

REQUEST FOR PROPOSAL (RFP)

SCHOOL DISTRICT OF FORT ATKINSON  
FACILITY STUDY  
201 Park Street  
Fort Atkinson, WI 53538  
1/31/2018

FOR: **SCHOOL DISTRICT OF FORT ATKINSON**

OWNER CONTACT: SCHOOL DISTRICT OF FORT ATKINSON  
Contact: TOM KULCZEWSKI, Director of Building and Grounds  
Phone: 920-563-7808  
Email: tomk@fortschools.org  
Fax: 920-563-7809

RESPONSES DUE: 2/26/18

RESPONSES DUE TO: SCHOOL DISTRICT OF FORT ATKINSON – DISTRICT OFFICE  
201 Park Street  
Fort Atkinson, WI 53538  
ATTN: Tom Kulczewski, Director of Buildings and Grounds  
(Hand deliver three hard copies of the RFP Responses)

A. BACKGROUND

School District of Fort Atkinson (Owner) is requesting proposals from qualified firms to conduct a facilities study at all 6 sites across the district, including physical and space needs analysis, as well as preliminary designs, cost estimates and scheduling/phasing information for any recommended improvements, renovations, reorganization and/or new construction. This study may or may not be used in referendum planning.

B. PROPOSALS

Proposals shall be submitted no later than the due date and time listed above. Interviews may be conducted by the Owner subsequent to the submissions. Additional information may also be requested.

Hand deliver three (3) hard copies of the proposal, plus one (1) electronic PDF copy, to the Owner contact listed above. The Electronic PDF Copy may be e-mailed (tomk@fortschools.org) or hand delivered on a flash drive.

All questions concerning this proposal or project should be submitted in writing to the Owner contact listed above via e-mail no later than three (3) days prior to the due date above. Should an addendum be required, one will be posted on the district website at <https://www.fortschools.org/domain/34> and/or emailed to the invited firms.

The scope of services desired is defined in this Request for Proposal (RFP). The Owner shall have the right to modify this scope, as it deems necessary.

### C. TIMELINE

1/31/18	Issue Request for Proposal
2/12/18	Non-Mandatory Pre-Proposal meeting at 9am located at Luther Administration Building, 201 Park Street, Fort Atkinson, WI 53538
2/26/18	RFP Responses Due by 11:00am
3/5/18	Short-list Interviews
3/23/18	Final Negotiation of Terms
4/19/18	School Board approval of Firm
6/30/18	Completion and submission of Condition Survey; ready for presentation to Board (date is subject to change based on agreement between Owner and Firm)
TBD	Solutions phase completion and submission

The above dates are subject to change at the Owner's discretion.

### D. SCOPE OF WORK

The Facilities Study would include three basic programs of service:

#### 1. Condition Survey

A complete physical survey of all district-owned buildings to ascertain existing conditions. [See Exhibit A] for a listing of buildings. Interview building-level administration and maintenance personnel regarding space and programmatic needs, as well as building and site concerns. 21<sup>st</sup> century learning trends shall be incorporated into condition survey and recommendations.

The following shall be included in the surveys:

- a) Building Exterior
- b) Building Interior
- c) Site and traffic patterns
- d) Electrical
- e) HVAC
- f) Plumbing
- g) Documentation of code violations or recommendations for improvement
- h) ADA recommendations for improvement
- i) Life safety (intrusion alarm system, cameras, fire system, PA system)
- j) Safety and security (Secure entrances)
- k) School options (STEM, Montessori, All-Year School, Tech Ed, etc)
- l) Technology and innovative integration

#### 2. Capital Improvements, Repair Recommendations and Energy Savings Opportunities

The results of the surveys and interviews shall be organized along with an assessment of each area and/or asset. A priority schedule using a matrix to assign priorities to the recommendations. All energy saving opportunities with a simple payback period of less than 10 years shall be identified

accordingly.

3. Cost Estimates

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

After completion of the above phases, all of the data shall be combined into a report for each of the facilities. The Firm shall present the final report to the District Board of Education.

## E. OWNER'S RESPONSIBILITIES

Owner shall do the following in a timely manner so as not to delay the services of Firm.

1. Designate in writing a person to act as Owner's Representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and decisions with respect to Firm's services for the Study.
2. Assist Firm by placing at Firm's disposal all available information pertinent to the Project, including previous reports and any other data relative to design or construction of the Study.
3. Give prompt written notice to Firm whenever Owner observes or otherwise becomes aware of any development that affects the scope or timing of Firm's services, or any defect or non-conformance in the work of any Contractor.
4. General floor plans for the buildings are included as part the RFP (see separate PDF).
5. The Owner does not have CAD drawings of the existing buildings. However, the Owner will provide the firm electronic copies of its existing blueprints where available. This will be in the form of a Shared Google Drive.

## F. RFP RESPONSES

The Owner is not responsible for any costs incurred by the Firm in responding to this RFP. It is understood that the Owner reserves the right to reject any or all proposals, or part thereof or items therein and to waive technicalities required for the best interests of the Owner. Omission of any information may be sufficient cause for rejection of the proposal. The Owner shall not be legally bound until an agreement in writing is executed by both the Firm and the Owner. It is further understood that some of the items that will be considered in selecting a Firm include:

- Competency and responsibility of firms submitting proposals
- Past experience and references of the firms
- Personnel assigned to project and their qualifications
- Fees

Proposals shall contain the information listed below and shall be tabbed as follows:

### **Tab 1. Organization, Staffing, and Qualifications**

1. Provide a project team organization chart depicting team members (including consultants such as mechanical, electrical, plumbing, civil, structural, landscaping, food service, technology, acoustics, etc.), with names, titles, specific responsibilities, resumes, and qualifications of team members that will be directly involved in the project.
2. Provide the address of the specific office that will have responsibility for performing

the work.

3. Provide a brief overview of your firm including the number of years your firm has been providing architectural/engineering or construction management services and experience with creating Facilities Study, as well as other work performed.
4. Provide a list of school districts for which the firm has completed similar facility studies. Provide at least one electronic or hard copy of a past representative facility study that was completed for a school district. Include a link or a single thumb drive containing the file(s).
5. Provide an estimate of the time that will be required to complete the Study. A timeline for completion of the various sections should be included.
6. Through narrative discussion, show reason why this firm believes it is especially qualified to undertake this project. Discuss any unique qualifications that this firm possesses which would benefit the Owner in the execution of this project.

**Tab 2. Fee Proposal**

1. The fee proposal shall include a lump sum for the services requested in Section 1. This lump sum shall include all compensation and other payments due to the Firm (e.g.: labor, overhead, profit, direct costs, reimbursable for mileage, phone, printing, etc.) in the performance of the basic services as outlined in this RFP.
2. Prior to award, the Firm shall furnish to the Owner proof of professional liability insurance in the amount of \$2,000,000 per claim and \$2,000,000 in the aggregate, with the Owner to be named certificate holder.

**EXHIBIT A – LISTING OF BUILDINGS**

<b>Building</b>	<b>Address</b>	<b>Square Feet</b>	<b>Notes</b>
<b>Fort Atkinson High School</b>	<b>925 Lexington Blvd</b>	<b>261,700</b>	<b>Pool heated by Solar</b>
<b>Fort Atkinson Middle School</b>	<b>310 South 4<sup>th</sup> Street E</b>	<b>185,560</b>	<b>Geothermal, Includes “Probst” Field</b>
<b>Purdy Elementary</b>	<b>719 South Main Street</b>	<b>82,600</b>	<b>Geothermal</b>
<b>Luther Elementary</b>	<b>205 Park Street</b>	<b>84,400</b>	<b>Houses District Administration</b>
<b>Barrie Elementary</b>	<b>1000 Harriette St</b>	<b>49,172</b>	<b>Geothermal</b>
<b>Rockwell Elementary</b>	<b>821 Monroe St</b>	<b>40,200</b>	<b>Geothermal</b>
<b>Grove Street House</b>	<b>611 Grove Street</b>	<b>816</b>	<b>Purchased in 2018</b>