

Request for Proposals (RFP)

Comprehensive Campus Master Plan

Issuing Entity: Ambleside School of Boerne

Project Location: Boerne, Kendall County, Texas

Issuance Date: Monday, September 21, 2026

Intent to Bid Due Date: Friday, November 6, 2026 (5:00 PM CST)

Proposal Submission Deadline: Friday, November 20, 2026 (5:00 PM CST)

Target Award / Work Commencement: December 2027 / January 2028

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1. Invitation & Transmittal Overview

Ambleside School of Boerne ("Ambleside" or the "School") invites qualified architectural and landscape architecture firms to submit proposals for professional services to develop a comprehensive, long-term Campus Master Plan and Phase 1 Schematic Concepts for its new property in Boerne, Texas.

Ambleside is an independent school operating within the tradition of British educator Charlotte Mason. The School is planning the phased development of a permanent home designed for a target capacity of 224 students across 14 grade levels (Pre-K through 12th grade, capped at 16 students per class).

Firms ("Respondents") intending to submit a proposal must confirm their initial intent by email (RFP@amblesideboerne.com) to the Campus Master Planning Committee by Friday, November 6, 2026. Site reconnaissance visits may be scheduled prior to the submission deadline. All expenses incurred in the preparation of this proposal or subsequent presentations shall be borne solely by the submitting firm.

2. Educational Philosophy & Architectural Vision

In the Charlotte Mason philosophy, **"Education is an atmosphere, a discipline, a life"** and **"the science of relations."** Mason rejected the rigid, sterile, "egg-box" model of institutional schooling. Ambleside regards the physical environment as an active "third teacher" that must embody beauty, human scale, and authentic engagement with creation:

- **Atmosphere over Institutionalism:** Avoid cavernous, double-loaded cinderblock corridors, commercial acoustic-tile ceilings, and industrial floor coverings. Spaces must feel peaceful, warm and inviting - favoring abundant natural daylight, cross-ventilation, honest structural elements (timber, native Texas limestone), and residential/vernacular dignity.
- **The Living Classroom & Open Air:** Mason considered direct contact with nature essential to intellectual and spiritual health. Classrooms must offer uninterrupted sightlines to the outdoor landscape and open directly into gardens, shaded verandas, or nature courtyards.
- **A Village, Not a Monolith:** To support the relational intimacy of 16-student cohorts, the plan should explore a decentralized, "village-scale" cluster of pavilions or micro-cottages connected by breezeways, rather than a single, monolithic academic complex.

- **Living Books & Living Things:** Spaces should center around quiet contemplation, natural specimen inquiry, literature, and handicrafts rather than screens and artificial displays.

3. Programmatic Requirements & Site Integration

A. Academic & Communal Programming (224 Students Max)

- **14 Homeroom Classrooms:** Pre-K through 12th grade (16 students per grade level plus flex room for another sitting area, non-built in shelves, other furniture).
- **Community Gathering Hall & Dining Space:** Sized to host full-school events - including all 224 students, faculty, and family members for assemblies, choral programs, and community feasts - incorporating flexible overflow or indoor-outdoor spillover space into adjacent covered verandas or courtyards.
- **The Living Library:** A central sanctuary for books, contemplation, and quiet study.
- **Specialized Studios:** Art ateliers with abundant northern/indirect daylight; true natural science and inquiry labs with immediate physical connections to the outdoor landscape.
- **Administration & Care:** Modest administrative offices, teacher workroom, health clinic, and a welcoming family reception parlor.

B. Athletics & Recreation Embedded in the Landscape

Athletic facilities must serve physical education needs without dominating or flattening the Hill Country terrain:

- **Multi-Purpose Sports Field:** Sized for soccer and field games.
- **Outdoor Multi-Use Sport Court:** A durable playing surface for court sports.
- **Nature Play & Observation Grounds:** Unpaved loose-parts play areas, boulder clusters, treehouses, and preserved groves for daily unstructured outdoor play and nature journaling.
- **Nature Trail Around Encircling the Property:** For nature walks and nature study but doubling as a cross country course.
- **Amphitheater:** A covered amphitheater with lights and AV capabilities for Shakespeare plays and puppet shows. Multi-use for chapel and assembly days.

C. Landscape Architecture, Hydrology & Site Logistics

Landscape design carries equal prominence to vertical architecture in this project:

- **Hydrology as an Amenity:** The property features irregular geometry and distinct surface water runoff corridors. Runoff must not be directed into fenced industrial retention pits; it must be sculpted as dry creek beds, bioswales, rain gardens, and integrated water features that serve as living educational resources.
- **Circulation & Traffic Management:** Safe, efficient stacking loops for morning drop-off and afternoon pick-up, and parking must be concealed behind natural tree buffers and utilize permeable or low-impact surfaces to eliminate asphalt sprawl.
- **Pedestrian Infrastructure:** Shaded breezeways, crushed-stone walking trails, and covered timber boardwalks linking outdoor learning nodes.

4. Scope of Services & Key Deliverables

The design firm will lead a collaborative planning process structured across three primary stages:

Stage 1: Discovery, Stakeholder Engagement & Site Analysis

- **Constituent Engagement:** Facilitate listening sessions and workshops with the Board of Directors, Campus Master Planning Committee, administration, faculty, and school parents to translate school values into spatial guidelines.
- **Site & Environmental Analysis:** Review topography, hydrology, soils, tree canopies, prevailing winds, solar orientation, and utility easements.
- **Municipal & Permitting Due Diligence:** Identify local land-use, platting, dark-sky, National Wildlife Federation's Certified Wildlife Habitat program, and environmental/stormwater permitting requirements for Boerne and Kendall County.

Stage 2: Comprehensive Campus Master Plan

- **Master Site Plan:** Coordinated property layouts illustrating the full 224-student build-out, building footprints, vehicular circulation/queuing, parking, sports fields, court, nature trails, fencing, and landscape hydrology corridors.
- **Hydrology & Stormwater Strategy:** Engineered yet naturalized drainage diagrams demonstrating sustainable overland flow management.
- **Phasing & Infrastructure Strategy:** A logical capital implementation roadmap (Phase 1 core infrastructure through final completion).
- **Cost Modeling:** A detailed "menu of costs" and rough-order-of-magnitude (ROM) estimates per phase to support future capital campaign fundraising.

Stage 3: Phase 1 Concept Design

- Translate the identified "Phase 1" priority structures into Schematic Design (site placement, massing, preliminary floor plans, elevations, cross-sections, and character renderings) to establish campaign budgets and donor presentation materials.
- Note: The School reserves the right to negotiate subsequent design phases (Design Development, Construction Documents, and Construction Administration) with the selected firm or pursue alternate arrangements.

5. Proposal Submission Requirements

Submissions must be concise (maximum 30 pages, not including contract) and organized into the following sections:

- A. **Firm Overview & Philosophy Alignment:** Summary of firm history, primary business lines, and a brief statement demonstrating an understanding of Charlotte Mason educational principles and nature-integrated design.
- B. **Team Qualifications & Resumes:** Profiles of the principal-in-charge, lead project architect, and lead landscape architect. Include any relevant educational or sustainability designations.
- C. **Relevant Portfolio & References:** Provide three (3) comparable independent school or campus master planning projects completed within the last 7 years. Include client reference contacts (name, title, email, phone).
- D. **Project Approach & Schedule:** Proposed project work plan, constituent engagement methodology, meeting schedule, and projected milestones from notice-to-proceed to final deliverable delivery.
- E. **Fee Proposal & Reimbursables:** Provide a detailed breakdown of professional fees with separate line items for:
 - a. Stage 1: Discovery & Site Assessment
 - b. Stage 2: Campus Master Plan & Landscape Strategy
 - c. Stage 3: Phase 1 Concept / Schematic Design
 - d. Hourly billing rates for team personnel, subconsultant allowances, and reimbursable expense policies.
- F. **Insurance & Contracting:** Proof of professional liability insurance coverage as further outlined in RFP Attachment "B" and a sample standard agreement (e.g., AIA B101 or B105 customized).

6. Procurement Schedule & Deadlines

Milestone	Date / Deadline
RFP Issuance	Monday, September 21, 2026
Notice of Intent to Bid Due	Friday, November 6, 2026, (5:00 PM CST)
Site Tours & Clarification Questions Window	Friday, October 2 - Friday, October 30, 2026
Final Proposal Submission Deadline	Friday, November 20, 2026, (5:00 PM CST)
Shortlist Notification & Presentation Invitations	Friday, December 4, 2026
Firm Interviews & Presentations	Week of December 14, 2026

Final Selection & Board Approval	Monday, January 11, 2027
Project Kickoff / Discovery Phase	January 2027

7. Amendments to RFP

Changes, amendments, or written responses to questions received in regards to this RFP may be posted on Ambleside’s website at www.amblesideboerne.com/rfp . It is Respondent’s responsibility to review this site and ascertain whether any amendments have been made prior to submission of a proposal.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFP, and changes to the RFP – if any – shall be made in writing only.

8. Restrictions on Communication

A. Respondents are prohibited from communicating with Ambleside staff, its Board of Directors and Campus Master Planning Committee members regarding the RFP or Proposals from the time the RFP has been released until a contract is awarded. These restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or Proposal submitted by Respondents. Violation of this provision by Respondent and/or their agent may lead to disqualification of Respondent’s proposal from consideration. Exceptions to the restrictions on communication with Ambleside staff, its Board of Directors and/or Campus Master Planning Committee members include:

1. Respondents may request to schedule a site tour and may ask verbal questions concerning this RFP during such scheduled site tour.
2. Written questions concerning this RFP must be received by the Ambleside Campus Master Planning Committee at RFP@amblesideboerne.com no later than noon Central Time, on Friday, October 30, 2026. Questions received after this date/time may not be answered.

3. Respondents may provide responses to questions asked of them by Campus Master Planning Committee members after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted.

B. Ambleside reserves the right to contact any Respondent to negotiate if such is deemed desirable by Ambleside.

9. Award of Contract and Reservation of Rights

A. Ambleside reserves the right to award one, more than one or no contract(s) in response to this RFP.

B. The contract, if awarded, will be awarded to the Respondent(s) whose proposal(s) is deemed most advantageous to Ambleside, as determined by the Campus Master Planning Committee, upon approval of the Board of Directors.

C. Ambleside may accept any proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of Ambleside. However, final selection of a Respondent is subject to Board of Directors approval.

D. Ambleside reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received. Ambleside also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

E. Ambleside will require the selected Respondent(s) to execute a contract with Ambleside, following recommendation of award by the Board of Directors. No work shall commence until Ambleside signs the contract document(s) and Respondent(s) provides the necessary evidence of insurance as required in this RFP and the contract. Contract documents are not binding on Ambleside until approved by its Attorney. In the event the parties cannot negotiate and execute a contract within the time specified, Ambleside reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.

F. This RFP does not commit Ambleside to enter into a contract, award any services related to this RFP, nor does it obligate Ambleside to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.

G. If selected, Respondent will be required to comply with the Insurance and Indemnification Requirements established herein.

H. The successful Respondent must be able to formally invoice Ambleside for services rendered, incorporating the contract and purchase order numbers that shall be provided by Ambleside.

J. Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is (are) and shall be deemed to be an independent contractor(s), responsible for its (their) respective acts or omissions, and that Ambleside shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

10. Evaluation Criteria & Selection Process

The Campus Master Planning Committee will evaluate proposals based on:

- Demonstrated sensitivity to the Charlotte Mason philosophy and non-traditional educational spaces (25%).
- Demonstrated strength and creativity in landscape architecture and natural hydrology/drainage design (25%).
- Experience and proven track record with independent schools and master planning (20%).
- Clarity of methodology, constituent engagement plan, and project timeline (15%).
- Competitiveness and clarity of fee structure and contract terms (15%).

Final firm selection is contingent upon approval by the Ambleside Board of Directors and successful negotiation of a contract.

11. Submission Instructions

Please submit an electronic copy of your proposal in PDF format no later than 5:00 PM CST on Friday, November 20, 2026 to RFP@amblesideboerne.com.

RFP ATTACHMENT "A"

LITIGATION DISCLOSURE FORM

Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Circle One

YES

NO

2. Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for any other Federal, State or Local Government, or Private Entity?

Circle One

YES

NO

3. Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Circle One

YES

NO

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

Completed by: _____

Date: _____

RFP ATTACHMENT “B”

INSURANCE REQUIREMENTS

If awarded a contract pursuant to this RFP, Respondent will be expected to comply with the following insurance requirements:

A) Prior to the commencement of any work under this Contract, Contractor shall furnish copies of all required endorsements and an original completed Certificate(s) of Insurance to Ambleside School of Boerne, which shall be clearly labeled “*Comprehensive Campus Master Plan RFP*” in the Description of Operations block of the Certificate. The original Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. Ambleside will not accept Memorandum of Insurance or Binders as proof of insurance. The original certificate(s) or form must have the agent’s original signature, including the signer’s company affiliation, title and phone number, and be mailed, with copies of all applicable endorsements, directly from the insurer’s authorized representative to Ambleside. Ambleside shall have no duty to pay or perform under this Contract until such certificate and endorsements have been received and approved by Ambleside. No officer or employee, other than the Ambleside’s Board of Directors, shall have authority to waive this requirement.

B) Ambleside reserves the right to review the insurance requirements of this Article during the effective period of this contract and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by Ambleside based upon changes in statutory law, court decisions, or circumstances surrounding this contract. In no instance will Ambleside allow modification whereupon Ambleside may incur increased risk.

C) A Contractor’s financial integrity is of interest to Ambleside; therefore, subject to Contractor’s right to maintain reasonable deductibles in such amounts as are approved by Ambleside, Contractor shall obtain and maintain in full force and effect for the duration of this Contract, and any extension hereof, at Contractor’s sole expense, insurance coverage written on an occurrence basis, by companies authorized and admitted to do business in the State of Texas and with an A.M. Best’s rating of no less than A- (VII), in the following types and for an amount not less than the amount listed:

TYPE	AMOUNTS
1. Commercial General Liability Insurance to include coverage for the following: a. Premises operations b. Independent Contractors c. Personal Injury d. Contractual Liability e. Broad form property damage, to include fire legal liability	For Bodily Injury and Property Damage of \$1,000,000 per occurrence
2. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$100,000 per occurrence

D) Ambleside shall be entitled, upon request and without expense, to receive copies of the policies, declarations page and all endorsements thereto as they apply to the limits required by Ambleside, and may require the deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). Contractor shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to Ambleside at the address provided below within 10 days of the requested change. Contractor shall pay any costs incurred resulting from said changes.

Ambleside School of Boerne
49 Scenic Loop Road
Boerne, Texas 78006

E) Contractor agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following required provisions:

- Name Ambleside and its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with Ambleside, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to Ambleside where the Ambleside is an additional insured shown on the policy;
- Workers' compensation and employers' liability policies will provide a

waiver of subrogation in favor of Ambleside; and

- Provide thirty (30) calendar days advance written notice directly to Ambleside of any suspension, cancellation, non-renewal or material change in coverage, and not less than ten (10) calendar days advance written notice for nonpayment of premium.

F) Within five (5) calendar days of a suspension, cancellation, or non-renewal of coverage, Contractor shall provide a replacement Certificate of Insurance and applicable endorsements to Ambleside. Ambleside shall have the option to suspend Contractor's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this contract.

G) If Contractor fails to maintain the aforementioned insurance, or fails to secure and maintain the aforementioned endorsements, Ambleside may obtain such insurance, and deduct and retain the amount of the premiums for such insurance from any sums due under the agreement; however, procuring of said insurance by Ambleside is an alternative to other remedies Ambleside may have, and is not the exclusive remedy for failure of Contractor to maintain said insurance or secure such endorsement. In addition to any other remedies Ambleside may have upon Contractor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, Ambleside shall have the right to order Contractor to stop work hereunder, and/or withhold any payment(s) which become due to Contractor hereunder until Contractor demonstrates compliance with the requirements hereof.

H) Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractors' performance of the work covered under this agreement.

I) It is agreed that Contractor's insurance shall be deemed primary with respect to any insurance or self insurance carried by Ambleside for liability arising out of operations under this contract.

J) It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this contract.

RFP ATTACHMENT "C"

INDEMNIFICATION REQUIREMENTS

Respondent, if selected, covenants and agrees to FULLY INDEMNIFY and HOLD HARMLESS, Ambleside and its employees, officers, directors, volunteers and representatives of Ambleside, individually or collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon Ambleside directly or indirectly arising out of, resulting from or related to Respondent's activities under a contract awarded pursuant to this RFP, including any acts or omissions of Respondent, if selected, any agent, officer, director, representative, employee, consultant or subcontractor of Respondent, and their respective officers, agents, employees, directors and representatives while in the exercise of performance of the rights or duties under such a contract, all without however, waiving any governmental immunity available to Ambleside under Texas Law and without waiving any defenses of the parties under Texas Law. IT IS FURTHER COVENANTED AND AGREED THAT SUCH INDEMNITY SHALL APPLY EVEN WHERE SUCH COSTS, CLAIMS, LIENS, DAMAGES, LOSSES, EXPENSES, FEES, FINES, PENALTIES, ACTIONS, DEMANDS, CAUSES OF ACTION, LIABILITY AND/OR SUITS ARISE IN ANY PART FROM THE NEGLIGENCE OF AMBLESIDE, THE EMPLOYEES, OFFICERS, DIRECTORS AND REPRESENTATIVES OF AMBLESIDE, UNDER THIS CONTRACT.

It is the EXPRESS INTENT of the parties to said contract, that the INDEMNITY provided for in this section, is an INDEMNITY extended by Respondent, if selected, to INDEMNIFY, PROTECT and HOLD HARMLESS, Ambleside from the consequences of Ambleside's OWN NEGLIGENCE, provided however, that the INDEMNITY provided for in this section SHALL APPLY only when the NEGLIGENT ACT of Ambleside is a CONTRIBUTORY CAUSE of the resultant injury, death, or damage, and shall have no application when the negligent act of Ambleside is the sole cause of the resultant injury, death, or damage. Respondent, if selected, further AGREES TO DEFEND, AT ITS OWN EXPENSE and ON BEHALF OF Ambleside AND IN THE NAME OF Ambleside, any claim or litigation brought against Ambleside and its elected officials, employees, officers, directors, volunteers and representatives, in connection with any such injury, death, or damage for which this INDEMNITY shall apply, as set forth above.

The provisions of this INDEMNIFICATION are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. Respondent, if selected, shall advise Ambleside in writing within 24 hours of any claim or demand against Ambleside or Respondent, if selected, known to Respondent, related to or arising out of Respondent's activities under such contract and shall see to the investigation and defense of such claim or demand at Respondent's cost. Ambleside shall have the right, at its option and at its own expense, to participate in such defense without relieving Respondent of any of its obligations under this paragraph.

RFP ATTACHMENT "D"

SIGNATURE PAGE

Check (✓) the box that indicates business structure of Respondent

☐ Individual or Proprietorship

☐ Partnership or Joint Venture

☐ Corporation

The undersigned certifies that (s)he is _____ (title) of the Respondent entity named below; that (s)he is designated to sign this Proposal Form (if a Corporation then by resolution with Certified Copy of resolution attached) for and on behalf of the entity named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for in the Proposal as required by this RFP, and has the requisite authority to execute an Agreement on behalf of Respondent, if awarded, and that the 11-digit Comptroller's Taxpayer Number for the entity is:

11-digit Comptroller's Taxpayer Number

Employer Identification Number

Respondent Organization Name (DBA also required if Individual or Proprietorship)

By: _____

Printed Name: _____

Title: _____

By: _____

(If Respondent is a Joint Venture, an authorized signature from a representative of each party is required)

Printed Name: _____

Title: _____

By signature above, Respondent agrees to the following:

1. If awarded a contract in response to this RFP, Respondent will be able and willing to comply with the insurance and indemnification requirements set out in RFP Attachments "B" & "C".
2. If awarded a contract in response to this RFP, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's Proposal and during Proposal process.
3. Respondent has fully and truthfully submitted a Litigation Disclosure form with the understanding that failure to disclose the required information may result in disqualification of proposal from consideration.
4. Respondent understands that failure to fully disclose requested information may result in disqualification of proposal from consideration or termination of contract, once awarded.

RFP ATTACHMENT “E”

PROPOSAL CHECKLIST

Use this checklist to ensure that all required documents have been included in the proposal and that they are properly tabbed or otherwise clearly identified and appear in the correct order.

<u>Tab in Proposal</u>	<u>Document</u>	<u>Initial to Indicate Document is Attached to Proposal</u>
	<u>Table of Contents</u>	
1.	Firm Overview & Philosophy Alignment	
2.	Team Qualifications & Resumes	
3.	Relevant Portfolio & References	
4.	Project Approach & Schedule	
5.	Fee Proposal & Reimbursables	
6.	Insurance & Contracting	
7.	Litigation Disclosure Form* (RFP Attachment “A”)	
8.	Signature Page* (RFP Attachment “D”)	
9.	<u>Proposal Checklist (RFP Attachment “E”)</u>	

***Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.**