

Independent School District 332-Mora Public Schools



District Office

400 East Maple Ave. Mora, Minnesota 55051
Office: 320-679-6200
Office Fax:: 320-679-6209
www.moraschools.org



Mora Elementary

200 9th Street North
Office: 320-679-6200
Office Fax: 320-679-6258

Mora High School

400 East Maple Avenue
Office: 320-679-6200
Office Fax: 320-679-6238

"Preparing self-directed and resourceful learners able to thrive in a changing global community."

September 14, 2017

REQUEST FOR PROPOSAL

Professional Services for Mora High School Building Assessment and Repair & Renovate Plan

Send Completed Proposal to:

District Office
Mora Public Schools
400 East Maple Avenue,
Mora, MN 55051

By: 4:00 P.M. (CST), Monday, October 23, 2017.

A. INTRODUCTION

Mora Independent School District #332 (the District) is soliciting written proposals from qualified and experienced firms to provide a comprehensive infrastructure and educational adequacy assessment of its current High School site. The assessment must include the High School building, athletic fields, parking lots and the transportation building. Subject matter experts should be used for the key assessment areas including professional engineers for civil, structural, mechanical, electrical; professional architects; and educational experts.

This plan shall address the maintenance, renovation, addition, and upgrading needs to ensure the current building meets all current codes and standards including the most recent educational adequacy requirements developed by the Minnesota Department of Education. The plan should also address energy conservation improvements including the possibility of utilizing energy/operational savings to fund the improvements through a guaranteed energy saving agreement. In addition based on the assessment and stakeholder meetings multiple renovation/renew/addition options should be presented for the site and all buildings in schematic format with detail cost estimates for each functional area impacted.

B. BACKGROUND

The Mora School District is in Kanabec County in Central Minnesota. The District serves the communities of Mora and Quamba. It also serves all or a good portion of the following townships; Ford, Hillman, Peace, Pomroy, Knife, Whited, Arthur, Comfort and Brunswick. The district covers about 260 square miles and serves approximately 11,000 residents.

Mora High includes grades 7-12. The oldest remaining section of the original building was constructed in 1936 with additions in 1952, 1954, 1958, 1965, 1975 and 1989. Total square footage of this building is 180,443 with a current enrollment of approximately 773. The building sits between Mora Lake and Maple Avenue. Across from Maple Avenue is the school parking and the transportation building. The building sits on about 19 acres. The transportation building serves as the bus maintenance and parking facility for the District. The original building was constructed in the 1930's with no known additions. The total square footage of this building is approximately 18,000.

The assessment and the plan developed will be a valuable tool in future decision-making processes such as future Bond issue requests and allocation of it's state authorized levies. This proposal is not Bond Planning/project execution and the District reserves the right to utilize other consultants to execute any or all portions of the work developed with the assessments.

It is the objective of the District to employ a professional consultant with internal resources who can evaluate the infrastructure needs, code requirements, educational adequacy of existing school facilities, bring creative alternatives for consideration, establish standards and benchmarks in the development of options and recommendations, establish accurate detail budgets, prepare final documents, and present recommendations as requested.

C. SCOPE OF SERVICES

The selected Consultant must have the demonstrated qualifications and experience to assist the District in realizing the maximum benefits of a facilities assessment and option development.

Scope of services shall include, but not be limited to, the following:

1. Provide or coordinate all professional services required to comprehensively assess the physical condition of existing school sites, buildings and other related infrastructure such as: building envelope, mechanical, electrical, plumbing, restroom facilities, classrooms, walls, ceilings, floors, site and hard surfaces, ADA accessibility, gymnasiums, interior finishes, fire suppression systems, grounds, technology, security etc.
2. Provide or coordinate all professional services required to comprehensively assess the facilities of all existing school sites as it relates to optimizing the learning environment for current and future programming. Services should include conducting a needs analysis which benefits both from the consultants expertise as well as user and community input. The educational adequacy assessment shall include, but is not limited to; classroom suitability, cafeteria/serving, security/supervision, science, art, music, teacher planning, student break-out areas, gymnasium, site suitability, parking, technology, media center, special education, auditorium, and career/technical education.
3. **As an alternate option, provide or coordinate all professional services required to develop, draft, promote, and present a Repair and Renovate Plan to the community and School Board.** Research, develop and present strategies and options for financing that makes implementation of the Plan feasible.
4. The assessment will begin within 30 days of the RFP's award date and conclude with a presentation to our committee.
5. Develop practical and realistic multiple recommendations with detail budgets for maintenance, renovations and additions, based on condition assessments, life-cycle analysis, safety and regulatory considerations, space considerations, energy improvements and educational facility standards.
6. Prepare draft reports and preliminary recommendations, schematic designs, scaled CAD drawings of site and buildings to show locations of deficiencies for the Board of Education no later than **April 15, 2018**.
7. After board review and feedback finalize report/drawings and submit to the Superintendent and Board Chair no later than **April 30, 2018**.
8. Any future design services stemming from this study will follow our normal selection process.

D. STATEMENT OF QUALIFICATION

1. The cover sheet should contain: submission date, title "Professional Services for Mora High School Building Assessment and Repair & Renovate Plan Proposal," the firm's name, address and telephone number, and primary contact information.
2. Identify the team who will be assigned to perform services required for various aspects of the project. Include the education, degrees, professional registration and resume of experience for all principal team members. If multiple firms or individuals are joining for this project, please indicate the name of a person who is most likely to perform the role of lead project manager (the person directly responsible for organizing the major elements of the work and serve as the District's primary contact).

3. State the firm’s or individual's experience in performing this type of service, with special emphasis on governmental and school district projects. Include the name, address and telephone numbers of other school districts for which the firm has performed similar services within the past five years.
4. State the fees the firm believes will be reasonable for providing the services outlined above in Section C. Firms should include all reimbursable items, such as printing, mileage, travel, meals, etc.
5. Include examples of reports done for other school districts or similar entities.

F. ANTICIPATED PROJECT APPROACH

Provide a maximum three (3)-page statement to describe the approach your firm anticipates it will promote in completing this project. Please summarize all phases, organization and basic processes.

G. CONSIDERATION OF PROPOSALS

The District may choose to award a contract based upon the initial proposals received without discussion of such proposals with the vendor. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint. The District reserves the right to waive any irregularities in proposals and to make all decisions in the best interest of the District. The District may negotiate a contract with any vendor. The District may interview any vendor. All information and material returned with proposals shall become part of any contract which results from this proposal.

The District reserves the right to reject any or all proposals. The District also reserves the right to exercise its discretion and be the sole judge of the proposal. The District is not liable for any costs incurred by Consultant prior to the issuance of a contract and receipt of all necessary approvals.

Three (3) copies of the proposal shall be submitted with the name and telephone number of the principal person involved.

Consultant finalists selected for final evaluation prior to final selection may be required to make an oral presentation of their proposal to the School District and/or its staff/board committee. Such presentations provide an opportunity for the potential consultant to clarify the proposal to ensure mutual understanding.

H. RFP TENTATIVE TIME SCHEDULE

Announcement of RFP.....	Thursday, September 14, 2017
Proposals due on or before.....	4:00 p.m. on Monday, October 23, 2017
Proposal Reviews.....	Tuesday, October 24, 2017- Friday, November 3, 2017
Interviews as Determined.....	Monday, November 13, 2017 - Friday, November 17, 2017
Identification of Recommended Consultant.....	Monday, November 20, 2017
Potential ISD #332 Committee Meeting.....	Monday, November 27, 2017
Consultant Recommended to Board of Education.....	Thursday, November 30, 2017

I. PREPARATION COSTS

The District is not responsible for any costs associated with the preparation or submittal of this RFP.

J. EEO STATEMENT

The District is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status or sexual orientation.

K. CONFIDENTIALITY

All documents, materials and information supplied by and to the District are subject to the Minnesota Government Data Practices Act. This act provides that all data collected, created, received, maintained or disseminated by the District shall be public unless otherwise classified and protected from disclosure by law. By delivering information to the District, the respondent represents that it has reviewed, to the extent it deems appropriate, and understands the provisions of the act. The respondent further acknowledges that the District has no right to withhold disclosure of public data. All data provided by the respondent deemed "CONFIDENTIAL" shall be so marked. If a request of disclosure of such document is made, the District will notify the respondent of such request. The District does not undertake to defend any action to require the disclosure of such information.

L. NEGOTIATION

The District reserves the right to negotiate the proposal with the top finalist. This may require interviews, site visits and facility tours as part of the negotiation process. In addition, the District reserves the right to negotiate modifications to the proposal with a single respondent without obligation to negotiate similar modifications with other respondents.

The District reserves the right to reject any and/or all proposals, to waive any technicalities or irregularities in the proposals, or to negotiate with the offeror when, in the District's sole discretion, the District deems that to be in its best interest.