

Hortonville Area School District - Request for Proposal Preliminary Design and Budget Estimate for a District Technical Education Facility

Description of Project - The Hortonville Area School District is requesting consulting services to provide preliminary design and budget information on the remodeling of existing technical education facilities which may include additional space for future programs. This information will be used by the Hortonville School Board for future planning needs. At this time, no funds have been allocated to a building project of this nature.

Scope of Services -

1. Review client's needs, goals, and priorities for a new technical education facility. This will include as many meetings as necessary with District staff potentially including: Heidi Schmidt, Scott Colantonio, Bob McIntosh, Chris Hansen, Dave Wuebben, Garry Beck, Jeff Lebeck, Luke Koehler, Bob Pruchnofski, Joel Newcomb, Tim Diestler, Ben Dumke, Patrick Armstrong, and potentially a sample of students and business partners.
2. Evaluate owners existing facilities in relation to a new facility.
3. Jointly determine the square footage requirement of three facility options defined by prioritized technical education programs and related needs within this facility. The three options may range from:
 1. Plan using existing space with no additional external construction (stay within current physical walls),
 2. Plan using existing space with minor addition of external construction (expand within nearby available space),
 3. Plan using existing space with major addition of external construction (expand beyond nearby available space).
4. Discuss and make recommendations to District staff on appropriate building materials, type of construction, and energy efficient building materials or equipment for each of the three options (current space, minor expansion, major expansion).
5. Develop three concept floor plans (current space, minor expansion, major expansion) based on the space needs analysis and long range plans. Review the plan with District staff.
6. Provide a new technical education facility budget estimates for all three plans (current space, minor expansion, major expansion) based on developed criteria, phased stages of construction, and program locations aligned with all shared district facilities plans (i.e., other district construction plans).
7. Provide a drawing of exterior building elevations indicating materials and construction type.
8. Provide a recommendation for the amount of space needed for classrooms and shops based on prioritized program needs.
9. Provide site work estimated budgets for three options (current space, minor expansion, major expansion) based upon reasonable assumptions. This would include defining space requirements for industry standard technical education program classrooms and lab areas.
10. Develop and provide a sample project timeline/calendar of events based upon past projects.

Required Upon Completion -

1. Three concept floor plans (current space, minor expansion, major expansion)
2. Three technical education facility budgets (current space, minor expansion, major expansion)
3. Three example drawings of new technical education facilities interior and/or exterior (current space, minor expansion, major expansion)
4. Recommendation of required space
5. Estimated site work budget

Compensation - Interested individuals should provide a proposed lump sum fee or a not to exceed total fee.

Hortonville Area School District reserves the right to reject any or all proposals. Hortonville Area School District reserves the right to select the proposal that offers the best overall benefit to the school system. Hortonville Area School District reserves the right to select the order date and the delivery date. Price is the primary consideration but not the only consideration.

Nothing in this proposal shall obligate the Hortonville Area School District to compensate any vendor for their efforts.

Schedule and Response –

1. If interested please complete and return your proposal by 12:00 p.m., January 13, 2011 to the attention of Scott Colantonio, Director of Technology, Hortonville Area School District, P.O. Box 70, 246 N. Olk Street, Hortonville, WI 54944. Your sealed envelope should be marked: Consulting Services Proposal. Your proposal letter should include a contact name, the company, address, phone and email contact information.
2. Proposals will be reviewed and acted on by Monday, January 24, 2011 (if not sooner) as defined by school board procedures.
3. All work should be completed and provided to the District by February 28, 2011.

References - Please provide references from at least (3) sources for whom you have done similar work.

District Contacts – Scott Colantonio, Director of Technology, 920-779-7900, ext. 16123.

Thank you for your interest in this project. Questions about this request can be addressed to Scott Colantonio.