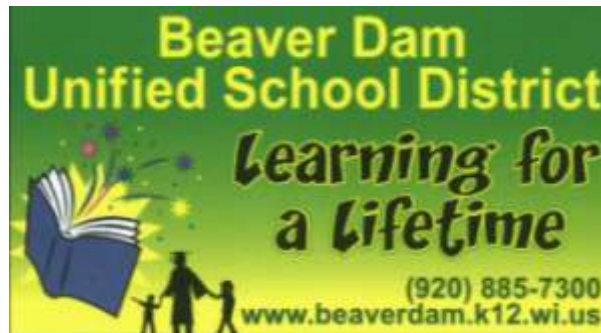


REQUEST FOR PROPOSALS
TO PROVIDE A
FACILITIES FEASIBILITY STUDY
FOR
BEAVER DAM UNIFIED SCHOOL DISTRICT
~ June 2011 ~



Issuing Agency: Beaver Dam Unified School District
Educational Services Center
705 McKinley Street
Beaver Dam, WI 53916

Telephone: 920/885-7300
Fax: 920/885-7306
District Website: www.bdusd.org

Contact Person: Andrew Sarnow, Director of Business Services

DUE: Tuesday, June 21st, 2011

BEAVER DAM UNIFIED SCHOOL DISTRICT

Request for Proposal - Facilities Feasibility Study

I. Introduction / Background

The Beaver Dam Unified School District, located in Dodge County, serves approximately 3,600 students in grades 4K-12. The District has ten school facilities - seven elementary schools (grades 4K-5), a middle school (grades 6-8), a high school (grades 9-12), and an alternative school (grades 7-12). The District also contracts out with local Child Care Providers for the majority of its 4-year old Kindergarten programming.

The District has realized slight enrollment growth over the past five years in addition to the expansion of the 4-year old kindergarten program. Future student enrollment is unknown and the District is therefore planning on utilizing the University of Wisconsin Applied Population Laboratory for an enrollment projection and a demographic study in the near future.

In 2001, the District financed an 8,000 square foot addition onto Jefferson elementary. The most recent referendum was in 1998 and consisted of 34,600 square feet added to elementary schools, the construction of Prairie View Elementary at 72,000 square feet, extensive remodeling of the Middle School and some remodeling at the High School totaling \$16 million.

Historically, the District has reviewed the structure and mechanics of its facilities and has maintained a list of projects with an estimated cost breaking out a 5-year window and a second category reaching beyond the 5 years, but still identifiable. Beginning in the 2008-09 fiscal year, the District also created a segregated fund for the sole purpose of repair and replacement resulting in an annual contribution of \$300,000.

II. Scope of Services

The District is looking for a qualified and experienced firm to assist with the development of a SUSTAINABLE Facilities Feasibility Study. The following scope of services reflects the major functions that the selected firm would be responsible for in helping develop our District's future facility needs:

Function 1 ~ Assessment of Existing Major Building-Systems and Components

The objective of this function is to assess the condition of existing major building systems and components, determine the projected life expectancies of these systems and components, provide cost estimates for updating or replacement of these systems and components, and assist the school district with the development of a comprehensive long-range maintenance plan to address identified large capital maintenance needs.

Function 2 ~ Educational Space / Capacity Analysis and Solutions

The objective of this function is to review space utilization and educational delivery identifying space deficiencies and future space requirements, assist with the determination or definition of capacity(ies) at existing school facilities and develop facilities & educational delivery options including preliminary cost estimates for remodeling, additions on a per-site basis and/or new construction.

Function 3 ~ Risk Analysis of South Beaver Dam and Trenton Elementary Sites

*The objective of this function is to determine, in addition to the structural or major building-system assessment (Function 1), the depth of risk and/or the anticipated life expectancy of the **actual site** for South Beaver Dam Elementary and Trenton Elementary. Also, and just as importantly, to provide the District with viable alternatives to educate the student population at either of these two sites.*

Function 4 ~ Alternative School Space Analysis

The objective of this function is to conduct a space and programmatic needs study (more in-depth than Function 2) specific to the delivery of an alternative education program. Existing space will be assessed incorporating possible alternatives located at other sites, commonly referred to as a school-within-a-school.

III. Feasibility Study Timetable

The District would like to begin the Facilities Feasibility process immediately upon selection of a firm. The selected firm shall work with school district representatives to develop a realistic timeline for the development of a District Facilities Feasibility Study.

IV. Firm Expectations

The selected firm would be required to attend all District facility-related meetings (approximately once per month) until the Facility Feasibility Study is completed and two to three Board of Education Meetings. In addition, the firm would be expected to meet with district staff as needed to familiarize themselves with our school district, prior facilities & long-range planning efforts, and to collect information and data needed to complete the above functions.

V. Firm Profile

Respondents to this RFP shall include the following minimum information in their proposal:

- a. General qualifications: describe the general qualifications of the firm(s).

- b. Special qualifications: describe any special or unique qualifications of the firm(s) as they relate to facilities master planning.
- c. Staff qualifications: submit resumes demonstrating relevant experience of key personnel to be assigned to this project. Specify the role of each key staff member in the project.
- d. Previous **educational** experience: provide a list of clients, including name, address, contact person and telephone number for whom similar or related consulting services that have been provided within the last five years. Include a short description of the project(s), the name of the lead consultant(s), and other staff members that were assigned and their role(s) in the project.

VI. Proposal Response

Respondents to this RFP shall include the following minimum information in their proposal:

- a. Describe how they will organize and perform the work described in the Scope of Services section. List the names of any sub-consultants that are intended to be used on the project and the specific services to be provided the sub-consultant(s).
- b. Describe their understanding of the requested services and the planned approach to fulfill the goals of this project. Submittal should include a listing of contemplated tasks for each function.
- c. Include a proposed time schedule (to the best extent possible) to complete the scope of work specified.
- d. Provide a fee proposal. **Fees shall include all meetings needed to successfully complete this project and ALL related reimbursable costs.**

VII. Proposal Evaluation / Selection Process

The responses will be reviewed by an evaluation panel consisting of individuals selected by the District.

Responding firms will bear all costs of this RFP and interviews, if any.

Proposals will be reviewed using the following criteria / elements:

- i. Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP,

- ii. Fee Proposal/Cost: Overall fee / billing rates,
- iii. Prior experience, Qualifications, Reference, Past Performance.

At the District's discretion, to further assist in evaluation, some, one, or all of the responding firms and/or individuals may be requested to participate in an oral interview. The interview would be used as another opportunity to clarify any issues within a given response and explore the approaches that may be used to satisfy all requirements for the District.

Upon the completion of the selection process, the District shall notify the firms of the selection and the successful firm to enter into an agreement. Firms shall submit fee proposal with their RFP response. At the District's discretion, it may directly negotiate with the best qualified firm on final scope and fee arrangement.

The District may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. The District also reserves certain rights, including, but not limited to, the following:

- a. Reject any or all of the proposals
- b. Issue subsequent Requests for Proposals
- c. Cancel the entire Request for Proposal
- d. Remedy technical errors in the Request for Proposal process
- e. Appoint evaluation committees to review qualifications and proposals
- f. Seek the assistance of outside technical experts in evaluation
- g. Approve or disapprove the use of particular subcontractors
- h. Establish a short list of firms eligible for discussions after review of RFP
- i. Negotiate with any, all, or none of the firms
- j. Solicit best and final offers from all, some, or one of the firms
- k. Award a contract to one or more firms
- l. Waive informalities and irregularities in RFP
- m. Award without discussion

This RFP shall not, in any manner, be construed to be an obligation on the District to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

VIII. Submittal Requirements

Any questions concerning this RFP must be submitted in writing by mail or e-mail on or before Friday, June 17th, 2011 to:

Steve Vessey, Superintendent
Beaver Dam Unified School District
705 McKinley Street
Beaver Dam, WI 53916
Phone: 920/885-7300 x1111
e-mail: vesseys@bdusd.org

Andrew Sarnow, Director of Business Services
Phone: 920/885-7300 x1113
e-mail: sarnowa@bdusd.org

Paul Buchholz, Buildings & Grounds Coordinator
Phone: 920/885-7300 x1143
e-mail: buchholzp@bdusd.org

All responses to this RFP shall be received no later than 2:00 PM on Tuesday, June 21st, 2011. Three (3) copies of your proposal are requested.

Responses to this RFP should be delivered to:

Andrew Sarnow, Director of Business Services
Beaver Dam Unified School District
705 McKinley Street
Beaver Dam, WI 53916

Proposals received after the date and time specified will be returned unopened. All proposals will become the property of the Beaver Dam Unified School District.

The Beaver Dam Unified School District would like to thank the Middleton-Cross Plains Area School District for providing the template of this RfP.