REQUEST FOR PROPOSAL
Architectural Services for 20-Year Facility Plan
Due Date: October 1, 2025
Submit to Ben Prather - pratherb@elmbrookschools.org

INTRODUCTION

The School District of Elmbrook ("District") is seeking proposals for architectural and consulting services from architectural firms with statewide exposure and specialization in educational programming and design and educational facility master planning. The district seeks to develop a 20-year facility plan and associated financing strategies that may include a referendum.

Specifically, the District is seeking an architect services team to serve as a resource for our Administrative team and School Board, with the capabilities to assist in the master planning of facilities including option development and phasing strategies. The successful firm will provide services needed for the planning, design and construction phases to address various upgrades and updates to several district facilities.

BACKGROUND

The School District of Elmbrook serves over 7,800 students and has experienced slow, steady enrollment growth over the past 10 years. Enrollment is expected to flatten over the next several years, although demand for housing by families with children far exceeds the current supply which could result in a continued upward enrollment trend.

Included in the District's facility portfolio are five elementary buildings, two middle schools, and two high schools. In addition, the District has a facility that serves a small, special education cooperative, another that is leased to a Montessori school, and a new district office (2020). The District also leases space for its high school LAUNCH program. Facility profiles can be found in exhibit 1.

The District has preserved a $2.8 million annual operating budget to address facility maintenance needs and prioritizes an additional $2.3 million for Fund 46 capital improvement needs each year. Over the past 10 years this approach has yielded an investment of $60 million in facility maintenance and capital improvements across the District. Further, the Board of Education has actively managed its facility portfolio by approving the sale of three District properties over the past eight years.

In April 2008 a capital referendum in the amount of $62.2M was passed with 52% support to remodel both high schools, swimming pools, and site improvements. In 2000, a referendum was passed to build two new elementary schools; Brookfield Elementary and Dixon Elementary. They were designed with identical footprints in order to save costs.

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SCOPE OF SERVICES
While the District's efforts to prioritize funds in support of facility maintenance and capital improvement projects have been a differentiator amongst our peers, the age of some of our facilities are putting pressures on capital improvement needs that will soon exceed available financial resources. The District seeks assistance from an architectural firm to create a 20-year facility plan that prioritizes and anticipates the District's current and future facility needs.

The selected firm is expected to assist the District's Administrative Team and Board of Education in reviewing recently conducted (within the past two years) Education Adequacy, Facility Maintenance, and Security assessments, as well as the District's Capital Maintenance Plan, and to use that information to guide options development and phasing strategies.

Once a 20-year facility plan has been established, the Board of Education may endorse a referendum strategy to meet some or all of the needs as early as the November 2026 ballot. Based on preliminary forecasts, the District could assume an additional $60M-$120M of debt with a minimum tax impact (no impact to $.45 per $1,000 of assessed value).

The selected architectural firm will provide the following services during the project:

PHASE 1: (Estimated Timeline: September 2025 - June 2026)

1. The architectural firm shall review and understand recent facilities assessment reports completed under previous contracts.
2. The architectural firm shall review and understand current enrollment trends and enrollment projections produced by the District.
3. The architectural firm shall assist the Administration and Board of Education in identifying and prioritizing potential master planning project components.
4. The architectural firm shall participate in planning and programming meetings with the Administration and key District staff to create and refine building program(s).
5. The architectural firm shall attend 8-10 Board work sessions as needed and serve as a resource for the Administration in developing presentation content.
6. The architectural firm shall assist the Administration and Board of Education in developing phased master planning scenarios that address identified District priorities and project components.
7. The architectural firm shall provide information needed for cost-estimation of all proposed master planning scenarios.
8. The architectural firm shall assist the Administration and Board of Education in narrowing and finalizing the scope of the 20-Year Facility Plan.
9. The architectural firm shall produce the graphics necessary to convey the master plan scope to the Administration, Board of Education and the community-at-large.

POTENTIAL PHASE II (Estimated Duration of 3-4 Months)
Should the Board of Education authorize a future referendum, the selected architectural firm will provide the following services:

1. Support the creation of core content and development of key messages regarding referendum fact sheets and other informational materials.
2. Support strategy and coordination of referendum information / open house events.
3. Provide ongoing consultation to the Administration and the Board of Education, as needed.

POTENTIAL PHASE III (Estimate 12 Months for Design, 18-24 Months for Construction)
The timeline for Phase III is dependent upon the work of Phase 1 and any referendum outcome.

Architectural Design
The architectural firm is expected to provide full services through building occupancy, including architectural, mechanical, electrical, plumbing, civil, structural, landscape, and interior finish selection. Other consultant services such as furniture selection, commissioning, energy modeling, food service design, security design, and acoustical design may be contracted separately or charged as reimbursable based on the scope of the project.

1. The architect shall lead detailed programming and design meetings with administration and staff user groups during the course of the project design.
    a. The architect shall facilitate regular meetings with the core team.
    b. The architect shall facilitate detailed programming and design review meetings with staff user groups at least once during Schematic Design, at least once during Design Development, and at least once during Construction Documentation.
    c. The architect shall attend district board meetings to provide design updates at the end of the Schematic Design, Design Development, and Construction Documentation.
    d. The architect shall represent the District during all required municipal meetings, including plan commission and architectural review board appearances.

2. The architect shall work to generate drawings needed for technical review and budgeting throughout the course of the design. Budget drawings should be anticipated at the end of the Schematic Design, Design Development, and midway through Construction Documentation.
    a. The architect and all consultants shall utilize Building Information Modeling (BIM) software and supply files in .rvt format. Three-dimensional building reviews with administration, staff, and all key trades will be required to coordinate details.
    b. The architect will assume that sustainable design and construction practices will be utilized based on District priorities and budget.
    c. The architect shall assist the District during bidding and construction by providing complete project(s) administration services. These services include, but are not limited to, answering questions and issuing addendum as necessary during bidding, reviewing shop drawings, participating in construction meetings, observing and inspection of the work for conformance with the construction documents, and answering any questions or RFI's that may come up during the construction process.

3. The architect will assume bi-weekly site visits during the construction administration phase.

SUBMITTAL REQUIREMENTS
Architects with specialization in educational programming and design and educational facility master planning are invited to submit proposals with the following components:

1. Firm background and primary contact office where work would be done for this project (limit 2 pages).
2. Organizational chart showing how you will staff and organize this project for each phase. Indicate a designated lead person and other key personnel, providing background information as appropriate.
3. Provide company and brief descriptions of any consulting, engineering or construction management firms that may be employed as partners in this project (Limit to 2 pages).
4. Provide a list of your firm's K-12 educational projects constructed in the last 5 years where you were the principal design firm. Select three projects that are most similar to this specific scope and include a project overview with references.
5. Indicate why your firm should be chosen for this project (Limit to 1 page).

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FEE STRUCTURE
Provide a separate lump sum fee for Phase I and Phase II services. Also provide a listing of all items not included in your fee (reimbursables, etc.).

PLANNING THROUGH CONSTRUCTION SERVICES
Provide a fee percentage based on the Phase III scope description above. Include percentages for both new construction and addition/remodel work. Assume one bid package per each facility location. Indicate any fee adjustments that would be required as a result of additional bid packages. Also provide a listing of all items not included in your fee (reimbursables, etc.).

For the purposes of this proposal, provide architectural fees for the construction cost ranges listed below. Because scope is yet to be defined, assume 12 months to complete design, and a construction duration of 18-24 months.

Post-Referendum Construction Cost	**Fee Percentage Renovations**	**Fee Percentage New Construction**
$10 million - $29.9 million		
$30 million - $49.9 million		
$50 million - $69.9 million		
$70 million - $89.9 million		
$90 million - $109.9 million		
$110 million+		

Please note: No additional reimbursable costs or fees will be allowed beyond the items listed above unless otherwise noted in firms' response.

DIGITAL SUBMISSION
Proposals shall be submitted via E-MAIL to Ben Prather, Assistant Superintendent of Business Services (pratherb@elmbrookschools.org). Submit one signed copy of your entire proposal in a single Adobe Portable Document (.pdf) format. Acknowledgment of receipt will be provided via an email response. No paper format hard copies are to be provided.

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EVALUATION / SELECTION PROCESS
Architectural firms submitting Proposals are advised that all proposals will be evaluated to determine the firms that will be able to meet the needs of the District. The selection criteria will include, but not be limited to, the items listed below:

- Alignment to the School District of Elmbrook's Mission and Vision
- Experience and expertise of the firm on education projects
- Past record of meeting time schedules and budgets for comparable projects
- Completeness and quality of the Proposal
- Demonstrated commitment to industry best practices
- References for recently completed projects
- A local office for the firm with the ability to fully staff the project without travel costs or delays
- In-person interview, if invited
- Fee schedules
- Overall fit for the District

The School District of Elmbrook will be the sole judge of these factors and reserves the right to reject any or all proposals that do not meet the outlined criteria. All costs associated with the preparation of a response is the sole responsibility of the submitting vendors. Meetings with District personnel and/or a walk-through of existing schools will only be conducted during the scheduled time.