

**Request for Proposal  
Design & Construction Management Service  
for the  
Washington Island School District**

**January 7, 2019**

**Washington Island School District**

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**School District of Washington Island  
REQUEST FOR PROPOSALS  
DESIGN and CONSTRUCTION MANAGEMENT SERVICES**

The School District of Washington is requesting proposals for professional services to study the options and costs associated with the construction and design of a gymnasium with a small commercial kitchen and commons room. Companies responding to this request must submit their written proposals in accordance with following specifications.

**Five (5) copies of the completed response must be received no later than 3:00 pm (CST) on JANUARY 24, 2019. Proposals and questions to be sent to: All proposals need to be mailed in a sealed envelope marked with: GYMNASIUM DESIGN PROPOSAL REQUEST clearly stated on the outside of the envelope.**

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## OUTCOMES DESIRED

The School District of Washington Island seeks specific proposals from interested companies that are qualified to provide comprehensive design assessment, educational facility planning, and construction management services. The project goal is to develop a capital improvement plan with a variety of options that addresses the following needs:

A single facility (open area) that provides for the following:

- A gymnasium
  - Site location options TBD
  - Accessible by separate, dedicated entrances that can be regulated by the District
  - Whose access can be closed off to the rest of the school building for safety and security purposes
  - Large enough to house bleachers, storage, locker-rest rooms, athletic department office, etc.
  - With a surface, playing area that has a full court dimension, as well as two full side
  - Scoreboards on the 2 main basketball court walls, and two smaller scoreboards on an opposite wall, with a dedicated PA sound system
  - Padded wall area underneath both main basketball areas
  - Equipped with in-ground volleyball floor plates, motorized main and side basket (ball) backboards, drop-down batting cages, multi-sport permanent floor lines, etc. that meet, but are not limited to, physical education and all state-federal sports associations requirements and/or mandates
  
- Commons:
  - A space large enough to be used as a lunch room area for approximately 100 students, as well as a reception-snacking area during sporting or extra-curricular events
  - A dedicated area within the commons area, to be used as a small commercial grade kitchen-concession area
  - A phone system to be added and upgraded for entire school
  - Two dedicated restrooms: female restroom with three stalls; male restroom with urinals and two stalls and one family restroom all ADA compliant

## **CURRENT FACILITIES**

The Washington Island School District currently provides education to 82 students in grades Pre-K-12. All student facilities and student services are located on one campus at 888 Main Road, Washington Island, Wisconsin.

Currently, students must walk about ½ block outside of the main school building to the Community Center gymnasium. This space has to be rented from the Town of Washington, and also shared with other community events-activities-meetings requesting the space. The students also walk outside the main school building to the Mosling Recreation Center to use the pool and fitness-weight room, which is also about a ½ block from campus.

We seek to eliminate the students leaving the campus to other buildings, and to design a detached gymnasium with connecting corridors to the main building.

## **EVALUATION AND SELECTION PROCEDURE**

Proposals will be evaluated by the Washington Island School District Gymnasium Sub Committee, and the Washington Island School District Board of Education. The Washington Island School District reserves the right to reject any-all proposals that do not meet the outlined criteria. Late proposals or late modifications will not be considered.

Proposal Requirements:

1. Firm name and overview of services provided, including the number of years the firm has provided construction management services
2. Provide a listing of public school construction management projects that your firm has completed within the past five (5) years with construction value of at least \$5 million. For each project, please provide the following information:
  - a. Name of project
  - b. Name and location of school district
  - c. Name, title, and telephone number of school district contact
  - d. Project description including size of structure
  - e. Number of prime contractors
  - f. Project schedule including start and completion dates
  - g. Construction document estimate and actual bid total
  - h. Final construction costs including change orders
  - i. Other pertinent information

3. Provide a listing of public school projects with a value of at least \$5 million for which your firm is currently providing management services. Provide the following for each project:

- a. Name of project
- b. Name and location of school district
- c. Name, title, and telephone number of school district contact
- d. Project description including size of structure
- e. Number of prime contractors
- f. Project schedule including start and completion dates
- g. Construction document estimate and actual bid total
- h. Final construction costs including change orders
- i. Other pertinent information

4. Statement of firm's financial stability (strength) with appropriate supporting documentation (ex: letter from bonding company; proof of professional liability insurance; etc.) NOTE: The School District reserves the right to request copies of financial statements from the selected firm prior to the award.

5. Provide names of project team, including, but not limited to the Project Executive, Project Manager, and Superintendent. Please include for each position his/her education background, years of experience, length of employment with firm, and previous related project experience.

6. Provide an organizational chart showing how your firm would staff and organize the planning, public communication, and construction/design phases of the project.

7. Describe your firm's fees and what is included in those fees. Be sure to include a quote for in-house office expenses and a separate cost for site services that include full-time supervision, project management and assistance, including travel and subsistence expenses. Include details on how these fees are calculated.

8. Describe your in-house capabilities and approach in the following specialized areas:

- a. Conceptual/program cost estimating
- b. Detailed cost estimating (including how information is kept current)
- c. Project scheduling
- d. Value engineering/ constructability
- e. Mechanical/electrical estimating and value engineering
- f. Mechanical/electrical systems commissioning
- g. Energy efficiency design including payback analysis
- h. Management reporting

- i. Bid and award process
- j. Project quality
- k. Project safety
- l. Project price control
- m. Project Close-out

9. Describe how your firm will work with the district to establish the leadership of the project team, consisting of the architect, specialty consultants, engineers, owner's representatives, and contractors involved in the project.

10. Discuss the steps your firm will take to ensure maximum participation of the local community (contractors, laborers, vendors, suppliers, etc.) in this project. What trades of work does your firm plan to self-perform?

11. Describe your firm's experience in providing pre-referendum/referendum assistance to school districts during the planning and community engagement process. Include specific examples of your services and at least three (3) samples of materials your team was directly responsible for producing to assist the school district.

12. Discuss the strengths of your firm that will promote a quality facility proposal.

13. Explain what defines success for your firm in working with school districts and the public on this type of project.

14. Finally, explain why your firm should be selected for this project.

#### PROPOSED TIMELINE

- Issue Request for Proposal (RFP)
- Last Date to Submit questions regarding RFP
- Proposals due to Washington Island School District
- Committee reviews proposals - first reading
- Committee reviews proposals - second reading and selects firms to participate in presentation/interview
- Notify firms selected
- Presentations/interviews
- Selection of firm
- Notify firms of selection
- Approval of firm by Washington Island School District Board
- (End of RFP)

## **QUESTIONS**

For questions, please contact the Washington Island School District:  
Sue Cornell, Business and Finance or  
Michelle Kanipes, Principal/Curriculum Director  
at 920-847-2507 (w).