

**Request for Proposal
Design and Consulting Services
Ontonagon Area School District**

Purpose and Overview

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified design firms interested in contracting with the Ontonagon Area School District to provide desired serves as outlined in this RFP

The District has identified the following objectives:

- Develop a comprehensive plan for the building and remodeling of the following:
 - Bus garage build on campus
 - Football stadium bathrooms and storage
 - CTE building renovation

That includes site specific architectural plans and project cost projections

Background

The Ontonagon Area School District, serves approximately 250 students in grades K-12.

The district currently rents a bus garage at a separate address. The bus garage is used to perform maintenance and mechanical work on school buses. Due to the need to vacate the current rented facility off campus, the district is looking at options to move these facilities onto the campus of the school district.

The district currently has a separate bathroom facility used for events at the football stadium with an attached cold storage area for equipment used in sporting events. The building's bathrooms are no longer functional due to plumbing issues and the building has significant rotting at the base of the building.

The district's CTE building is a metal building adjacent to the bathrooms and cold storage facility building that currently holds the district's welding, agriscience, and medical CNA programs. The building's siding is currently rusting and the district would like to explore the addition of a construction classroom. The district would like to consider if we could combine the football bathroom facilities and storage into this building as well.

Priorities in the space design include, but are not limited to the following:

- Functionality of the space, including determining a best flow location for bus garage
- Inviting, inspiring, and comfortable space for students and families
- A space that can grow with the district and has flexibility in usage
- Cost effective solutions to maximize on current structures as much as possible.
- Project plans that can be completed in phases

Submittal Format and Requirements

Submit a complete set of proposals. Proposals should be easy to read and professional in nature. The use of color and graphics will not be part of the evaluation process and the district encourages firms to not overuse these presentation pieces. Firms response should be succinct but comprehensive, including suggested

approaches related to the firm's ability to achieve the district's project objectives. The firm may propose modifications to the suggested scope of services if it believes it will better achieve the project objectives.

Any firm contemplating submitting a proposal has the opportunity to tour the space. A representative from the district will be available. Please contact the school to arrange a tour.

Any firm contemplating submitting a proposal in doubt as to the true meaning of any part of the scope of services being requested by the District may submit an e-mail request for an interpretation thereof. Requests for clarification, interpretation and/or questions regarding this RFP shall be directed to Lisa Johnson. All such requests must be made via e-mail to ljohnson@oasd.k12.mi.us. The final date to submit questions will be October 6, 2023. District responses to requests for interpretation or questions will be provided to all firms who receive a copy of the RFP.

Any questions concerning this RFP must be submitted via email on or before October 6 at 4:00 pm to Lisa Johnson, Superintendent, Ontonagon School District ljohnson@oasd.k12.mi.us

Proposal Submittal Due Date

All responses to this RFP shall be received by the district no later than 2:00 pm on October 20th 2023.

Responses to this RFP should be delivered to:

Nancy Walker, Business Associate
Ontonagon School District
701 Parker Ave
Ontonagon, MI 49953
Or emailed to nwalker@oasd.k12.mi.us

Proposals shall be marked and clearly identify the firm submitting the proposal. Proposals received after the date and time specified will be returned unopened.

All proposals should include the following information:

1. Executive Summary /Qualifications- The firm shall include a brief summary that includes the factual, core aspects of the basic services offered, experience and qualifications of the firm, staff, consultants, sub consultants, a list of relevant projects in the last three years and timeliness in which they were completed.
2. Experience, past performance, innovation, and litigations
 - a. Overall Experience - Describe your Firm's experience as a financial advisor. Indicate the number of and par amount of financings your firm has participated in during the last three years. Be specific and identify projects, dates, and results whenever possible.
 - b. Innovation - Provide an example of a project that demonstrates the ability of your firm to develop and implement creative solutions at a school. Describe the problem encountered and the solution ultimately used for the specific problem.
 - c. Disclosure of contract failures, litigations - Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending which involves the consultant or in which the consultant has been judged guilty or liable.
3. Approach

- a. Organizational Approach - Describe how the firm will coordinate with the districts staff for this project
- b. Required scope of services - The following is a listing of the services the district expects to receive from the selected firm. The proposal should include a discussion on how the services are to be provided; experience in providing such services to school districts and other governmental entities, and innovative methodologies or presentations to be used:
 - i. Develop a comprehensive plan for addressing the identified needs of the district that can be completed in phases.
 - ii. Develop site specific design plans to address each of the needs identified including relevant details including, but not limited to:
 1. Building blueprints and plans
 2. Power and network wiring
 3. Lighting
 4. Flooring
 5. Structural modifications
 - iii. Estimated costs associated with project
 - iv. An option to the project in phases, depending on costs
 - v. Assist the school district in developing and writing an RFP for vendors to complete the projects determined to be completed in phase 1.
 - vi. Assist the district in the selection of the vendor, and final contract and negotiations with the final vendor.
 - vii. Provide project management services
 - viii. Period site visit in district to meet with vendor and review progress
- c. Fee/Cost Proposal - All fees, prices, costs, and conditions outlined in this proposal shall remain fixed and valid for the life of this agreement. The firm shall submit their fee (inclusive of all reimbursable expenses) necessary to accomplish the above scope of services. Please identify all fees/costs that would be incurred by the District (on a one-time or annual basis) for base services.

RFP Timeline

Finalize and Issue RFP	September 22, 2023
Facility tour Please RSVP to ljohnson@oasd.k12.mi.us	Please call school to schedule
Final Date to Submit RFP Questions	October 6th 2023 at 4pm
Due date for proposals	October 20th at 4pm
Review/evaluate proposals and complete reference checks	Week of October 23rd
Conduct/hold interviews if needed	Week of October 30th
Select firm (subject to agreeable contract terms)	Week of October 30th

Proposal Evaluation/Selection Process

The responses will be reviewed by an evaluation panel consisting of individuals selected by the District. Responding firms will bear all costs of this RFP and interviews, if any.

Proposals will be reviewed using the following criteria/elements

Area	Points
Qualifications: <ul style="list-style-type: none">• Organization and management• Availability and qualifications of key staff• Leadership and commitment of principals	10
Experience in Facility Design <ul style="list-style-type: none">• Depth and breadth of experience• Quality of firm's past performance	20
Approach <ul style="list-style-type: none">• General, organization, project approach• Response to scope of services• Innovation	30
Fee Schedule/Cost <ul style="list-style-type: none">• Required services	40

Upon completion of the selection process, the district shall notify the firms of the selection and the successful firm to enter into an agreement. At the district's discretion, it may directly negotiate with the best qualified firm on a final scope and budget.

The district reserves the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any formalities or technicalities which at the district's discretion are determined to be in the best interest of the district. Further, the district makes no representations that a contract will be awarded to any Firm responding to this request. The district expressly reserves the right to reject any and all responses to this invitation without indicating any reasons for such rejection(s).

The district reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.

This initial phase of request for proposal does not obligate or commit the district to award a contract, pay any costs incurred in preparation of these applications, or to procure or contract for any services.

The district may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished, and require additional evidence of qualifications to perform the services described in this RFP. The district also reserves certain rights including, but not limited to the following:

- Request any or all proposals
- Issue subsequent requests for proposals
- Cancel the tier request for proposal
- Remedy technical errors in the request for proposal process

- Seek the assistance of outside technical experts in evaluation
- Approve or disapprove the use of particular subcontractors
- Negotiate with any, all, or none of the firms
- Solicit best and final offers from all, some, or one of the Firms
- Award a contract to one or more firms(required vs optional services)
- Waive informalities and irregularities in RFP
- Award without discussion

Selection will be based upon a determination as to which proposal is in the best interest of the Ontonagon Area School District. Any decision made by the district, including the selection of the firm(s), shall be final and is not subject to appeal and will follow the district's Board Policies. In submitting a proposal, the firm understands that the district and its representatives will determine which proposal is accepted. The firm waives any right to claim damages of any nature, whatsoever, based on the selection process, and any communications associated with selection or non-selection. All completed proposals and supporting documentation submitted shall be the property of the district.

Acceptance of Terms

By submitting a proposal, the firm affirms its acceptance of the terms and conditions of this RFP, without exception, deletion or qualification, and without making its offer contingent.