

**Sycamore Schools, Inc.**  
**Request for Proposal**  
**Learning Resource Wing and spaces**  
**June 1, 2026**

## **Project Overview**

Sycamore Schools, Inc. (“the School”) is seeking proposals from qualified Design-Build teams for the construction and renovations of educational facilities funded by a Lilly Foundation grant. This project will create specialized learning environments to support academically gifted students, including twice-exceptional (“2E”) learners, and address social emotional learning (“SEL”) needs.

## **About Sycamore School**

### **Mission Statement**

Sycamore School exists so that academically gifted children can experience the enriched, accelerated education they need to reach their potential and to lead responsible, constructive, fulfilling lives.

### **History of Sycamore School**

Sycamore School is a fully accredited, private independent day school for academically gifted learners in Preschool through Grade Eight. The school was founded as a partnership of educators and parents dedicated to providing academically gifted students in the Indianapolis metropolitan area with the opportunities and experiences necessary to develop their talents. Sycamore opened its doors in September of 1985 and currently enrolls approximately 400 students in Preschool through Eighth Grade. The school has completed several major capital projects:

- **2006:** \$5.5 million building project that added 22,000 square feet to the existing facility (total: 108,000 sq. ft.), including a new gymnasium, theater, and major renovations to the library, cafeteria, and Lower School;
- **2015:** \$4.5 million project with interior renovations of classrooms, administrative offices, lobby area, Technology offices, new boardroom, and Middle School Commons area; and
- **2024:** \$1.6 million Media Center renovation.

## **Project Description**

### **Project Background**

The School has received a \$6 million grant from the Lilly Foundation for the purpose of specifically addressing the needs of 2E learners and the social-emotional challenges faced by all students. Improvements detailed below include constructing and renovating indoor learning spaces. These enhancements will result in a more comprehensive approach to educating gifted learners and will allow us to establish a Center of Excellence in Gifted Education in Indianapolis.

**Project Budget:** Approximately \$3.5 million allocated for this project scope

**Project Timeline:** Construction anticipated to begin in January 2027 and be completed no later than July 2027

## **Scope of Work**

**Gross Motor Skills Room** – This 3,685-square-foot facility is designed for students in grades Preschool–4, providing a dedicated environment for physically active and mentally stimulating activities that exceed the capacity of a standard classroom. The space features an open layout with safety flooring and natural lighting organized into specific "zones" for running, jumping, and throwing. To support movement, balance, and sensory regulation, the room will be equipped with obstacle courses, trampolines, sensory tools, and large building blocks. Functional additions include a large built-in storage area (minimum 183 sq. ft. split in half with separate door access), a restroom facility with two toilets (regular and low height), and two sinks located outside the restroom. Windows will need to be casement or similar to allow for opening and closing. Ceiling structures will be needed for hanging sensory chairs consistent with SEL program equipment needs for the space.

Additionally, 30 to 40 cubbies are needed for students to store backpacks and coats for the after school programs, to be located in the hallway.

**Music Room** – This 1,327-square-foot space is designed for students in grades PS–2. The room features a dedicated 143-square-foot storage closet in addition to a 30-inch-deep wall of storage cabinets. The environment will be optimized for acoustics with carpeting and sound-absorbing materials, complemented by natural window lighting, a projector, and a high-quality sound system. Functional requirements include at least 18 feet of whiteboard space and electrical outlets spaced every 12 feet.

**Spanish Room and Learning Resource spaces** - A current 1,271-square-foot classroom will be converted/renovated into a 1,027-square-foot Spanish classroom and two 122-square-foot learning resource rooms. These resource spaces will serve as collaborative workrooms for small-group interventions, including reading, math, writing, and executive skills coaching. The Spanish classroom, designed for students in grades Pre-K–2, will utilize the existing structure.

**Executive Function Room** - Renovations to an existing classroom to establish a dedicated middle school executive function classroom, totaling roughly 1,000 square feet combined, will allow us to lay the groundwork for executive function skills that are fundamental to students' academic success and well-being. This space will include time-management tools such as visual timers; technology like executive function skills apps and voice-to-text devices; standing desks; flexible seating; and natural lighting. Our refurbishment will provide a modern, adaptable environment to support the diverse needs of our students in whole-group, small-group, and individual lessons. Windows need to be installed to match surrounding classrooms' casement windows for additional natural light and emergency egress purposes.

## **Services Required**

Development of Owner Program: The General Contractor, operating under a **Design-Build structure utilizing the A141 – Agreement Between Owner and Design-Builder contract format**, will be responsible for working with select representatives of the School in defining the School's needs, including both design and construction services for the facilities to meet the program requirements based on existing and updated renderings. This includes assisting the School in evaluation, conceptualization and prioritizing components and options for the project to accommodate budget constraints and program requirements as included in the grant proposal in order to develop the "traditional" components of schematic design.

*This project will be a collaborative team effort and all parties commit to performing their individual responsibilities within that framework. The team members will be the School and the Design-Builder. Once*

*contracts are awarded, this team philosophy will be passed on to contractors, material suppliers, and various vendors and consultants.*

## **Proposal Requirements**

You may present your proposal in your own format, but it should contain all information required in this Request for Proposal (“RFP”) document. Please provide responses with emphasis on your involvement in Pre-K through 8<sup>th</sup> Grade school projects. Submit with other related materials that you wish to provide but limit your response to 15 pages maximum.

1. Basic Company Information
2. Brief background on your Company’s history. If the proposal is a team arrangement, include information on all members of the proposed team.
3. Provide a summary of relevant company experience in projects (completed and ongoing) for which your firm had design and construction responsibility that are similar in size and scope to this project.
4. Proposed Project Team/Staff
  - a. Provide an organizational chart, which includes all of the project team, including all consultants and individual staff assigned to the project. Indicate position title on the chart and describe the basic function of the individual staff member or consultant. Clearly define all consultants to be utilized and describe their roles.
  - b. Provide detailed resumes for all assigned staff or consultants. Include references as applicable. Indicate current assignments and confirm their availability for this project. Highlight comparable project experience.
5. Project Approach – discuss/describe your proposed approach to the project, specifically addressing the following items:
  - a. Describe your approach to the programming phase of this project. What processes and tools will you utilize to review the current program draft and refine, develop and transform it into a workable architectural program?
  - b. Describe your plans to manage the design through all design phases to maintain or improve the project budget. Describe your approach to prioritizing and phasing various project components to meet budget or operational constraints.
  - c. Describe any unique or innovative approaches you have utilized on previous projects that may be applicable to this project.
  - d. Describe your plans to manage your responsibilities in the construction phase to work as a team member to achieve the project goals of budget adherence, schedule adherence, and quality assurance.
  - e. Describe the proposed systems and project controls to be utilized in the management of this project. (Examples: Type of document production systems utilized, systems for submittals, changes, handling construction phase questions and interpretations, correspondence, etc.)
  - f. Discuss why your firm should be selected instead of your competitors.
6. Operational Continuity Requirements  
Respondents must provide a plan for minimizing disruption to students, staff, and school operations during construction, addressing:
  - a. Noise mitigation strategies during school hours;
  - b. Pedestrian and vehicular safety, including separation of construction traffic from student areas; and
  - c. Communication protocols with School administration.

7. Diversity and Inclusion
  - a. Describe your approach to utilizing diverse subcontractors and suppliers on this project.
  - b. Identify minority-owned and/or women-owned status of your firm and/or anticipated subcontractors.

### **Fee Proposal**

1. Provide an anticipated preconstruction/construction schedule that identifies your expectation of design duration for each phase of the project from programming, schematic design, design development, construction document phase, and construction administration.
2. Provide a preliminary detailed Efforts Schedule – indicating the individuals planned duration and hours per month and overall totals for the entire project based on the schedule provided in your anticipated schedule. Include Consultants’ efforts in this Efforts Schedule.
3. **Please include your proposed fee and duration for the following:**
  - a. **Preconstruction: Lump sum (separate design fee versus GC fee for this effort)**
    - i. **October 2026 to December 2026**
  - b. **Construction: Percentage on cost of the work**
    - i. **\*January\* 2027 through July 15, 2027**
4. Payments shall be made monthly in proportion to the services provided for that month (SOV will be required to evaluate each billing).
5. All fees and prices reflected in the proposal must remain valid for the timelines included herein.
6. Contracts will follow the AIA-141 format.

### **Financial/Legal/Insurance Items**

1. In order to provide some assurance of financial stability, provide a copy of the most current financial statement (balance sheet and income statement) signed by the Chief Financial Officer, or other appropriate financial information. If the respondent is a Subsidiary or Joint Venture, provide the same detail for all involved entities.
2. Confirm that your firm currently has Professional Liability Coverage. Provide the Company Name of the carrier, amount, deductible and expiration date of the coverage.
3. Confirm that your firm is appropriately certified and authorized to conduct business in the State of Indiana.
4. Show evidence from your surety that your firm can secure performance and payment bonding.  
**IMPORTANT – this is required prior to any site visit.**
5. Is your firm currently involved in any legal actions relating to projects which you have had responsibility for? Describe the nature of the action(s) and their current status.

### **Evaluation Criteria**

The selection of the Design/Build team for this project will be made via a Qualifications Based Selection method. Firms offered a contract may be given an opportunity to make a presentation to select Board members and administration. Criteria may include:

<b>Evaluation Criteria</b>	<b>Weight</b>
Qualifications and Experience of Firm and Key Personnel	20%
Project Approach and Methodology	20%
Cost	20%

Evaluation Criteria	Weight
Demonstrated Experience with Similar Educational Projects	15%
Project Schedule and Feasibility	10%
Respondents Financial Stability	5%
Reference Check	5%
Minority- and/or Women-owned Plan	5%
<b>Total</b>	100%

## References

A list of three (3) references is required with complete information. For each reference, include:

- Name of organization;
- Contact person, including their name, title, phone number and email address; and
- Project name, description, value and completion date.

References in order of preference should include:

1. Local private school or non-profit organization;
2. Non-local private school or non-profit organization; and
3. For profit organizations with a similar policy requirements as identified in the proposal.

## Reservation of Rights

The School reserves to the right to cancel this RFP, accept or reject any and all proposals, in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities, and to conduct discussions with any or all qualified or potentially qualified providers in any manner necessary to serve the best interests of the School. The School also reserves the right to award a contract based upon the written proposals received without discussions or negotiations. In the event negotiations with any respondent(s) are not satisfactory to the School, the School reserves the right to discontinue such negotiations at any time; to enter into or continue negotiations with other respondents; and/or to solicit new responses from providers that did not respond to this RFP or were not included in the initial selection of respondents. The School reserves the right not to enter into any contract with any respondent, with or without the re-issuance of this RFP, if the School determines that such is in the School's best interest. The School reserves the right to change the details at any time. Nothing in this RFP shall bind the School to enter into any agreements pursuant to this solicitation.

## Proposal Submission and Timeline\*

### Key Dates

Milestone	Date
RFP Issue Date	June 1, 2026
Site Visit Registration	June 8, 2026
<b>IMPORTANT</b> – must include evidence of bonding (see Financial/Legal/Insurance section).	
Pre-Proposal Site Visit (mandatory)	June 15, 2026

Written Questions Due	June 19, 2026
Responses to Questions	June 24, 2026
Proposal Submission	July 7, 2026
Short list recommendations to B&G	July 9, 2026
Short list presentation (B&G)	July 21, 2026
Anticipated Contract Award	No later than Sept. 1, 2026
Pre-Construction Begins	September 7, 2026
Construction Begins	January 19, 2027
Project Completion	July 30, 2027

\*Dates may be subject to change by Sycamore School

### Questions and Clarifications

All communication regarding this RFP must be directed to Patrick Juday, Chief Financial Officer at juday.patrick@sycamoreschool.org.

### Site Visit Registration

**Deadline:** Registration via email must be received by the end of the day **June 8, 2026**. Include name of organization and names of attendees (not to exceed three from the organization). Evidence of bonding must accompany all registration requests. Approved registrations are required for the site visit.

### Proposal Submission

**Deadline:** Proposals must be received by the end of the day **July 7, 2026**. Responses received after this date and time will not be considered.

**Submission Method:** Electronic submission via email:

Patrick Juday  
Chief Financial Officer  
Sycamore School  
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