



## School District of Shiocton

### REQUEST FOR PROPOSALS ARCHITECTURAL SERVICES

#### Purpose

The School District of Shiocton ("District") is requesting proposals for architectural services in anticipation of a referendum designed to meet the prioritized needs of our growing district per the results of a recently completed Facility Study.

The District is seeking a firm with a proven track record of supporting Wisconsin PK-12 educational clients with by both engaging the community in an informational campaign to inform them about a potential referendum and, if a referendum is approved, designing and engineering whatever projects result. The District is also seeking a firm with the willingness and experience in cooperating with the construction manager selected by the District for this project.

The purpose of this Request for Proposal (RFP) is to obtain information and qualifications from firms interested in contracting with the District to provide the architectural services described in this RFP.

#### Goals of the Overall Project:

- Address areas of need and of priority as highlighted in the recent Facility Study
- Address facility safety and security, as well as electrical, plumbing, technology, and space needs in an efficient and ~~cost effective~~ cost-effective manner
- Address energy efficiency needs including the exploration of solar and geothermal energy
- Address the need to modernize aging and inefficient facilities including spaces where HVAC, electrical, and plumbing resources have reached capacity
- Address increasing student enrollment and related needs, especially as it relates to the on-site Shiocton Child Care Center
- Address the need to provide indoor and outdoor facilities that support overall enrollment growth, as well as student achievement and educator effectiveness

#### Facility Study:

The District recently completed an in-depth Facility Study that included multiple listening sessions with students, staff, board members, and community members. All information related to these efforts is available on the District's website at: <https://www.shiocton.k12.wi.us/district/facility-study> ~~(need webaddress for page/pages)~~

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#### Construction Delivery Approach

The District is in the process of soliciting proposals for a Construction Manager to work with the District and the successful architect on this project. The District does NOT want architects and construction managers to submit

as teams. It is ~~our~~ the District's intention to select and contract directly with the architectural firm and the construction manager separately.

NOTE: The District is seeking firms to serve as the Construction Manager who do not have plans to self-perform any of the jobs that will be bid-out.

### Scope of Services

If the District is able to invest in improvements to ~~our~~ its facilities, the successful architectural firm will provide architectural, interior design, engineering, program verification, project management, ongoing community engagement, and construction administration services commencing with schematic design and culminating with project completion/closeout. Additionally, the successful architectural firm will provide the following:

#### Preparing for Construction:

- Review recently completed Facility Study report, including Facility Condition Audit, Educational Adequacy, Needs Matrix and Project Recommendations
- Work in conjunction with the District, Building Project Committee, and Construction Manager to develop a project management plan, including project objectives, deliverables, and success criteria.
- Assist the District, as needed, in educating the community regarding project proposals and assist, as needed, with engagement strategies to gauge public response.
- Work with the District, Building Project Committee, and Construction Manager to provide assistance with messaging, materials, and visuals, as needed, that will inform the public of the project and related referendum.

#### During Construction:

- Provide full scope of services through building occupancy including architectural, mechanical, electrical, plumbing, civil, structural, landscape, and interior design.
- Participate in pre-construction conferences as needed and appropriate with the project participants.
- Work with the District, Building Project Committee, and Construction Manager to coordinate designs, conduct designing review, developing rendered images and virtual walk-throughs.
- Maintain and make available to District an electronic record copy of designs, rendered images, and virtual walk-throughs, as well as other relevant documentation and produced resources.
- Work with the District, Building Project Committee, and Construction Manager on sustainable energy design and incorporation that improve energy efficiency and provide shorter-term payback periods.
- Advise the District regarding budget, including the need for outside consultants as needed (IE: commissioning, energy modeling, food service, acoustics, etc.). Items of particular discussion will include situations that may increase the project's cost, cause a delay in project completion, result in work or materials not in keeping with specifications, or similar situations.
- Work in conjunction with District and the Construction Manager to finalize satisfactory work completion and related vendor invoices, including those with disputes, discrepancies, or differences from the original bid.
- Provide ongoing support to the District, as needed and in conjunction with the Construction Manager, during the first year and during the warranty period as requested.

**Commented [NS1]:** I am reviewing two other architect firm RFPs, both of which have a bit more specific tasks outlined as bulleted items but largely fall within these broad descriptions.

**Commented [SW2R1]:** Need a little more meat here as you noted above.

**Commented [SW3R1]:** Should be similar to how outlined in the CM RFP under Scope of Services.

The selected firm would be required to attend Board of Education Meetings as requested, including the meeting at which the final report is presented. The firm would also be expected to meet with District staff as needed to familiarize themselves with our school district, prior facilities & long-range planning efforts, and to collect information and data needed to complete the above functions. The firms would also be required to attend planning committee meetings as requested.

**District Background:**

The School District of Shiocton is a small rural school district in Outagamie County located on the edge of the Wolf River approximately 45 minutes west of Green Bay and 30 minutes north of Appleton. Our student population is growing with an approximate enrollment of 730 students for the 2022-2023 school year. In addition to providing high quality academic and ~~co-curricular~~ curricular instruction and opportunities for children in Grades ECH – 12, the District sponsors an on-site child care center that provides care and pre-academic development for children from six-weeks of age through age 9.

Through this construction project, we are seeking to address the growing needs of all learners as our student population and educational offerings expand, as well as to plan forward for future learners.

**Proposal Timeline:**

Activity	Date (approximate)
Issue Request for Proposal (RFP)	March 21, 2023
Proposals due to School District	April 19, 2023 (by 3:00PM)
Committee reviews proposals – first reading	April 24, 2023
Committee reviews proposals – second reading	May 1, 2023
Notify firms selected to present, interview	May 8, 2023
Presentations & interviews	May 15-20, 2023
Select firm	May 24, 2023
Approval of firm by <a href="#">District's School Board of Education</a>	May 29, 2023

**Submissions, Responses, and Inquires:**

Please send proposals and direct all questions to:

District: School District of Shiocton  
Contact: Nichole Schweitzer, District Administrator  
Address: N5650 Broad Street, Shiocton, WI 54170  
Email: nschweitzer@shiocton.k12.wi.us  
Phone: (920) 986-3351 x700

Please submit three (3) hard copies of your response by USPS mail and one (1) PDF version via email by April 19, 2023 (3:00 PM).

**Evaluation and Selection Procedure:**

Proposals will be evaluated by a selection committee designated by the District's Board of Education. The District, at its discretion, may select based on the qualifications stated in the proposal and may or may not interview. The District reserves the right to reject any or all proposals and to waive any and all irregularities. Late proposals or late modifications will not be considered.

- All cost associated with the preparation of a response is the sole responsibility of the submitting architect firm.

- Walk-throughs of district/school buildings and grounds **must be** scheduled with the District Administrator; no walk-throughs will be conducted after April 12, 2023.
- All replies, including all documentation, will become the property of ~~the District~~the District and are subject to applicable open records laws.

The District reserves the right to negotiate any or all RFP terms and conditions, and to cancel, amend, or resubmit this RFP in part or entirety at any time. The option to engage the selected firm for services beyond the scope of this RFP is at the sole discretion of the District. The District may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished, and require additional evidence of qualifications to perform the services described in this RFP.

The District has prepared this RFP in good faith. To the extent that the District is permitted by law, the District excludes any liability (whether in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFP.

#### **Additional Information:**

- ~~The District may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished, and require additional evidence of qualifications to perform the services described in this RFP.~~
- ~~Any and all responses shall become the property of the District upon completion and are subject to applicable open records laws.~~
- ~~All proposals must arrive by the due date and time in order to be considered.~~
- ~~Responding firms will bear all costs associated with the RFP process.~~
- ~~The option to engage the selected firm for services beyond the scope of this RFP is at the sole discretion of the District.~~

Upon the completion of the selection process, the District shall notify the firms of the selection and ask the successful Architect firm to enter into a written agreement with the District.

#### **Proposal Requirements**

Proposals should include the following information, presented in a clear, comprehensive, and concise manner to illustrate the firm's capabilities.

1. Provide the name of firm, address of firm, telephone number including name and title of contact person for this RFP. Also provide a brief overview of your firm including the number of years your firm has been providing architectural/engineering services.
2. Provide the names of the project team and specify the roles/responsibilities each member would have related to our project. Please include a resume for each team member that includes the individual's educational background, experience, and a list of school projects for which the individual has experience.
3. Identify and provide information on consultants that would be engaged as part of the project team.
4. Provide a list of K-12 education projects designed by the firm, including the Construction Manager or General Contractor your firm worked with. Also provide 5-10 similar project examples for Wisconsin school districts that include similar projects as the District may be considering including:
  - a. Remodel/construction of high school Technical Education/STEM facilities

**Commented [NS4]:** Neenah included this section in their RFP for architect services. Thoughts?

**Commented [NS5R4]:**

**Commented [SW6R4]:** Most of this was already stated above. The items that were not stated above I just moved up so you can delete this whole section.

- b. District-wide or building-specific safety/security improvements
  - c. District-wide or building-specific classroom design including but not limited to large group and small group learning ~~areas, multipurpose areas, multipurpose~~/flexible classroom/learning spaces, inclusion of natural lighting; incorporation of technology; furniture, lighting, and room attributes that are functional and ~~athetically/aesthetically~~ pleasing without posing distraction
  - d. Remodel/construction of child care center classrooms that incorporate all Department of Children and Families (DCF) requirements for learning spaces for infants through school-age children.
  - e. Remodel/construction of performance stage including but not limited to audio/video systems, lighting and acoustics, staging and prop spaces, access on and off, and storage space.
  - f. Remodel/construction of high school gym including but not limited to audio/video systems, scoreboards, bleacher systems, player and coach spaces, and traffic patterns (related to attendees, restrooms, and concession location).
5. Provide a list of at least five (5) school districts for which the firm has completed similar projects in the past five (5) years. Please include name, title, telephone number, and e-mail address for each. These school districts will serve as references for your firm.
  6. Describe your experience in providing informational referendum campaign assistance to school districts.
  7. Please provide a brief summary of why the District should select your firm.
  8. Provide a fee proposal for each of the phases below:

Phase 1 - Referendum Support / Assistance

- To be proposed as a fixed fee. If such fee is not able to be fixed, please explain the contingencies associated with the fee and what elements may increase or decrease the fee.
- Include a list of any reimbursable expenses anticipated during Phase 1

**Commented [NS7]:** Do we want this service from the architect firm?

Phase 2 - Project Implementation (after a successful referendum)

- To be proposed as a percentage of construction costs based on the following scale, assuming a construction duration of 24 months. :-

Construction Cost	New Construction	Addition/Renovation
Under \$1,000,000	X.XX%	X.XX%
<del>\$1,000,001 - \$3,000,000</del>	<del>X.XX%</del>	<del>X.XX%</del>
\$3,000,001 - \$5,000,000	X.XX%	X.XX%
\$5,000,001 - \$10,000,000	X.XX%	X.XX%
\$10,000,001 - \$20,000,000	X.XX%	X.XX%
\$20,000,001 - \$35,000,000	X.XX%	X.XX%
\$35,000,001 and above	X.XX%	X.XX%

- Include a list of any reimbursable expenses anticipated during Phase 2 with approximate value.
- Include a list of services included and excluded from your percentage fee proposals above.

**Commented [SW8R7]:** Yes, I think we include it but know the fees will be subject to change based on how the architectural firm interacts with the CM.