

Shamokin Area School District

Request for Sealed Proposal

RFP – Community Wellness and Athletic Center Feasibility Study

Shamokin Area School District is accepting sealed proposals from qualified vendors for a Community Wellness and Athletic Center Feasibility Study. Sealed proposals will be received no later than Tuesday, February 12, 2019 at 2:00 pm at the Shamokin Area School District Superintendent's Office, 2000 West State Street, Coal Township, PA 17866. Proposals received after the above date and time, or in any other location will not be considered.

The informational pre-proposal meeting will be at the Shamokin Area School District Board Room. The address for this meeting is 2000 West State Street, Coal Township, PA 17866.

Timeline

Informational pre-proposal meeting (on-site visit) - Mandatory

Thursday, January 17, 2019 at 1:30 pm

RSVP: mkomara@indians.k12.pa.us

In case of inclement weather, it will be rescheduled to Wednesday, January 23, 2019 at 1:30 pm.

Any changes/clarifications to RFP will be posted after the informational pre-proposal meeting on the district's webpage, www.indians.k12.pa.us by January 21 (if inclement weather and meeting was rescheduled then January 25).

It is the responsibility of the vendor to check Shamokin Area School District's website for any/all addenda.

Sealed bids due on February 12, 2019 at 2:00 pm.

Open sealed bids on February 12, 2019 at 2:30 pm.

Shamokin Area School District reserves the right to reject any or all bids. Only responsive bids that are determined to meet the requirements and criteria set forth by Shamokin Area School District will be considered. Tentatively, the school board will *make a decision* on the feasibility study at the *February School Board Meeting*.

I. Purpose

- A. The Shamokin Area School District Board of Education is seeking a firm/consultant to undertake a School Feasibility Study of the existing Shamokin Area School District facilities specific to all outdoor athletic fields, stadium and track complex, nature trail, playgrounds, swimming pool, and indoor gymnasiums.
- B. This study shall be in sufficient detail to provide information that will comply with the applicable Pennsylvania Department of Education standards for such studies.
- C. This study shall be in sufficient detail to provide information that will assist with applying for grants.

II. Background and Intent

- A. The Shamokin Area School District provides public education for approximately 2,500 students. The district consists of three buildings which house the elementary, intermediate, and middle school/high school complex.
- B. The intent of this request is to select and retain a firm/consultant to develop a plan to replace inadequate and outdated facilities resulting in a community wellness and athletic center. The scope of services for this project is limited to performing a needs assessment and feasibility of a center, as well as the recommended replacements and amenities to include in such a facility and how the center may be funded and operated. The primary components of this study will include: public input and needs assessment; facility concepts; funding and partnership assessment; and construction/replacement and operation costs. The plan will guide the Board of Education in producing a master plan for additions, consolidations, or new construction, over the next 5 years to create a community wellness and athletic center. Please provide a lump sum proposal fee. All fees presented are subject to negotiation.

III. SERVICES TO BE PROVIDED BY THE CONSULTANT

The consultant shall assemble a team of specialists to provide the following:

A. Public Input and Needs Assessment

Engage the community and conduct necessary research and analysis to identify and evaluate the community need for a community wellness and athletic center with indoor aquatics. Engagement should include at least three of the items below but not limited to:

- a. The creation of a citizen tasks force that will be able to oversee and monitor the community meetings.
- b. A minimum of two (2) focus group/stakeholder meetings.
- c. A survey distributed to the citizens of the Shamokin Area School District.
- d. Open House, a minimum of two (2) total
- e. Other engagement activities as proposed and/or recommended

B. Facility Concepts

Determine several scoping options regarding facility and program scope, size, features, and amenities, and prepare an initial cost estimate for each option, broken down by facility features and amenities. Include a depth analysis of each facilities physical condition including useful life. These concepts should focus on the following facilities:

- a. Indoor Pool
- b. Stadium field and track and buildings located within
- c. Athletic fields: soccer, baseball, softball
- d. Nature Trail
- e. Playgrounds
- f. Indoor gymnasiums

C. Funding and Partnership Assessment

- a. Assess partnership opportunities, including identification of collaborative partners in the public, private and not-for-profit sectors, and how such partnerships impact the funding and operation of a community wellness and athletic center.
- b. Recommend and detail possible funding mechanisms and partnerships to renovate, build, operate and maintain our center.

D. Costs associated with Replacing Inadequate and Outdated Facilities and Operation Costs

- a. Estimate cost to replace inadequate and outdated facilities to develop a community wellness and athletic center.
- b. Prepare an operating pro forma detailing anticipated operational and maintenance issues and costs.

Proposal Requirements

A. Statement of qualification and Experience shall be submitted to:

Karen Colangelo, Business Manager
Shamokin Area School District
2000 West State Street
Coal Township, PA 17866

B. Submit 20 copies

C. Proposal shall be submitted no later than **2 pm on February 12, 2019**

D. The submittal shall include:

1. Name of Firm, Address of Firm, Telephone Number & Fax Number of Firm. Name and Title of Contact Person and Names of Officers in the Firm.
2. Firm Profile: Provide a brief overview of your firm including the number of years your firm has been providing architectural/engineering services and experience with Facilities Feasibility studies, as well as other work performed.
3. Consultants: Identify and provide information on consultants that would be engaged as part of the project team.

4. School District Clients: Provide a list of school districts for which “the firm” has completed similar feasibility studies. *Of particular interest would be those districts facing similar challenges of limited funds and inadequate facilities for educational program and community outreach.*
 5. Community Wellness and Athletic Center : Provide and a list of similar projects designed by the firm. Include dates and project costs.
 6. Experience: Provide a statement of experience regarding the Pennsylvania Department of Education’s PlanCon Process and assistance with grant applications.
 7. Resumes: Provide resumes of the key personnel that will be assigned to the project. Include educational background, experience and a list of similar studies and a list of school projects for which the individual has experience.
 8. Time Frame: Provide an estimate of the time that will be required to complete the feasibility study.
 9. Compensation: Provide an estimate of compensation expected to complete the study along with a list of reimbursable expenses. (The district would prefer to see an hourly rate with a “not to exceed” amount attached.)
 10. Brief summary/report detailing how your firm will meet the goals of the services being requested by the district.
- E. Based on an evaluation of the proposal, the district reserves the right to invite a short lists of the vendors for an interview if necessary. Final scoping and price negotiations will be initiated with the firm that is considered to be the most qualified following the interview.

IV. **GENERAL CONDITIONS**

The Shamokin Area School District is not responsible for any costs incurred by the proposing firm in responding to these terms. Shamokin Area School District reserves the right to cancel this request for Statements of Qualification and experience and the proposal process or to reject any and all Statements of Qualifications and Experience submitted as well as to waive any information as is determined to be in the best interest of the Shamokin Area School District. The Shamokin Area School District shall not be legally bound until such time as an agreement in writing is executed by both the proposing firm and the Shamokin Area School District.