

# REQUEST FOR PROPOSALS

## FACILITIES FEASIBILITY STUDY

OF

## RIVER VALLEY SCHOOL DISTRICT

~ May 2015 ~

Issuing Agency: River Valley School District  
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Spring Green, WI 53588

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**DUE: June 11, 2015, 12 pm (noon)**

# RIVER VALLEY SCHOOL DISTRICT

## Request for Proposal - Facilities Feasibility Study

### I. Purpose

The River Valley School District (RVSD) is seeking a consulting firm with PK-12 educational planning experience to assess and evaluate: (a) our current educational facilities and future needs; and (b) enrollment patterns and projections of the RVSD campuses.

The District's long-term objectives are to:

- a. Maintain an outstanding academic environment;
- b. Identify and address facility, technology, security, and space needs in the District in an efficient and cost-effective manner;
- c. Modernize aging and inefficient facilities;
- d. Utilize energy efficiency recommendations from a 2014 CESA 10 Energy Study  
[http://www.rvschools.org/cms\\_files/resources/CESA%2010%20facilities%20management%20audit%20report%20April%202014.pdf](http://www.rvschools.org/cms_files/resources/CESA%2010%20facilities%20management%20audit%20report%20April%202014.pdf)
- e. Consideration of operational and/or capital referendum(s); and
- f. Review and assess grade-level enrollment patterns across the District.

This study will evaluate existing facilities, culminating in a facility condition analysis report that includes a series of options to reach the long-range objectives, including cost estimates for future projects.

### II. Minimal Qualifications

Consideration for awarding the contract will be limited to those firms that specialize in, or have a division/department dedicated to, PK-12 public education projects and have completed at least three (3) such studies for PK-12 public education institutions resulting in projects of one million dollars (\$1,000,000) or more within the last three (3) years.

### III. Introduction / Background

The RVSD is located in Sauk, Richland and Iowa Counties, approximately 40 miles northwest of Madison on US Hwy 14. The District also includes property in Dane County. The RVSD serves approximately 1,350 students in grades 4K-12. The Administrative Offices are located at 660 West Daley Street in Spring Green, Wisconsin.

The River Valley High School (RVHS) was originally constructed in 1961 with additions in 1993 and 1998. It currently includes 120,251 square feet and houses approximately 455 students and 64 employees in 47 classrooms. RVHS is located at 660 Varsity Blvd., Spring Green.

The River Valley Middle School (RVMS) was originally constructed in 1968 with an addition in 1996. It currently includes 66,635 square feet and houses approximately 301 students and 44 employees in 25 classrooms. RVMS is located at 660 West Daley Street, Spring Green.

The River Valley Elementary School Spring Green (RVESSG) was originally constructed in 1989. It currently includes 48,500 square feet and houses approximately 242 students and 48 employees in 17 classrooms. RVESSG is located at 830 West Daley Street, Spring Green.

The River Valley Arena Community Elementary School (RVACES) was originally constructed in 1952. It currently includes 24,569 square feet and houses approximately 120 students and 16 employees in 8 classrooms. RVACES is located at 314 Willow Street, Arena.

The River Valley Elementary School Lone Rock (RVESLR) was originally constructed in 1955 with an addition in 1989. It currently includes 24,569 square feet and houses approximately 100 students and 15 employees in 9 classrooms. RVESLR is located at 222 West Pearl Street, Lone Rock.

The River Valley Elementary School Plain (RVESP) was originally constructed in 1992. It currently includes 24,378 square feet and houses approximately 100 students and 14 employees in 6 classrooms. RVESP is located at 1370 Cherry Street, Plain.

In 2014, the District contracted CESA 10 to conduct a detailed energy audit of District's six building facilities. The report is available at the District Administrative Offices. An outcome of that study was the completion of over \$450,000 in energy-saving projects throughout the District during the 2014-2015 school year and another \$450,000 planned for the 2015-2016 school year.

#### **IV. Scope of Services**

The following scope of services reflects the major functions that the selected firm would be expected to address in this study. RVSD currently struggles with declining enrollment and subsequent budget (revenue limit) constraints. The voters passed a \$1.2 million recurring referendum for operating costs in 2010. At that time, this referendum was projected to only cover one-half of District budget deficits. The District is open to ideas as well as vendor provided alternatives.

##### **Function 1 ~ Assessment of Community Demographics and Enrollment Projections**

The objective of this function is to assess the long range trends of community demographics. RVSD includes four villages and 13 townships with different ideas and needs. The District sees ebbs and flows throughout its rural population and has a net loss of 60 open enrolled students on an annual basis.

##### **Function 2 ~ 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 District with the development of a comprehensive long-range maintenance plan to address identified large capital maintenance needs.

This shall include, but is not limited to:

- a) Inspection and evaluation of school facilities, including parking lots, school grounds, and athletic facilities, with regard to code compliance, potential hazards, life/safety/security, and compliance with depreciation schedules for roofs, heating systems, ADA issues, Title IX, and other facility issues;

- b) Full condition analysis and on-site inspections for all facilities, including building envelope, interior and exterior finishes, structural integrity, and operating systems (mechanical, electrical, plumbing, technology, security, fire, safety, communications, and HVAC systems);
- c) Analyzing current transportation flow with respect to student drop-offs/pick-ups, school bus loading/unloading, and parking; and
- d) Topography and environmental constraints of the existing site.

### **Function 3 ~ 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 maintaining current facilities as is, remodeling, additions and/or new construction or unification of existing schools.

#### **V. RFP Timeline**

- ✚ May 5, 2015: District Issues RFP
- ✚ May 15, 2015: Walk-through of District facilities
- ✚ May 29, 2015: Deadline for submission of questions regarding this RFP
- ✚ June 11, 2015: Proposal Submission Deadline (12 Noon)
- ✚ June 17, 2015: Interviews with selected Proposers
- ✚ July 9, 2015: Recommendation to Board of Education

#### **VI. 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 District representatives to develop a realistic timeline for the development of a District Facilities Feasibility Study, as well as refine and clarify the Scope of Services.

#### **VII. Firm Expectations**

The selected firm would be required to lead District planning committee meetings (approximately once per month) until the Facility Feasibility Study is completed. In addition, the selected firm would be required to attend two or three Board of Education Meetings, including the meeting at which the final report is presented. The firm would also be expected to meet with District staff as needed to familiarize themselves with our District, prior facilities & long-range planning efforts, and to collect information and data needed to complete the above functions.

## **VIII. Submittal Requirements**

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

### **A. Cover Letter**

1. Include firm name, business address, telephone number, fax number, e-mail address, and contact person.
2. Indicate why your firm should be selected for this project.

### **B. Firm Profile**

1. General qualifications: describe the general qualifications of the firm(s).
2. Special qualifications: describe any special or unique qualifications of the firm(s) as they relate to facilities master planning and high school facilities design.

### **C. Project Team**

1. List the specific personnel proposed for the project team and submit resumes demonstrating relevant experience of key personnel. Specify the role of each key staff member in the project.
2. Name, address and brief description of any consulting or engineering firms that may be employed as partners on this project. Include length of existing relationship and possible names of representatives who would work on this project.

### **D. K-12 Education 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. Special emphasis should be placed on projects for Districts with enrollments of 1,000 – 2,000 students.

### **E. Proposal Response**

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

1. Describe how they will organize and perform the work described in the Scope of Services section. List the names of any firms they may contract with for this project and

the specific services to be provided the sub-contracted firm(s). These may include, but are not limited to, structural, mechanical, electrical, plumbing, and civil engineering.

2. 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.
3. Include a proposed time schedule (to the best extent possible) to complete the scope of work specified.

#### **F. Fee Proposal**

Provide a fee proposal. **Fees shall include all meetings needed to successfully complete this project and ALL related reimbursable costs, including all sub-contracted vendors.**

#### **IX. 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:

- a. Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP,
- b. Prior experience, qualifications, references, and past performance.
- c. Experience with / expertise in K-12 school projects generally, and high school projects specifically.
- d. Fee Proposal/Cost: Overall fee / billing rates,

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

The awarding of this contract will be based on the quality of services of the best qualified firm regardless of proposed fee amount.

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.

**X. Question/Response Deadlines**

Any questions concerning this RFP must be submitted in writing by mail or e-mail on or before Friday, May 29, 2015 to:

Jon Novak, Business Manager  
River Valley School District  
660 W. Daley Street  
Spring Green, WI 53588  
E-mail: [jnovak@rvschools.org](mailto:jnovak@rvschools.org)

Questions and answers will be posted on the District Website at [http://www.rvschools.org/bus\\_serv.cfm](http://www.rvschools.org/bus_serv.cfm).

**XI. Submittal Requirements**

- A. All responses to this RFP shall be received no later than 12:00 noon on Thursday, June 11, 2015. The District will begin the review of the proposals the afternoon of June 11, 2015, but no earlier than the submission deadline.**
- B. One (1) original, plus five (5) copies of your proposal are requested.** Responses to this RFP should be delivered to:
- Jon Novak, Business Manager  
River Valley School District  
660 W. Daley Street  
Spring Green, WI 53588  
e-mail: [jnovak@rvschools.org](mailto:jnovak@rvschools.org)

Proposals may be hand delivered or sent using a common carrier. Proposals shall be marked "Facilities Feasibility Study" on the outer packaging.

- C. An electronic copy, in PDF format, of the proposal must be submitted to [jnovak@rvschools.org](mailto:jnovak@rvschools.org) after the submission deadline of noon on Thursday, June 11, 2015.**

Proposals received after the date and time specified will be returned unopened. All proposals will become the property of the River Valley School District and are subject to Wisconsin Open Records Statutes.