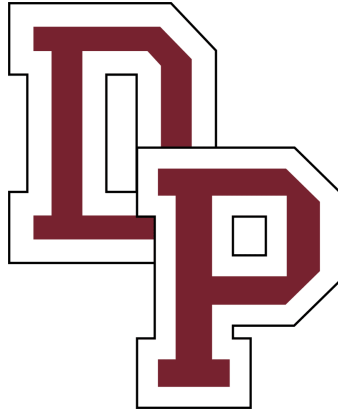


Request for Proposal (RFP)
Facilities Plan
(including Feasibility Study)

for



Unified School District of De Pere
1700 Chicago Street
De Pere, Wisconsin 54115

A. INTRODUCTION

INVITATION TO SUBMIT PROPOSAL

The Unified School District of De Pere (USDD), located in De Pere, WI, is looking for (a) business partner(s) to collaborate with the School District and facilitate the development of a long-term facilities plan to coincide and complement its strategic planning process. The facilities plan may include a feasibility study report.

BACKGROUND INFORMATION

The USDD includes approximately 575 staff and 4,400 students. Facilities include three K-4 elementary schools, one grade 5-6 intermediate school, one grade 7-8 middle school and one grade 9-12 high school, along with the District office which is on the High School campus. Pre-K services are provided through a network of private, local child care facilities and an onsite learning center at the High School. The district website is deperek12.org.

Current enrollment and building capacities are as follows:

	Recommended Capacity	Students Attending
Altmayer Elementary	638	422
Dickinson Elementary	594	520
Heritage Elementary	638	574
Foxview Intermediate	650	658
De Pere Middle School	675	675
De Pere High School	1500	1458

An enrollment “balloon” exists in grades 5 through 8 and will begin to hit the high school come the 2023-24 school year. However, district enrollment has been steadily growing over the past twenty years. Thus, the District must begin preparation for future growth and possible facility renovation and/or expansion.

GENERAL CONDITIONS

This RFP is not an offer to contract. Form and agreement will be a signed Unified School District of De Pere purchase order including an accepted proposal and agreement. Board of Education approval is required prior to issuing the purchase order.

Failure to answer any question in this RFP may subject the proposal to disqualification. Failure to meet a qualification or requirement will not necessarily subject a proposal to disqualification.

VALID PERIOD OF OFFER

The pricing, terms, and conditions stated and quoted in the vendor's response for all labor and materials will remain valid for 90 days from the date of delivery of the proposal to our district. Labor rates will remain in effect for the length of the project.

RIGHT OF REJECTION

The Unified School District of De Pere reserves the right to accept or reject any or all responses to the RFP and enter into discussions and/or negotiations with one or more qualified vendors at the same time, if such action is in the best interest of the district.

BEST AND FINAL OFFER

The Unified School District of De Pere reserves the right to request the best and final offer.

COST OF PROPOSALS

Expenses incurred in the preparation of proposals in response to this RFP are the vendor's sole responsibility.

ALL INCLUSIVE

The proposal describes all products and services required for a complete bid. If a vendor is only bidding on part of the services outlined, please be explicit about that omission in the bid being provided to the District. Otherwise, it will be assumed that a vendor's bid will be all inclusive.

TAXES

The Unified School District of De Pere is exempt from Wisconsin sales tax. Necessary tax exemption certificates as applicable to public schools will be furnished upon request.

INSURANCE

All insurances and any other necessary costs shall be included in the proposal.

AMENDING OR CANCELING REQUESTS

The Unified School District of De Pere reserves the right to amend or cancel this RFP, at any time, if it is in the best interest of the Unified School District of De Pere.

PROPOSAL CLERICAL ERRORS

The Unified School District of De Pere reserves the right to modify this RFP-Strategic Planning if clerical errors are found after the release of this RFP.

B. RFP OBJECTIVES

RFP OVERVIEW

The Unified School District of De Pere is seeking proposals in response to this Request for Proposal (RFP) from experienced entities to provide a district wide facilities study, including physical and space needs analysis, as well as preliminary designs, cost estimates and scheduling/prioritization information for any recommended improvements, renovations, reorganization and/or new construction. This RFP defines the services sought, and generally outlines the requirements.

This RFP is solely a solicitation for responses. Neither this RFP, nor any response to this RFP shall be deemed or construed to: (i) create any contractual relationship between the District and any Firm; (ii) create any obligation for the District to enter into a contract with any Firm or other party; or (iii) serve as the basis for a claim of reimbursement for costs associated with the submittal of any response. The Unified School District of De Pere reserves the right to reject any or all proposals.

SCOPE OF WORK

The facilities study should include three basic programs of service:

1. A complete physical survey of all District owned buildings shall be provided to ascertain existing conditions for the following systems for each facility listed in the RFP (see facilities list in section 3. below);

The following systems shall be included in the surveys:

- Building exterior (includes facade, windows, roof, parking lots, sidewalks)
- Building interior (includes flooring and ceiling tiles)
- Electrical
- HVAC
- Plumbing
- Documentation of code violations or recommendations for improvement
- ADA recommendations for improvement
- Life safety (intrusion alarm system, fire system, PA system)
- School options (early learning, grade level configurations, etc.)

The survey will include a complete inventory of the above system conditions, as well as information collected by interviewing building-level administration and maintenance personnel regarding space and program needs, and building and site concerns. 21st century learning trends shall be incorporated into the condition survey.

2. Capital improvements, repair recommendations and energy savings opportunities

The results of the surveys and interviews from section 1. above shall be organized along with an assessment of each area and/or asset, and a recommended action for improvement of the area and/ or asset. A matrix shall be utilized to develop a ranking and priority schedule for the recommendations. All energy savings opportunities with a simple payback period of less than 10-years shall be identified accordingly. 21st century learning trends shall be incorporated into the recommendations.

3. Cost Estimates

Cost estimates shall be assigned to each item and total in a manner that allows the District to summarize cost based on priorities and by areas or buildings.

Facilities include:

- Dickinson Elementary School
435 South Washington Street, De Pere, WI 54115
- Heritage Elementary School
1250 Swan Road, De Pere, WI 54115
- Susie C. Altmayer Elementary School
3001 Ryan Road, De Pere, WI 54115
- Foxview Intermediate School
650 South Michigan Street, De Pere, WI 54115

- De Pere Middle School
700 Swan Road, De Pere, WI 54115
- De Pere High School and USDD District Office
1700 Chicago Street, De Pere, WI 54115

C. USDD CONTACT INFORMATION

This RFP is issued by USDD. The point of contact for all questions or requests for additional information is:

Unified School District of De Pere
Attn: Dawn Foeller, Director of Business Services
1700 Chicago St.
De Pere, WI 54115
dfoeller@depere.k12.wi.us

All contact with personnel employed by the USDD except for the contact person named above with respect to this RFP shall be prohibited. Improper contact may constitute grounds for rejection of your proposal.

RFP INQUIRIES

All inquiries regarding this RFP including requests for additional information or clarification and proposed modifications or amendments to the RFP must be submitted in writing. All inquiries must be labeled “District Facilities Planning.” Each inquiry must include the inquirer’s name, firm, telephone number and email address. Each inquiry should begin by referencing the RFP page number and section to which it relates.

USDD will attempt to provide any assistance or additional information of a reasonable nature that may be requested by interested vendors. Telephone calls **will not** be accepted regarding this RFP.

All inquiries received by the deadline, and related responses, will be compiled and shared with all vendors.

D. INSTRUCTIONS AND TIMELINES

PROPOSAL DELIVERY AND SUBSEQUENT PRESENTATION

Proposals must be submitted and clearly marked “RFP-Strategic Planning” in the lower left-hand corner. Oral, telephone, or faxed submitted documents will not be accepted. Late proposals will be returned unopened. Electronic delivery of a PDF version of your proposal to

the email address below not later than Thursday, November 3, 2022, at noon CST . Only emailed proposals will be accepted.

Vendors selected to interview with us will be notified of their interview time by Friday, November 4, 2022, at 3 pm. Interviews will be scheduled for Wednesday, November 10, 2022, from 8 am to 11 am and will be held in-person at the USDD District Office or virtually via Google Meet. Interview presentations will be 20-minutes in length with up-to 10- additional minutes for follow-up questioning.

PROJECT TIMELINE	
RFP Release Date	Friday, October 7, 2022
Required Meeting for All Vendors that will be submitting a Proposal at USDD District Office and Tour of all School Buildings	Friday, October 28, 2022, at 8:30 am - meet at District Office
Deadline for Receipt of Vendor Questions	Monday, October 31, 2022, at 12 noon CST
Responses to Vendor Questions Distributed to All Vendors	No later than 4 pm CST on Tuesday, November 1, 2022
Written Responses to RFP due via email (all submissions must be made via email to Dawn Foeller at dfoeller@depere.k12.wi.us)	Thursday, November 3, 2022, at noon (CST)
Vendors selected for interview will be notified of presentation time to be scheduled for morning of November 9, 2022	Friday, November 4, 2022, by 3:00 pm (CST)
Vendor Proposal Interviews (20 minute interview with up-to 10 minutes of follow-up questions). Your interview team should include your designated Project Manager.	Wednesday, November 9, 2022, from 8 am to 11 am
Selection committee recommendation of successful bidder	(est.) Monday, November 14, 2022 at 6:30 pm (BOE mtg.)
Written Presentation regarding Feasibility Study & Facilities Plan Ready for Delivery to Board of Education	Monday, March 13, 2023
In-Person Presentation to Board of Education (in partnership with district administration)	Monday, March 20, 2022

SUPPLEMENTAL DOCUMENTS

- [School Building General Information](#)
- [Enrollment History: 2003 to present](#)
- [Enrollment Projection: performed by Middle Cities in 2022](#)
- [School Enrollment Building Capacity: performed by Berner-Schober Associates in Spring 2018](#)
- [10-Year Capital Plan: updated on June 1, 2022](#)
- [Altmayer Elementary Roof Map Area](#)
- [Altmayer Elementary Roof Spring 2022 PM Report](#)
- [Dickinson Elementary Roof Map Area](#)
- [Dickinson Elementary Roof Spring 2022 PM Report](#)
- [Heritage Elementary Roof Map Area](#)
- [Heritage Elementary Roof Spring 2022 PM Report](#)
- [Foxview Intermediate Roof Map Area](#)
- [Foxview Intermediate Spring 2022 PM Report](#)
- [Middle School Roof Map Area](#)
- [Middle School Spring 2022 PM Report](#)
- [High School Roof Map Area](#)
- [High School Spring 2022 PM Report](#)
- [Foxview Intermediate Building Envelope Study: performed by Specialty Engineering Group, LLC in Spring 2021](#)
- [Heritage Elementary Building Envelope Study: performed by Specialty Engineering Group, LLC in Spring 2021](#)

PROPOSAL FORMAT

Proposals shall be sent in pdf format by email to Dawn Foeller, Director of Business Services at dfjoeller@depere.k12.wi.us. Only emailed proposals will be accepted.

Information required:

- Cover Letter
- Company background and office locations, including location of the project team members
- A 1-page resume for each team member who will work on the project. The resume should be focused on K-12 facilities planning /feasibility study experience.
- Identification of any subcontractors, including company background and 1-page resume for each subcontractor team member who will work on the project
- A team chart that identifies the Project Manager, discipline leads and subcontractors (if any)
- Project Approach including
 - Key project milestones
 - Involvement/expectations of participation by District staff

- Estimated timeframe to complete each phase of the project
- No more than 5 examples of similar K-12 facilities planning and feasibility study projects completed on/after January 2018. Examples should include the client name/location, a brief statement of the scope of work and date of project completion
- A description of your firm's pre-referendum/referendum experience and approach.
- Provide at least three (3) examples of materials your team was directly responsible for producing to assist the School District in communicating its facility needs.
- Five (5) references from K-12 public school districts not older than January 2018 including: contact name, address, phone number and email address.
- Cost for facility study only
- Cost for facility study with implementation of plan
- Litigation History, if any
- Prior to award, the Firm shall furnish to the District proof of professional liability insurance, with the District to be named as additional insured.

All questions concerning this proposal should be submitted in writing to dfoeller@depere.k12.wi.us no later than three (3) days prior to the due date above. Any attempt to contact the District's leadership other than the contact listed above may result in disqualification. All replies will become the property of the School District.

EVALUATION CRITERIA

Proposals will be reviewed by an evaluation panel consisting of individuals selected by the District. The District at its discretion may select based on the qualifications stated in the proposal and may or may not interview. The school District reserves the right to reject any or all proposals that do not meet the outlined criteria. Late proposals or late modifications will not be considered.

Proposals will be reviewed using the following criteria:

- 50%: Proposed fee
- 30%: Compliance and overall responsiveness to the information requested as outlined in the Request for Proposal
- 20%: Technical qualifications, experience/expertise in pre K-12 school projects, client references and satisfaction on prior projects and experience in referendum assistance, and guaranteed completion date

NONDISCRIMINATION STATEMENT

The Board of Education does not discriminate in the employment of staff on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristic protected by law in its employment practices.

The District Administrator shall appoint and publicize the name of the compliance officer whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall provide proper notice of nondiscrimination for Title II, Title VI, Title VII, Title IX, Section 504, Genetic Information Nondiscrimination Act (GINA), and the Age Act (ADEA) to students, their parents, staff members, and the general public.

111.31 et seq., 118.195, 118.20, Wis. Stats.

42 U.S.C. 2000e et seq., Civil Rights Act of 1964

42 U.S.C. 12112, Americans with Disabilities Act of 1990

29 U.S.C. 701 et seq., Rehabilitation Act of 1973

20 U.S.C. 1681 et seq., Title IX

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act (GINA)

29 C.F.R. Part 1635

Revised 10/27/03

Revised 11/17/08

Revised 1/18/10

Revised 10/20/10