



Introduction

The Beaver Dam Unified School District is seeking proposals for Construction Management services from qualified firms. The District is exploring construction and renovation projects and is looking to partner with a Construction Manager to provide expertise throughout all phases of the projects.

The District seeks a Construction Manager to provide support for two main components of this RFP:

1. Pre-Referendum Planning, Project Cost Estimating, etc.
2. Post-Referendum Construction Management*

Minimum Qualifications

Consideration for awarding the contract will be limited to those firms that specialize in, or have a division/department dedicated to, K-12 public education projects and have participated in at least three such processes for K-12 public education institutions resulting in projects of ten million dollars (\$10,000,000) or more within the last three (3) years.

Background/Overview

The Beaver Dam Unified School District is located in Dodge County, approximately 30 miles northeast of Madison on US Hwy 151. The District serves approximately 3,200 students in grades 4K-12. District buildings currently include a district office, one high school (grades 9-12), one middle school (grades 6-8), and five elementary schools (grades K-5).

The Beaver Dam Middle Schools, located at 108 Fourth Street in Beaver Dam, has an enrollment of 670 students. Originally constructed in 1921, the current middle school initially served as the district's high school until the current high school was built in 1957. There have been additions to the middle school in 1989 and 1998. It currently is approximately 140,914 square feet and is located on a site of 4.8 acres.

Washington Elementary School, located at 600 Grove Street in Beaver Dam, was built in 1949 and is approximately 52,474 square feet. The school currently serves grades 5K through grade 5, and there are two sections per grade.

Wilson Elementary School, located at 405 West Third Street in Beaver Dam, was built in 1959 and is approximately 35,874 square feet. The school currently serves grades 4K through grade 5, and there is one section per grade.

The District's Board of Education adopted its initial 5-year facility plan in 2019 and it updates that plan annually. In order to inform that plan, the District conducted a facilities and educational adequacy assessment in 2022 focused on the Beaver Dam Middle School (BDMS) and two elementary schools, Washington and Wilson. The findings of that assessment suggest a need for significant financial investments at the middle school and an opportunity to improve instructional delivery and efficiency at the elementary level. In February 2023, the Board approved the updated facility plan, which includes exploring the prospect of a new middle school; renovations/upgrades at Washington Elementary School in order to accommodate the students who currently reside within the Wilson Elementary boundaries; and shifting the use of Wilson Elementary school from a traditional elementary school to a community early learning/child care site. Acknowledging that the District does not have the financial resources to accomplish large-scale capital projects within its existing budget, the District is considering a potential capital referendum in order to achieve its objectives.

Scope of Services

The selected Construction Manager will support the BDUSD with the following:

- Proposal and presentation of a cost-effective comprehensive construction/renovation plan that considers and prioritizes the needs of students and staff, the facility parameters of the School Board, local and state statutes, and taxpayer impact.
- When the District has identified the project requirements and the Architect has prepared other initial design criteria, the Construction Manager shall prepare for review and approval of the District a preliminary cost estimate utilizing standard estimating techniques.
- Using schematic design documents prepared by the Architect, the Construction Manager shall prepare for the review and approval of the District, a more detailed estimate with supporting data. During the preparation of the design development documents, the Construction Manager shall update and refine this estimate at appropriate intervals as instructed by the District. If any estimate submitted to the District exceeds previously approved estimates or the District's budget, the Construction Manager shall make appropriate recommendations to the District.
- The Construction Manager shall seek to develop subcontractor interest in the project and shall furnish to the District and Architect, for their information, a list of possible subcontractors, including suppliers who are to furnish materials or equipment fabricated to a special design, from whom proposals will be requested for each principal portion of the construction work. The District will respond in writing to the Construction Manager if the Architect or District knows of any object to such subcontractor or supplier.
- The Construction Manager is expected to make presentations to the Board of Education and other community groups regarding the project throughout the planning and building process as necessary.
- The Construction Manager shall prepare, and update as necessary, a construction schedule for the District's review and approval, ensuring that the project will be completed on time and all deadlines are met.

*Post-referendum work is contingent upon the successful passage of a referendum

- The Construction Manager is responsible for the management of the construction/renovation phase, including but not limited to: managing/coordinating all construction activities, ensuring site and safety control, managing subcontracts, preparing punch lists, assisting with purchasing or materials, providing project and financial updates, maintaining records as needed by the District, submitting warranties/guarantees as applicable, etc.*
- The Construction Manager is expected to ensure that the total project cost stays within the budget approved by the voters and the Board of Education.*

Timeline

April 10, 2023	Issue RFP
April 17, 2023	Pre-proposal meeting and walkthrough
April 24, 2023	RFP responses due at 12 pm
Week of May 1, 2023	District to interview finalists
May 8, 2023	Selected firm presented to the Board for approval

A pre-proposal meeting and walkthrough will be held on Monday, April 17, 2023 at 3:30 pm starting at the District's Education Service Center, 400 E. Burnett St. in Beaver Dam, WI. The meeting is not mandatory, but any firms interested in attending should email malkovicha@bdusd.org in case there are any changes to either time or location.

Proposal Requirements

Respondents to this RFP shall include the following minimum information in their proposal:

A. *Cover Letter*

1. Include firm name, business address, telephone number, e-mail address, and contact person.
2. Indicate why your firm should be selected for this project.

B. *Firm Profile*

1. General qualifications: describe the general qualifications of the firm(s).
2. Special qualifications: describe any special or unique qualifications of the firm(s) as they relate to the scope of the proposed projects.

C. *Proposed Project Team*

1. List the specific personnel proposed for the project team and submit resumes demonstrating relevant experience of key personnel. Specify the role of each key staff member in the project.
2. Name, address and brief description of any sub consultants that may be employed as partners on this project. Include length of existing relationship and possible names of representatives who would work on this project.

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D. *K-12 Education Experience*

Provide a list of clients, including name, address, contact person and telephone number for whom similar or related services have been provided within the last five years. Include a short description of the project(s), the name of the lead consultant(s), and other staff members that were assigned and their role(s) in the project. Special emphasis should be placed on projects similar in scope and size to the ones being considered.

E. *Proposal Response*

Respondents to this RFP shall include information related to the following:

1. **Pre-Referendum:** Describe how the firm would assist the District with the referendum process. Proposals should include specific examples of strategies or services that the firm has used to engage stakeholder groups, communicate with the community, and gain public acceptance of projects. **Include a list of referendum success/failures for the past five years and the Architect with whom you worked for each referendum.**
2. **Post-Referendum:** Describe your value as a construction firm, including your workplace safety record and practices, ability to self-perform work, methods for obtaining multiple qualified bids for subcontracted work, ability to stay on schedule for project completion, and ability to keep final project costs within pre-referendum cost estimates.

F. *Fee Proposal*

Provide a fee proposal for both of the following:

1. Pre-Referendum Planning, Project Cost Estimating, etc.

Fees shall include all meetings needed to successfully complete this project and ALL related reimbursable costs, including all sub-contracted vendors.

2. Post-Referendum Construction Management*

Please provide a fee based on cost ranges for both new construction and renovations. If applicable, specify all reimbursable expenses, additional services, and/or additional fees not included in this proposal

Construction Cost Range	New Construction	Renovations/Additions
\$0 - \$5,000,000		
\$5,000,001 - \$10,000,000		
\$10,000,001 - \$25,000,000		
\$25,000,001 - \$50,000,000		
\$50,000,001 - \$75,000,000		
\$75,000,001 - \$100,000,000		

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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:

- Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP
- Prior experience, qualifications, references, and past performance
- Experience with / expertise in K-12 school projects generally, and middle school projects specifically
- Fee Proposal/Cost: Overall fee / billing rates

The Beaver Dam Unified School District will award the contract to the construction firm that it believes is best-qualified to meet the needs of the District, which is not necessarily the lowest-cost proposal. This RFP shall not, in any manner, be construed to be an obligation on the District to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

Submission Requirements

All responses to this RFP shall be received by Monday, April 24, 2023 at 12 pm. Proposals received after the stated date and time will not be considered. Each firm submitting a proposal must submit three copies and the package should be clearly labeled "Construction Management Proposal." Proposals should be delivered to:

Anne-Marie Malkovich, Director of Business Services,
Beaver Dam Unified School District
400 E. Burnett St.
Beaver Dam, WI 53916

In addition to the physical copies, each firm should send an electronic copy of the proposal, in PDF format, to malkovicha@bdusd.org. All proposals will become the property of the Beaver Dam Unified School District.