W Kiowa Street | April 12, 2024, 3:30pm |
| Confirm intent to respond to RFQ/RFP | April 26, 2024 by 5:00pm |
| Last day for Requests for Clarification (RFIs) | May 6, 2024 by 5:00pm |
| Response to Clarifications | May 7, 2024 by 5:00pm |
| Submittal Deadline for RFQ/RFP | May 9, 2024 @ 4pmpm |
| Short List Notification | May 13, 2024 |
| Interview of shortlist candidates | May 16, 2024 |
| Notification of award | May 22, 2024 |

7.0 RFQ/RFP Submittal Process

Submittal qualifications and proposals to be emailed to Owner's Representative Michelle Fisher directly mfisher@mfishercollaborativeworks.com. If you require assistance, please contact Michelle directly by email or cell: 303.710.1881.

Submittals received after the date and time above will not be considered.

8.0 MSCS Facility Tour Opportunity

Candidates will have the opportunity to tour the MSCS Facility. Owner Representative Michelle Fisher will be present to address questions and inquiries related to the RFQ/RFP submittal requirements. Attendance at the MSCS tour is not mandatory.

MSCS Facility Tour Date and Time: **April 12, 2024, 3:30pm**

Meet at the front desk. Access to MSCS concludes at 4:30pm.

Mountain Song Community School
2904 West Kiowa Street
Colorado Springs, CO 80904

Facility access will be provided by Owner Representative Michelle Fisher. Call cell: 303.710.1881 if needed.

9.0 Request for Clarification or Information (RFIs):

All questions must be addressed to the Owner's Representative. Please refrain from contacting the Owner or representatives of MSCS directly.

Michelle Fisher – Owner's Representative

Phone: 303.710.1881

Email: mfisher@mfishercollaborativeworks.com

Questions or requests for clarification to the RFQ/RFP shall be submitted in writing by email, and a written addenda response will be emailed to all respondents.

10. RFQ/RFP Submittal Requirements

Throughout the submittal, emphasis should be placed on the candidate's qualifications to meet the consultant responsibilities, and relevant experience in the design and construction of

facilities of similar size and complexity to the MSCS BEST project.

There is no page limit for the Statement of Qualifications and Proposal, however, concise responses addressing the specific requirements of this RFQ/RFP will aid in the evaluation process.

The qualifications statement shall include the following information, numbered, and tabbed, in the order indicated below:

i. Cover Letter

Present in brief, concise terms, a summary of the candidate's qualifications. Identify the candidate who will be the point of contact, title, and contact information including email and telephone number(s). Signature of the cover letter must declare that the information submitted is in all respects fair and in good faith without collusion or fraud.

ii. Qualifications of Candidate

Provide a resume. List the individual's firm and position therein, project responsibility, education, license or registration (where applicable), affiliations, publications, awards, and relevant experience.

Changes in the awarded candidate may not be made without the consent of the MSCS.

iii. Client References

Provide three client references. Provide the name, current telephone number and relationship to reference.

iv. Fee Proposal

Provide "not to exceed" hours per month fee proposal for consultant services identifying anticipated tasks, duration, and deliverables. Identify reimbursables and any other relevant expenses.

11.0 Selection Criteria and Evaluation:

Candidates will be judged on their ability to meet the required and preferred consultant qualifications and job description. Preference may be given to local candidates.

- Proposed Fee
- Professional experience and skills that demonstrates best value for MSCS.
- Ability to foster team synergy, effective communication and creative problem solving.

- Experience, understanding and appreciation for Waldorf education.

12.0 Owner Provided Information

The following owner-furnished data will be available through a link to SharePoint provided to each candidate. Please email Owner's Representative to request SharePoint access.

Candidates are asked to review and reference Owner provided information.

- MSCS Existing Drawings
- MSCS BEST Grant Application Summary
- Project Design and Construction Schedule
- Design Development Drawings for BEST project.

13.0 Owner Rights and Disclaimers:

The selection of the Consultant will be a value-based decision that supports the interests of the MSCS. The MSCS selection committee will make a recommendation based on the RFQ/RFP submittal, the interview, and client reference input.

All costs incurred by candidates associated with the preparation of this submittal, attendance at interviews and contract negotiations in response to this RFQ/RFP are the sole responsibility of the candidate.

Mountain Song Community School is very appreciative of your interest in our project. We look forward to reviewing your submittal and the opportunity to work together.

End of RFQ/RFP

for Mountain Song Community School