

## ADVERTISEMENT

### **REQUEST FOR PROPOSALS FOR EDUCATIONAL FACILITY ASSESSMENT AND LONG-RANGE PLANNING SERVICES**

The Pequot Lakes School District (“District”), Pequot Lakes, Minnesota, is seeking proposals from qualified firms to provide the District with a facility assessment on all school district buildings and assist in the development of a Long-Range Facility Plan.

Proposals will be accepted until February 23, 2022 at 5:00 pm. Accepted proposers may begin work on March 15, 2022 and should be completed by October 30, 2022 (unless an extension is agreed to by both the contractor and the district).

A copy of this Request for Proposal (RFP) may be obtained from the District's website at [www.isd186.org](http://www.isd186.org) or by contacting Kurt Stumpf at 218-568-9205.

The District reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the District to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the District to accept or contract for any expressed or implied services. The successful vendor must comply with the District's equal opportunity requirements.

Kurt Stumpf

Pequot Lakes School District

Pequot Lakes, MN

Publish: February 1, 2022, through February 23, 2022

[www.isd186.org](http://www.isd186.org)

## I – INTRODUCTION

The Pequot Lakes School District (“District”) is requesting sealed proposals from qualified firms for a district wide Facility Assessment, followed by the development of a Long Range Facility Plan. The District will employ a consulting firm (or firms) to evaluate the physical condition of existing school facilities, develop and prioritize options, prepare final documents, and present recommendations to the District.

### 1. Term of Contract

The District anticipates awarding single or multiple contracts as a result of this RFP. The contract term will be up to, but not greater than seven months, unless an extension is agreed to by both parties.

### 2. Request for Proposal Calendar

Request for Proposal Issued: February 1, 2022

Deadline for inquiries and requests for clarification: February 18, 2022

Proposal Due Date: February 23, 2022

District team RFP evaluation and interviews (if needed): February 28, 2022 - March 4, 2022

Possible Board Presentation with Recommended Firm: March 7, 2022

Board Approval: March 14, 2022

Notification of Intent to Award: March 15, 2022

## II – PURPOSE AND SCOPE OF WORK REQUIRED

Phase 1: Facilities Assessment

This assignment is for the Consultant to complete a Facilities Assessment for the following School/District buildings:

Building Name	Gross Square Footage
Eagle View Elementary School	117,500 sq. ft.
Middle School / High School	239,891 sq. ft.
Echo Building	4,878 sq. ft.
Maintenance Building	5,100 sq. ft.
Equipment / Storage Shed (Track Shed)	4,752 sq. ft.
Community Education Storage Shed	1,120 sq. ft.
Transportation Garage	20,064 sq. ft.

The estimated acres of district land include: MS/HS is roughly 40 acres, Eagle View is roughly 28 acres and the Transportation area is roughly 2 acres.

The overall purpose of the successful firm is to assist the District with conducting a facility condition assessment and collecting district-wide data. The Facilities Assessment will be conducted on the above

listed School/District buildings in compliance with facility assessment standards established by local, state and national standards. All work and reports must comply with these requirements. The Consultant will provide the completed Facilities Assessment and a final narrative report in hard copy and electronic formats. The District will provide any past studies, current bids for work or any applicable reports.

In order to understand the characteristics of each property beyond what is recorded in existing plans, documents, or other materials, the Consultant will interview knowledgeable District staff, and/or tenants for each facility, in order to benefit from their input and perspective. These interviews will be facility-specific and are to be reflected in the final reports.

#### Building System Inventory

The types of building systems to be assessed may vary with each building and shall include, but are not limited to, the following requirements:

- Foundation
- Basement
- Roofing: construction, coverings, openings
- Floor construction
- Exterior enclosure: exterior walls, windows, doors
- Interior construction: partitions, interior doors, fittings
- Stair construction and finishes
- Interior finishes: wall, floor, ceiling finishes
- Plumbing: fixtures, domestic water distribution, sanitary waste, rain water drainage & damage
- HVAC: energy supply, heat/cooling generating systems, distribution systems, terminal and package units, controls and instrumentation, systems testing and balancing
- Fire protection: sprinklers, standpipes, fire protection specialties
- Electrical: electrical service and distribution, lighting and branch wiring, communications and security
- Equipment: commercial, institutional
- Furnishings: fixed and movable
- Site improvements: roadways, parking lots, pedestrian paving, site development, landscaping, athletic fields
- Mechanical utilities: water supply, sanitary sewer, storm sewer, heating/cooling distribution, fuel distribution
- Electrical utilities: electrical distribution, site lighting, site communications and security
- Renovations, additions, and portables
- Security
- ADA compliance
- Technology
- Harmful substances
- Indoor air quality

## Phase 2: Long-Range Facility Plan

Using the District's Facilities Assessment, the Consultant will develop a District Long-Range Facility Plan (LRFP) to help inform the District of how its educational facilities will support the District's educational vision in the next ten years. The Consultant will identify deficiencies in the current facilities that could impair the success of the District's vision. The report will identify both short- and long-term actions for the District to take to solve the identified issues. The Consultant will take into account District budgetary constraints, as well as District educational priorities. All work will be conducted in consultation with the Superintendent, District staff and School Board members.

### Facilitation

The Consultant will:

- Assist the District Facilities Committee in development of a facilities plan that can be used as the basis for a bond proposal;
  - Develop a communications plan for sharing information, exchanging ideas and gathering feedback on all aspects of the facilities plan;
  - Create a calendar for site visits, meetings, and events;
  - Facilitate community and district meetings;
  - Develop feedback loops from community and staff on the facilities plan and the priorities set by the Committee;
  - Assist the District Facilities Committee in creating a plan that is consistent with the financial resources available to the District as well as a plan to determine a future school improvement bond.
- [Districts may choose to incorporate other requirements under this section such as:
- Craft media deliverables for District outreach as part of the pre-bond planning process, if necessary

### Long-Range Facility Plan Requirements

- Population projections by school age group for the next ten years using U.S. Census or Census partner data
- Collaboration with local government planning agencies (city and/or county) that results in:
  - o Identification of suitable school sites if needed
  - o Site acquisition schedules and programs
- Evidence of community involvement in determining:
  - o Educational vision of local community
  - o Proposals to fund long-range facility needs
- Analysis of district's current facilities' ability to meet district-adopted educational adequacy standards
  - o Identification of standards adopted by district that are used to determine educational adequacy for district
  - o Identification of ability of current facility capacity to meet district-adopted educational adequacy standards
- If current facilities are unable to meet district-adopted educational adequacy standards:
  - o Identify deficiencies in current facilities

- o Identify changes needed to bring current facilities up to district-adopted educational adequacy standards
- o Identify potential alternatives to new construction or major renovation of current facilities to meet district-adopted educational adequacy standards
- A description of the plan the district will undertake to change its facility to match the projections and needs for the district for the next ten years

#### Project Milestones/Consultant Deliverables:

The following will be developed with District staff input and direction, and produced at relevant project milestones:

##### 1) Facility Assessment Report

- Estimated Completion Timeframe: 3-6 months from contract approval by school board
- A narrative report that includes an executive summary, analysis, evaluation, calculations, photos, diagrams, etc., together with all necessary appendices. The report needs to include a breakdown of costs for all deficiencies.

##### 2) Long-Range Facility Plan

- Estimated Completion Timeframe: 5-7 months from contract approval by school board
- Coordinate the efforts to develop a LRFP, including community involvement.
- Final report that will address needs identified in the Facilities Assessment and a ten-year plan for addressing these issues as well as the district's foreseeable future needs.
- Availability to present the LRFP to the Board and other stakeholders.

### **III – PROPOSAL FEES, EVALUATION AND AWARD**

#### Fees

Proposers are asked to provide a total cost for the district plan, including the Facility Assessment Report and Long-Range Facility Plan.

#### Scoring Process

The Evaluation Committee will consist of 3-5 stakeholders/members of District staff. The Evaluation Committee shall review all documents submitted. It may also, at its discretion, conduct in person interviews with the Proposers submitting the highest scoring proposal(s). The District also reserves the right to select from proposals alone. The Board will make the final decision regarding the selection of the firm.

The following scoring will be used to evaluate the proposals (100 points maximum):

1. Relevant Minnesota experience with school facility projects (30 pts)
2. Fee Structure (20 pts)
3. Experience with facility planning, communications and campaign facilitation services (15 pts)
4. References from previous projects. (15 pts)
5. Experience and expertise of key staff. (10 pts)

6. Ability to work within the compact time period (10 pts)

After consideration of the proposals, the contract award offer will be made to the Proposer that provides the best overall proposal in the opinion of the Board.

#### **IV – PROPOSAL SUBMISSION**

Proposers must submit a written proposal (mail or drop-off at the district office) to Pequot Lakes School District, 30805 Olson St, Pequot Lakes, MN 56472 no later than 5:00 pm, February 23, 2022.

##### **Cost of Preparation of Response**

Costs incurred by any Proposer in preparation of a response to this Request for Proposal shall be the responsibility of the Proposer.

##### **Clarification or Protest of Specifications**

Any Proposer requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing or Email to:

Kurt Stumpf, Superintendent, Pequot Lakes School District, 218-568-9205, [kstumpf@isd186.org](mailto:kstumpf@isd186.org).

The deadline for submitting questions and/or protests is February 23, 2022. If the District determines that additional information or interpretation is necessary, such information or interpretation will be supplied in Addenda that will be emailed to all persons or firms that have received this Request for Proposal. All such Addenda shall have the same binding effect as though contained in the main body of the Request for Proposal. Oral instructions or information concerning the specifications of the project from District managers, employees, or agents to prospective Proposers shall not bind the District.

##### **Reservation of District Rights**

District reserves all rights regarding this RFP, including, without limitation, the following:

- The right to amend, delay or cancel this RFP at any time if deemed to be in District's best interest. In no event shall the District have any liability for any amendment, delay, or cancellation. The Proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.
- The right to accept or reject any or all responses to this Request for Proposal, and to waive any informalities and/or irregularities in such proposals.
- The right to request clarification of any item in a firm's proposal or to request additional information necessary to properly evaluate a particular proposal. All requests for clarification and responses shall be in writing. Except for requests and responses related to a clarification necessary to evaluate whether a proposal has met minimum requirements, all requests for clarification and responses shall be provided to each evaluation committee member.
- The right to negotiate a Statement of Services based on the Scope of Services described in the RFP and to negotiate separately in any manner necessary to serve the best interest of the District.
- The right to amend any Contracts that are a result of the RFP.
- The right to engage consultants by selection or procurement independent of the RFP process or any Contracts or agreements under it to perform the same or similar services.

- The right to extend any Contracts that result from the RFP without an additional RFP process.
- Although price is a consideration in determining the apparent successful Proposer, the intent of the

RFP is to identify a Proposer that has a level of specialized skill, knowledge, and resources to perform the Services as described in the RFP. The Proposer with the lowest Price proposal may not necessarily be awarded a Contract. The District reserves the sole right to determine the best Proposal.

#### Disputes

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the District shall be final and binding upon all parties.

#### References

District reserves the right to investigate references including customers other than those listed in proposer's submission. Investigation may include past performance of any proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers.

#### Collusion

A Proposer submitting a Proposal hereby certifies that no officer, agent or employee of District has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposer and that the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

#### Confidentiality

The District is subject to the Minnesota Public Records Law, which requires the District to disclose all records generated or received in the transaction of District business, except as expressly exempted in applicable law. The District will not disclose records submitted by a Proposer that are exempt from disclosure under the Public Records Law.

In general, all submittals in response to this RFP are public records and available for inspection upon request. Proposers who desire that information included as part of their submittal be treated as confidential must mark those pages as "confidential", cite a specific statutory basis for the exemption, and the reasons why the public interest would be served by the confidentiality. The entire RFP cannot be marked confidential, nor shall any pricing. Should an RFP be submitted in this manner, no portion of it can be held as confidential unless that portion is segregated in the above manner and meets the above criteria.

Notwithstanding the above procedures, the District reserves the right to disclose information that the District determines, in its sole discretion, is not exempt from disclosure or that the District is directed to disclose by the District Attorney or a court of competent jurisdiction. Prior to disclosing such

information, the District will notify the Proposer. If the Proposer disagrees with the District's decision, the District may, but is not required to enter into an agreement not to disclose the information so long as the Proposer bears the entire cost, including reasonable attorney's fees, of any legal action, including any appeals, necessary to defend or support a no-disclosure decision.

#### Withdrawal of Proposal; Proposal Validity Period

Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to Kurt Stumpf, Superintendent. Proposals that are not so withdrawn shall remain valid for a period of ninety (90) days following the deadline set for receiving proposals.

#### Submitted Materials Property of District

All material submitted for any portion of this solicitation shall become the property of the District, and will not be returned to proposers.

#### Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be affected by sending written notice to the Proposer. The District's decision as to whether sufficient appropriations and authorization are available will be accepted by the Proposer as final. If the determination is made that there is insufficient funding to continue or finalize the proposal, the successful Proposer will be compensated to the level of effort performed, as authorized by the District prior to that determination.

### **V – CONTRACT TERMS AND CONDITIONS**

#### Insurance

**General Insurance.** Proposer, or independent consultant, shall furnish a Certificate of Insurance listing the District as an additional insured under blanket Errors and Omissions Coverage in the amount not less than \$1,000,000, provided that the formation of said contract shall not be complete and the District shall not be liable thereon until said contract has been executed by both the successful Proposer and The District and said Certificate of Insurance, properly executed, has been delivered to and accepted by the District.

**Commercial General Liability.** Proposer, or independent consultant, shall maintain in force for the duration of this agreement a Commercial General Liability insurance policy written on an occurrence basis with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

**Workers' Compensation.** The Proposer, or independent consultant, shall provide and maintain workers' compensation coverage for its employees, officers, agents, or partners, as required by applicable workers' compensation laws.

#### Evidence of Coverage



Evidence of the above coverages issued by a company satisfactory to District shall be provided to the District, by way of a certificate of insurance before any work or services commence. A 30-day notice of cancellation or material change in coverage clause shall be included. Failure to maintain the proper insurance shall be grounds for immediate termination of this contract.

#### Equipment and Material

The Proposer, or independent consultant, shall be responsible for any loss, damage, or destruction of its own property, equipment, and materials used in conjunction with the work.

#### Subcontractors

The Proposer, or independent consultant, shall require all subcontractors to provide and maintain general liability, auto liability, professional liability (as applicable), and workers' compensation insurance with coverage's equivalent to those required of the general contractor in this contract. The Proposer shall require certificates of insurance from all subcontractors as evidence of coverage.

#### Exception or Waivers

Any exception or waiver of these requirements shall be subject to review and approval by the District, and must be in writing. Proposers are advised to review the insurance requirements contained in the sample contract. Before entering into the contract, the successful Proposer shall furnish to the District Certificates of insurance verifying all such coverages are in place with the District named as an additional insured. District will not agree to changes that unreasonably increase District's risk.

#### Negotiation with Awarded Contractor

The District reserves the right to negotiate final contract terms with the awarded consultant to the fullest extent allowed by law and as in the best interest of the District.

#### Personnel Substitution

If a consultant must substitute personnel included in the original proposal, the following conditions shall apply: Written District approval of substituted personnel is required, prior to the substitution.

### **VI - 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 3 clients, including names, address, contact person, and phone number for whom similar or related consulting services have been provided within the last five years. Include a brief description of the project and the name of the lead consultant.

5. Process and Proposed Time Schedule - To the extent possible, please provide a detailed process and schedule based on the scope of the work to be provided.
6. Examples of Previous Work - Provide a completed work example from a prior experience that aligns with the requirements of this Request for Proposal, including the Facility Assessment Report and Long-Range Facility Plan.
7. Fee proposal - Proposers are asked to provide a total cost for the district plan, including the Facility Assessment Report and Long-Range Facility Plan.