

**Request for Proposals (“RFP”)  
For Design-Build Construction Services**

This RFP is Being Issued by:

**Hawthorn Academy  
9062 S 2200 W  
West Jordan, UT 84088**

Date of RFP Issue: June 1, 2026

Deadline to Submit Proposals: June 15, 2026 at 3:00 p.m.

## I – KEY DATES

- A. Date of RFP Issue: June 1, 2026
- B. Question and Answers: Any questions about this RFP must be submitted by email to Dr. Floyd Stensrud ([fstensrud@hawthornacademy.org](mailto:fstensrud@hawthornacademy.org)) by June 5, 2026 at 5:00 p.m. Any questions submitted after this date and time may not be answered. By June 9, 2026 at 5:00 p.m., the school will post on its website (<https://hawthornacademy.org>) answers to all timely questions submitted by email.
- C. Voluntary Site Visit: Interested offerors may contact Hawthorn Academy to schedule a site visit while the RFP is pending. There is no mandatory site visit, however.
- D. Deadline to Submit Proposals: June 15, 2026 at 3:00 p.m.
- E. Opening of Proposals: June 15, 2026 shortly after 3:00 p.m. at Hawthorn Academy West Jordan campus front office. **Offerors are not expected to attend the opening of proposals.**
- F. Review of Submitted Proposals June 2026
- G. Anticipated Contract Award Date: June 2026
- H. Anticipated Contract Term: Approximately June 2026 to project completion.
- I. Commencement of Construction: Approximately May 2027; however, construction may commence earlier upon approval by Hawthorn Academy.
- J. Completion of Construction: August 1, 2027, unless another completion date is agreed upon by Hawthorn Academy.

## II – GENERAL INFORMATION

- A. Background of Hawthorn Academy. Hawthorn Academy (“HA” or the “School”) is a Utah nonprofit 501(c)(3) corporation and public charter school with campuses located in West Jordan and South Jordan, Utah. HA enrolls over 1,400 students in grades K-9. ***This RFP relates to a project for the West Jordan campus located at the address specified above as well as a smaller project for the South Jordan campus located at 1437 W 11400 S, South Jordan, UT.***
- B. Purpose of RFP. HA believes its students would benefit from an expansion of its current facilities at the West Jordan campus and a smaller project to remodel its main office at the South Jordan campus. The purpose of this RFP is to solicit proposals for the design and construction of the following improvements as depicted on the drawings attached as **Exhibit A (West Jordan project) and Exhibit B (South Jordan project):**
  - West Jordan Project –
    - Two story expansion to the west of the current building of approximately 8,900 sq. ft. that will include classrooms, office space, breakout rooms, storage, restrooms, corridors, and stairs as depicted in Exhibit A.
    - Remodel existing space on the second floor as indicated on Exhibit A:
    - Remodel of exterior space as follows:
      - Reroute fire lane and adjust play area to accommodate expansion
  - South Jordan Project –
    - Remodel entry and main office as indicated on Exhibit B.

- C. Plans. Attached to this RFP as **Exhibit A** and **Exhibit B** are proposed floor plans depicting the expansion project. HA can provide a full copy of the plans for its current building upon request. HA does not have any final plans for the proposed work and is therefore soliciting design-build construction services.
- D. Construction Materials and Design. The construction materials (both exterior and interior) for the proposed work must match the materials used to construct the original building. Some of the major construction materials include concrete masonry units for the exterior walls; metal studs and sheetrock for the interior walls; and steel decks, joists, and beams for the roof. Wall heights and other architectural elements of the proposed addition should match those of the existing building. The overall design of the proposed addition must be consistent with the design of the existing building.
- E. Award of Contract. The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to HA, taking into consideration all substantive evaluation criteria outlined in this RFP as well as cost. No other criteria will be used in the evaluation. Please note that the Utah Procurement Code requires that cost information be evaluated independently from the substantive evaluation criteria. The final determination shall be in writing and shall be determined at the sole discretion of HA's Board of Directors. To the extent permitted by law, HA may reject any and all proposals and may waive any informality or technicality in any proposal received if HA's Board determines it would serve the best interests of the School.
- F. Contract Documents. The successful offeror selected by HA's Board pursuant to this RFP will be required to enter a written guaranteed maximum price contract consistent with the acceptable services, terms, and conditions outlined in the successful proposal and the requirements set forth in this RFP. However, the guaranteed maximum price amount will not be established by contract until after final plans and designs for the addition are completed and agreed upon by the parties. Pricing and payment for the design phase of this project, which pricing constitutes a portion of the guaranteed maximum price amount, will be established by contract within a reasonable time after the successful offeror has been notified of being selected by HA's Board pursuant to this RFP.
- G. Project Scope. HA reserves the right to reduce or increase the scope of this project (for example, reduce or increase the total square footage of the proposed addition) during project planning if the School determines that a change in the scope of the project is in the best interest of HA.

### III – PROPOSAL INFORMATION

- A. **Proposals must be delivered by email in compliance with Section V of this RFP. Proposals received by any other unapproved form are not acceptable.**
- B. **The content of a proposal must comply with the requirements stated in Section VI of this RFP.**
- C. Submission of a proposal will be construed to mean that the offeror understands the requirements contained herein and that the offeror anticipates being able to supply the described services for the pricing proposal contained in its submitted proposal.
- D. Proposals will be opened publicly at the School's front office on the date and time specified in Section I, above. Only the names of offerors who submitted proposals will be shared at the opening of proposals. However, upon request, a register of proposals will be prepared and shall be open for public inspection after the contract for this project is awarded. HA will reasonably cooperate with

all potential offerors in their attempt to obtain information. **Offerors are not expected to attend the opening of proposals.**

- E. HA's evaluation committee may, for the purpose of assuring full understanding of and responsiveness to the RFP's requirements, enter into discussions or conduct interviews with, or attend presentations by, offerors who submit proposals.
- F. Offeror's acknowledge that HA's issuance of this RFP does not obligate HA to accept any of the proposals submitted in response to this RFP, nor does it guarantee that HA will in fact accept any of the said proposals. To the extent permitted by law, HA's Board reserves the right to accept or reject any or all proposals and/or to waive any or all formalities in any proposal or in the proposal process deemed to be in the best interest of HA. No agreement exists on the part of HA and any offeror until a written contract is approved and executed by HA's Board.
- G. This RFP does not obligate HA to pay for any costs of any kind whatsoever that may be incurred by an offeror or any third parties in connection with a proposal. All submitted proposals, responses, and supporting documentation shall become property of HA. Further, HA shall not be liable to any offeror, person, or entity for any losses, expenses, costs, claims or damages of any kind arising out of, by reason of, or attributable to, the offeror responding to the RFP.
- H. At any time during the evaluation process, HA's evaluation committee may, with appropriate approval, request best and final offers, as provided for in Utah Code § 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

#### IV – SERVICE REQUIREMENTS

##### Expectations for HA

- A. HA owns the property on which the proposed work will be performed. HA will permit the winning offeror to have adequate access to its land and building, as necessary, to complete this project. In addition, HA officials or representatives will be reasonably available to consult with and advise the winning offeror throughout this project.
- B. HA will fund this construction project with current assets.
- C. HA officials or representatives will be reasonably available to consult with and advise the winning offeror throughout the design and construction phase of the proposed addition.

##### Expectations for Offerors

- A. It is expected that offerors will hold appropriate and current state licensure to engage in the business of commercial construction before, during, and for a period of at least three years after completion of the project.
- B. It is expected that offerors utilizing subcontractors will ensure that the selected subcontractors hold appropriate and current state licensure to engage in the business of commercial construction during the project. It is also expected that subcontractors will sign an approved lien release form and have adequate insurance before any payments are disbursed to them.
- C. It is expected that the architects and engineers selected to work on this project hold appropriate and current state licensure to engage in architectural or engineering services during the project.

- D. It is expected that offerors will have adequate financing to fund their business and construction obligations during the project.
- E. It is expected that offerors will have knowledge of and comply with construction reporting requirements for public schools in Utah.
- F. It is expected that the winning offeror will act as a design-builder for HA for the purpose of designing and constructing the proposed addition as described in this RFP.
- G. It is expected that the winning offeror will enter into written guaranteed maximum price contract documents with HA within the reasonable deadlines required by HA's Board.
- H. It is expected that the winning offeror will begin working and coordinating with HA in a timely manner after entering into a written contract with the School.
- I. It is expected that the winning offeror will commence project planning and renditions in a timely manner after entering into a written contract with the School.
- J. It is expected that the winning offeror will commence construction in approximately October 2025, or another date agreed upon by HA, and will complete construction of the project no later than August 1, 2026<sup>7</sup> in order to enable HA to begin the 2027 school year on time. Offerors may propose alternative deadlines in their proposals. The offeror must demonstrate in its proposal how it will ensure student safety during construction work at the School while school is in session, if applicable.
- K. It is expected that the winning offeror will meet all legal requirements of public school construction in the State of Utah and will comply with all applicable building codes, statutes (including the ADA), rules, and regulations governing public school construction.
- L. It is expected that the winning offeror will obtain all necessary and appropriate approvals, permits, and authorizations to commence construction at the School's property as indicated herein, including any and all approvals from the Utah State Board of Education.
- M. It is expected that the winning offeror will, upon request, secure a payment and performance bond for a sufficient amount in connection with the project.
- N. It is expected that the winning offeror will, upon request, agree to a reasonable liquidated damages amount for each day the project goes beyond the scheduled completion date.

#### Expectations Regarding Pricing Proposal

- A. Proposals must include a total anticipated guaranteed maximum price to be charged by the offeror to complete the project.
- B. HA understands that because it has not provided offerors with final plans or designs for the addition, and because HA has not agreed to any specific plans or designs for the addition, all pricing proposals submitted by offerors in response to this RFP will only be reasonable estimates based on the design and construction work specified and solicited in this RFP. The final guaranteed maximum price to be charged by the winning offeror to complete this project may be agreed upon by the parties after final plans and designs are completed and agreed upon by the parties. Final

pricing will be included in the guarantee maximum price contract documents entered into by HA and the winning offeror.

## V – PROPOSAL SUBMISSION REQUIREMENTS

Potential offerors are hereby invited to submit a proposal for the design and construction of HA’s proposed addition to its School building. The scope of the design and construction work for this project is described above in **Section II(B)-(D)**.

- A. **Delivery Requirements.** Proposals must be emailed as set forth in Section I, above.
- B. **Format Requirements.** Proposals must be separated by cost and non-cost related information. An offeror’s email must contain two separate PDF files – one containing (and labeled) non-cost information and another containing (and labeled) cost information. No cost information may be submitted in the same file/document that includes non-cost information. All cost and non-cost information in proposals must be separate.
- C. **Submission of Protected Information.** Protection of disclosure of information submitted by an offeror in response to this RFP is governed by Utah’s Government Records Access and Management Act in Utah Code Ann. § 63G-2-101 *et seq.* and Utah Administrative Code Rules R33-7-105 and R33-7-106. An offeror that desires to request protected status of any information it submits to HA in response to this RFP must specifically identify the information that it desires to protect and the reasons that the information should be afforded protected status under the law. In making this request, the offeror shall comply with the requirements in Utah Code Ann. § 63G-2-305, Utah Code Ann. § 63G-2-309, and Utah Administrative Code Rule R33-7-105. In turn, HA will comply with Utah Code Ann. § 63G-2-309 and Utah Administrative Code Rule R33-7-106 with respect to disclosing such information. Submission of protected information in response to this RFP shall be deemed an acknowledgment and consent by the offeror that the offeror agrees with this paragraph and will indemnify, defend, and hold harmless HA, its members, directors, officers, staff, and agents from any and all liability relating to the proper disclosure of information provided by the offeror in response to this RFP, even if the offeror requested protected or other confidential status for the information.
- D. **Submission of Proposals with Protected Business Confidential Information.** In accordance with Utah Administrative Code Rule R33-7-107, if an offer submits a proposal that contains information claimed to be business confidential or protected information, the offeror must submit two separate proposals as follows:
  - 1. One redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as “Redacted Version;” and
  - 2. One non-redacted version for evaluation purposes clearly marked as “Protected Business Confidential.”

Please note that pricing may not be classified as business confidential and will be considered public information. In addition, an entire proposal may not be designated as “protected,” “confidential,” or “proprietary” and shall be considered non-responsive unless the offeror removes the designation.

## VI – PROPOSAL CONTENT REQUIREMENTS

- A. Content of Proposals. Offerors must address the following in their proposals:

1. *Experience, Qualifications, and Track Record.* Provide information demonstrating that the offeror has the experience and qualifications necessary to complete this project and that it has a proven and successful track record of engaging in charter or other public school construction. The information may include such things as:
  - a. Summaries/examples of the offeror completing projects similar to the one described in this RFP for charter schools or other public schools; and
  - b. A copy of the offeror's valid Utah contractor's license.
2. *Past Performance for HA and/or References.* Identify any construction projects the offeror has completed for HA in the past. If the offeror has not completed any construction projects for HA, the offeror must provide a list of references for at least three construction projects similar to the project described in this RFP. Offerors who have completed construction projects for HA may also provide a list of references.
3. *Management Plan.* Provide a summary of how the offeror will manage and complete the project set forth in this RFP. The summary must include information about at least the following:
  - a. Project schedule; and
  - b. Project safety.

If the offeror is aware of any major obstacle to completing the proposed project that hasn't already been identified in this RFP (such as the existence of any easements, storm drains, or underground utilities that must be relocated; unsuitable soil conditions on site; etc.), please identify those obstacles in your management plan and describe how the offeror would overcome the obstacle.

4. *Pricing.* Provide the total anticipated guaranteed maximum price to be charged by the offeror to complete the project. Pricing must be reasonably itemized among construction and design.

- B. Selection and Scoring. Selection of a general contractor will be based on offerors' responses to these content requirements in relation to the Evaluation Criteria set forth in **Section VII**. The successful proposal will address each of the required content areas, demonstrate how the offeror meets or exceeds HA's needs with respect to this project, and communicate clearly how the offeror will complete this project in a timely and economical manner. The Evaluation Criteria set forth in **Section VII** contains a numerical score for each of the proposal specifications and proposals will be ranked based on their score. The Evaluation Criteria Unrelated to Cost will be subjectively scored by the Evaluation Committee based on offerors' responses to the content requirements contained in **Section VI (A)(1)-(3)** above. The Evaluation Criteria Related to Cost will be scored by the Evaluation Committee after the Evaluation Committee has scored the Evaluation Criteria Unrelated to Cost so that cost and non-cost criteria is scored separately. The Evaluation Committee will use the following formula to score a proposal's cost:  $Total\ Cost\ Points\ Possible \times (Lowest\ Proposed\ Price \div Proposal\ Price\ Being\ Evaluated)$ . The offeror with the lowest proposed price (which proposed price is provided by offerors in response to the specification in **Section VI(A)(4)** above) meeting the requirements of the RFP will receive 100% of the cost points (30) and all other offerors will receive a portion of the cost points based on the formula above.

## VII – EVALUATION CRITERIA

### Evaluation Criteria Unrelated to Cost

- A. Offeror’s Experience, Qualifications, and Track Record (40 points possible). This criterion is based on the information provided in response to the specifications contained in **Section VI(A)(1)**.
- B. Past Performance for HA and/or References (20 points possible). This criterion is based on the information provided in response to the specifications contained in **Section VI(A)(2)**.
- C. Management Plan (25 points possible). This criterion is based on the information provided in response to the specifications contained in **Section VI(A)(3)**.

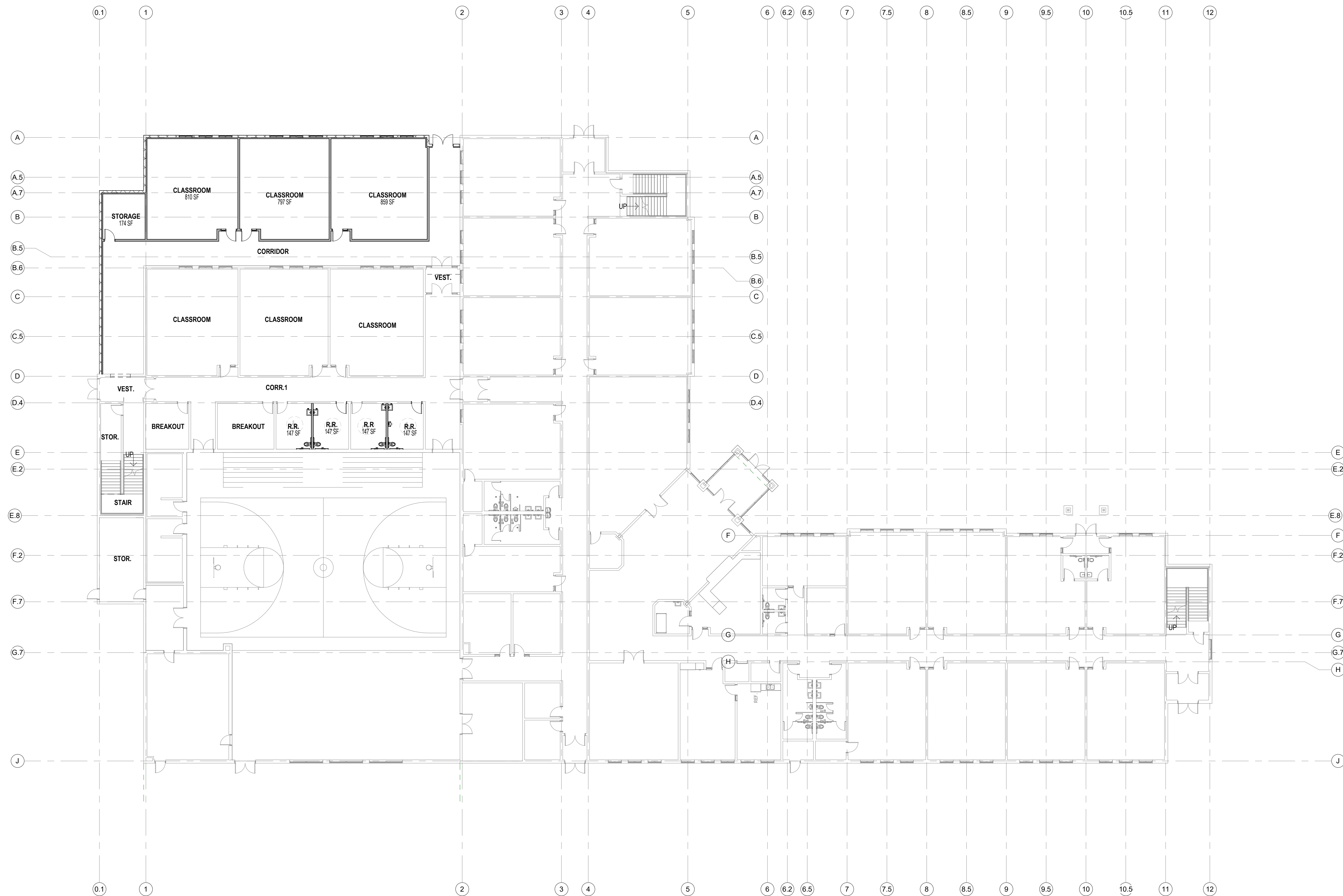
### Evaluation Criteria Related to Cost\*

- D. Pricing (15 points possible). This criterion is based on the pricing proposal provided in response to the specifications in **Section VI(A)(4)**.

Total points possible based on Evaluation Criteria: 100 points

\* **NOTE:** Cost will be scored independently from the substantive evaluation factors.

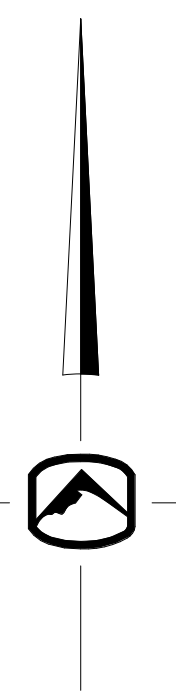
**EXHIBIT A**



**LEVEL 1 FLOOR PLAN**  
1/16" = 1'-0"

1  
A101

BUILDING AREA	
LEVEL 1	962 SF
	962 SF



**HAWTHORN - WJ - ADDITION**  
Project Address

SEAL:  
**NOT FOR CONSTRUCTION**

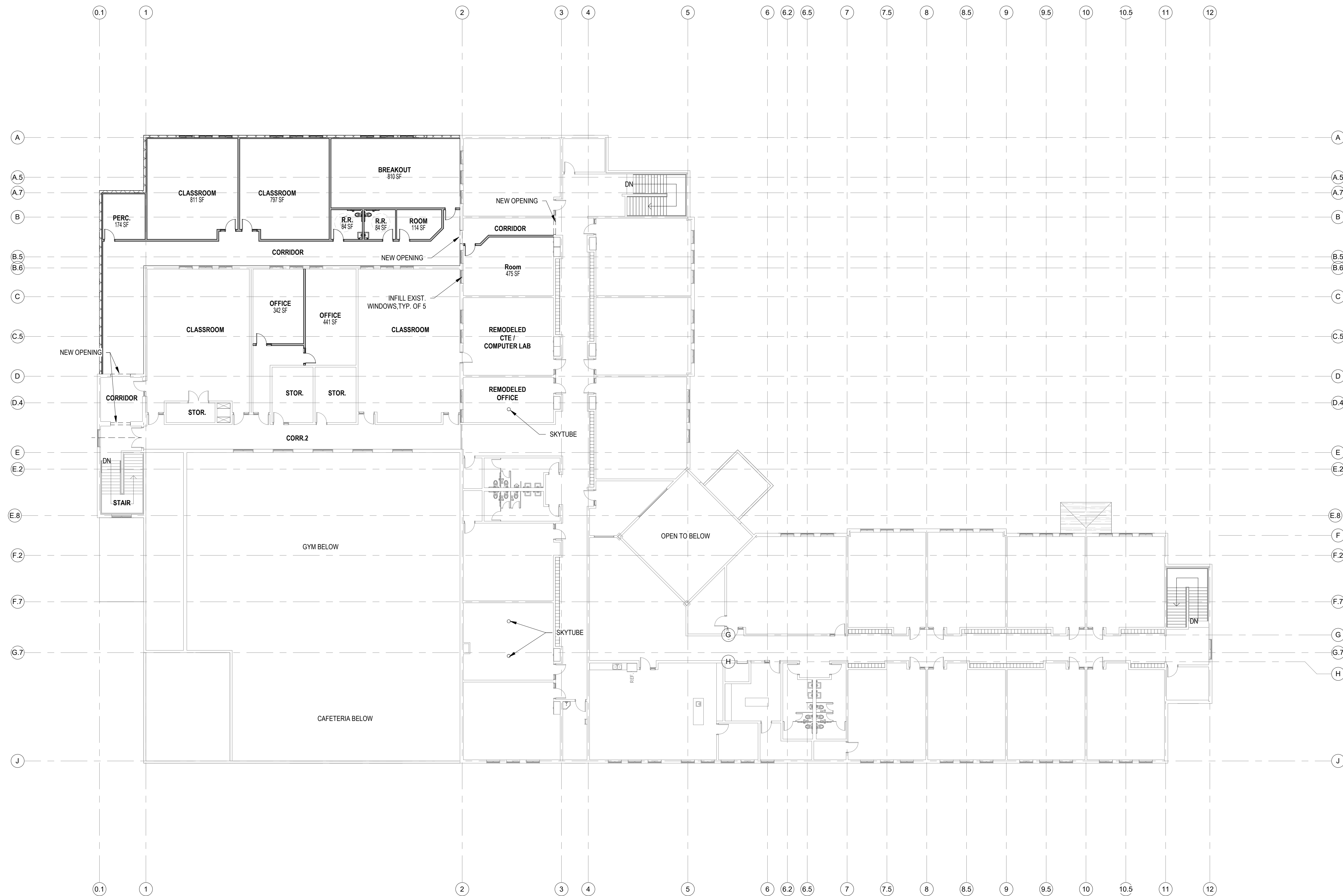
DATE: 1/27/2026  
PROJECT: AW-012.02  
MANAGER: ZH

REVISIONS	
#	DESCRIPTION

LEVEL 1 FLOOR PLAN

SHEET NUMBER:  
**A101**

PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAKING SURE THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY ALL OF THE PERMITTING AUTHORITIES.



LEVEL 2 FLOOR PLAN  
1/16" = 1'-0"

2  
A103

**HAWTHORN - WJ - ADDITION**  
Project Address

SEAL:  
**NOT FOR CONSTRUCTION**

DATE: 1/27/2026  
PROJECT: AW-012.02  
MANAGER: ZH

REVISIONS	
#	DESCRIPTION

LEVEL 2 FLOOR PLAN

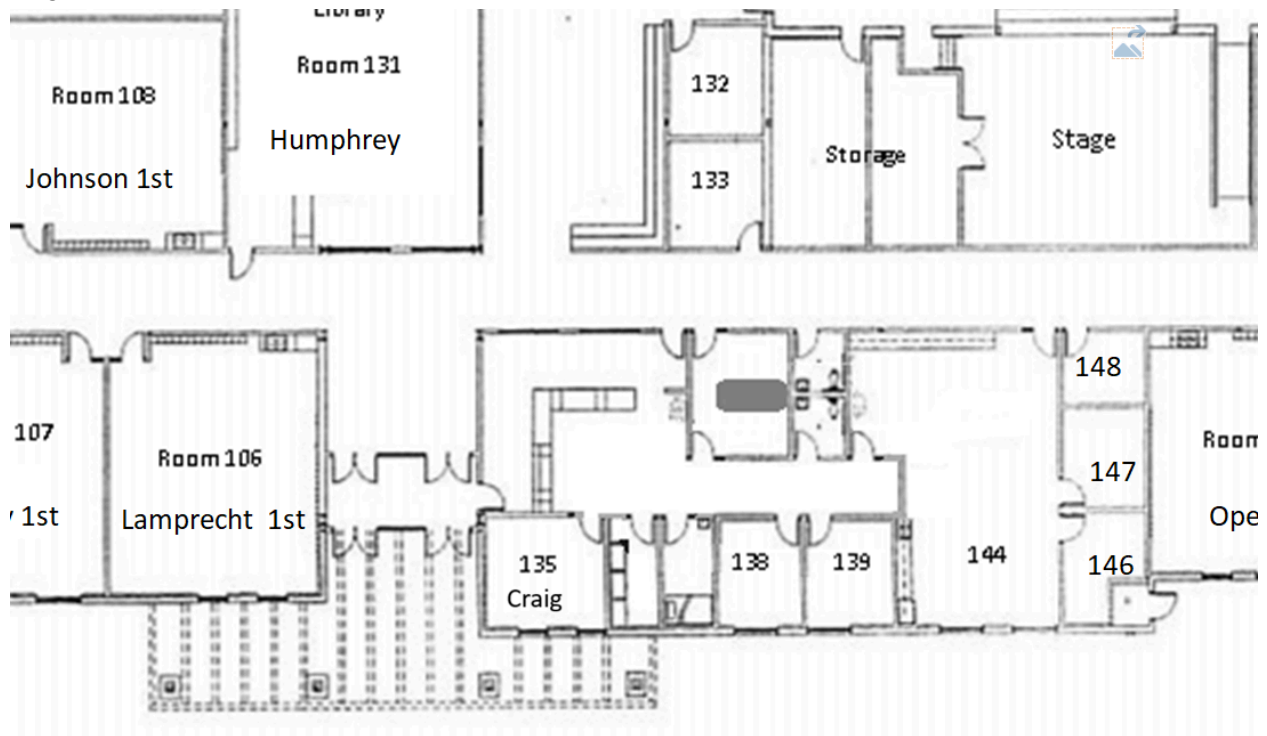
SHEET NUMBER:  
**A103**

PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAKING SURE THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY ALL OF THE PERMITTING AUTHORITIES.

## **EXHIBIT B**

# Hawthorn South Jordan Main Office Redesign

## Original



## Proposed

