

Durango School District 9-R District Request for Proposals: Facilities Master Planning Services

Contact: Andy Burns, Deputy Superintendent
Durango School District 9-R
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Telephone: (970) 375-3817

RFP Deadline: June 14, 2019

Durango School District 9-R District ("District") is soliciting proposals from experienced firms that can help with the planning, development and related work associated with a Long Range Facilities Master Plan ("Facilities Master Plan"). The purpose of this Request for Proposals ("RFP") is to obtain information that will enable the District to select a candidate or firm that can effectively partner with the District to perform various components of a Facilities Master Plan.

Each firm responding to this RFP should be prepared and equipped to provide complete and detailed Facilities Master Planning services on behalf of the District in a timely manner, adhering to District time deadlines and schedules.

Interested parties must submit a detailed summary of your firm's qualifications in accordance with this RFP. The deadline for receipt of proposals is 5:00 PM, on June 14, 2019 ("Response Deadline"). Note that proposals delivered after the response deadline may not be considered. A minimum of two (2) hard copies and one (1) electronic PDF copy (on a flash drive or via e-mail) of your proposal should be submitted to: Andy Burns, Deputy Superintendent at: aburns@durangoschools.org.

All submittals will become the property of the District. Unless deemed proprietary content, information in the proposals will become public property and subject to state and federal disclosure laws.

The District reserves the right to make use of any information or ideas in the proposals, reject any or all applicants, and to waive any irregularities or informalities in the RFP and RFP process. All costs associated with the preparation or submissions of qualifications, for this RFP are solely the responsibility of the candidates.

In order for the District to make an informed decision regarding selecting a firm among responsible and responsive candidates, your proposal must contain the following described elements or evidence that the candidate meets or exceeds the requirements stated hereto in this RFP.

1. SCOPE OF SERVICES

Engage with the Long Range Planning Committee ("LRPC"). This task involves meeting with LRPC team members to obtain critical information on the existing facilities and conditions assessment, survey feedback and efforts made by the committee so far. The LRPC will continue to meet throughout the Facilities Master Plan process. Participants in the LRPC includes members from the following groups:

- Parent, business and community representatives
- School representatives
- District staff
- Members of the 9-R Board of Education

Community Outreach. In light of the potential impact of the Facilities Master Plan process on the community, the selected firm will help facilitate "Community Input Forums" allowing the community to weigh in on the Facilities Master Plan process based upon existing information and data from the Long Range Planning Committee. Community Input Forums will be held to provide community members information and seek feedback from them on current and future facility needs.

Demographics and Enrollment Projections. The firm shall provide a study of housing markets within the District and enrollment projections for the current attendance areas for 3, 5, and 10 year periods. Review these findings and recommend school site options (including renovation, expansion and new build) to accommodate the projections as well as the state of current facilities.

Develop Future Facilities Needs and Alternatives. The firm shall assist with prioritizing short-term and long-term needs of the School District, exploring community and joint-use needs, preparing individual site Facilities Master Plans, providing recommendations for preventative maintenance schedules, capital projects priorities and safety and security measures for each campus, facilitating and documenting LRPC and community input. The District is also seeking feedback on the liquidation of some of their properties as well as the development of new buildings on existing or future inholdings.

Recommendations on November 2020 Ballot Measure Priorities. The district is anticipating the need to ask the Durango School District 9-R voters to approve a November 2020 Bond Measure ballot question that will provide the appropriate financial resources to cover the items addressed in the Facility Master Plan. Durango School District 9-R has a history of sharing mill levy proceeds with local non-district charter schools. It is the intention of the district to share any potential bond proceeds accordingly with our local charter colleagues.

Cost Estimates. The firm shall Identify and project all costs associated with the recommended facility additions and improvements. This information may be used in conjunction with November 2020 bond question question literature, discussion and background information.

Preparation of a Final Digital Facilities Master Plan. The firms shall assist with the preparation of a final digital Facilities Master Plan (in Adobe PDF format) that can be uploaded to the Durango 9-R's website and can be easily accessed by the District's constituents. The Colorado Department of Education Public School Master Plan Guidelines may be used as a template for the Master Plan.

Facilitation of Final Report Presentation to the Board of Education. This task shall facilitate of LRPC presentation/discussion of findings and recommendations to the Board of Education in a Board workshop setting. This should include findings, recommendations estimates, schedules, and possible funding scenarios to the Board for Education feedback prior to finalization and approval by the Board.

2. PROPOSAL FORMAT

Proposals should be typed, concise, straightforward, and must address each requirement and question. Submittals shall be signed by an authorized individual or officer of the firm submitting the statement. In addition, submittals are required to have the following:

- Materials must be in 8 ½ x 11 format.
- Table of Contents to include:
 - Cover Letter
 - Business Information
 - Relevant K-12 experience
 - Company Name
 - Address
 - Telephone
 - Website URL (if applicable)
 - Name and email of main contact
 - Federal Tax I.D. Number
 - License information including number and expiration date, if applicable
 - Business Structure (Corporation, Partnership, etc.)
 - A brief description and history of the firm
 - Number of employees (licensed professionals, technical support, etc.)
 - Number of current projects and present workload and where possible, projected workload for the period in question, for those individuals proposed to work the District's project
 - Location of office where the bulk of services solicited will be performed
 - Proof of Errors and Omission insurance and coverage amounts

Relevant Grade K-12 Project Experience Provide information about prior services/designs prepared by your firm on at least three (3) or more prior Facilities Master Plans at the K-12 level. Include the following information:

- Briefly state the relevance for each project included for consideration in this RFP.
- Specify role of firm or individual if work was not exclusively completed by the firm (i.e. joint venture, etc.)
- Provide a list of the following for each project:
 - Project name and location
 - Beginning and end dates of project
 - Main program elements
 - School district name and name of contact with contact information
 - Key individuals of the firm involved and their roles in the project
 - Any sub-consultants that worked with the firm.

References Provide the following reference information for your firm:

- Provide five (5) K-12 references who you have worked with in the past five (5) years. Four of the references can be for existing clients. However, one of the references must be for a client you no longer do work for. Please provide a written explanation as to why you no longer have a relationship with that client.
- Provide authorization of the firm and all principals thereof to allow the District to make oral and/or written inquiries of all references listed, regarding your qualifications, performance, reasonableness of fees and charges, and quality of final results.

Project Team Summary Identification of firm's project team and their specific expertise, experience, and resources to ensure suitable services. Indicate key team members, years with the firm, and resumes.

Fees Provide your fee schedule. If you plan to propose charging any costs for additional services, describe the types of costs to be covered and a proposed fee schedule. Be sure to include overhead and other special charges. Please include rate per discipline and total number of anticipated hours by discipline.

Litigation History Provide a comprehensive five-year summary of the firm's litigation, arbitration and negotiated/settled incidents.

Insurance Provide proof of coverage for the types and amounts of insurance carried by the firm, including Commercial General Liability, automobile liability, Workers Compensation, and Professional Liability Coverage. Minimum limits of insurance required by the District for consultant and subconsultants are as follows:

- Commercial General Liability Insurance (CGL) with a combined single limit of not less than \$2,000,000 each occurrence/\$2,000,000 in the annual aggregate.
- Business Automobile Liability Insurance with a combined single limit of not less than \$2,000,000 each accident.
- Professional Liability (Errors & Omissions) Insurance with a limit not less than \$1,000,000 each occurrence/\$2,000,000 in the annual aggregate. Workers' Compensation Insurance as required by the State of Colorado.

Time frame Provide a timeline for project completion, not to exceed February 1, 2020. The contract's total price will be reduced 1% per day for each day for missing this deadline.

3. CRITERIA FOR SELECTING PRE-QUALIFIED CONSULTANTS Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting a firm to assist with the Facilities Master Plan design work. The evaluation criteria are as follows:

- **Timeliness and Completeness of Proposal:** To receive maximum consideration, firm's proposal must be received by the response deadline. In addition, firm's proposal will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFP.
- **Technical Qualifications and Competence:** This includes experience, expertise, and familiarity with applicable laws and requirements for school facility projects in general and Facilities Master Planning in particular.
- **Record of Past Performance:** This includes work quality, completion of work on schedule, cost controls, contracts held with other K-12 school districts over the last 5 years as well as the response of references provided by the firm or any other references identified by the District.
- **Approach to Work:** This includes project management and coordination methodologies, prioritization analysis and study approaches and ability to work cohesively with various stakeholders involved in long-term planning efforts.
- **Fees:** This includes total fee amount proposed by firm, any additional costs for sub-contractors required for completion of Facilities Master Plan and firm's policies respecting the pass-through to the District of overhead costs. The District reserves the right to request that some or all of the respondents submit additional written information and/or that they consent to be interviewed by selected District personnel and/or representatives. The District also reserves the right to: (i) extend the Response Deadline, (ii) send out additional RFPs, (iii) reject any and all submittals, and/or (iv) provide for mechanisms for firms to become pre-qualified to provide services for the District. The District is not obligated to explain any deficiencies in their proposal, nor accept requests for justification from firms not selected.

4. POLICIES APPLICABLE TO CONTRACT AWARDS Acceptance by the District of any proposals submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for services outside the scope of this proposal. All work to be performed under any awarded contract must conform to the requirements of the District and, if applicable, CDE and all other governmental agencies with jurisdiction.

5. QUESTIONS REGARDING RFP PROCESS Please call or email Andy Burns (aburns@durangoschools.org) with any questions.

All questions must be submitted by June 2. All questions and answers will be distributed to all candidates that have supplied us with their contact information. All questions and answers will be posted on the website www.durangoschools.org on the Finance Page under Bidding Information by June 7. NOTE: Responders are cautioned to not contact members of the District's Board of Education or any District staff not listed in this document. Failure to observe this criteria result in responder disqualification. Interested firms should submit two (2) hard copies and one (1) electronic copy on a flash drive or via e-mail in PDF format of the response by Jun 14 at 5:00 PM to:

Andy Burns
Deputy Superintendent
Durango School District 9-R
201 E. 12th Street
Durango, CO 81301

The District thanks you for your interest in providing services to the District and invites your response in accordance with the terms of this RFP.

6. PRELIMINARY SCHEDULE All dates are preliminary and subject to revision. Unless otherwise noted response times are 5:00 pm mountain daylight savings time.

- RFP is released: May 3, 2019
- Deadline for submission of questions: June 2, 2019
- Deadline for all submissions: June 14, 2019
- RFP Interviews: July-August 2019
- Board meeting to select firm: August 2019 Board meeting