

GILBERT COMMUNITY SCHOOL DISTRICT

Facilities Master Planning Services Request for Proposal

Superintendent

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Contact:

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Request for Proposals Regarding Facilities Master Planning Services

Gilbert Community School District (“District”) is soliciting proposals from experienced firms that can help with the planning, development, and related work associated with a Long-Range Facilities Master Plan.

The purpose of this Request for Proposals (“RFP”) is to obtain information that will enable the District to select a candidate that can effectively partner with the District to perform various components of a Facilities Master Plan. Each firm responding to this RFP should be prepared and equipped to provide complete and detailed Facilities Master Planning Services on behalf of the District in an expeditious and timely manner and enable the District to meet critical time deadlines and schedules.

If your firm is interested in providing Facilities Master Planning Services for or on behalf of the District, please submit a detailed summary of your firm’s qualifications in accordance with this RFP. The deadline for receipt of proposals is March 21, 2022 at 3pm. Note that proposals delivered after the Response Deadline may not be considered. A minimum of seven (7) hard copies and one (1) electronic copy on a flash drive in PDF format should be submitted to:

Gilbert Community District Office
103 Mathews Drive
Gilbert, Iowa 50105
Attn: Gail Hopkins
hopkinsg@gilbertcsd.org
515-232-3740

All submittals will become the property of the District. The proposals will become public documents and subject to disclosure laws. The District reserves the right to make use of any information or ideas in the proposals, to reject any or all applicants, and to waive any irregularities or informalities in the RFP and RFP process. All costs associated with the preparation or submissions of qualifications for this RFP are solely the responsibility of the candidates.

In order for the District to make an informed decision regarding selecting a firm among responsible and responsive candidates, the proposal must contain the following described elements or evidence that the candidate meets or exceeds the requirements stated in this RFP.

1. SCOPE OF SERVICES

1.1 Meet with Facilities Master Planning Committee (“FMPC”)

This task involves meeting with appropriate team members on the FMPC to obtain critical information on the existing facilities and conditions assessment. The FMPC shall meet throughout the Facilities Master Plan process. Participants in the FMPC might include members from the following groups:

- Parent groups
- Building- and district-level administrators
- Certified and non-certified school District staff
- Consultants for facilities review and enrollment specialists
- Students
- Board of School Trustees
- Superintendent’s Cabinet

1.2 Community Outreach

In the light of significant community interest in the Facilities Master Plan process, this task involves the selected firm assisting with Community Input Forums allowing the community to weigh in on the Facilities Master Plan process. Community Input Forums will be held to provide community members information and seek feedback from them on facility needs. Please provide specific experience in this area with districts of similar size.

1.3 Develop Educational Specifications

Based on the District’s educational program and input from the community and the staff, the selected firm will develop educational specifications detailing the facility needs within the District. The firm is expected to be able to identify current educational best practices, promising practices, and compare each to the District's educational programming resulting in recommendations for adjustment to the educational programming. Please provide specific experience in this area with districts of similar size.

1.4 Demographics and Enrollment Projections

Perform a study of housing markets within the District and enrollment projections for the current attendance areas for 3-, 5-, and 10-year periods. Review these findings and recommend school site sizes to accommodate the projections. Please provide specific experience in this area with districts of similar size.

1.5 Capacity and Utilization Study and Determination of Eligibility for State Funding

Perform a school site capacity study, including a full facilities inventory. Provide recommendations regarding maximum site sizes, possible school additions, new sites, or possible consolidations. Please provide specific experience in this area with districts of similar size.

1.6 Facilities Equity Study

Analyze and compare teaching and support spaces between the school sites. These findings will be compared with the educational specifications to determine

the need for changes or additions in facilities and spaces necessary to accommodate the instructional program. Please provide specific experience in this area with districts of similar size.

1.7 Develop Future Facilities Needs and Alternatives

This task involves the firm assisting with prioritizing short-term and long-term needs of the School District, exploring community and joint-use needs, preparing individual site Facilities Master Plans, providing recommendations for energy savings, incorporating deferred maintenance needs into each campus, facilitating and documenting FMPC input, and assembling all material for the FMPC. Please provide specific experience in this area with districts of similar size.

1.8 Cost Estimates

Identify and project all costs associated with the recommended facility additions and improvements. Also, provide your methodology into your cost estimating processes. Please provide specific experience in this area with districts of similar size.

1.9 Preparation of a Final Digital Facilities Master Plan

This task involves assisting with the preparation of a final digital Facilities Master Plan (in Adobe PDF format) that can be uploaded to the School District's website and can be easily accessed by the School District's constituents.

1.10 Facilitation of the FMPC Presentation

This task involves assisting with the facilitation of FMPC presentation/discussion of findings and recommendations to the School Board in a Board workshop setting.

1.11 Presentation to the School Board

After receiving feedback from the FMPC presentation described in 1.10, the firm will assist with the presentation of the draft Facilities Master Plan (including estimates, schedules, and possible funding scenarios) to the School Board for feedback prior to finalization and approval by the Board.

2. PROPOSAL FORMAT

Proposals should be concise, straightforward, and must address each requirement and question. Submittals shall be signed by an authorized individual or officer of the firm submitting the statement. In addition, submittals should be formatted as follows:

- Table of Contents to include:
 - Cover letter
 - Business Information
 - Project Approach
 - Relevant Grade K-12 Experience
 - References
 - Project Team Summary (including sub-consultants)
 - Fees
 - Litigation History
 - Insurance
 - Proposal shall be no longer than 35 pages

A firm's proposal shall at a minimum, include all of the following:

Cover Letter

A cover letter containing an introduction, including the name, address, telephone number, and email address of the person or persons authorized to represent the institution regarding all matters related to the proposal. The cover letter should also include the number of years in business and date the firm was established. 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.

Business Information

Provide the following information for your firm and all sub-consultants:

- Company Name
- Address
- Telephone
- Website URL
- Name and email of main contact
- Business Structure (Corporation, Partnership, etc.)
- A brief description and history of the firm
- Number of employees (licensed professionals, technical support, etc.)
- Number of current projects and present workload and, where possible, projected workload for the period in question, for those individuals proposed to work the District's project
- Location of office where bulk of services solicited will be performed
- Proof of Errors and Omissions insurance and coverage amount

Relevant Grade K-12 Project Experience

Provide information about prior services/designs prepared by the firm on at least three (3) or more prior Facilities Master Plans at the K-12 level. The relevant prior work should include a substantially similar scope of services as described in section 1 of the RFP. Include the following information:

- Briefly state the relevance for each project included for consideration in this RFP.
- Specify role of firm or individual if work was not exclusively completed by the firm (i.e., joint venture, etc.)
- Provide a list of the following information for each project:
 - Project name and location
 - Beginning and end dates of project
 - Main program elements
 - Estimated cost of the project
 - School District and name of contact with contact information
 - Key individuals of the firm involved and their roles in the project
 - Any sub-consultants that worked with the firm

References

Provide the following reference information for your firm:

- Provide five (5) K-12 references with whom you have worked in the past five (5) years. Four of the references can be for existing clients. However, one of the references must be for a client for whom you no longer do work. Please provide a written explanation as to why you no longer have a relationship with that client.
- Provide authorization of the firm and all principals thereof to allow the District to make oral and/or written inquiries of all references listed regarding your qualifications, performance, reasonableness of fees and charges, and quality of final results.

Project Team Summary

Identify your firm’s project team and their specific expertise, experience, and resources to ensure suitable services. Indicate key team members, years with the firm, and resumes.

Fees

Provide your fee schedule. If you plan to propose charging any costs for additional services, describe the types of costs to be covered and a proposed fee schedule. Be sure to include overhead and other special charges. Fees shall be submitted in a separate envelope, to be opened after interviews are conducted.

3. CRITERIA FOR SELECTING QUALIFIED FIRMS

Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting a firm to assist with the Facilities Master Plan. The evaluation criteria are as follows:

3.1 Timeliness and Completeness of Proposal

To receive maximum consideration, the firm’s proposal must be received by the Response Deadline. In addition, the firm’s proposal will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFP.

3.2 Technical Qualifications and Competence

This includes experience, expertise, and familiarity with applicable laws and requirements for school facility projects in general and Facilities Master Planning in particular. Significant emphasis will be placed on the firm’s ability to satisfy section 1.3 of this RFP.

3.3 Records of Past Performance

This includes work quality, completion of work on schedule, cost controls, contracts held with other K-12 school Districts over the last five (5) years as well as the response of references provided by the firm or any other references identified by the District.

3.4 Approach to Work

This includes project management and coordination methodologies, prioritization analysis and study approaches, and ability to work cohesively with various stakeholders involved in long-term planning efforts.

3.5 Fees

This includes total fee amount proposed by firm, any additional costs for sub-contractors required for completion of Facilities Master Plan and the firm’s

policies respecting the pass-through to the District of overhead costs.

The District reserves the right to request that some or all of the respondents submit additional written information and/or that they consent to be interviewed by selected District personnel and/or representatives.

The District also reserves the right to: (i) extend the Response Deadline, (ii) send out additional RFPs, and (iii) reject any and all submittals. The District is not obligated to explain any deficiencies in their proposal, nor accept requests for justification from firms not selected.

Please submit all fees in a separate envelope.

3.6 Next Steps

Please submit possible next steps after completion of the Master Planning process.

4. POLICIES APPLICABLE TO CONTRACT AWARDS

Acceptance by the District of any proposals submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for services outside the scope of this proposal. All work to be performed under any awarded contract must conform to the requirements of the District and, if applicable, the Iowa Department of Education and all other governmental agencies with jurisdiction.

5. QUESTIONS REGARDING RFP PROCESS

Please email hopkinsg@gilbertcsd.org if you have any questions. All questions must be submitted by March 10, 2022, at 12:00 pm. Questions and answers will be shared with all the groups through a google document. If you do not have a google account, you will need to create one.

NOTE: Responders are cautioned not to contact members of the District's Board of School Trustees or any District staff not listed in this document. Failure to observe these criteria will result in responder disqualification.

Interested firms should submit all fees in a separate envelope, seven (7) hard copies, and one (1) electronic copy on a flash drive in Adobe PDF format of the Response by March 21, 2022 at 3 pm.

The District thanks you for your interest in providing services to the District and invites your response hereto in accordance with the terms of this RFP.

6. PRELIMINARY SCHEDULE

All dates are preliminary and subject to revision.

DATE	DESCRIPTION
2-24-2022	RFP is released
3-10-2022 at 12pm	Deadline for submission of questions
3-21-2022 at 3pm	Deadline for submissions in response to the RFP
4-4-2022	Interviews of potential firms
4-11-2022	School Board meeting to discuss/approve selected firm