



Information Pertaining to Facility Upgrades and Repairs for:



Unified School District #292 – Wheatland Public Schools  
Grainfield, Kansas

## **Request for Proposal Construction Manager/General Contractor**

Issue Date: October 13, 2020  
Letter of Intent Due Date: October 22, 2020  
Proposal Due Date: November 2, 2020 Electronic  
November 4, 2020 Bound

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## **I) Introduction:**

### District Overview:

The Wheatland Unified School District #292 is very small and very rural. The district is located in Gove county in northwest Kansas, serving the communities of Grainfield, Gove and Park. The district covers 432 square miles and consistently has an enrollment of approximately 100-110 students in grades K-12. Due to the low enrollment of the district and the associated lack of financial resources, Wheatland participates in an academic cooperative agreement with the Grinnell Unified School District #291. Through this partnership all students from both districts in grades 5-8 attend Grinnell Middle School and all students in grades 9-12 from both districts attend Wheatland High School. The cooperative agreement is now in its 14<sup>th</sup> year and continues to benefit the students and communities of both districts.

The Wheatland school district operates two buildings. Wheatland Elementary School (WES) houses Pre-Kindergarten through fourth grade. Wheatland High School (WHS) serves students in grades 9-12.

### Description of Needs:

This project is being developed because of several serious issues in need of attention in the immediate future. Each of the issues could be considered as stand-alone projects to be completed over the next several years. Unfortunately, the current circumstances will not allow for stretching needed repairs/replacements over time. Because the district has multiple immediate needs, it will be seeking financial assistance through a lease-purchase or similar program.

The WES building is made up of two wings built many years apart. The south wing opened in 1931 and the north wing opened in 1963. Each wing has a dedicated boiler to provide heat. The south wing has a steam boiler with radiators in classrooms and the hall. The north wing has a hot water boiler with convectors in classrooms and the hallway. All rooms in the building (except for the gym) are cooled with window air conditioners.

The WHS building is well designed and constructed and has been well maintained over the years. However, it is over fifty years old and has issues needing addressed. The HVAC systems need attention. The boiler is original equipment and past its expected life of service many years ago. The WHS building has air conditioning throughout and is cooled by circulating cold water. The air conditioning system is currently only capable of running at half capacity due to compressor failures. The high school building also has a serious problem with a portion of the roof. Core



samples were recently taken and indicated moisture in the roofing materials reaching all the way to the deck.

Lighting throughout the district has also been identified as an item the Board of Education wants upgraded. Nearly all interior lighting in the district is fluorescent using T-12 bulbs. By switching to LED or similar lighting the district would reduce costs for electricity and maintenance while improving the educational environment for students.

#### Purpose of Request for Proposal:

The primary goal of this RFP is to identify and solicit competent, reputable and professional construction management/general contractor (CM/GC) services to assist in the development of a scope of work that improves the learning environment in a cost-effective manner. The USD #292 Board of Education believes that the needs of the district will be best met by contracting with one firm that will provide oversight in the development and execution of a project plan that is in the long-term best interest of the district and the communities being served.

#### Overview of the Project:

The Board of Education and administration of USD #292 have identified priorities deemed necessary to address within the scope of this project:

1. Repair/Replace roughly the north 1/3 of the Wheatland High School roof, equaling approximately 7000 square feet.
2. Repair/Replace air conditioning and any other associated systems at Wheatland High School.
3. Replace current fluorescent lighting with LED or similar high efficiency lighting at Wheatland Elementary School and Wheatland High School. New lighting shall meet or exceed current standards/codes related to lumens in an educational setting.
4. Replace and remove existing boiler at Wheatland High School with 2 high efficiency boilers to equal 1 million BTU.
5. Replace HVAC Controls to increase efficiency and comfort in all areas of the building(s) where feasible.
6. Replace outdated intercom system at Wheatland High School utilizing the existing phone system to the extent practical and feasible.



7. Replace existing window air conditioners with splits for cooling where practical and feasible.

Rationale for CM/GC Delivery:

The decision to seek CM/GC service is based on a desire to partner with one firm that will work with the Board of Education and the administration to meet the needs of the district in a manner that is efficient and cost effective. The involvement of the CM/GC throughout the project from the development of a scope of work to completion will provide for a successful and efficient effort. The CM/GC will advise the district on the best way to organize and sequence the work to reduce the impact on the standard operations of the building(s), the community and the environment.

## **II) Requirements**

General Submission Information:

Submit RFP response electronically (email) in PDF format to [gkraus@thunderhawks.org](mailto:gkraus@thunderhawks.org) with the subject line: "Response to USD #292 RFP." Also attach company profile, resume or other pertinent information. Company name shall be clearly seen in the body of the email.

Submit seven (7) bound copies of the RFP response for board member review. Bound copies shall be mailed, shipped, or delivered to:

Wheatland Unified School District #292  
2920 K-Hwy 23  
PO Box 165  
Grainfield, KS 67737

Electronic submission must be received by 3:00 pm on Friday, October 2. Bound copies must be received by the end of business on Monday October 5.

Requests for extension of deadline will not be granted.

RFP Response Format/Contents:

To facilitate an evaluation process that best meets the needs of the district and aids in the selection of the firm in which to form a partnership to meet the long-term facility needs.

Proposals should be prepared in a simple and straightforward manner with a concise description of the firm's abilities to meet the requirements of the RFP. The reviewers of the responses want proposals that are accurate, clear, and complete.



Submissions shall include at minimum:

1. An introduction and overview of the proposal. Include experience in assisting clients secure project funding.
2. Provide a summary of the firm's qualifications and experiences providing CM/GC services relating to the described project. Provide a statement verifying firm will meet and comply with all Kansas laws and regulations applicable to the proposed project. (bond, insurance, etc.) Submitting firms be capable of providing a public works bond in accordance with K.S.A. [60-1111](#).
3. Description of project approach, including timelines, project management and oversight of sub-contractors (if any). Review interpretation of the scope of work and identify any aspect that may require special attention. Identify any special elements in the scope of work the district may have overlooked.
4. Provide a schedule of work with sufficient detail so all parties understand the timing and sequence of the project elements.
5. Provide a draft/sample project development agreement.
6. Provide an estimate of fees to accomplish the scope of work defined in your proposal. This shall be submitted along with bound copies in a separate envelope labeled "Confidential Information."

### **III) Selection Criteria:**

The Wheatland USD #292 Board of Education will adhere to all statutes and regulations of the State of Kansas pertaining to the "Competitive Bidding" process as outlined in K.S.A. 72-1151.

#### Evaluation Criteria

1. Technical content,
2. Company background and experience,
3. Adequacy and completeness of proposal,
4. Project cost and fee schedule,
5. Ability to assist district in obtaining financing,
6. References (minimum of 2)



Evaluation Scoring:

1. Format, content, and completeness of proposal ..... 15%
2. Company history, experience, and reputation (references) ..... 20%
3. Ability to assist with funding ..... 25%
4. Projected cost and fees **OR**  
Prior working relationship with the district ..... 40%
5. The district reserves the right to reject any and/or all bids received.

**IV) Projected Timeline**

1. Advertise and Issue Request for Proposal ..... October 13, 2020
2. “Letter of Intent” due date ..... October 22, 2020
  - a. Submit by email to [gkraus@thunderhawks.org](mailto:gkraus@thunderhawks.org)
  - b. Subject Line: “Inclusion on List of Interested Parties”
3. RFP/Project questions or clarifications ..... October 26, 2020
4. RFP Addendum Issued (if needed) ..... October 29, 2020
  - a. Will be sent to all parties that submitted “Letter of Intent”
  - b. Will be sent via email address on file.
  - c. Based primarily on questions and clarifications received
  - d. May be result of change in circumstances
5. Proposal Submission (electronic) ..... November 2, 2020
6. Submission of Bound Copies ..... November 4, 2020
  - a. This will include a sealed envelope labeled “Confidential Information” containing cost and/or fee information.
7. USD 292 Board of Education meeting ..... November 9, 2020
  - a. Board intent will be to select one firm and an alternate to contract with **OR**
  - b. Create a short list of no more than three firms and schedule follow up interviews.



## V) Processes

1. The Letter of Intent shall include:
  - Company Name
  - Point of Contact Name
  - Email address
  - Mailing Address
  - Phone number(s) – best and a secondary
2. Submit any procedural or technical questions pertaining to this RFP by email to [gkraus@thunderhawks.org](mailto:gkraus@thunderhawks.org) with clear reference to the RFP in the subject line. Please no phone calls. The district Superintendent will reach out to the companies point of contact if necessary for clear communication.
3. All inquiries, questions, or clarifications related to the project must be made through the Superintendent of Schools using the email address above. **DO NOT** contact members of the Board of Education.
4. Provide at least two current or past clients as references. Include contact information and an overview of the contracted projects Provide evidence of working with public schools if possible.
5. A list of comparable projects with similar scope and size will be beneficial to proposal reviewers.
6. The selected firm will provide verification of complying with statutory requirements (bonding, insurance, etc.)
7. It will be the responsibility of the CM/GC to hire and coordinate with necessary sub-contractors (if any).
8. All interested parties shall make themselves available for phone calls after 7:30 PM on Monday, November 9 to answer questions that might arise while the Board meets. (Although this will be an open meeting, it is requested that points of contact not come to the meeting unannounced. We will utilize social distancing guidelines and space is limited.)