

REQUEST FOR PROPOSALS

BUILDING ENVELOPE and HVAC STUDY

OF

RIVER VALLEY MIDDLE SCHOOL

~ March 2017 ~

Issuing Agency: River Valley School District
660 W Daley Street
Spring Green, WI 53588

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Contact Person: Jon Novak, Business Manager

DUE: April 11, 2017 4:00 pm

RIVER VALLEY SCHOOL DISTRICT

Request for Proposal – Comprehensive Building Envelope Study

I. Purpose

The River Valley School District (RVSD) is seeking a consulting firm with PK-12 educational planning experience to assess and evaluate our current middle school building envelope and HVAC systems regarding indoor air quality. The district has had previous problems with mold, HVAC concerns and other mechanical failures.

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. Consideration of operational and/or capital referendum(s)

This study will evaluate the existing middle school facility, 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 River Valley Middle School is located in Sauk County, approximately 40 miles northwest of Madison on US Hwy 14. The River Valley School District serves approximately 1,280 students in grades 4K-12. The Administrative Offices are located at 660 West Daley Street in Spring Green, Wisconsin.

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.

IV. Scope of Services

The District is seeking a comprehensive building envelope and HVAC study of the River Valley Middle School to be utilized by the Board of Education for decision making related to indoor air quality and other facility needs. The District is open to ideas as well as vendor provided alternatives.

- A. Planner will conduct a detailed site survey to document the existing HVAC equipment and systems. This would include review of maintenance logs and DDC trend logs as applicable.

- B. Planner will review all mechanical drawings and installations and determine minimum code outdoor air quantities required.
- C. Planner will evaluate existing equipment's outdoor air control, control capabilities and operating capacities.
- D. Planner will provide alternate system configurations if modifications to existing equipment are deemed insufficient to provide proper indoor air quality.
- E. The District will provide background information and blueprints to the extent possible.
- F. Planner will present evaluation within report format that includes the process and documents of the educational planner scope of work. This report will summarize existing conditions, findings and analysis. The report should include supporting data and recommendations.

V. RFP Timeline

✚	March 13, 2017:	District Issues RFP
✚	March 27, 2017:	Walk-through of District facilities at 9:00 am
✚	April 11, 2017:	Proposal Submission Deadline (4:00 pm)
✚	April 20, 2017:	District to award contract
✚	May 11, 2017:	Preliminary report to be presented to Board of Education
✚	June 8, 2017:	Final written report submitted to RVSD

VI. Comprehensive Building Envelope Study Timetable

The District would like to begin the 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 Middle School Envelope and HVAC Study, as well as refine and clarify the Scope of Services.

VII. Firm Expectations

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 evaluating building envelopes and HVAC systems.

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. At least three (3) references should be listed. 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 middle 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, April 7, 2017 to:

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

Questions and answers will be posted on the District Website at http://www.rvschools.org/bus_serv.cfm.

XI. Submittal Requirements

A. All responses to this RFP shall be received no later than 4:00 pm on Friday, April 11, 2017. The District will begin the review of the proposals after the, 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

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

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.