

Request for Proposal (RFP)

# Facility Study

Wa-Nee Community Schools

Proposals due May 6, 2019

## BACKGROUND

The Wa-Nee Community School District is located in Elkhart County, Indiana, and serves approximately 3000 students in grades K-12. The District has five school facilities (three elementary schools, a middle school, and a high school), as well as a district office and numerous outdoor athletic facilities.

In November 2016, the District initiated a \$30 million renovation project to improve NorthWood High School, repair all parking lots, and provide safety and security upgrades at all of the other schools. These projects were completed prior to the start of the 2019-20 school year.

## PURPOSE OF THE FACILITY STUDY

To assess the condition of existing major building systems and components; to determine the projected life expectancies of these systems and components; to provide cost estimates for updating or replacing these systems and components; and to assist the District with the development of a comprehensive long- range facilities plan that addresses the capital maintenance needs identified as part of this assessment. In addition, the corporation would like to determine the feasibility of constructing new high school athletic facilities, access roads, maintenance facility upgrades, and a new transportation facility.

<b>Building</b>	<b>Date Built</b>	<b>Approx. Size (Sq. Ft.)</b>	<b>Acreage</b>
NorthWood High School	1969	272,067	116
NorthWood Middle School	2001	165,000	21.9
Nappanee Elementary School	1957	77,596	13
Wakarusa Elementary School	1992	92,683	15
Woodview Elementary School	1991	92,683	15
WCS Administration Building	1992	5,3763	1.5

\* Because of the extensive work currently being done at the high school, a complete assessment of that facility should not be necessary as part of this process.

## SCOPE OF WORK REQUIRED

The District is seeking a qualified and experienced firm to assist with the development of a comprehensive long-term facilities plan. The selected firm will be expected to:

- Identify and document current facility condition deficiencies and create a site-by-site condition assessment report that includes, but is not limited to:
  - Foundations and flooring
  - Roofing and gutters
  - Siding, windows, and insulation
  - Lighting and electrical
  - Plumbing
  - HVAC and ductwork
  - Mechanical systems
  - Wells, septic, and water treatment systems
  - Safety and security
  - ADA compliance
  - Parking lots
  - Technology Equipment and Network Infrastructure
  - Athletic fields and facilities
- Recommend corrections for all deficiencies
- Provide cost estimates for corrections
- Forecast future facility construction and improvement costs
- Work with the District to establish a 10-year comprehensive facilities plan that addresses both cyclical renewal needs and non-cyclical repairs and upgrades. Cyclical needs, which include deferred renewal and capital repair, are items/components that require replacement at regularly scheduled intervals. Non-cyclical needs include one-time repairs to extend the life of a component and upgrades associated with issues such as accessibility and building and safety code non-compliance.

## FEES

The selected firm will perform all contracted services for a fixed, lump sum fee that shall include all costs necessary to complete the work, including reimbursable expenses for the project, the cost of any subcontracted services, and the firm's overhead and profit.

## TIMELINE

- March 26, 2019: District issues RFP
- April 24, 2019 at 9:00 AM: Walk-through of District facilities
- May 6, 2019: Deadline to submit proposal (12 p.m.)
- May 13, 2019: Recommended proposal submitted to School Board for approval

The tentative timeline for the facilities assessment is to commence in summer 2019 and be completed prior to December 1, 2019.

## WALK-THROUGH OF DISTRICT FACILITIES

A walk-through of District facilities is scheduled for April 24, 2019 at 9:00 AM (Administration Building). Attendance at this Pre-Proposal Meeting is mandatory for firms that are interested in responding to this RFP.

## QUESTIONS REGARDING THIS RFP

Any questions concerning this RFP should be directed via email to Scot Croner, Superintendent, at [scroner@wanee.org](mailto:scroner@wanee.org). Responses will be provided as timely as practicable.

## PROPOSAL REQUIREMENTS

1. Cover Letter
2. Firm Profile - Describe the general qualifications of the firm, as well as any special or unique qualifications as they relate to school district facilities planning.
3. Project Team - List the specific personnel proposed for the project team and submit resumes demonstrating relevant experience of key personnel. Also include any consulting firms that may reasonably be employed as partners on this project, including length of existing relationship with your firm.
4. K-12 Education Experience - Provide a list of clients, including names, address, contact person, and phone number for whom similar or related consulting services have been provided within the last ten years. Include a brief description of the project and the name of the lead consultant.
5. Proposed Time Schedule - To the extent possible, please provide a detailed schedule based on the scope of the work to be provided.
6. Fee proposal - Include a proposed fee stated as a fixed, lump sum fee that shall include all costs necessary to complete the work, including reimbursable expenses for the project, the cost of any consulting and/or subcontracted services, and the firm's overhead and profit.

The deadline to submit a proposal is Monday, May 6, 2019 by 12 pm (noon). Proposals should be addressed to Scot Croner, Superintendent of Schools.

## EVALUATION AND SELECTION PROCESS

The Evaluation Committee will consist of 3-4 members and will include District staff and/or members of the Board of Education. The Evaluation Committee will review all documents submitted. It may, at its discretion, conduct interviews with selected vendors; however, the District reserves the right to select the firm based on proposals alone. The Board of Education will make the final decision regarding the selection of the firm.

Proposals will be scored to reflect items including, but not limited to:

1. Experience with projects of similar type, scale, complexity and intent.
2. Perceived ability to generate creative and practical solutions.
3. The Respondent's assessment of the project, as per the work plan and schedule.
4. Project Fee.

This RFP shall not in any way be construed to be an obligation on the district to enter into a contract. All costs of the proposal process, interview, contract negotiation, and related expenses, are solely the responsibility of the proposing firm.