



Request for Proposal: Architectural/Planning Services

The West Bend Joint School District #1 is requesting qualified firms to provide a full proposal for architectural services to include the following:

- Assessment of the physical plant and the educational adequacy of all West Bend facilities.
- Strategic/referendum planning, community engagement and input.
- Conceptual design options.
- Post referendum design and construction.

Respondents to the RFP should mail or deliver seven (7) bound copies and one (1) electronic copy of their proposal to:

West Bend Joint School District #1

735 South Main St.,

West Bend, WI 53095

Attn: Dave Ross, Director of Facilities and Operations

Proposals are due by 12:00 p.m. on April 28, 2023.

Fax or email responses will not be accepted. Late responses will not be accepted.

If you have questions regarding this RFP, they must be submitted in writing on or before April 14, 2023 at 3:00 p.m. to Dave Ross via email (daveross@wbsd-schools.org). Responses will be emailed to all firms by 3:00 p.m. April 19, 2023.

BACKGROUND

In 2010, the West Bend School District began development of a 25-year facilities plan. For several years the District had been coping with increasing enrollment and a deferred maintenance backlog that was becoming unmanageable.

In July of 2012, the Board formally adopted a 25-year plan that called closing Barton Elementary, remodeling and adding on to Silverbrook Middle School and a modest addition at Green Tree Elementary. After construction was complete, the District would convert from a K-5, 6-8, 9-12 configuration to a K-4, 5-6, 7-8, 9-12 configuration.

Since that time, enrollment has been declining.

In 2019, the district went to referendum to replace Jackson Elementary and make improvements at the high school facility. That referendum failed.

Currently the district has approximately 1.2 million square feet of building space, of which, nearly half is 50 or more years old.

RIGHTS RESERVED

The right is reserved to reject any or all proposals, or to waive any informality in any proposal received or to accept any part or all of any proposal considered advantageous to the Board of Education. The District shall in no event be responsible for the cost of preparing any proposal in response to this RFP.

PROJECT DESCRIPTION AND BUDGET

The Board of Education of the West Bend School District assigned the task of developing a comprehensive 25-year facilities plan to the Director of Facilities and Operations. Several community members were involved in the process as well as design professionals and contractors to ensure the area/student and budget were appropriate. The result of the plan was as follows:

PHASE I (For informational purposes only – do not address as part of current proposal)

- Remove 5th grade students from the elementary buildings, thus freeing up capacity at the elementary level. The elementary buildings would become K-4.
- Add four classrooms and a cafeteria/kitchen area at Green Tree Elementary.
- Remodel Silverbrook Middle School and add approximately 75,000 ft² to accommodate all 5th and 6th graders.
- Close Barton Elementary, the facility in the worst physical condition in the District.
- Badger Middle School becomes a 7th and 8th grade building.

- High School configuration remains as is.

PHASE II (Current: address in proposal)

- Assess all district facilities to determine their educational adequacy and current physical condition.
- Assess population and enrollment trends as they relate to existing facilities.
- Develop a complete facility plan that will address the districts needs at least 10 years into the future.
- Assist with any referendum planning and/or community engagement activities.

BUDGET

- To be determined by the requirements of the projects.

DESIGN TEAM QUALIFICATIONS

The ideal A/E team will have the following characteristics:

- Provide adequate staffing and resources to the project. Maintain key staff throughout the duration of the project.
- Have local proximity in order to provide: team working/review sessions during design, ease of coordination meetings, minimizes cost to attend district meetings and provide quick response to field issues.
- Ability to engage with the community.
- Have a well-established quality assurance/quality control program.
- Work collaboratively with district staff and authorized representatives.
- Be organized, effective and efficient.
- Be proactive and prepared, working in advance of deadlines; consistently start coordination with state and local agencies early.
- Be mindful and tenacious about maintaining project budgets and schedules. Make decisions that support district goals and objectives relative to scope creep and change orders.
- Communicate potential issues early and often.

SCOPE OF SERVICES

Facilities Assessment:

- A. Examination and understanding of the West Bend School District community, as well as anticipation of present and future community sentiment and expectations regarding how the District should address facility issues.
- B. Understanding present and future school and community growth, factoring in corresponding facility requirements, and anticipating necessary long-term facility use.
- C. Understanding external and internal drivers such as the state's school funding, changing high school graduation requirements and emerging academic programming needs and Board priorities.
- D. Knowledge of the school district's budget, constraints, and options.
- E. Incorporate an assessment of the major building systems and components.
- F. Provide an assessment of athletic facilities at the West Bend High School facility.

Referendum Planning and Conceptual Design:

- G. Provide direct support for regularly engaging and communicating with community and overall referendum assistance. This includes planning and facilitating community engagement events, assist with preparing informational materials, participation in referendum presentations and focus groups, and providing updated data/information regarding the project to the district. The district employs a Communications Specialist; however, due to current responsibilities, the Communications Specialist does not have the capacity to lead the scope of this project but will be involved to support the team.
- H. By September/October 2023, propose to the School Board a cost effective, comprehensive facility solution that is aligned to and supports the district's strategic plan, integrates and optimizes the needs of district students, stakeholders' and taxpayers' opinions as they are ultimately paying for the project.
- I. Upon the approval of the solution and based on direction from the board, the consulting firm will assist the District with developing and deploying a comprehensive approach to communicating the plan to the School District's community.
- J. Work with the district, stakeholders and potentially, a survey consultant to determine a scope of work to bring forward in a potential referendum.

Post Referendum Design

The selected firm shall provide a complete scope of services through all phases of the project. The design team will organize meetings as required.

It is the intent of the district to have a complete design package including but not limited to civil, structural, architectural, mechanical, plumbing, electrical, data, life safety, PA system, security, food service, clock and bell to provide a complete, functioning school. The only service expressly excluded from the package should be hazardous waste/asbestos removal.

At the end of the project, the design team will submit to the owner, a complete set of as-built BIM drawing files.

SUBMITTAL FORMAT

Firms responding to this RFP for the Project must follow the format below. Material must be in 8-1/2 x 11-inch format and should be no longer than 30 pages excluding cover letter and tabs. The information presented under each heading should conform to the information requested. Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration. Submittals shall include divider tabs labeled with boldface headers below, e.g. the first tab would be entitled "**Business Information**", the second tab "**Project Approach**", etc.

COVER LETTER – (maximum one page) shall have the name of the firm making the submission indicating your interest in working with the District. Include a brief description of why your firm is well suited for and can meet the District's needs. The letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

Tab 1 – BUSINESS INFORMATION – provide the following information:

- Company name
- Address
- Telephone
- Fax
- Name and Email of main contact.
- License or Registration Number.
- Business Structure (Corporation, Partnership, etc.).
- A brief description and history of the firm.
- Number of employees (licensed professionals, technical support.)
- Number of current projects and present workload and where possible, projected workload for the period in question.
- Location of office where the bulk of services solicited will be performed.
- Provide similar information for proposed Sub-Consultants.

Tab 2 - PROJECT APPROACH

- Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in a comprehensive and thorough manner with a reasonable schedule in order to meet the client's goal of moving the project into construction within the earliest possible timeframe.
- Describe your firm's approach to community engagement and communication.
- A brief written summary of the firm's philosophy related to the planning and design of the district's program.
- Describe your firm's approach to cost estimating including some history of cost estimates versus actual bid amount on three school projects awarded in the last five years. Include at least two examples of new construction projects.
- Describe your firm's approach to pre-referendum planning and describe the scope of services you would provide.
- Describe your firm's approach to quality control/assurance procedures including coordination of design disciplines.
- Describe the approach to compliance with program requirements and conformance with Federal/State/Local applicable code requirements.
- Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
- Describe how your firm has incorporated the use of energy savings in design.
- Describe how your firm integrates student safety and security into the design.

Tab 3 - RELEVANT K-12 PROJECT EXPERIENCE – Provide information about prior services/designs prepared by your firm on at least five (5) prior K-12 educational projects within the last five (5) years. Include the following information:

- Briefly state the significance of each relevant project your firm has worked on that you would like to be considered in this RFP.
- Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
- Provide at least two (2) examples of projects that have been phased during school occupancy while conducting renovation and new construction.
- Provide a list of the following for each project:
 - project name and location
 - beginning and end dates of project (including construction)
 - square footage
 - main program elements
 - owner name with name of contact person
 - number of RFIs and Change Orders of each project
 - original budget, bid amount & final amount at close-out
 - owner reference, contact name and phone number
 - key individuals of the firm involved and their roles in the project
 - any sub-consultants that worked with the firm

Tab 4 - PROJECT TEAM SUMMARY

- Identify key team members expected to work on this project, along with their resumes, including sub-consultants, and state their qualifications relevant to programming services and the scope of this project.
- Include additional references for proposed team including:
 - Principal – in – Charge
 - Project Manager
 - Project Architect
 - Construction Administrator

Tab 5 – LITIGATION HISTORY – Provide a comprehensive five-year summary of the firm’s litigation, arbitration and negotiated/settled history with previous clients.

SELECTION CRITERIA

The most highly qualified firms designated from the RFP process will provide a proposal consisting of a detailed scope of services and proposed design fee and schedule. After submission of the proposal short listed firms will participate in the interview process. After the interviews, the Selection Committee will identify the firm/team that can provide the greatest overall benefit to the District.

Each proposal will be evaluated and ranked on the criteria set forth below. The criteria will be weighted as noted below in determining award.

1. Relevant experience of the firm (20 points)
2. Project approach including community engagement (35 points)
3. Qualifications of proposed staff (25 points)
4. Fee (10 points)
5. References & Litigation History (5 points)
6. Project understanding (5 points)

SUBMISSION GUIDELINES

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RFP RESPONSE SCHEDULE

Architect Selection		2/1/2023	5/22/2023
	RFP Development	2/1/2023	3/23/2023
	Distribution	3/23/2023	3/23/2023
	Vendor Question Submittals	4/10/2023	4/14/2023
	Vendor Question Response	4/19/2023	4/19/2023
	Proposal Due	4/28/2023	4/28/2023
	Administrative Review	5/1/2023	5/5/2023
	Board Review	5/8/2023	5/19/2023
	Architect Selection	5/22/2023	5/22/2023