

Request for proposal (RFP)

Project Title: Fall Creek School District
Facilities and Use Study

Release Date: September 17, 2024

Proposal Due Date: October 10, 2024 @ Noon

Contact:

Brad Ceranski
Superintendent
Fall Creek School District
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A. Introduction

The School District of Fall Creek is seeking proposals for facility planning services in conjunction with the District's Facilities Committee and potentially a community based facilities study team. The needs assessment/facility study will encompass all of the District's three schools: Fall Creek Elementary, Middle and High School, all of which are connected to create one facility.

The Board of Education authorized a facilities and use study that:

1. Analyzes the existing sites and facilities
2. Identifies needs as related to instructional programming, accessibility, co-curricular, traffic/parking, student services, office space, technology, safety, etc.
3. Energy conservation and technology access
4. Activity/Community areas – outside community access

Upon completion of the study, the firm's representative will be expected to make a presentation to the Board of Education to explain the study and its findings.

This project does not include stakeholder meetings.

B. Firm Selection

The firm will be selected based upon the following:

- Firm History
- Project Interest
- Firm's ability and understanding
- Experience with related projects
- References
- Cost

The following schedule is provided for your information:

Dates: September 17, 2024: RFP's mailed
October 10, 2024: Proposals due no later than 10:00 am (no fax copies accepted)
October 11, 2024: Selected Firms contacted for interview
October 28, 2024: Assessments, interviews and selection process
November 4, 2024: Contract approval by Board of Education

The selected firm may begin work immediately following Board approval on November 4, 2024. Development and presentation of advisory findings and recommendations will be presented to the Board of Education on January 20, 2025.

C. Information to be submitted

1. *Firm History*

- Include the firm's name, address and phone number along with a brief history of the company which highlights the firm's experience, abilities and qualifications with school projects.
- Names and positions in the firm of those persons who would work on this project. Indicate designated lead person and his/her involvement as well as how others would be involved. Include vitae of each participant.
- Name, address and brief description of any consulting or engineering firms that may be employed as partners in this project. Include length of existing relationship. Please also include names of representatives from these possible partners with whom you would anticipate working.

2. *Project Interest*

State the reason for interest in the Fall Creek project. Include timelines for conducting the study.

3. *Firm's Ability and Understanding*

In addition to the information provided in the history portion of this proposal, include more in depth qualifications, describe the process that you follow, and the timelines that you would put in place.

4. *Experience with related projects*

The Board of Education is interested in selecting a firm that has experience analyzing school buildings and partners that understand the unique environment that schools provide. Please describe similar projects (don not just list) and how the firm approached each. The quality of response is more important to the Committee than the number of projects.

5. *References*

Please provide a list of no more than 10 school related references tailored to your understanding of our project. Please provide contact information so that we may contact each. Within the references, include some who can address the personnel that you propose to assign to this project.

6. *Liability Insurance*

Provide the name of the carrier and amounts of professional liability insurance you currently have in force.

7. *Cost*

Specify how the firm determines fees to be charged and the specific cost of this project. Any additional services that you offer may be included but should be designated as optional services and costs should be listed separately.

D. Project Due Date:

All proposals/responses must be in the Fall Creek School District Office no later than 10:00 am on Thursday October 10, 2024.

Submit proposals to:

Brad Ceranski
Superintendent
Fall Creek School District
336 E. Hoover Ave
Fall Creek, WI 54742

Note: The district reserves the right to reject any or all proposals. Firms not selected will be notified within ten business days following the screening process. All costs of preparing the proposal are done so at the sole cost of the firm submitting the proposal.