

# Request for Proposal

## School Facilities Assessment

Return Completed Proposal To:

Marcellus Community Schools  
Attn: Scott Thomas  
305 W. Arbor St.  
Marcellus, MI 49067

By: 2:00pm January 6, 2011

## **INTRODUCTION**

The Marcellus Community Schools (the District) is soliciting written proposals from qualified and experienced firms to provide a comprehensive assessment of all District facilities.

This plan shall address the maintenance, renovation, addition, and building replacement needs through capital improvement over the next two to ten years. In addition the plan shall address energy conservation improvements and building consolidation feasibility.

## **BACKGROUND**

The District has a population of approximately 900 students and has buildings that sit on 3 properties. One property serves as the site for our middle school building, one property serves as the site for our alternative education building and the other site serves as a campus setting for our elementary building, high school building, administration building and transportation/operations facility.

The ages of the facilities span over 77 years. The oldest is our middle school, which was built in 1933 and renovated in 1997. The next oldest is our Volinia Outcome alternative school built in 1950 and a gym/cafeteria was added in 2002. These two buildings sit on separate sites some 8 miles apart. The other two buildings occupy the same site location. They are the high school built in 1967 and an office and four classrooms were renovated in 2002, and our elementary building built in 1957 and 6 classrooms were added in 1997. The School facilities total over 180,000 square feet.

Current grade structures at our buildings are:

Elementary K-4  
Middle School 5-8  
High School 9-12  
Alternative Education 7-12

In May 2010, District voters approved a five year 1.25 sinking fund millage

This plan will be a valuable tool in future decision-making processes such as future Bond issue requests and allocation of the sinking fund millage recently passed. **This is not Bond Planning and the District reserves the right for a future request for architectural services for any potential bond issue.**

**It is the objective of the District 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.**

**SCOPE OF SERVICES AND TIMELINE**

The selected Consultant must have the demonstrated qualifications and experience to assist the District in realizing the maximum benefits of a facilities assessment.

Scope of services shall include, but not be limited to, the following:

1. Conduct facility inspection/assessment walk-throughs with District staff of each site.
2. Determine student capacity for each building by grade level utilizing class size and enrollment projections provided.
3. Assess 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.
4. Develop practical and realistic recommendations with budgets by year for maintenance, renovations and additions, based on condition assessments, life-cycle analysis, safety and regulatory considerations, space considerations, energy improvements and educational facility standards.
5. Recommend prioritization of needs.
6. Prepare draft reports and preliminary recommendations for the Board of Education no later than April 2011.

**PROPOSAL SUBMISSION PROCEDURES**

1. Written proposals in response to this RFP will be accepted at the Business Office of the Administration, Marcellus Community Schools, 305 W. Arbor St., Marcellus, Michigan 49067, **until 2:00 p.m. (EST), Thursday, January 6, 2011.**
2. Submittals shall include one (1) original and two (2) 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: Scott Thomas, Business Manager
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. There will be no pre-proposal meeting. Questions or clarification on this proposal request will be limited to phone calls or electronic mail to Scott Thomas, Business Manager at 269.876.0996 or [sthomas@cassopolis.org](mailto:sthomas@cassopolis.org). Addendums, if necessary, will be distributed to all interested parties and therefore all questions should be submitted by the end of the business day on Wednesday, December 22<sup>nd</sup>.