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Request for Proposal Referendum Planning

Issued by: School District of Luck
810 7th Street South
Luck, Wisconsin 54853

Date: May 5, 2020

Attention: Referendum Planning Firms

As part of the School District of Luck's strategic plan, the district is seeking firms to help with successful community engagement to improve the educational facilities to meet the needs of the students and community. The district is seeking referendum planning firms with experience to guide this process.

This process will include, but is not limited to, needs assessment/building review, designing the scope of the project, cost estimating, marketing, and community engagement.

The successful firm must be able to demonstrate a proven record of achievement in the area of educational planning for schools.

Firms responding to the Request for Proposal must submit their written proposal with following specifications. Ten (10) copies of the completed response must be received no later than 4:00 p.m. on Friday May 29, 2020.

Proposal and questions should be sent to:

Cory Hinkel, District Administrator
School District of Luck
810 7th Street South
Luck, Wisconsin 54853

Background:

The School District of Luck services 438 students in pre-kindergarten through twelfth grade. The district run childcare service is found within the building. We are located on one building on one site. The district has failed building referendums for two consecutive years for general maintenance, existing gym conversion to auditorium and new gymnasium.

Objective:

The School District seeks specific proposals, from interested firms, that are capable of providing comprehensive building assessment and educational facility planning. The project goal is to develop a capital improvement plan based upon the following:

1. Recognize and prioritize deferred maintenance area of current and future needs
2. Review building in terms of adequacy of needs
3. Prepare cost estimates for remedies of all building needs

Scope of Work:

The referendum planning firm will coordinate and review the existing facility. The district has done a detailed facility study in 2018. The firm will meet with pertinent stakeholders to understand the needs of the district and community. The firm will conduct community engagement meetings throughout this process for transparency to the general public.

The planning firm will advise options for the best utilization of the District facilities and compare with current educational standards.

The planning firm will present an evaluation with the report format than involves a detailed scope of work.

The planning firm will continue to lead community engagement throughout the entire process with the support of administration and school board.

Proposal Qualifications:

1. Firm name and overview of service provided, including the number of years the firm has provided referendum planning services.
2. Provide an organizational chart showing how your firm would staff and organize this project. Indicate designated lead person and include his/her resume of similar projects. Include consultants that would be used on the organizational chart.
3. Provide examples of similar projects created for school districts by your firm in the past five years and include references and success rate.
4. Outline the tentative process your firm would use to garner community engagement through the referendum planning process.
5. Indicate the major strengths your firm would bring to this process.
6. Provide a preliminary estimated fees for completions of this process. Include travel and subsistence expenses.
7. Describes your firm's ability to assist in future steps of the project.
8. Additional information not included above, that the firm feels may be useful and applicable to this project.

An interview process of select firms will be held following the District's review of the responses that are received.

Proposal Evaluation Criteria:

Selection criteria will include, but may not be limited to:

- Evidence of innovative 21st century school design
- Demonstrated ability to work collaboratively with citizen groups and local officials
- Evidence of extensive K-12 school design
- Demonstrated knowledge of Wisconsin building code pertaining to public schools
- Demonstrated success in a referendum support role including conceptual, programming and accurate budgetary components
- Access to multidisciplinary professionals to support the planning process
- Expertise in site analysis

An evaluation panel consisting of individuals selected by the District will review proposals. Responding firms will bear all costs of the RFP and interviews, if any.

The District will develop a short list based on the proposals submitted. Short listed firms will be requested to participate in an oral interview. Interviews will be set up at a mutually agreed upon date and time.

The District may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished and require additional evidence of qualifications.

The District also reserves certain rights, including, but not limited to, the following:

- a. Reject any or all of the firms
- b. Issue subsequent requests
- c. Cancel the entire process
- d. Remedy technical errors in the Request for Qualifications process
- e. Appoint evaluation committees to review qualifications
- f. Seek the assistance of outside technical experts in evaluation
- g. Approve or disapprove the use of particular subcontractors
- h. Establish a short list of firms eligible for discussions after review of RFP
- i. Negotiate with any, all, or none of the firms
- j. Solicit best and final offers from all, some, or one of the firms
- k. Award a contract to one or more firms
- l. Waive informalities and irregularities in the RFP
- m. Award without discussion

This RFP shall not, in any manner, be construed to be an obligation on the District to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.