



HAZELWOOD SCHOOL DISTRICT

REQUEST FOR PROPOSAL

**REQUEST FOR PROPOSAL
TO ESTABLISH AN
ASSET SUSTAINABILITY/FACILITIES MASTER PLAN PROGRAM**

November 6, 2019

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SECTION 1 - COMMUNICATIONS

Questions related to this Proposal are due no later than 10:00am on November 13, 2019 and are to be directed to:

Christopher Norman, CFO/Assistant Superintendent via email at cnorman@hazelwoodschools.org.
Answers to all questions will be provided to all bidders and posted on the district's website at www.hazelwoodschools.org.

Project Authority and questions related to the specifications or the intent of the proposed work are due no later than 10:00am on November 13, 2019 and to be directed to:

Christopher Norman, CFO/Assistant Superintendent via email at cnorman@hazelwoodschools.org.
Answers to all questions will be provided to all bidders and posted on the district's website at www.hazelwoodschools.org.

SECTION 2 - REQUIREMENT

REQUEST FOR PROPOSAL TO ESTABLISH AN ASSET SUSTAINABILITY/FACILITIES MASTER PLAN PROGRAM

OVERVIEW:

HAZELWOOD SCHOOL DISTRICT (the District) intends to establish an effective Asset Sustainability Program designed to enhance decision making related to its current building portfolio. This plan outlines the need for effective Life Cycle/Capital Planning and software solutions to track, manage and plan capital investments. In addition, the Asset Sustainability Program will offer Business Case Development options to help preserve the long-term viability of the portfolio.

OBJECTIVE:

The District is looking for a partner to help develop an asset sustainability program (facilities master plan) that includes a long-term view of the facilities, development of Business Cases to optimize portfolio investment, development of financial strategies along with software solutions to aid with reporting and data management.

The District is seeking a qualified firm / organization that will develop a capital planning framework that will aid with decision making. The successful proponent will also establish capital planning data to effectively quantify the life cycle/renewal needs and establish strategies/benchmarks that reduce the renewal funding gap. An integrated software solution is required addressing the full spectrum of Capital Planning.

The purpose of this **Asset Sustainability/Facilities Master Plan Program** is to help the District achieve the following:

- Reduce the risk associated with management of the aging portfolio
- Quantify and reduce the overall capital renewal / deferred maintenance backlog
- Improve facility decision making related to Asset Investment & Strategies
- Provide financial options to reduce the financial gap and risk associated with aging infrastructure.
- Establish a Sustainability Plan for all campuses

SCOPE OF WORK:

The District is seeking a partner to create, establish and implement an Asset Sustainability plan incorporating the following elements:

- 1) ***Establish and refine data to ascertain the needs of the portfolio of facilities.*** An Asset Sustainability Plan will be created to address short- and long-term life cycle needs, deferred maintenance challenges and infrastructure related challenges. An integrated software solution is preferred to manage data, report on data and map out investment strategies/options.

Framework, Needs Assessment and Review, Software

- Establish a Framework for Decision Making
 - Life Cycle review and analysis
 - Capital Planning review outlining metrics
 - Establish reporting structure to Quantify asset needs
 - Development of overall asset sustainability needs
 - Establish a software solution to house and manage data
-
- 2) ***Develop STRATEGIES and solutions that establish a financial structure and framework for Asset Sustainability.*** The financial structure will include development of a business plan that incorporates a long-term vision for the District. Inherent in the plan is the need to provide capital that addresses life cycle needs, deferred maintenance along with optimizing the current and future stock of assets.

Strategies, Solutions & Options

- Develop a **business plan** that sustains the portfolio of assets and contributes to enhanced the portfolio
- Identify financial and informational gaps that need to be addressed to establish a viable Asset Sustainability Program
- Develop strategies/benchmarks to reduce future deferred maintenance needs
- Develop strategies that leverage operational savings through efficiencies
- Determine the scope of the program for implementation to optimize capital spending

INCLUDE THE FOLLOWING IN YOUR RFP SUBMISSION:

General Criteria

1. Understanding - Strategy for Addressing the Asset Sustainability Program
 - Overall understanding of the situation
 - Vision related to Asset Sustainability
2. Overall Qualifications and Experience
 - Qualifications related to Asset Sustainability/Facilities Master Planning and Data Development
 - Experience with Needs analysis, Strategy Development and Implementation
 - Qualifications related to Software Solution to manage, plan and report Asset Sustainability Plan
3. Methodology & Approach
 - Framework, Needs Analysis and Planning
 - Approach to life cycle/capital planning
 - Approach to data management and associated framework
 - Strategy & Solution Development
 - Approach to reporting Capital Needs
 - Approach to financial structuring and innovation, including methods to calculate costs
 - Approach to developing a vision and plan for Asset Sustainability
 - Software Solution
 - Approach to data management, data reporting
 - Reporting and Planning capabilities associated with Capital Investment Solutions
4. Project Team
 - Professional team members
 - Cohesiveness of team members
5. References Checks
 - Minimum 3 references with full contact information
6. Cost
 - Flat fee or per square foot
7. MBE/WBE Participation

SECTION 3 - INSTRUCTIONS TO BIDDERS

SUBMITTAL REQUIREMENTS:

Your response shall include four (4) bound hard copies along with one (1) electronic copy. Marketing brochures and attachments may be included in an Appendix.

RECEIPT:

All responses must be received by 10:00am on November 20, 2019. Responses should be addressed to:

Hazelwood School District
Christopher Norman, CFO/Assistant Superintendent
ATTN: Asset Sustainability RFP
15955 New Halls Ferry Road
Florissant, MO 63031

REVIEW:

All submissions become the property of the District and will not be returned to the proposer. The District administration will review submissions and make a selection as may be in the best interest of the District. The District will be the sole judge with respect to the evaluation of proposals. The establishment, application, and interpretation of the evaluation criteria shall be within the sole discretion of the District. The District reserves the right to use any or all ideas presented, with the selection or rejection of a proposal not affecting this right. The District, at its sole discretion, may establish a short-list of bidders and request interviews with the short-list of bidders. Candidates will be notified in writing of the decision.

UNACCEPTABLE:

The District will not accept proposals that are not completed correctly, changes, erasures, overwriting, whiteouts, cross outs, or strikeouts, which are not initialed by the bidder, or alteration of the original document.

REJECTION OF PROPOSALS/TENDERS:

The District reserves the right to reject any or any part of or all submissions, to waive any informalities, irregularities, or technical defects in proposals.

Proposals presented after the designated closing time on the due date will not be considered regardless of the circumstances which resulted in the late arrival to the District, and regardless of the postal cancellation date that may be imprinted on them.

PROPOSAL SUBMITTED BY: _____
(Legal Name of Company)

ADDRESS: _____

TELEPHONE: _____

FAX NO: _____

SIGNATURE: _____
(Authorized Agent/Officer/Owner)

NAME (PRINTED): _____

TITLE: _____

DATE: _____

SECTION 4 - CONTRACTUAL REQUIREMENTS

CONTRACT:

The successful vendor will be expected to enter into a contract with the District.

COMPLETION OF WORK:

Preferred completion by February 1, 2020

EVALUATION CRITERIA:

Bids meeting the mandatory requirements will be evaluated against the following criteria.

1. <i>Understanding / Strategy for Addressing the Asset Sustainability Plan</i>	15%
2. <i>Overall Qualifications and Experience</i>	15%
3. <i>Methodology & Approach</i>	30%
4. <i>Team Cohesiveness</i>	5%
5. <i>Reference Checks</i>	10%
6. <i>Cost</i>	20%
7. <i>MBE/WBE Participation</i>	5%
	100%

Attachment 1: Company Identification Form

Designate one individual as the Company's representative to the District during the term of the Agreement. The representative will be contacted to solve any and all problems that may arise concerning the Proposal during the evaluation period. The undersigned Company hereby agrees to be bound by the terms of the RFP and that the enclosed Proposal is submitted in accordance therewith. Once completed and returned, this Proposal becomes the primary basis for evaluation and selection of the Company to provide the services required by the District for the specified period. By signing this Company Identification Form, the Company certifies that there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state and/or federal regulations, existing between the Company and the District or any of its employees, agents or Board of Education members.

Legal name	Representative's Name	Title
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Address	City/State/Zip	Telephone #	Fax #
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E-mail Address

Years in Operation	Years under current structure and/or under previous structure
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1) Name of Authorized Officer:
NAME

TITLE

2) The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals

Authorized Signature	Print/Typed Date
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**HAZELWOOD SCHOOL
DISTRICT**

Supplier Diversity Program

HSD Form A

SUBCONTRACTOR UTILIZATION FORM

Project Name:

Prime Contractor:

If I am awarded this Proposal I will subcontract with the following MBE/WBE firms:

Work or Trade to be Subcontracted	MBE/WBE Firm Name or Joint Venture	Subcontract Amount	
		(MBE)	(WBE)
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
SUBTOTALS:		\$ _____	\$ _____
MBE/WBE SUBCONTRACTS TOTAL		\$ _____	
TOTAL BID: _____	TOTAL MBE % _____	TOTAL WBE % _____	

[illegible]

E-Verify Pursuant to Missouri Revised Statute 285.530, all Bidders awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the Bidder must affirm the same through sworn affidavit and provisions of documentation, and sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your, company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” work authorization program of the United States, and are participating in E-Verify with respect to you employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri revised Statue 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____(Signature)

Printed Name and Title: _____

For and on behalf of: _____(Company Name)

BIDDERS CHECKLIST

- ✓ **Completed Company Identification Form _____**
- ✓ **Completed & Signed E-Verify _____**
- ✓ **MBE/WBE HSD Form A _____**
- ✓ **MBE/WBE HSD Form B _____**