



MARTIN COUNTY WEST PUBLIC SCHOOLS
Independent School District No. 2448
Sherburn, Minnesota

Request for Proposals
For
Educational Facility Assessment Services

Proposals Due By
4:00 pm
Friday, July 15, 2022
at

Martin County West Public Schools Central Office
105 E 5th Street, Sherburn, MN 56171
Attn: Superintendent Cori Reynolds
Email: corireynolds@mcwmavericks.org

www.martin.k12.mn.us

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I. Introduction & Background

- A. Martin County West Public Schools, Independent School District No. 2448 (hereinafter referred to as the School District) is requesting proposals from qualified firms (“the Firm”) to provide the School District with an Educational Facility Assessment for all school district buildings and assist in the development of a Long-Range Facility Plan. The District will employ a consulting Firm to evaluate the physical condition of existing school facilities and conduct an educational adequacy study (including a demographics study of the District boundaries), develop and prioritize options, prepare final documents and present recommendations to the School District.

Any inquiries concerning the request for proposals should be directed to Superintendent Cori Reynolds.

During the evaluation process, the School District reserves the right, where it may serve the best interest of the School District, to request additional information or clarification from submitting firms, or to allow corrections of errors or omissions. The School District reserves the right to reject any or all quotations submitted, and reserves the right to use price, quotation content, qualifications, experience, fieldwork team proposed, etc., in determining which quotation best meets the needs of the School District. The selection of a Firm will not be made solely on price.

It is anticipated that the final selection of the Firm will be completed at the August 15, 2022 School Board meeting.

- B. District facilities included in this RFP include:
1. Sherburn Elementary: Built in 1969, located in Sherburn, MN, 51,260 square feet on 13.12 acres, currently serving 150 students in preschool through grade 2.
 2. Trimont Elementary: Built in 1959, located in Trimont, MN, 59,251 square feet on 23.35 acres, currently serving 190 students in preschool and grades 3-6.
 3. Junior / Senior High School: Built in 1956, located in Sherburn, MN, 61,544 square feet on 15.94 acres, currently serving 330 students in grades 7-12.
 4. Welcome School: Built in 1904, located in Welcome, MN, 33,716 square feet on 3.42 acres. Note: This building has been decommissioned and is currently unoccupied.
- C. The purpose of the assessment will be to help the District understand:
1. The current state of their facilities;
 2. The demographics within the School District including the anticipated trends;
 3. Help the District create a Long-Range Facility Plan that prioritizes and maximizes the investment in those facilities for the education of the School District’s current and future population.

II. General Requirements

Interested firms should submit a paper copy and a digital copy (.pdf) on a flash drive of their proposal no later than 4:00 pm on July 15, 2022 to Superintendent Cori Reynolds, Martin County West Schools, 105 E 5th Street, Sherburn, MN 56171.

In submitting a proposal to provide the required services, the following is required in order to expedite the review process by the representative of the School District:

1. The length of the proposal should not exceed thirty (30) pages, including figures, resumes of personnel, Firm experience, qualifications, etc.

2. Fee proposal shall be made in a not-to-exceed lump sum format.
3. If the Firm is proposing to use sub consultants, the sub consultant(s) should be identified along with how the work will be divided.
4. Provide a detailed schedule indicating how your Firm's effort/tasks will be divided.

The School District reserves the right to reject any proposal that does not comply with the requirements of the RFP.

III. Schedule

- A. June 21, 2022: RFP Issued
- B. July 15, 2022 Responses due by 4:00 pm CST
- C. Beginning July 18, 2022 Responses evaluated by School District and possible oral presentations with selected Firms
- D. August 15, 2022 Firm Selection at School Board Meeting
- E. August-October, 2022 Phase I – Educational and Facility Assessment
- F. November 21, 2022 Presentation of Phase I findings to School Board
- G. November-February, 2023 Phase II – Plan Development
- H. March 20, 2023 Presentation of Phase II findings and decision on next steps

The School District reserves the right to alter scheduled dates if necessary.

IV. Proposal Requirements

- A. Project Approach
Project approach shall reflect the Firm's detailed understanding of the effort required to complete the Educational and Facilities Assessment. Merely restating the scope of services will not be acceptable.
- B. Firm Profile
Describe the general qualifications of the Firm, as well as any special or unique qualifications as they relate to Educational Facility Assessment for school districts in Minnesota.
- C. Project Personnel
Provide resumes of the personnel and general responsibilities that will be involved in the assessment. Include an organizational chart for all staff involved. If outside consultants are part of the Firm's team, provide resumes of the personnel and the items that they will be responsible for the project. Include an organizational chart for all staff involved.
- D. Schedule
Firms responding to this RFP shall include a detailed schedule depicting the tasks required to complete the Work.
- E. Relevant K-12 Experience
The responding Firm shall demonstrate experience with assessments/studies of similar scope and magnitude to the School District's RFP. An outline of the respondent's background and experience with particular emphasis on working with School Districts in Minnesota. Identify personnel to conduct the project and detail their training and work experience. No change in personnel assigned to the project will be permitted without approval by the School District.
- F. Performance of the Work
A detailed work plan identifying the work tasks to be accomplished. This work plan will be used as a scheduling and managing tool by the School District and will serve as the basis for invoicing. The work plan shall also identify the deliverables at key milestones in the project and shall indicate the level of School District participation in the Work as well as any other information/services to be provided by the School District.

G. References

Provide references that may be contacted for similar work discussed in this RFP. A listing of names, addresses, telephone numbers of at least eight (8) references, for which at least five (5) were performed for similar work in the last five years.

H. Fees for Proposed Services

Provide a not-to-exceed lump sum fee proposal that includes all costs necessary to complete the work outlined in this RFP.

I. Benefits to Martin County West Schools

All things considered, summarize why you believe the School District should retain your Firm to conduct this Educational Facility Assessment.

V. Evaluation Criteria & Selection

All proposals submitted in response to this RFP shall be irrevocable for a period of forty-five (45) days after the due date and may not be withdrawn during this period. After such time has elapsed, the submitting Firm may withdraw the proposal if it has not been selected prior to the request to withdraw. Subsequent to receipt of proposals, the School District, or its authorized representative, may require the submitting Firm to make oral presentations or to respond to telephone calls to clarify its proposal. Discussion and interviews may be held with Firms under final consideration prior to making a selection for award; however, proposals may be accepted without such presentations or discussions.

Proposals will be evaluated on the following criteria:

- Demonstrated understanding of the requirements of the project.
- Relevance and suitability of the overall project approach and schedule
- Detail, scope, and execution plan for the Work.
- Qualifications and expertise of the key personnel to be assigned and their proven ability to work together as a team on similar projects.
- Expertise of the Firm and project team and conducting similar Work.
- Record of past performance on similar projects.
- Comments and opinions provided by references.
- Resources of the Firm to conduct and complete the project in a satisfactory manner. Factors to be considered include size of the Firm, current workload and ability and willingness to commit key personnel.
- Clarity, conciseness, and organization of the proposal.

Final School District approval is planned for August 15, 2022. The successful Firm will be notified and awarded the project following approval by the School Board.

After a finalist is selected, the School District will enter into an agreement with the selected Firm. The agreement will cover all aspects of the proposal described herein. In the event that mutually acceptable terms cannot be reached within a reasonable period of time, the School District reserves the right to undertake negotiations with the next most advantageous Firm without starting a new selection process.

VI. Limitations, Terms & Conditions

This Request for Proposal does not commit the School District to award a contract, pay costs incurred in the preparation of a proposal or to procure a contract for services or supplies. The School District reserves the right to accept or reject any or all proposals received as result of the request, to negotiate with any qualified source, or to cancel in part or entirety the RFP if it is in the best interest of the School District to do so. If, for any reason, the Firm selected is not able to commence services under this proposal within 30 days after its award, the School District

reserves the right to award the contract to the next most qualified Firm. The School District will retain ownership of all reports, site plans or other submittals prepared under the proposal. The proposal will be the only submittal for firm selection. The Firm that the School District believes to be the best qualified based on the criteria above will be invited to enter into a contract to perform the project. If you have any questions, please contact Superintendent Cori Reynolds via email at corireynolds@mcwmavericks.org or phone at 507-764-2330.