



RIB LAKE

SCHOOL DISTRICT

1236 Kennedy St
Rib Lake, WI 54470

Facilities Study
Request for Proposal
Issued October 26, 2022

Contact Person: Travis Grubbs, District Administrator

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District Website: riblake.k12.wi.us

Proposal Due: November 15th, 2022

I. Overview

The School District of Rib Lake is seeking proposals in response to this request for proposal ("RFP") from experienced entities (each a "Firm") to provide a district-wide facilities study to inform a 10-year plan, including physical and space needs analysis, cost estimates, and prioritized needs for the educational and extracurricular facilities. This study should evaluate all district facilities, culminating in a facility condition analysis that includes a series of options to meet our district's long term objectives and any recommended improvements and/or renovations.

This RFP is solely a solicitation for proposals. Neither this RFP, nor any response to this RFP, shall be deemed or construed to: (i) create any contractual relationship between the School District and any Firm; (ii) create any obligation for the School District to enter into a contract with any Firm or other party; or (iii) serve as the basis for a claim of reimbursement for costs associated with the submittal of any proposal. The School District reserves the right to reject any or all proposals for any reason. The School 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.

II. Minimal Qualifications

Consideration for awarding a facilities study contract will be limited to firms that have experience in K-12 education projects.

III. Background

Rib Lake is located in a village in Taylor County, Wisconsin, United States. Rib Lake is located close to the center of Wisconsin. The population was 910 at the 2010 census, which has grown 3.64% since 2000. The village is within the Town of Rib Lake. The jewel of the town is their 320 acre lake also named Rib Lake. The District has approximately 485 students and consists of 3 schools: Rib Lake Elementary (4K-5), Rib Lake Middle School (6-8), and Rib Lake High School (9-12). Each school has their own gymnasium/cafeteria space.

Additional district facilities include a bus garage, football stadium, track, two softball fields and an outdoor hockey rink on the main site. Off of the main site is a district has a baseball stadium.

Rib Lake High School was constructed in 1964 with additions made in 1978 and 1999. Rib Lake Middle school was constructed in 1981 and Rib Lake Elementary was built in 2000. In 2014 the School District had a Facilities Study completed that focused on energy efficiency, HVAC, infrastructure and lighting needs for the district primarily. This 10-year plan comes to completion this year. Information on our 2015 Energy and Deferred Maintenance Project can be found here: <https://www.riblake.k12.wi.us/district/ds-referendum-info.cfm>.

IV. Scope of Services

The following scope of services reflects the major functions that the selected firm would be expected to address in this study:

Function 1: Assessment of Existing Major Building-Systems and Components

The objective of this function is to assess the condition of existing major building systems and components, determine the projected life expectancies of these systems and components, provide cost estimates for updating or replacement of these systems and components, and assist the school district with the development of a comprehensive long range maintenance plan to address identified large capital maintenance needs.

This shall include, but is not limited to

- a. Inspection and evaluation of school facilities, including parking lots, and school grounds and athletic facilities, with regard to code compliance, potential hazards, life/safety/security, and compliance with depreciation schedules for roofs, heating systems, ADA issues, Title IX, and other facility issues;
- b. Full condition analysis and on-site inspections for all facilities, including building envelope, interior and exterior finishes, structural integrity, and operating systems (mechanical, electrical, plumbing, technology, security, fire, safety, communications, energy efficiency and HVAC systems);
- c. Analyzing current transportation flow with respect to student drop-offs/pick-ups, school bus loading/unloading, and parking.

Function 2: Educational Space / Capacity Analysis and Solutions

The objective of this function is to review space utilization and educational delivery identifying space deficiencies and future space requirements, assist with the determination or definition of capacity(ies) at existing school facilities and develop facilities & educational delivery options including preliminary cost estimates for maintaining current facilities as is, remodeling, additions and/or new construction. This includes developing options for all district facilities as needed.

Function 3: Prioritized Recommendation

This would culminate in a priority recommendation to the District displaying cost estimates, prioritized need and stakeholder alignment.

V. RFP Timeline

- **October 26, 2022:** District Issues RFP
- **November 7 - 11, 2022:** District Open for Walkthrough by Firms (by appointment)
- **November 15th, 2022:** Proposal Submission Deadline (by 9 am)
- **November 22nd, 2022:** District selects up to 3 Firms for interview by the Board (on or before)
- **December 8th, 2022:** Board Interviews selected Firms
- **December 15th, 2022:** Board approval for selected Firm (on or before)

VI. Facilities Study Timeline

The District would like to begin the Facilities Study process immediately upon selection of a firm. The selected firm shall work with school district representatives to develop a realistic timeline for the development of a District Facilities Study, as well as refine and clarify the Scope of Services. The goal is to have a completed Facilities Study presented to the Board by May 2023.

VII. Firm Expectations

The selected firm would be required to attend two or three Board of Education Meetings, including the meeting at which the final report is presented. The firm would also be expected to meet with district staff, students and community stakeholders 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.

VIII. Submission Requirements

Respondents to this RFP shall include the following minimum information in their proposal:

- Cover Letter
 - Indicate why your firm should be selected for this project
- Business Information
- General & Special Qualifications
- Name and address of Firm where all work on this project will be completed
- Project Approach
 - Describe how the firm will organize and perform the work listed in this proposal
 - Describe the Firm's understanding of this project and how the Firm will fulfill it.
- List of relevant K-12 projects conducted in the last five (5) years, including
 - Relevant projects currently underway
 - Projects in which you were terminated before completion of contractual obligations
 - Contact name, address, and phone number of references
- List of Project Team Members/History
- Name, address, and brief description of any consulting, architectural, or engineering firm(s) that may be employed as partners in this project
- Fees listed by criteria:
 - Cost for facility study only
 - Anticipated costs for recommendations to be put into place by the district
- Pre-referendum/referendum assistance experience/approach
 - Describe your services and provide at least three (3) examples of materials your team was directly responsible for producing to assist the School District
- Litigation history, if any
- Insurance
 - Prior to award, the Firm shall furnish to the School District proof of professional liability insurance, with the School District to be named the certificate holder
- Other information that will assist the district in our selection process

An interview with selected proposing firms and reference checks may be requested by School District personnel during the proposal process. The successful Firm must be able to demonstrate a proven record of achievement in the area of educational master planning for school districts.

IX. Proposal Evaluations / Selection Process

Proposals will be reviewed by an evaluation panel consisting of individuals from the School Districts Facilities Committee. The School District, at its discretion, may select based on the qualifications stated in the proposal and may or may not interview. The School District reserves the right to reject any or all proposals that do not meet the outlined criteria. Late proposals or late modifications will not be considered. Responding firms will bear all cost of this RFP and interviews if any. Proposals will be reviewed using criteria that includes, but is not limited to, the following:

- Compliance and overall responsiveness to the information requested in this RFP
- Technical qualifications and experience in work of similar scope
- Experience/expertise in preK-12 school projects
- Client references and satisfaction on prior projects
- Experience in referendum assistance
- Proposed fee

X. Question / Response Deadlines

Any questions concerning this RFP must be submitted in writing by mail or email on or before November 11th, 2022 to:

Travis Grubbs, District Administrator / Director of Facilities

E-mail: tgrubbs@riblake.k12.wi.us

School District of Rib Lake

1236 Kennedy St

PO BOX 278

Rib Lake, WI 54470

XI. Submission Format Requirements

- A. All responses to the RFP shall be received no later than Tuesday, November 15th, 2022 at 9:00 am.**
- B. One (1) original, plus 3 copies of the proposal by the Firm are requested.** Responses to this RFP should be delivered to:

Travis Grubbs, District Administrator

School District of Rib Lake

PO BOX 278

Rib Lake, WI 54470

- C. An emailed pdf version of the proposal to Travis Grubbs, tgrubbs@riblake.k12.wi.us**
All proposals will become the property of the School District of Rib Lake and are subject to Wisconsin Open Records Statutes.