



New Albany-Plain Local School District

Request for Proposals For Facilities Master Planning and Design Services

RFP Issued: February 2, 2024

RFP Deadline: March 1, 2024

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Request for Proposals

Facilities Master Planning and Design Services

The New Albany-Plain Local District ("District") is soliciting proposals from qualified consultants, school planners, and/or architects who can help with the planning, development and related work associated with a Long-Range Facilities Master Plan ("Facilities Master Plan").

The purpose of this Request for Proposal ("RFP") is to obtain information that will enable the District to select an ideal candidate that can effectively partner with the District to perform various components of a Facilities Master Plan. Each consultant firm ("Consultant") responding to this RFP should be prepared and equipped to provide complete and detailed Facilities Master Planning services on behalf of the District in an expeditious and timely manner and enable the District to meet deadlines and schedules. The District reserves the right to retain the same firm to plan, design and oversee improvement of existing facilities and the construction of any resulting facilities projects as a result of this master planning process.

The New Albany-Plain Local Schools provides preschool and kindergarten through 12th grade educational services to residents of the City of New Albany, Plain Township and other Central Ohio communities within our school district boundaries. The District has an enrollment of approximately 5,050 students and operates five schools – New Albany Early Learning Center (PK-K), New Albany Primary School (Grades 1-3), New Albany Intermediate School (Grades 4-6), New Albany Middle School (Grades 7-8) and New Albany High School (Grades 9-12).

The District will need to secure additional future funding to implement needs and long-range projects identified in the Facility Master Plan.

If your firm is interested in providing Facilities Master Planning services for, or on behalf of, the District, please submit a detailed summary of your firm's proposal in accordance with this RFP. **The deadline for receipt of the proposal is 12:00 pm EST on March 1, 2024 ("Response Deadline").** Note that proposals delivered after the Response Deadline may not be considered. **Three hard copies and one electronic copy on a flash drive in PDF format of your proposal should be remitted to:**

**Rebecca Jenkins, CFO/Treasurer
New Albany-Plain Local Schools
Administrative Offices
55 N. High Street
New Albany, OH 43054**

All submittals will become property of the District. Information in the proposals will become public property and subject to disclosure laws. The District reserves the right to make use of any information or ideas in the proposals, reject any or all applicants, and to waive any irregularities or informalities in the RFP and RFP process. All costs associated with the preparation or submission of qualifications for this RFP are solely the responsibility of the candidates.

In order for the District to make an informed decision regarding selecting a consultant firm among responsible and responsive candidates, your proposal must contain the following described elements or evidence that the consultant candidate meets or exceeds the requirements stated hereto in this RFP.

1. SCOPE OF SERVICES

1.1 Meet with Facilities Master Planning Committee ("FMPC")

This task involves meeting with appropriate team members on the FMPC to obtain critical information on the existing facilities and conditions assessment. The FMPC shall meet throughout the Facilities Master Plan process. Participants in the FMPC might include members from the following groups:

- School District Staff (Superintendent, Treasurer/CFO, Administrators, Faculty/Staff Members, etc.)
- Board of Education Members
- District and Parent Advisory Committees
- Students

1.2 Community Outreach

Considering community interest in the Facilities Master Plan process, this task involves the Consultant assisting with community input forums and/or surveys, allowing the community to weigh-in on the Facilities Master Plan process. Community input forums may be held to provide community members information and seek feedback from them on facility needs.

1.3 Develop Conditions/Needs Assessments (*see 1.3.1. and 1.3.2 below*)

1.3.1 Evaluation of Current School District Facilities

This task involves Consultant utilizing current Facility Assessments, Demographics reports, and/or conducting a physical evaluation of all the District's existing sites and their condition to understand the basis for modernization/ new construction necessary to achieve the desired academic, artistic, interscholastic, or developmental needs defined by the FMPC and any community outreach process.

The Consultant will evaluate each site to determine areas for possible growth/expansion, the context of the schools, the visual definition of the campus and how the indoor and outdoor spaces function independently and together. Once this overall diagrammatic evaluation of the existing facilities has been completed, the Consultant will begin to develop the conceptual level Facilities Master Plan by utilizing the data and analyses that has been gathered to form a basis for the determination of the needs of our school campus.

This may not be limited to architectural elements of the site and may include structural, mechanical, electrical, plumbing, civil and landscape consideration.

1.3.2 Develop Future Facilities Needs and Alternatives

This task involves Consultant assisting with prioritizing short-term and long-term needs of the school district, exploring community and joint-use needs, preparing individual or campus-wide site Facilities Master Plans, providing recommendations for energy savings, incorporating maintenance needs into each campus, facilitating and documenting FMPC input and assembling all material for presentation to the FMPC. The Facilities Master Plan should be sensitive to construction costs relative to available funding while strategizing for future funding opportunities.

1.4 Capacity and Utilization Study, Determination of Eligibility for State Funding and Other Funding Sources

Review or enhance upon the recent school site capacity study to provide recommendations regarding maximum site sizes. Determine eligibility for any growth and modernization programs or facilities funding. The Consultant should also advise the District on all funding sources currently available for facilities financing, including, but not limited to, State funds/incentives, Federal funding, grants and/or other energy incentives.

1.5 Facilities Equity Study

Analyze and compare teaching and support spaces between the school sites. These findings will be compared with the Educational Specifications to determine the need for changes or additions in facilities and spaces necessary to accommodate the instructional programs.

1.6 Estimate of Probable Construction Cost and Schedule

Identify and project all costs associated with the recommended facility additions, improvements and/or construction. This includes factors for contingency and escalation based upon projected timeframes for project implementation.

Consultant shall prepare a schedule for project implementation given industry typical assumptions for design, agency approval and construction to align with the beginning of each school year or as necessary to facilitate construction and occupancy.

1.7 Preparation of a Final Facilities Master Plan

This task involves Consultant assisting with the preparation of a final Facilities Master Plan (in digital format) that can be uploaded to the District's website and can be easily accessed by the District's constituents.

1.8 Facilitation of the FMPC Presentation

This task involves Consultant assisting with the facilitation of FMPC presentation/discussion of findings and recommendations to the Board of Education in a workshop setting.

1.9 Presentation to the Board of Trustees

After receiving feedback from the FMPC presentation described in 1.8, Consultant will present the draft Facilities Master Plan (including estimates, schedules and possible funding scenarios) to the Board of Education for feedback prior to finalization and approval by the Board. This presentation will occur at a scheduled Board of Education meeting and will be recorded for public access.

2. PROPOSAL FORMAT

Proposals should be typewritten, concise, straightforward and must address each requirement and question. Submittals shall be signed by an authorized individual or officer of the firm submitting the statement. In addition, submittals are required to include the following:

- Materials must be in 8 ½ x 11 format.
- Table of Contents to include:
 - 2.1 Cover Letter
 - 2.2 Business Information
 - 2.3 Project Approach
 - 2.4 Relevant Project Experience
 - 2.5 References
 - 2.6 Project Team Summary
 - 2.7 Basis of Fees
 - 2.8 Exclusions
 - 2.9 Insurance

Consultant’s proposal shall, at a minimum, include all of the following:

2.1. Cover Letter

A cover letter containing an introduction and the name, address, telephone number and e-mail address of the person or persons authorized to represent the institution regarding all matters related to the proposal. The cover letter should also include number of years in business and date firm was established. The letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

2.2. Business Information

Provide the following information for your firm:

- Company name
- Address
- Telephone
- Website URL (if applicable)
- Name and email of main contact
- Federal tax I.D. number
- License information including number and expiration date, if applicable
- Business structure (corporation, partnership, etc.)
- A brief description and history of the firm
- Number of employees (licensed professionals, technical support, etc.)
- Number of current projects and present workload and where possible, projected workload for the next two calendar years, for those individuals proposed to work the District’s project
- Location of office where the bulk of services solicited will be performed

2.3. Project Approach

Describe approach and methodology for completing the Scope of Services tasks described in Section 1. Include anticipated involvement from key stakeholder groups, meeting/workshop facilitation, presentations and approval procedures.

Present a preliminary schedule for the same, including key milestones, deliverables and critical path items.

2.4. Relevant Project Experience

Provide information about similar services provided by your firm on at least three prior Facilities Master Plans at the PK-12 level, completed within the past five years. Include the following information:

- Project name and location
- Beginning and end dates of project
- Dollar amount of identified need
- Main program elements
- Size of the district (enrollment, number of sites, grade levels, etc.)
- School district and key contact, include name, title, phone number and e-mail address

Provide a sample of at least one completed District-wide Facilities Master Plan. Please include as an electronic file on the flash drive with submittal; hard copy is not required.

2.5. References

Provide five PK-12 references who you have worked with in the past five years.

2.6. Project Team Summary

Identify Consultant's project team members and their specific expertise and experience to ensure suitable Consultant services. Indicate key team members, years of employment with the firm, resumes as applicable.

2.7. Basis of Fees

Provide the basis of how Consultant will arrange its fee and sample hourly rates and reimbursable expenses for the 2024 calendar year including any possible increases for 2025.

2.8. Exclusions

Including a detailed summary of services provided in the Facilities Master Plan, provide necessary exclusions that may be important for the District to understand in the selection process.

2.9. Insurance

Provide proof of coverage for the types and amounts of insurance carried by the Consultant, including commercial general liability, automobile liability, workers' compensation insurance and professional liability coverage.

CRITERIA FOR SELECTING PRE-QUALIFIED CONSULTANTS

Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting a Consultant to assist with the Facilities Master Plan. The evaluation criteria are as follows:

3.1. Timeliness and Completeness of Proposal

To receive maximum consideration, Consultant firm's proposal must be received by the Response Deadline. In addition, Consultant firm's proposal will be evaluated with respect to organization, clarity, completeness and responsiveness to this RFP.

3.2. Technical Qualifications and Competence

This includes experience, expertise and familiarity with applicable laws and requirements for school facility projects in general and Facilities Master Planning.

3.3. Record of Past Performance

This includes work quality, completion of work on schedule, cost controls and contracts held with other PK- 12 school districts over the last five years, as well as the response of references provided by Consultant or any other references identified by the District.

3.4. Approach to Work

This includes project management and coordination methodologies, prioritization analysis and study approaches, and ability to work cohesively with various stakeholders involved in long-term planning efforts.

3. POLICIES APPLICABLE TO CONTRACT AWARDS

Acceptance by the District of any proposals submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for Consultant services. All work to be performed under any awarded contract must conform to the requirements of the District and, if applicable, any/all other governmental agencies with jurisdiction.

4. QUESTIONS REGARDING RFQ PROCESS

All questions must be submitted in writing to Rebecca Jenkins, CFO/Treasurer via Jenkins.5@napls.us. Questions must be submitted by February 22, 2024 at 12:00 pm EST.

NOTE: Responders are cautioned not to contact members of the New Albany-Plain Local Schools Board of Education or any other District faculty, staff or administrators beyond the CFO/Treasurer and the Superintendent. Failure to observe these criteria will result in responder disqualification.

Interested firms should submit three hard copies and one electronic copy on a flash drive in PDF format of the Response by 12:00 pm on Friday, March 1, 2024, to:

**Rebecca Jenkins, CFO/Treasurer
New Albany-Plain Local Schools
Administrative Offices
55 N. High Street
New Albany, OH 43054**

5. PRELIMINARY SCHEDULE

All dates are preliminary and subject to revision.

Date	Description
Week 1 February 2, 2024	RFP released
Week 3 February 22, 2024	12:00 pm deadline for submission of questions
Week 5 March 1, 2024	12:00 pm deadline for all submissions in response to the RFP
Week 6/7 TBD	Interviews (if necessary)
Board Meeting March 16, 2024	Consultant Contract Approved at Board Meeting

6. HYPERLINKS TO PRELIMINARY RESOURCES PROVIDED BY DISTRICT TO INFORM RFP SUBMISSIONS

<u>City of New Albany 2020 Strategic Plan</u>
<u>2010 NAPLS Campus Master Plan</u>
<u>Cooperative Strategies Board of Education Presentation January 2024</u>
<u>Cooperative Strategies January 22, 2024 Board of Education Presentation Video</u>
<u>Cooperative Strategies Capacity & Utilization Study May 2023</u>
<u>Future Think Enrollment Projections Report November 2021 (update in progress)</u>