

Request for Proposal  
 School Facilities Study  
 Shenandoah Community School District  
 304 W. Nishna Road, Shenandoah, IA 51601

**The Shenandoah CSD is seeking a provider to undertake a school facility study of the existing facilities owned by the Shenandoah CSD.**

**Background & Intent**

The Shenandoah CSD provides education for approximately 1110 students in a PK-12 grade program. The district consists of one K-8 grade School, one 9-12 grade high School, one central office administration building that includes a preschool center and alternative high school program, and a bus barn where all district vehicles are housed. The athletic facilities are split between two locations in Shenandoah. In addition, the district boundaries were recently redrawn by the Iowa Department of Education to include the communities of Farragut and Imogene. This is the result of the Iowa Department of Education’s decision to permanently close Farragut CSD. As of July 1, all property and facilities owned by the former Farragut CSD is owned by the Shenandoah CSD. It is anticipated that this change will increase the Shenandoah CSD overall enrollment by up to 100 students.

Building	Students
Administration Building	60 (approximate) PK -45 Alt. HS -15 Football field, Track & Tennis
K-8 Building	448 Elementary 288 Middle School
High School	330 High School May Center Performing Arts Center Cross Country Course and Practice Fields
Farragut Campus	None

The Shenandoah CSD has a strong academic focus and seeks to be progressive in delivering educational services. Maximizing the use of technology for instructional and business purposes is a priority. Shenandoah CSD has made a large commitment to further advance Science, Technology, Engineering and Mathematics (STEM) Education. Recently, the district invested in the Career Technical Education (CTE) program by expanding the program to include Auto Technology. This required the district address ongoing ventilation issues in this section of the building at the High School.

CTE and STEM are areas of instruction that will continue to grow and expand. The layout and design of the existing high school is seemingly insufficient to meet these types of learning needs.

There are also some concerns with restroom facilities and locker rooms as they lack privacy options for students in various stages of dress.

There are recent studies that have been conducted on the Farragut buildings that will be made available for your review and consideration. There is also a report from the Iowa Department of Education and Fire Marshall that would provide relevant information about the condition of the buildings.

The intent of this request for proposal is to retain a firm/consultant to develop several options in a comprehensive facility plan that will guide the Shenandoah CSD Board of Education and administration in making decisions regarding all major facility improvements, including renovations, additions, and or new construction over the next 5 and 10 years.

**Qualifications:**

Eligible bidders will be those firms/consultants or companies that have the following qualifications:

1. Experience and expertise in the construction, design, and renovation of school facilities as well as the ability to evaluate and the physical condition of the school facilities.
2. Knowledge of state and federal laws pertaining to school buildings such as state and federal requirements, life safety requirements including the abatement of all hazardous materials and air quality issues and other laws, regulations, and rules that provide for a healthy school.
3. Experience analyzing enrollment projections and other demographic data, evaluating how these relate to physical space requirements, and making recommendations based on those projections and requirements.
4. Ability to provide full services to the project including licensed engineers, Iowa registered architects, and consultants that will focus on delivering a comprehensive report on facility needs of the district.

**The Related Activities and Deliverables:**

Activities may include but are not limited to:

Conduct an initial meeting with administration, committee members and district staff to discuss specific requirements for each school component. Conduct meetings with staff groups to determine specific needs and long term goals for each.

Review of previous studies, reports and other documentation.

Prepare preliminary plan configurations (ideas) and proposed building modifications as well as establish a detailed preliminary budget option(s) for project components, present and review with administration and committee members for feedback and revisions.

Upon committee approval, review refined preliminary plan and budget options with school board and upon approval, conduct initial community presentation and feedback workshop session to gain community input.

Continue to refine masterplan based on community input, school board feedback and guidance of administration and committee members. Present updated plan and budget options to school board for final approval.

Work with administration and school board to determine implementation steps.

### **Deliverables:**

A written report of a school by school facility study of the physical condition and cost of repairs and code compliance, along with the prioritization of any needed repairs. Any scheduled replacement of large cost items including roofs, etc. over the next 10 year period should be included.

A written report based upon enrollment projections, educational priorities such as STEM and CTE Programs, and also community needs that will relate existing building capacity, classroom and core space to future space needs. Included in the report will be options/alternatives and related costs of each option/alternative by school for consideration.

A comprehensive multi-year, prioritized facilities plan of action that lays out the timelines and cost for meeting the District's facility and capital improvement needs for a period of 10 years. Identify projects eligible for State reimbursement or other sources of funding if appropriate.

Completed work **within 90 days** of following the execution of a contract for these services.

### **Proposal Process and Procedures:**

Pre-proposal walk through of the facilities will be scheduled for **August 9<sup>th</sup> at 1:30 PM** at 304 W. Nishna Road, Shenandoah, IA 51601.

One original and seven (7) copies of the proposal must be received at the Shenandoah CSD Administration Building located at 304 W. Nishna Road, Shenandoah, IA 51601 no later than **2:00 PM on August 23<sup>rd</sup>, 2016.**

Interviews with selected prospective candidates will be scheduled the week of **August 29, 2016 through September 1, 2016.**

Successful consultant will be announced on or before **September 13<sup>th</sup>, 2016.**

### **Submission Requirements:**

- Completed Proposal Cover Form
- Cover letter that indicates the qualifications as described above and additional information as it relates.

- A complete description, of the project team including background data on the proposing firm and a clear description of relevant experience.
- Resumes of key staff who will be assigned to this project.
- Examples of completed projects by the team within the last 5 years. Description should include an overview of the project, project cost, and staff members responsible.
- An outline of the project approach or work plan, including a projected timeline.
- List of at least three references with contact information.
- Any other materials that the firm feels necessary in depicting its qualifications for the project.
- Specific information related to the cost of service and contract proposal.
- Any questions regarding this project should be directed to the Superintendent, Dr. Kerri Nelson at 712-246-1581 or by email at nelsonk@shencsd.com

**General Provisions:**

All proposal packages shall be submitted at no cost to the Shenandoah CSD Board of Education and shall become the property of the school district upon submission.

The Shenandoah CSD Board of Education retains the right to reject any and all proposals.

The option to engage the selected firm for services beyond the scope of the facility study is at the discretion of the Shenandoah CSD Board of Education.

Applicants may withdraw an application as long as a written request to withdraw is received by prior to the time and date of the proposal opening.

All responses and information submitted in response to the RFP are subject to Iowa Public Records Law. Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

Shenandoah CSD Board of Education reserves the right to reject any all responses if it is determined, with its own discretion, that it is in the best interest of the district to do so. This RFP does not commit the Shenandoah CSD Board of Education to select any respondent, interview any respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Shenandoah CSD Board of Education also reserves the right to cancel or modify the RFP in part of in its entirety, or to change the RFP guidelines. A respondent may not alter the RFP or its components.

All respondents submitting qualifications agree to abide by all relevant provisions of Iowa Law as they apply.

## **Proposal Cover Form**

Date of Submission:

Firm Name:

Firm Address:

City, State, Zip:

Signature of Authorized Agent:

Typed or Printed Name of Authorized Agent:

Firm Website:

Telephone Number:

Email Address: