EXHIBIT A

The Denver Waldorf School

Project Summary Sheet

Purpose of Renovation Project
The purpose of this renovation project is to update, repair and facilitate a more appropriate design and aesthetics for all the restrooms in the historic Denver Waldorf School. The majority of the restrooms will remain in their current locations, but a few may need to be relocated. In 2009, most of the plumbing fixtures in the restrooms were replaced through a grant of the Denver Water Department. The plumbing infrastructure, ventilation and ADA accessibility need to be properly addressed throughout the building.

Property Location
940 Fillmore Street, Denver, Colorado Current Zoning: U-SU-B

Building Size and Type
Total Building 32,978 SF Construction Type: Type IIIB

Occupancy: E (primary)

Basement	8,540 SF	5 Existing Restrooms
First Floor	12,644 SF	5 Existing Restrooms
Second Floor	11,794 SF	4 Existing Restrooms

Anticipated Project Dates
Notice of RFP: February 7
Mandatory On Site Walk Through: February 14
Walk Through to start @ 11:00 am at:
Denver Waldorf School, Administrative Office
940 Fillmore Street
Denver, CO 80206
Receipt of written questions and clarification due (4:00 PM): February 16
Responses by DWS to all documented questions (4:00 PM): February 18
RFP Responses due (4:00 PM): February 28
Responses to be delivered to:
Denver Waldorf School
ATTN: Judy Lucas, Administrative Director
940 Fillmore Street

Denver, CO 80206
admin@denverwaldorf.org , 303-777-0531, x108

Review and Evaluation of Proposals:	March 4
Selection of Finalist Firms/Teams:	March 4
Interviews with Selected Firms/Teams:	March 7
Final Selection Announced:	March 11
Anticipated Notice to Proceed:	After March 14

1 Introduction

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to evaluate and select a Design-Build Team to provide design, planning, pre-construction services and construction services for the renovation of the restroom facilities throughout the Denver Waldorf School (DWS), a not-for-profit independent school that provides a unique and excellent education to students from early childhood through high school.

1.2 Project Goal

DWS is looking for a complete Design-Build for 13 of the 14 existing bathrooms and possible installation of 3 new bathrooms in each Kindergarten and a nurse's station in the main office. We are asking for a complete design and installation for each bathroom which might need to include phasing options with the realization of the complete design being the final phase. DWS expects the collaboration of integrated design, in which the design team listens, provides the best information to the Owner and can facilitate decisions. It requires involvement in materials selections, construct ability issues and sustainability cost-benefit analysis. DWS prefers that all materials and processes be environmentally friendly and in keeping with the Waldorf curriculum. The complete design would consist of modifications to include ADA compliance and redesign layout for the existing bathrooms and feasibility and cost estimate to install single stall bathrooms within each of the three Kindergarten classrooms. The extensiveness of each bathroom redesign varies widely.

The project is to be completed in early August in preparation for the start of the 2011 Fall academic year. It is the intent of DWS to be able to complete the entire project this summer but do realize due to timing and infrastructure there might be components that may need to be phased in at a later date.

1.3 Background

The Denver Waldorf School has embarked on a new vision for its future. It began with the completion of a Campus Master Plan (CMP) in April 2009 and a current Historical Structure Assessment (HSA) completed August 2010 for the existing building structures. The long-term vision is to implement the recommendations within both these studies in phases to make the facilities fully support the Waldorf curriculum.

The restrooms are one aspect of the current building that has been confirmed as continuing at their current locations regardless of future build-out as outlined in the CMP. At the same time, most are in desperate need of refurbishment. In 2009, most of the fixtures were upgraded through a grant with Denver Water. While this made a large impact to the functioning and water conservation of the bathrooms, it did not address the aging plumbing infrastructure, ventilation, or the poor space planning and lack of ADA compliance of many of the restrooms

2 Selection Process

2.1 Overview

The RFP Selection is a two-step process. The first step is the receipt and evaluation of the RFP submittal from all interested Design-Build Teams. During this time period, the Design-Build Teams will be required to tour the school and have an opportunity to pose questions. DWS will

respond to all questions at one time. After evaluating the responses and using the criteria set forth in the RFP, DWS will select a group of finalists to interview.

DWS will hold interviews to allow each finalist to refine their Proposal for consideration on Monday, March 7. Once DWS selects a Design-Build Team deemed to best meet the criteria for the project, negotiations will begin with that team. If it is not possible to negotiate terms of the contract with the selected team, DWS reserves the right to negotiate with the next best team.

2.2 *Proposal Submission Instructions*

Proposals will not be accepted from respondents that do not attend the site walk-through. For those who cannot make the scheduled walk, contact Jon Lewis to schedule an alternative time. Questions and clarifications should be addressed to Judy Lucas via email.
Submit one (1) original and three (3) copies of your Proposal:
Monday, February 28, 2011 by 4:00PM to: Judy Lucas at the DWS
940 Fillmore St., Denver, CO, 80206
Late submittals will not be evaluated, and the team will be disqualified from further consideration.

3 Project Schedule & Scope

3.1 *Project Overview*

The Building and Grounds Committee previously developed an outline of all the restrooms with a set of requirements to be addressed by the renovation project. These requirements took into consideration the Campus Master Plan and the Historic Structure Assessment.

Based on this process, the following requirements will be addressed during renovation:

- Reconfigure the Kindergarten restrooms to be in each classroom if possible
- Upgrade most if not all infrastructure related to plumbing and ventilation of all the existing and proposed new restrooms
- Address any environmental remediation required by the new work (asbestos report on file at the school) including testing for mold and water quality
- Address safety and accessibility upgrades where required
- Maintain compliance of the fire sprinkler and monitoring system
- Retain the historical elements of each existing restroom as much as possible

The desired substantial completion (certificate of occupancy received)/beneficial occupancy date is by August 10, 2011 for DWS to prepare to use the renovated facility for the start of the fall 2011 semester. If that schedule is not achievable, the project must be substantially complete with a certification of occupancy received no later than December 1, 2011.

3.2 *Project Schedule*

The response to this RFP must include a detailed schedule for planning, pre-construction phase, and construction phase of this project. The schedule should align the AIA Draw Schedule.

The DWS has already obtained financing from a grant to support this project.

Detailed construction drawings will be developed between April and May 2011. During this timeframe, the necessary construction drawings will be developed with consultation from mechanical, structural, and electrical engineers as needed. The firm will also work with Ann McCleave, the DWS Historical Preservation Specialist representative, and the City to acquire necessary approval and permits to begin construction.

Construction can begin at any time once given the proper authorization. School formally closes on June 10, 2011; however, our intent is to offer a summer camp if possible. Construction is anticipated to take 2 months.

The project is to be delivered to the DWS by August 10, 2011.

3.3 *Project Scope*

The following outlines the best known conditions of the existing and proposed restrooms. Respondents must understand that the school building is 80 years old and has always functioned as a school. DWS understands that renovating this type of structure is never as easy or clear-cut as anticipated. *Prior experience in renovation of older structures – especially restrooms – is a requirement.*

Currently there are 14 bathrooms throughout the building and one that has had the plumbing sealed off and been turned into a closet. The HS Science Laboratory Bathroom will be considered in a separate RFP as a separate project. Most bathrooms will be staying in the same location. We would like to investigate the possibility of relocating or adding small bathrooms in each of the kindergarten classrooms. Small bathrooms would still have to meet ADA requirements. There are 4" diameter waste lines in the festival hall ceiling (which is below the kindergarten classes) and cutting through the festival hall floor for under-slab pipes, and maybe a sump pump may be required.

For each component, the DWS desires are articulated based on the attached Table. Firms' suggestions, modifications, and creative solutions which allow for efficiencies and/or additional value are welcome.

	Bathroom Location And Typical Users	**Toilets**	**Sinks**	**HSA Recommendations**	**Issues / Additional Information**
1.	Festival Hall Boys – North Basement Audience for events in Festival Hall, music class, drama	1 toilet 3 urinals	2	• Replace 9" floor tiles • Test for mold • Replace ceiling tiles • Upgrade plumbing fixtures • Provide mechanical ventilation • ADA compliance	• Unattractive to visitors and parents • Rarely used, odd location
2.	Festival Hall Girls – North Basement	5	3	• Replace 9" floor tiles • Test for mold • Replace ceiling tiles	• Unattractive to visitors and parents

	Bathroom Location And Typical Users	Toilets	Sinks	HSA Recommendations	Issues / Additional Information
	Audience for events in Festival Hall music class, drama			• 23" space between row of toilet partitions and wall is not code compliant – need to reconfigure • Provide mechanical ventilation • ADA compliance	
3.	Remedial Therapy- North Basement All ages	1	1	• Provide mechanical ventilation • ADA compliance	• Small, has a shower-is shower needed? • ADA compliance not possible due to size
4.	Aftercare Boys– South Basement	1	1	• Replace VAT flooring • Provide mechanical ventilation • ADA compliance	• What is number of fixtures needed? • ADA compliance not possible due to size
5.	Aftercare Girls– South Basement	3	1	• Hole in window sash for hose • Repair and repaint plaster ceiling • Replace VAT flooring • Provide mechanical ventilation • ADA compliance	
6.	Kindergarten Girls – North 1st Floor	2	1	• Provide mechanical ventilation • ADA compliance	• Poor ventilation • Small, stalls, difficult to monitor • Preference to move these bathrooms in to the kindergarten classes • Sinks mounted too high
7a.	Kindergarten Boys – North 1st Floor	2	2	• Provide mechanical ventilation • ADA compliance	• Smell • Noise • Poor ventilation • Unattractive to visitors

	Bathroom Location And Typical Users	Toilets	Sinks	HSA Recommendations	Issues / Additional Information
					and parents • Need complete separation from Boys Grades bathroom • Difficult to monitor • Hinges on partitions are very sharp and dangerous • Partition spaces not to code • Sinks mounted too high and mirror also • Plumbing frequently is clogged and toilets overflow • Floor where toilets are mounted is not level • Preference to move these bathrooms in to the kindergarten classes
7b.	Grades (1 to 5)Boys – North 1st Floor			• Provide mechanical ventilation • ADA compliance	• Smell • Noise • Poor ventilation • Need complete separation from Boys Kindergarten bathroom • Unattractive to visitors and parents • Doors into stairwell create blind spot, kids get hit with them. • Access to Janitors closet should be maintained.
8.	Grades (1 to 5) Girls – South 1st Floor	4	2	• Provide mechanical ventilation • ADA compliance	• Unattractive to visitors and parents • Doors to stairwell swing & kids get hit. 2 sets of double doors, both swing create

	Bathroom Location And Typical Users	Toilets	Sinks	HSA Recommendations	Issues / Additional Information
					blind spot
9.	Remedial Therapy – Northwest 1.5 Floor	1	1	• Provide mechanical ventilation • ADA compliance	• In a different style from the rest of the school
10.	Middle School Girls –(6th to 8th) North 2nd Floor	3	2	• Provide mechanical ventilation • ADA compliance	• Too pink • Stalls are small/hard to get into
11.	Middle/High School Boys – North 2nd Floor	4	3	• Provide mechanical ventilation • ADA compliance	• Smell
12.	Science Lab – South 2nd Floor This BR will not be included in scope of work.	1	1		• Takes up too much space/not needed other than emergency shower and eye wash station • This BR will not be included in scope of work.
13.	High School Girls – South 2nd Floor	5	5	• Repair and repaint plaster ceiling • Provide mechanical ventilation • ADA compliance	• One of our nicer bathrooms, it has dead space like the first floor, but the stairwell set of doors has been removed.
14.	Sealed off plumbing in closet of 5th Grade Classroom	0			• Was once part of grades bathroom. We think.
				NEW LOCATIONS	
15.	Wood Rose Kindergarten Classroom – North 1st Floor	0			CMP noted the need for a toilet inside each KG classroom Needed a single toilet and

	Bathroom Location And Typical Users	Toilets	Sinks	HSA Recommendations	Issues / Additional Information
					a kid height sink. Sink does not need to be in the room with the toilet.
16.	Morning Glory Kindergarten Classroom – North 1st Floor	0			CMP noted the need for a toilet inside each KG classroom Needed a single toilet and a kid height sink. Sink does not need to be in the room with the toilet.
17.	Lark Spur Kindergarten Classroom – North 1st Floor	0			CMP noted the need for a toilet inside each KG classroom Needed a single toilet and a kid height sink. Sink does not need to be in the room with the toilet.
18.	Nurse's station in admin. assistant's office	0	0		Admin. assistant would like a sink and a nurse's station in her office in order to better treat minor student injuries

4 Project Design & Construction Standards

4.1 Professional Services

The Design-Build Team shall obtain and designate a registered Professional Engineer and / or Architect as the Designer of Record who will be responsible for the integration and approval of the complete design package. The Designer of Record must sign and stamp/seal all construction documents. As mandated by applicable jurisdiction, the Designer of Record will designate representatives as sign-off authority for individual disciplines required for the completion of the Design. Those individuals must be registered engineers and/or architects and have significant influence over the development of the Design. Sign-off from the Designer of Record and designated representatives will be on all applicable design documents, specifications and shop drawings before construction can begin.

4.2 Design Deliverables Formats

The Design Build Team shall:

- Provide 2D drawings source files in an industry acceptable CAD format that shall be defined within the proposal.
- Provide all related source and configuration files.

- Provide each monochrome 2D construction drawing in PDF. Version 6.0 or higher, set to scale, with layer structure inherited from the source CAD file and 300 to 400 dpi resolution.
- Provide all text and presentation document source files in Microsoft Office Professional format, and in a PDF format, which is book marked and fully text retrievable.
- Provide all electronic data deliverables on labeled compact disk (CD). CD label and transmittal shall contain key contract information.
- Provide three (3) sets of printed, to-scale drawings.

4.3 Design Documents

1) **Within 21 days of award**, Design-Build Team shall develop and submit a 50% design that includes the following:
   - Basis of Design describing the systems, components, conditions, and methods chosen to meet the project intent
   - Final Proposed Room Layout and Architectural Features (noting Historical and any environmental remediation)
   - Applicable drawing sheets necessary to describe pertinent project features – including, but not limited to architectural, civil, structural, mechanical, electrical, fire protection/detection, life safety, plumbing, HVAC, etc.
   - Applicable specifications with catalog cut sheet

2) The Design Build Team shall not complete construction drawings until all these major elements of the 50% Design submission are established and accepted by DWS and its representatives. The goal is to provide an environment in which all stakeholders participate freely in the design process through program validation, design development sessions, on-board reviews and design document reviews. Additionally, the Design Build Team should evaluate the impact of design decisions on contract budget and schedule and conduct "value engineering" during the design process.

3) Within 21 days of receipt of 50% design review comments from DWS and its representatives, the Design Build Team shall deliver the Final Design Package for DWS Approval. Final Design shall be packaged as such to allow applicable Building Code Officials & Permit Approvals.

4) **As-built Submission** – Upon construction completion, the Design Build Team shall submit as-built drawings and documents. The Design Build Team shall revise all engineering plans and specifications throughout the duration of the project. All engineering changes occurring by the "supplied by others" components shall also be reflected in the plans and specifications developed by the Design Build Team. The Design Build Team shall maintain up-to-date red line drawings onsite during construction.

5) **Operation and Maintenance Manual**

Upon construction completion, the Design Build Team shall submit a complete set of Operation and Maintenance Manuals for DWS which include product specification, warranty information and operation for all new fixtures and equipment.

4.4 *Design Approval*

1) Design documents shall be of quality and details commensurate with Best Industry Practices.
2) All design documents shall be reviewed and approved by DWS and its representatives.
3) Design Build Team shall anticipate a turn-around of 10 working days for all design review comments by DWS.
4) The Design Build Team is, without additional expense, responsible for obtaining all necessary permits and design approvals from all applicable State, Local and Federal Government agencies before commencing construction.

4.5 *Construction Approvals*

The Design-Build Team shall ensure that all applicable municipal inspections and permit requirements are successfully met/approved – including Final Occupancy Approval.

An Asbestos Environmental Assessment Study has been made to the property. Design-Build Team will remove, control, or encapsulate any hazards that may surface as a result of construction in accordance with applicable laws and environmental regulations.

4.6 *Weekly Meetings*

The Design-Build Team shall conduct weekly Project Progress meetings throughout the duration of construction. The first progress meeting will be scheduled the first week after the start of construction.

4.7 *Construction Quality Assurance*

1) As may be mandated by the contract terms, Quality Assurance (QA) will be indentified and scheduled with the Design-Build Team during the Final design package.
2) DWS reserves the right to perform QA inspections at any time during the construction, and without prior advanced notification to the Design-Build Team.
3) Design-Build Team shall notify DWS prior to any inspection/approval conducted by City/State Building Code Officials/Inspectors. As necessary, Design-Build Team may need to schedule such inspections to accommodate the presence of a DWS representative.

4.8 *Construction Payment Draw Schedule*

Using the general payment schedule contained within the contract, a final construction payment schedule will be agreed upon during the Final Design Package. This payment schedule will parallel the construction QA to ensure prompt payment upon qualified construction deliveries.

4.9 *Warranty*

All labor and material shall be warranted as per acceptable industry practice. The Design-Build Team shall provide a warranty schedule within their proposal.

5 Licensing, Insurance and Bonding Requirements

All General Contractor and Sub-Contractors shall be licensed with the City and County of Denver. All design professional services shall be under the supervision of an active Colorado licensed

The Team shall secure and maintain insurance and bonding coverage over the life of the project as follows:

Coverage	Liability Limits
Professional Liability	$1,000,000 per claim/aggregate
Commercial General Liability	$1,000,000 per occurrence

Performance bond is required, and evidence of bond approval shall be included with the RFP Response.

6 Selection Criteria/Proposal Content

Selected Design-Build Team shall present a comprehensive proposal that shows a clear understanding for delivering the request scope, to meet the project goals, within the required timeframe. The winning proposal will be selected to ensure that DWS receives the Best Value. Although price will be a major factor in the decision making process, DWS consider the following Evaluation Criteria during the selection process:

- Qualifications (10%) - All bidders shall be licensed and certified to deliver on the project within the applicable jurisdiction(s). List designer of record and other entities/subcontractors that may be involved in the project. List all pertinent certifications and qualifications that may be related to this project.

- Construction Approach (20%) - Description of pertinent aspect of the bidder's approach to this construction project that may provide positive differentiation.

- Schedule (10%) - The concept schedule is considered to be a minimum requirement. A more aggressive schedule such as a phasing approach that may allow for a more aggressive delivery/occupancy schedule will be highly favored.

- Relevant Experience (20%) - The required subcontract experience list shall include only those projects the Offeror has performed in the local metropolitan Denver area that are similar to this project and are ongoing or have been completed within the last five (5) years.

- Warranty (10%) - Bidder to describe in detail the proposed warranty schedule for the different components.

- Price (30%) Itemization - Proposal shall include a general payment schedule that will be refined/finalized during Final Design phase. As a minimum, bidder shall provide a price break-down of the different projects components that will, as a minimum, include the following (from Components above):
    1. Architectural Design
    2. Engineering
    3. HVAC
    4. Plumbing
    5. Electrical
    6. Fire Protection
    7. Asbestos Abatement (if required)
    8. Finishes

9. Break out cost of kindergarten bathroom installation and nurse's station installation

7 Existing Project Information, documents and drawings available

DWS has the following items available for your use:

1) 2010 Historic Structure Assessment
2) 2007 Building Plans - Fire Detection System
3) 2010 Asbestos Report
4) 2003 Building Floor Plans (from when DWS moved in)
5) 1964 Blueprints of the North Building Addition
6) Denver Water List of Fixture Replacements