

Request for Proposal
School Facilities Assessment
Fairfield Community School District

Return Completed Proposal To:

Responses Due By: March 20, 2020, 2 pm.

Responses Due To: Fairfield Community School District - District Office

403 S. 20th Street, Fairfield, IA 52556

Attention Dr. Laurie Noll, Superintendent

Owner Contact: Dr. Laurie Noll, Superintendent

641-472-2655

laurie.noll@fairfieldsfuture.org

Facilities Needs Assessment

Fairfield Community School District

Introduction

The Fairfield Community School District is soliciting written/oral proposals from qualified and experienced firms to provide a comprehensive assessment of all contiguous and non-contiguous facilities. This plan shall address the maintenance, renovation, addition, and building replacement needs through capital improvement over the next two to ten years. The plan shall address energy conservation improvements and building consolidation feasibility. In addition, the plan shall include the educational needs to meet today's students and learning.

Marketing and preparation of a General Obligation Bond are vital for the project to move forward. The proposal shall include steps to include community and employee involvement. In addition, the plan shall provide a communication and marketing plan.

The Fairfield Community School District comprises one high school, one middle school, and two elementary buildings. In addition, a central office, Auxiliary building, shipping, and receiving site and one unoccupied building.

The assessment should also include an analysis of potential future utilization of the underdeveloped land on the middle school campus outside of the geothermal field. This plan will be a valuable tool in future decision-making processes. Fairfield Community School District reserves the right for a future request for architectural services for any potential bond issue. It is the objective of the FCSD to employ a consultant who can evaluate the educational adequacy of existing school facilities, bring creative alternatives for consideration, establish standards and benchmarks in the development of options and recommendations, establish accurate budgets, prepare final documents, and present recommendations as requested.

Fairfield School District

The student population is approximately 1650.

Site	Age of building	Student Population	Sq Footage
High School	1940 original building; several additions 1964, 1975, 1983, 1988 and 2015	512	154,681
Middle School	1968 -addition added in 2000	513	82,102
Pence	1956	333	42,156
Washington	1967 phase one addition 1979 phase 2 and addition added in 1996-1997	314	33,963

The District contains 358,280 square feet of building space and 90.65 acres. The buildings range in age from 1940 to additions added in 2015.

Fairfield is located in a growing corner of the state. Twenty-seven of Iowa's 99 counties are showing population growth, while 72 are showing population decline. Jefferson County is showing an estimated growth rate of 7.4%, since 2010, according to the U.S. Census Bureau. The population of the county has grown by 1,247 in 6 years and is now home to 18,090 people.

Purpose

The Fairfield Community School District (Owner) is requesting proposals from qualified firms to conduct a facilities study at the high school, middle school, and two elementary schools.

The facilities study shall include physical, and space needs analysis, as well as preliminary designs, cost estimates, and scheduling/phasing information for any recommended improvements, renovations, reorganization and/or new construction.

1. Assessment of each building's potential for future growth, expansion, and building consolidation. If building consolidation is feasible, develop estimated costs and savings as a result of consolidation
2. Develop practical and realistic recommendations with budgets by year of maintenance, renovations, and additions, based on condition assessments, life-cycle analysis, safety, and regulatory considerations, space considerations, energy improvements, and educational facility standards.
3. Recommend prioritization of needs.
4. Prepare draft reports and preliminary recommendations for the Fairfield Community School District.

Request for Proposal - Scope of Services and Timeline

Scope of Service:

The Fairfield School District is searching for a team that has experience in conducting a district facilities assessment that will enable our school board to collaborate with our community to make decisions about the current and future needs of our schools. We would like to have this team do an on-site assessment investigation of our four school buildings that will include a review

The Facilities Study would consist of three basic programs of service:

Condition Survey

A complete physical survey of all district-owned buildings to ascertain existing conditions. Interview building-level administration and maintenance personnel regarding space and program needs, as well as building and site concerns. 21st-century learning trends shall be incorporated into condition surveys and recommendations.

The following shall be included in the surveys:

- Building exterior and interior
- Site and traffic patterns
- Electrical
- HVAC
- Plumbing
- Documentation of code violations or recommendations for improvement
- A.D.A. recommendations for improvement
- Life safety (intrusion alarm system, cameras, fire system, P.A. system)
- Safety and security (secure entrances)
- School options (early learning, grade level configurations, etc.)
- Technology and innovative integration

Capital Improvements, Repair Recommendations, and Energy Savings Opportunities

The results of the surveys and interviews shall be organized along with an assessment of each area and/or asset. A priority schedule will be developed using a matrix to assign priorities to the recommendations. All energy-saving opportunities with a simple payback period of less than ten years shall be identified accordingly.

Cost Estimates

Cost estimates shall be assigned to each item and totaled in a manner that allows the Owner to summarize cost based on priorities and by areas or buildings.

After completion of the above phases, all of the data shall be combined into a report for each of the facilities. The Firm shall present the final report to the Board of Education of the Fairfield School District.

Timeline

03/09/20 Issue Request for Proposal (R.F.P.)

Contact district for a tour: Non-Mandatory Pre-Proposal Meeting at Fairfield Community School District Central Office, 403 S. 20th Street, Fairfield, IA 52556

03/18/20 Questions due to the District by 2:00 pm. To: laurie.noll@fairfieldsfuture.org

03/20/20 R.F.P. Responses Due by 2:00 pm.

03/24/20 Facilities Committee meet to determine a shortlist for the interview

03/25/20 Firms shortlisted for the interview, notified by 10:00 am.

04/01/20 Firm Interviews with the Board

04/01/20 School Board Approval of Firm- Special Meeting

Facilities assessment completed in April

05/13/20 Facilities Assessment Report and Presentation to Board

Proposals may be withdrawn before the closing time and date noted herein, provided that notice to withdraw is received by the District via email to the address above, at least 24 hours prior to the closing time and date.

Proposals are irrevocable after the closing time and date and must remain valid for 60 days following the closing time and date.

Proposal Submission Procedures

1. Written proposals in response to this R.F.P. will be accepted at the A.C.T. Central Office building at 403 S. 20th Street, Fairfield, Iowa, 52556 until Friday, March 20, 2020 at 2:00 pm.

This includes the approximate costs of the facilities assessment.

2. Submittals must include one (1) original and eight (8) copies of the proposal.

The original proposal must be marked “original” and be dated and signed by a duly authorized partner or corporate officer.

Proposals must be sealed in an envelope and clearly marked “School Facilities Assessment Proposal” Attention: Dr. Laurie Noll, Superintendent.

3. Standard company brochures and literature can be submitted as separate informational documents but must not be bound as a part of the proposal. Standard company brochures will not be evaluated.

4. Five recommendations from similar size districts along with their district name, contact person, and contact information.