



RIVER VALLEY SCHOOL DISTRICT

Home of the Blackhawks

BRIAN KREY
Business Manager

660 West Daley Street ≈ Spring Green, Wisconsin 53588 ≈ Phone: 608-588-2551

REQUEST FOR PROPOSAL (RFP)
RIVER VALLEY SCHOOL DISTRICT
FACILITY STUDY
660 W. Daley Street
Spring Green, WI 53588
07/15/2022

FOR: RIVER VALLEY SCHOOL DISTRICT

DISTRICT CONTACT: RIVER VALLEY SCHOOL DISTRICT
Contact: Brian Krey, Business Manager
Phone: 608-588-2551
Email: bkrey@rvschools.org
Fax: 608-588-2558

RESPONSES DUE: Date and Time
Six (6) sets of the proposal are required
One (1) PDF copy of the proposal must be e-mailed to Brian Krey or delivered via a flash drive.

RESPONSES DUE TO: RIVER VALLEY SCHOOL DISTRICT – DISTRICT OFFICE
660 W. Daley St.
Spring Green, WI 53588
ATTN: Brian Krey, Business Manager

The River Valley School District reserves the right to reject any and all proposals and to waive any and all irregularities. The vendor's proposal is recognition of this right.

PROPOSALS

Proposals shall be submitted no later than 4:00 pm on Wednesday, August 10, 2022. Interviews may be conducted by the District subsequent to the submissions on August 22, 2022. Additional information may also be requested.

All questions concerning this proposal or project should be submitted in writing to the District contact listed above via e-mail no later than Noon on Friday, August 5, 2022. Should an addendum be required, one will be posted on the district website at: <https://www.rvschools.org/district/2022-facilities-study.cfm> and/or emailed to invited firms.

PROPOSAL TIMELINE

- | | |
|---|-------------------|
| 1. RFP Issued | July 15, 2022 |
| 2. Submit Questions no Later Than | August 5, 2022 |
| 3. RFP Due Date | August 10, 2022 |
| 4. Potential Interviews of Selected Firms | August 22, 2022 |
| 5. School Board Approval of Chosen Firm | September 8, 2022 |

PURPOSE

The School District will be completing a comprehensive review of our schools to identify a master plan and vision for the district. This plan shall identify potential improvements that will address current and future needs of our students and community.

The School District is seeking a firm with PreK-12 educational planning experience to assist our school community in identifying a vision and completing a comprehensive master plan.

The purpose of this Request for Proposal (RFP) is to obtain information and qualifications from firms interested in teaming with the District to provide the services described in this RFP. This study may or may not be used in referendum planning.

BACKGROUND

The River Valley School District is spread across four (4) counties (Dane, Iowa, Richland and Sauk) and comprised of sixteen (16) municipalities including. The municipalities include the villages of Arena, Lone Rock, Plain, and Spring Green and the townships of Black Earth, Arena, Clyde, Ridgeway, Wyoming, Buena Vista, Ithaca, Bear Creek, Franklin, Honey Creek, Spring Green, and Troy.

The District student enrollment has been in a decline since 2006-2007. Based on a UW-Applied Population Lab study completed in February 2022, the District is projecting the enrollment to continue declining. A copy of this study can be requested from Brian Krey via email.

The River Valley School District consists of the following facilities:

- River Valley High School, 660 Varsity Boulevard, Spring Green, WI 53588
 - Grades 9 – 12
 - 2021-2022 Enrollment: 391
 - Approximately 140,810 square feet
 - Original Construction: 1961 (~63,615 square feet)
 - Renovations/Additions:
 - 1993 (~14,235 square feet)
 - 1998 (~62,960 square feet)

- River Valley Middle School, 660 W. Daley Street, Spring Green, WI 53588
 - Grades 5 – 8 and District Office
 - 2021-2022 Enrollment: 342
 - Approximately 71,760 square feet
 - Original Construction: 1968
 - Renovations/Additions:
 - 1996 (~2,425 square feet)

- River Valley Elementary School, 830 W. Daley Street, Spring Green, WI 53588
 - Grades 1 – 4
 - 2021-2022 Enrollment: 263
 - Approximately 42,285 square feet
 - Original Construction: 1988
 - Renovations/Additions: None

- River Valley Early Learning Center, 1370 Cherry Street, Plain, WI 53577
 - Grades 4K and 5K
 - 2021-2022 Enrollment: 128
 - Approximately 24,110 square feet
 - Original Construction: 1991
 - Renovations/Additions: None

A facilities study was completed in 2015, but has not made any major renovations or additions since that time. The District does maintain an ongoing, long-term maintenance plan. The District has maintained a cycle of roof repairs and replacements.

The only remaining long-term debt for the District is the Wisconsin Retirement System unfunded liability debt, and the last payment will be made in March of 2027.

SCOPE OF WORK

Assessment of Facility Conditions

- A complete physical survey of all district-owned building to ascertain existing conditions, including:
 - Building Exterior
 - Including structural soundness
 - Building Interior

- Flooring
- Kitchen Equipment (including freezers and coolers)
- Electrical
- HVAC
- Plumbing
- Other Major Equipment
 - Including major equipment items such as lockers
- Site and Traffic Patterns
- Documentation of code violations or recommendations for improvement
- ADA recommendations for improvement
- Life Safety (intrusion alarm system, cameras, fire system, PA/bell/clock system)
- Safety and Security
 - Including secured entrances

Space/use Study as it relates either to Capacity or Educational Programming Needs

- Establish or confirm enrollment capacities for each building.
- Prepare a comparison of projected enrollments to building capacities.
- Prepare an analysis of current spaces in each building compared to industry standards.
- Provide an overview of the District’s educational program that highlights any facility needs including any instructional practices, curriculums or programs that will require additional space, special design considerations for existing or new space or any change in the type or arrangement of use of each facility or spaces within.
- Provide an analysis of each building’s capacity as it relates to each educational program and if each building provides the educational spaces dictated by that educational program.

Community Input

- Use a variety of approaches to engage and survey the River Valley community to:
 - Obtain information on desires, priorities and identifying needs related to district facilities.

General

- Cost estimates shall be assigned to each item and totaled in a manner that allows the District to summarize cost based on priorities and by areas or buildings.
- The selected firm will be working with the school district’s construction manager, who will be assembling the construction costs estimates and the architectural firm will be assembling the school district’s estimated soft cost estimates.
- 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.

DISTRICT’S RESPONSIBILITIES

The District shall do the following in a timely manner so as not to delay the services of the Firm:

- Designate in writing a person to act as District’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 District’s policies and decisions with respect to Firm’s services for the Study.

- 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.
- Give prompt written notice to Firm whenever District 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.
- General floor plans for the buildings are included as part the RFP.
- The District does not have CAD drawings of the existing buildings. However, the District will provide the firm electronic copies of its existing blueprints where available. This will be in the form of a Shared Google Drive.

RFP RESPONSES

The District is not responsible for any costs incurred by the Firm in responding to this RFP. It is understood that the District 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 District.

Omission of any information may be sufficient cause for rejection of the proposal. The District shall not be legally bound until an agreement in writing is executed by both the Firm and the District. 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:

1. Brief history and background of your firm
 - a. Include name and address of firm, length of time under that name, location of home offices and general services provided, telephone number and fax number of firm.
 - b. Include name and title of primary contact person and name of all officers of the firm.
 - c. Include a firm profile:
 - i. Identify your firms primary professional service (i.e. architect, engineer, contractor, etc.) and other services performed by your firm.
 - ii. Identify in-house capabilities as it relates to facilities assessment and pre-construction services. Include frequently used partners if applicable.
 - iii. Identify how long you have been providing facilities assessments for school districts.
2. Project team
 - a. For each team member who will be actively assigned to our project, please provide their name, role and responsibilities, qualifications, experience, and length of time with the firm. Include any corporate partners or consultants that will be part of your team.
3. List of PreK-12 experience (last 5 years)
 - a. Include project name, location (city/state), description of project including project cost and square footage, contact person, and services provided.

4. List of three school district references from recent facilities studies that you have completed.
5. List of three school district references from recent projects you have completed.
6. List of school districts your firm has worked with that have a similar enrollment size to River Valley.
7. 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.
8. Project Approach
 - a. Include your firm’s approach to completing facility studies.
 - b. Include services performed in-house and those performed by partner or consultants.
 - c. Does your firm provide referendum support if engaged for subsequent phases?
 - i. If yes, how long have you been providing that service to school districts?
9. Proposed list of deliverables you will be providing during this project.
10. 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.

Fee Proposal Chart

The fee proposal chart shall be completed (see page 7). The fixed fee shall include a lump sum for the services requested in Scope of Work section of RFP. This lump sum shall include all compensation and other payments due to the Firm (e.g.: labor, overhead, profit, direct costs, phone, printing, etc.) in the performance of the basic services as outlined in this RFP.

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.

Deadline

Proposals shall be accepted at the District Office until 4:00 pm, Wednesday, August 10, 2022 at 660 W. Daley Street, Spring Green, Wisconsin.

FEE PROPOSAL CHART

Phase I: Master Planning

Fixed Fee _____

Estimated reimbursable expenses based on similar past projects by category:

Printing / Reproduced Deliverables _____

Mileage _____

Submittals/Approvals _____

Other Reimbursables _____

Community Surveys/Outreach _____

Phase II: Pre-Referendum & Referendum Services

Fixed Fee _____

Estimated reimbursable expenses based on similar past projects by category:

Printing / Reproduced Deliverables _____

Mileage _____

Submittals/Approvals _____

Other Reimbursables _____

Community Surveys/Outreach _____

Phase III: Design/Construction Services as a Percent (%) of Project Cost

Construction Cost	New Construction	Addition/Renovation
Less than \$5M		
\$5M - \$10M		
\$10M - \$25M		
\$25 - \$40M		
Over \$40M		