

Request for Bids

Sports Dome Put-up and Take-down Services

INVITATION

Hmong College Prep Academy is currently accepting bids for the put-up and take-down of its sports dome. Put-up is scheduled for October 2025 and the Take-down is scheduled for April 2026. We are reaching out to current service providers and welcoming interest from new providers as part of our bidding process. Proposals may include extended years of services for a total of three years thru June 2028 for the put up and take down project each year.

Interested and qualified organizations are invited to submit proposals, which will be accepted until August 15, 2025 at 5:00 PM. Proposals should be emailed to:

Attn: Luke Mead
Luke.mead@hcpak12.org

Or mailed to:

Luke Mead
Senior Facilities Manager/Project Manager
Hmong College Prep Academy
1515 Brewster St
St. Paul, MN 55108

One electronic or hard copy of the proposal must be emailed, mailed, or hand delivered to Hmong College Prep Academy by 5:00 p.m. on August 15, 2025.

Questions may be submitted via email to Luke Mead at the email listed above.

RFP Schedule

Activity	Date
RFP Invitation	July 23, 2025
Deadline to Submit Questions Regarding RFP	August 8, 2025
RFP Responses Due	August 15, 2025
Selection (with review of finance committee and board)	August 27, 2025

NOTE: The issuing of this RFP in no way obligates HCPA to accept any of the proposals that may be submitted by the due date, and HCPA may, at its sole discretion, continue operating under the status quo.

BACKGROUND

HCPA is a K-12 charter school that provides its students with a college-focused curriculum. The school is composed of over 185 licensed teachers, 40 paraprofessionals and 60 district/admin. personnel; all of whom share the ideology that all students, regardless of socio-economic background, will be given the opportunity to pursue a post-secondary education. Since '04, HCPA has expanded its campus five times to serve the needs of their stakeholders.

We are seeking bids for the put-up and take-down of our sports dome

- Put-up October 2025
- Take-down April 2026

Bids should include the itemized cost proposal for each put-up and take-down for each year being bid thru the fiscal year ending June 2028.

Additional Information - Interested contractors are encouraged to provide any additional information not otherwise requested that may aid HCPA in awarding this professional service contract.