

**ISD 750 - ROCORI
COLD SPRING MN 56320**

REQUEST FOR PROPOSAL

FOR

DESIGN BUILD SERVICES

FOR

**RENOVATION OF THE ROCORI SECONDARY CTE AND FINE
ARTS AREAS, CONSTRUCTION OF EARLY LEARNING AND
COMMUNITY EDUCATION FACILITY INCLUDING A FIELD
HOUSE AND FIELD RELOCATIONS, RENOVATIONS OF COLD
SPRING ELEMENTARY AND OTHER POSSIBLE BUILDING
IMPROVEMENTS**

PROPOSAL DUE DATE:

**FRIDAY, APRIL 9, 2021
TIME: 4:00 P.M. CENTRAL TIME**

REQUEST FOR PROPOSALS

The **Independent School District 750, ROCORI**, Cold Spring, Minnesota, is seeking proposals for professional services to provide comprehensive architectural and engineering services for the school district. An outline of the RFP process and timelines, RFP details and introductory information about the ROCORI District are listed below. The District is looking at the option to expand the athletic fields north of the Cold Spring Campus, to construct a community center or fieldhouse and early learning center, along with possible building improvements to other existing buildings.

ROCORI District Possible Project:

The school district is looking at holding a referendum for authority to issue general obligation school building bonds sometime in the spring of 2022. The sale of these bonds, in conjunction with land sale proceeds, could be used to fund the following possible projects:

1. Improvements to the Secondary Building CTE and Fine Arts areas
2. Construction of an early learning facility
3. Construction of a fieldhouse and/or community center
4. Relocation of athletic fields
5. Improvements at Cold Spring Elementary
6. Other possible building improvements

RFP Process and Timeline:

Interested firms should submit 12 copies of a written proposal to:

Brad Kelvington
ISD 750 – ROCORI
534 5th Ave N
Cold Spring, MN 56320

Proposals are due to the school district at the business office no later than **4:00 p.m. CST, Friday, April 9, 2021.**

The district will review all proposals received and interview between three (3) to five (5) firms. Interviews are tentatively scheduled to be held during the week of May 3, 2021. Exact time and location of the interviews will be determined.

Any questions should be directed to Brent Neisinger, Director of Buildings and Grounds, at 320-685-4909.

RFP Details:

The proposal shall include the following:

1. Background and Organization – Identify name, address, and description of the firm, including an overview of the services you provide in-house and the number of years your

firm has provided educational facility design services. Identify any consultants that you anticipate utilizing for this project.

2. Identify the firm's educational facility planning, programming and design experience. Include detailed narrative descriptions of representative projects, including project budgets and percentage of change orders against construction costs (categorized by owner, unforeseen condition or design professional). Emphasize the firm's experience in handling projects that are educational in nature.
3. Describe your professional fees for each of the scope of services listed.

Professional fees should be provided as a stated amount for the schematic design and design development phases of the project. List any reimbursable expenses that you anticipate for this project.

The scope of services should include all phases of design and construction including the following:

- a. Schematic Design Phase:
 - i. Review, analyze and update owner's programming needs and requirements to understand the requirements of the project and develop schematic design documents and preliminary cost estimates.
 - ii. Develop alternatives for consideration.
 - iii. In the event that the District chooses to utilize the services of a construction management firm, the architect will work with the construction manager in coordinating cost estimates and budget analysis.
 - iv. In the event that the District chooses to utilize the services of a separate mechanical/electrical engineer, the firm will work with the ME in coordination to determine cost estimates and budget analysis.
 - b. Design Development Phase:
 - i. Provide design development documents for owner review and approval including updated cost estimates.
 - ii. Provide all applicable code and compliance reviews including, but not limited to, ADA compliance and MN DCFL review and comment.
 - c. Construction Document Phase:
 - i. Provide owner approved construction documents for bidding.
 - d. Bidding Phase:
 - i. Assist the owner and construction management firm, if so decided, in obtaining bids.
 - ii. Work with the owner, construction management firm, and the mechanical/electrical engineer, if so decided, to prepare all contracts for construction.
 - e. Construction Phase:
 - i. Provide method to be used to manage the project if a construction management firm is not used.
 - ii. Provide methods of assistance for construction management firm, if the District chooses to use one.
 - iii. Provide methods of coordination for the mechanical/ electrical engineering firm, if the District chooses to use one.
4. Detail the firm's current schedule of work and provide assurances that the firm has the resources to take on the District's project.

5. Provide a typical timeline, based on your firm's experiences, that illustrates the total time involved in the design and delivery process for a new educational facility project. Support the timeline with an actual example project. Specifically note your firm's turnaround time requirements from the point of approval of the final design documents until the construction bid documents are issued.
6. Provide the District with the typical reporting tools used by the firm in its reporting to District Facility Committees and School Boards. Provide examples.
7. Describe the firm's experience and willingness to work with construction management firms in design and completing educational facility projects. Give examples if possible.
8. Describe the firm's experience and willingness to work with mechanical/electrical engineering firms in design and completing educational facility projects. Give examples if possible.
9. Provide an overview of the firm's experience in submitting school district projects for review and comment with the Minnesota Department of Education and for obtaining necessary code reviews and permitting as required.
10. Describe the firm's ability to address the district's indoor air quality concerns. Include your firm's ability to provide innovative, cost-effective solutions to meeting current standards.
11. Describe any other relevant professional services offered by your firm and how these services may be able to benefit the school district.
12. Describe your budget/cost control methods.
13. Identify team members, from design through construction, that will be assigned to the project, including their credentials, especially relating to their educational facilities experience.
14. Discuss what distinguishes your firm from others that might be considered for this project.
15. Provide five (5) educational facilities references that the school district may contact regarding your performance. Outline where each facility is in the process, such as design, under construction or completed (include duration of project and completion date).
16. It is the intent of the District to obtain an approximate value of the fee at this early phase and the District reserves the right to negotiate with the selected firm of firms to finalize and refine the fee and project scope.

Information About ISD 750 - ROCORI

ISD 750 – ROCORI is located in Central Minnesota.

The school district currently operates three elementary school sites, one Pre-K site and one 6-12 secondary and alternative education school site. The district serves a diverse population of approximately 2,300 students.