

# Joint School District Number One, Union Grove

## *Union Grove Elementary School*

1745 Milldrum Street • Union Grove, Wisconsin 53182 – 1763

Phone: (262) 878-2015 • Fax: (262) 878-3133

Website: [www.uges.k12.wi.us](http://www.uges.k12.wi.us)

Joint School District Number One is requesting proposals for construction management services to study the options and costs associated with addressing the needs at Union Grove Elementary School, pre-referendum and post referendum support, concluding with a performance contract to implement the approved project scope.

### **Proposal Timeline**

- March 20, 2018 – Issue Request for Proposal (RFP)
- April 10, 2018 – Proposals due to District (12:00 PM CST)
- April 13, 2018 – 8:30 AM – 12:30 PM – Interviews and Selection of Firm for Board approval (Selected Firm will be notified by phone and e-mail at the conclusion of the selection meeting)
- April 16, 2018 – Approval of firm by Board ( Firms submitting proposals should plan to appear before the Board at the Regular Board Meeting, 6:30 PM in the UGES cafeteria on Monday, April 16,2018)

### **Submittal Responses and Inquires**

Please send proposals and direct all questions to the following:

Union Grove Elementary

Attn. Scott Katterhagen – Building and Grounds Supervisor

1745 Milldrum Street

Union Grove, WI 53182

Email: [skatterhagen@uges.k12.wi.us](mailto:skatterhagen@uges.k12.wi.us)

Phone: 262-930-3554

Please submit (4) hard copies of your response and (1) PDF version via email.

### **Evaluation and Selection Procedure**

Proposals will be evaluated by a selection committee. The District will select 3 firms for interview based on the qualifications stated in the proposal. The School District reserves the right to reject any or all proposals that do not meet the outlined criteria. Late proposals or late modifications will not be considered.

- All cost associated with the preparation of a response is the sole responsibility of the submitting vendors.
- Meetings with District personnel and/or a walk-through of the existing school **will not** be conducted during the proposal or interview stage.
- All replies will become the property of Union Grove Elementary

## **Background and Overview**

Joint School District Number 1 is unique in that it is one of the few remaining districts that is a Union district, which is separate from the surrounding communities. Union Grove Elementary is a 4K – 8 only building, with students attending a different District for their high school years. The current building site is made up of approximately 250,000 square feet constructed over the last 50 years in various phases on slightly more than 22 acres of land. The original school was built in 1968, with an additional section constructed in 1973, and a major addition in 2003. UGES has approximately 800 students and also houses the District's administration staff.

## **Project Description**

Joint District Number 1 is seeking proposals for construction management services including pre-referendum consultation and project costing, and post-referendum management and performance contracts of the approved project scope.

The District has recently completed a comprehensive facilities assessment and master plan. As a response to that effort, the District is now seeking a construction management firm to work with the chosen District staff and community action committee to assist in the prioritization, costing, phasing, and development of potential projects. The chosen firm will be expected to partner with the District in engaging students, staff and community regarding a potential November 2018 referendum. Should the funding become available, the District is also seeking full construction management and construction services for potential projects if supported by voters.

Information regarding the assessment and master plan can be found on the District website: <http://www.uges.k12.wi.us>

## **Proposal Requirements**

1. Firm Information
  - a. Office locations and contact office for this project
  - b. Annual construction volume
  - c. Percent of annual volume with educational projects
  - d. Current financial statement
  - e. Bonding capacity (include a statement from your bonding company)
  - f. Date first organized
  - g. Type of firm (sole owner, partnership, corporation)
  - h. Average number of employees
  - i. Insurance coverage (provide a statement from your insurance company)
2. List all K-12 educational projects that your company has completed in the last 5 years. Highlight projects that are similar in scope and size to the projects under consideration.
3. Provide a list of K-12 educational references including contact information.
4. Proposed Project Team
  - a. List the specific personnel proposed for the project team along with resumes. Indicate the project assignment, role or area of responsibility of each individual.
5. Discuss your firm's role and approach during the referendum process including development, presentation, and promotion of information related to the possible referendum based projects. Please provide examples from previous projects.
6. Explain your process for establishing construction cost estimates (GMP) for this project. How are the savings from the GMP distributed?
7. Describe how your firm manages material purchases to take advantage of the District tax-exempt status.

- 8.** Maintaining a safe and comfortable working environment is paramount to this project. How do you provide for the safety of students/staff/community and construction workers during the project?
- 9.** What areas of work would you propose to self perform? Explain the benefits to the Owner of your company self-performing these particular areas of work. How would the school district be assured your firm's self-performed costs are competitive?
- 10.** Claims and suits.
  - a. Has your firm ever failed to complete any work awarded?
  - b. Are there any judgements, claims, arbitration proceedings or suits pending or outstanding against your organization or it's officers?
  - c. Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the past 5 years?
  - d. Within the past five years, has any officer or principal of your firm ever been and officer or principal of another firm when it failed to complete a construction contract? If yes, provide details.
- 11.** Indicate why your firm should be selected for this project (Limit to no more than 1 page).
- 12.** Fee Structure: Please fill out the attached Form A

**Form A: Construction Management Services Fee Structure**

Estimated Construction Cost(5 million dollar project) \$ \_\_\_\_\_

A. Pre-Referendum Planning (Lump Sum) \$ \_\_\_\_\_

B. Referendum Support/Assistance (Lump Sum) \$ \_\_\_\_\_

C. Construction Management Fee: (percent of construction cost) % \_\_\_\_\_

Indicate your percentage fee mark up for change order work % \_\_\_\_\_

Indicate percentage fee for self-performed work accomplished with your own work forces  
% \_\_\_\_\_

Please list areas that you would like to self-perform (if applicable)

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**REIMBURSABLE COSTS** (provide monthly costs)

Project Manager \$ \_\_\_\_\_

Project Coordinator \$ \_\_\_\_\_

On-Site Project Superintendant (full time) \$ \_\_\_\_\_

On-Site Project Engineer/Asst. Supt. \$ \_\_\_\_\_

Safety Personnel \$ \_\_\_\_\_

Other Home Office Personnel(not in fee) \$ \_\_\_\_\_

Other Home Office Personnel(not in fee) \$ \_\_\_\_\_

Other Home Office Personnel(not in fee) \$ \_\_\_\_\_

Office Trailer \$ \_\_\_\_\_

Office Supplies \$ \_\_\_\_\_

Printing and Copying \$ \_\_\_\_\_

Postage and Express Service \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Fax Machine \$ \_\_\_\_\_

Computer \$ \_\_\_\_\_

Mobilization/Demobilization \$ \_\_\_\_\_

Others (Please list) \$ \_\_\_\_\_

TOTAL MONTHLY REIMBURSABLE COST \$ \_\_\_\_\_