



Request For Proposals (RFP): Bid 9918 Pre-Bond Architect/Engineer Services

1. RFP Timeline

Issue Date:	Monday, January 18, 2021
Pre-bid meeting:	Monday, January 25, 2021 (via Zoom)
Request for Information:	Wednesday, January 27, 2021 by 3:00 p.m.
Proposal Due Date:	Monday, February 1, 2021 by 3:00 p.m.
Interviews:	Tuesday, February 9, 2021
Board of Education Award:	Tuesday, February 23, 2021
Project Commencement:	Monday, March 1 st , 2021

2. General description

This RFP is to contract professional services of an architect/engineer in partnership with their selected construction manager to complete a facilities and program assessment and provide pre-bond services for Troy School District (TSD). Note: TSD will be issuing a separate RFP for architectural/engineering and construction management (CM) services related to the resulting projects.

3. Background

Troy School District is 26.61 square miles with approximately 12,700 students and 25 buildings. In 2013, the school district passed a \$125M bond program to improve all the buildings. That bond program is nearly complete. In 2017, the school district passed a 1-mil, 10-year Building Site Sinking Fund which generates approximately \$4M per year.

4. Scope of work

A. Assessment and pre-bond services

Troy School District is considering a bond election in the next 24-36 months. The successful firm will be required to complete a building assessment, identifying all infrastructure and programming needs within the District. It is expected that the successful firm will lead the assessment process and consult with a CM to provide cost and feasibility information. Note: we have an infrastructure assessment that was completed in 2018 that can be used as a resource. TSD has contracted for a separate assessment for roofing; therefore, roofing will not be included as part of this assessment. The results of this will be incorporated into the architect's larger assessment. This assessment will also be used to determine future Sinking Fund projects.

The required assessments are as follows:

1. Architectural infrastructure needs such as exterior envelope, doors, windows, flooring, ceilings, equipment including casework, gymnasium & interior athletic facilities and other fixed equipment. Assessment to include floor plan(s) denoting items/areas of improvement.
2. Aquatic facilities including equipment. Study to be completed by a pool consultant.
3. Pavement condition and site circulation improvements. Study to be completed by civil engineer. Study to include a color-coded assessment of all paved (asphalt and concrete) areas along with a resulting matrix showing number of SF at each condition level as well as schematics for proposed circulation improvements.
4. Playground and drainage improvements. Study to be completed by a certified playground inspector.
5. Outdoor athletic facilities. Study to be completed by Foresite Design.
6. Electrical upgrades including equipment replacement and upgrades for energy savings.
7. Mechanical/plumbing upgrades including equipment replacement and upgrades for energy savings.
8. Building and site security and safety. Study to be completed by a professional with experience in safety and security design in conjunction with the district's recent standards.
9. Program improvements such as new furniture.
10. Assessment of enrichment spaces such as performing arts, physical education, stem spaces, visual arts, athletics, fitness, career technical and media centers.
11. Opportunities for green initiatives (i.e. solar panels, electric car charging infrastructure, etc...)
12. Programmatic needs such as change in curriculum, issues relating to parity and equity.
13. Building capacity and enrollment needs factoring in projections provided by TSD.
14. Long range planning looking at building life cycle costs to determine if any facilities should be considered for replacement.

The assessment needs to be rated and quantified (cost and quantity) by component (i.e. safety, doors, windows, playgrounds etc...) and timing of need (immediate, 1-3 years, 4-6 years, and 7-9 years). Upon completion of the assessment, the successful firm will lead TSD through the process of understanding the needs and work with a selected committee to develop a desired building program.

B. Program development and committee process services:

1. Understand the history and financial position of the district including current BSSF levy.
2. Conduct visioning sessions with the administration and other committees to share trends and other current designs for K-12 facilities.
3. Site visitations to TSD schools and to other school districts.
4. Produce culminating document and floor plans that outlines all needs identified – infrastructure and program improvements.
5. It is anticipated TSD will enlist a committee of staff and community members to determine the final program. As the architect you will guide the committee through a multi-meeting process to assist them in understanding the different components of the study, their costs and will facilitate the process for setting priorities of the committee/District.

6. Determine how building program will be funded using bond funds only or bond and sinking fund monies.
7. Conduct public surveys.
8. Develop final program for submission to Department of Treasury for approval.

C. Campaign Services

1. Develop campaign activities and create a schedule for them to occur during the campaign phase.
2. Conduct meetings with community groups
3. Assist TSD in all forms of communication.
4. Prepare all written and graphic campaign material for distribution and display.

5. RFP Costs:

Costs for the preparation of the proposals in response to this solicitation are the sole responsibility of the Architect/Engineer and will not be paid for by TSD.

This RFP does not commit TSD in any way to select a preferred bidder, or to proceed to negotiations for a contract, or to award any contract, and TSD reserves the complete right to at any time reject all Proposals, and to terminate this RFP process. By submitting a Proposal and participating in the process as outlined in this RFP, prospective bidders expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written contract.

Perspective bidders shall disclose in their proposal any actual or potential conflicts of interest and existing relationships it may have with TSD, its Board of Education. or staff.

6. Submission of Proposals:

One electronic copy of your proposal must be emailed to Rick West at rwest@troy.k12.mi.us and 6 hard copies delivered to:

Mr. Rick West
Assistant Superintendent
Troy School District
4400 Livernois
Troy, MI

Explanation or clarifications regarding the meaning or interpretation of this RFP may be sent via e-mail to Rick West rwest@troy.k12.mi.us. Interpretations or clarifications considered necessary by the District in response to questions will be returned by addendum to all perspective bidders. All questions should be sent by **3:00 p.m. by Wednesday, January 27th**?

Responses to this Request for Proposal (RFP) that do not meet the submittal requirements outlined in Section 7 or the deadline will not be considered. Delays caused by any delivery, courier or mail service(s) will not be grounds for an extension of the bid submission deadline. Proposals will be considered only in their entirety. TSD reserves the right to reject any or all proposals without qualifications, and to negotiate specific requirements and costs using the selected proposal as a basis. TSD reserves the right to accept that bid which it feels is in the best interest of the District.

Selection will be based on the firms experience completing similar work, evaluation of similar studies submitted, evaluation of examples campaign material submitted, ability to assist district with campaign, success/passage rate for bonds and proposed fee.

The Board of Education and/or Administration may elect to interview multiple applicants. Interviews are tentatively scheduled for **Tuesday, February 9th, 2021**. An award is expected to be made by the Board of Education at their regularly scheduled meeting on **Tuesday, February 23rd, 2021**.

7. Proposal Requirements:

1. Firm name(s), address, contact information
2. Office location and contact information
3. Firm's history for the last 5 years providing assessment and campaign services including passage rates.
4. List professional services outside your Team you propose to provide that are not available within your firm(s).
5. Provide an organizational chart showing all the team members and the flow of information.
6. Provide 3 examples on a flash drive of recent studies like the deliverable you expect to provide to TSD.
7. Provide multiple examples of campaign information. Include items that are building specific and general district wide information.
8. Provide a complete timeline for the entire process from assessment to vote day. Estimate the number of committee meetings you feel we will need to get to a final program.
9. Provide 3 references of K-12 Districts where you have completed a study and successful campaign.
10. Include a separate fee proposal sheet with payment terms outlining the total cost to Troy School District for the entire process outlined in your proposal.