

REQUEST FOR PROPOSALS (RFP)

Feasibility Study: New High School for Tunica County School District

Submission Deadline: November 14, 2025, at 4:00 p.m. Central Time

Submission Methods: Email or Mail

Email: robinsonfre@tunicak12.org

Mailing Address: Dr. Frederick Robinson, Tunica County School District, P.O. Box 758, Tunica, MS 38676

Point of Contact: Dr. Frederick Robinson, Superintendent

1. Background & Purpose

The Tunica County School District (the “District”) is soliciting sealed proposals from qualified firms to conduct a comprehensive feasibility study to determine the estimated cost, optimal location, and key planning considerations for constructing a new high school within the District. The study will inform the Board of Trustees' decision-making regarding site selection, project scope, and funding strategy.

2. Scope of Services

The selected firm will provide, at minimum, the following services:

- Needs Assessment: Analyze current and projected enrollment, instructional program needs, extracurricular/athletic requirements, and support services to determine appropriate capacity and space program (square footage by function).
- Site Identification & Analysis: Identify and evaluate potential sites (District-owned and viable third-party parcels) against criteria such as acreage, topography, utilities, traffic/access, environmental constraints, floodplain, proximity to population centers, and safety.
- Conceptual Planning: Provide conceptual site plans and high-level building massing/block diagrams for the preferred site(s), including core facility sizing (classrooms, labs, commons, media center, cafeteria, athletics).
- Cost Modeling: Develop Class 5/Class 4 order-of-magnitude estimates (construction and soft costs), including escalation, contingencies, furniture/fixtures/equipment (FF&E), technology, site development, and permitting.

- **Schedule & Phasing:** Provide an indicative project schedule from design through occupancy, including major milestones and any phasing options to maintain educational continuity.
- **Funding & Delivery Options:** Outline potential funding approaches (e.g., bonds, grants) and project delivery methods (e.g., CMAR, Design-Bid-Build), with pros/cons for the District.
- **Traffic & Access Considerations:** Preliminary review of traffic impacts, ingress/egress, on-site circulation, and bus/car separation; identify need for formal traffic study.
- **Risk & Constraints Analysis:** Identify key risks, constraints, and dependencies (e.g., utilities, wetlands, environmental, geotechnical, regulatory approvals) and recommend due diligence next steps.
- **Final Report & Board Presentation:** Deliver a written report with findings, recommendations, maps, exhibits, and an executive summary; present to the Board of Trustees.

3. Deliverables

- Draft Feasibility Study (PDF) including narrative, data tables, site matrices, and conceptual exhibits.
- Order-of-magnitude cost estimate with assumptions and allowances clearly stated.
- Preferred site recommendation with justification and site selection matrix.
- Project schedule (Gantt-style) at summary level.
- Presentation slide deck and final Board presentation (in-person or virtual).
- Editable files for maps/exhibits where practicable.

4. Anticipated Schedule

| Milestone | Date / Time (CT) |
|--------------------------------------|------------------------------|
| RFP issued | October 21, 2025 |
| Questions due (email) | October 30, 2025, 2:00 p.m. |
| Responses/Addenda posted (if needed) | November 6, 2025 |
| Proposals due | November 14, 2025, 4:00 p.m. |
| Interviews (if requested) | November 18-20, 2025 |
| Anticipated Board recommendation | December 8, 2025 |

Target notice to proceed

Upon Board approval

Dates are subject to change at the District's sole discretion.

5. Submission Instructions

Proposals must be received by November 14, 2025, at 4:00 p.m. Central Time. Late proposals will not be considered.

Submit ONE (1) electronic PDF via email to robinsonfre@tunicak12.org with subject line "RFP – Feasibility Study – New High School," OR mail/deliver ONE (1) sealed hard copy to:

Dr. Frederick Robinson
Tunica County School District
P.O. Box 758
Tunica, MS 38676

Proposals should not exceed 30 pages (excluding covers, tabs, resumes, and required forms).

6. Proposal Content

1. Cover Letter: Firm's interest and authorized contact.
2. Understanding & Approach: Narrative describing your approach to the scope, including data collection and analysis methods.
3. Team & Qualifications: Organization chart, key personnel resumes, and roles; Mississippi licensure as applicable (architecture/engineering).
4. Relevant Experience: Up to five (5) similar K-12 feasibility studies and/or new high school projects; include client, scope, budget, and reference contact.
5. Work Plan & Schedule: Major tasks, deliverables, and timeline aligned to Section 4.
6. Cost Proposal: Lump sum fee with breakdown by major task; include hourly rates for additional services and reimbursables policy.
7. Legal/Required Forms: Non-collusion statement, E-Verify affidavit, certificate of insurance, and any required state forms.

7. Evaluation Criteria

- Qualifications and experience with K-12 feasibility and high school projects (25%).
- Quality of approach/methodology and understanding of District needs (25%).
- Proposed team and capacity to perform the work on schedule (20%).
- Past performance and references (15%).

- Cost proposal and overall value (15%).

8. Terms & Conditions

- The District reserves the right to accept or reject any or all proposals, to waive informalities, and to negotiate with the highest-ranked firm.
- All costs associated with preparing a response are the sole responsibility of the proposer.
- The selected firm must comply with all applicable federal, state, and local laws and regulations.
- The District may issue addenda to clarify, correct, or change this RFP. Proposers are responsible for ensuring they have received all addenda.
- Any contract award is contingent on Board of Trustees approval.

9. Questions

All questions must be submitted via email to robinsonfre@tunicak12.org no later than October 30, 2025 at 2:00 p.m. CT. Responses or addenda will be provided as needed.

Equal Opportunity: The Tunica County School District is an equal opportunity employer and encourages participation by small, minority-owned, and women-owned businesses.