



New Albany-Floyd County
Consolidated School
Corporation

Request For Qualifications
Master Facility Planning
November 17th, 2023

This is a Request for Qualification and Information (“RFQ”) issued by NEW ALBANY-FLOYD COUNTY CONSOLIDATED SCHOOL CORPORATION (“NAFCS”).

NAFCS is seeking a professional consulting firm to perform a facilities audit to assess the utilization of space and develop a master plan to support the educational needs of our learners in coordination with the District's goals and vision. The study shall include:

- A. Working with District leaders to identify current space utilization and future needs based on educational goals.
- B. Hold focus group meetings with staff, students, parents and the community for input into the plan.
- C. Review of prior plans.
- D. Develop a ten (10) year Master Plan with recommendations to 1.) solve any problems identified or areas requiring improvement, 2.) more effectively and efficiently utilize the existing space in the District, and 3.) any actions required to right-size the District including, but not limited to, building renovations, modifications and/or construction, alternative facility usage and configuration with student placement structure to meet future projected population and educational needs.

The following schools and support buildings will be included in the study:

Schools

Floyd Central High School	477,949 sqft+/-
New Albany High School	473,889 sqft+/-
Prosser Career Education Center	153,000 sqft+/-
Hazelwood Middle School	199,738 sqft+/-
Highland Hills Middle School	274,959 sqft+/-
Scribner Middle School	192,652 sqft+/-
Fairmont Elementary School	73,030 sqft+/-
Floyds Knobs Elementary School	97,354 sqft+/-
Georgetown Elementary School	103,707 sqft+/-
Grant Line Elementary School	74,766 sqft+/-
Green Valley Elementary School	87,000 sqft+/-
Greenville Elementary School	74,106 sqft+/-
Mt. Tabor Elementary School	107,216 sqft+/-
S. Ellen Jones Elementary School	62,965 sqft+/-
Slate Run Elementary School	84,000 sqft+/-

Support Buildings

Administrative Services Center	29,174 sqft+/-
Facilities Service Center	12,000 sqft+/-
Education Support Center	54,041 sqft+/-
Transportation Center	17,400 sqft+/-

Property information regarding each school building location can be researching using <https://www.google.com/maps/@38.2949164,-85.8178939,15z?hl=en>

NAFCS is issuing this RFQ to explore future selection and use of an appropriate qualified provider. This RFQ is intended to publicize the possible, future availability of contracting opportunities for a qualified provider for services described herein. NAFCS creates no obligation, expressed or implied, by issuing this RFQ or by receipt of any submissions pursuant hereto. The award of any contract(s) as a result of this RFQ shall be at the sole discretion of NAFCS and subject to available funding. Neither this RFQ nor any proposal submitted in response hereto is to be construed as a legal offer. No contract will be awarded without further discussion and negotiation with the responding firms or until after the issuance of a competitive bid, RFP, and/or School board award. NAFCS will not be responsible for any expenses incurred by any firm in preparing and submitting information responding to this request.

CONFIDENTIAL INFORMATION

Unless marked and treated as confidential under IN public record laws, potential offerors are advised materials contained in their proposals are subject to the Indiana Public Records Act (e.g. Ind. Code § 5-14-3 et. seq.), and after the execution of any contract, may be viewed and/or copied by any member of the public, including news agencies and competitors.

SCOPE OF POTENTIAL WORK

Develop a ten (10) year master plan of our facilities based on present and future educational needs of the New Albany-Floyd County Consolidated School Corporation. Factors to be considered include the review of prior work and reports, the District goals, vision and promise, and current proven best practices. The assessment will include discussions on educational programs and a definition of the problem as evidenced by a comparison of future enrollments and planned capacities. The plan will also incorporate the costs contained in the Facilities Improvement Plan on file with the District.

The final step will then be to evaluate the plan with the following long range planning criteria (degree of solution, program impact, future flexibility, and financial feasibility), and determine a recommended master plan.

The product of this study will serve as a basis for future building renovations, modifications and/or construction, alternative facility usage and configuration with student placement structure to meet future projected population and educational needs. It will provide needed background data for architects in the design phase of any work that may subsequently be pursued.

The study will include the following:

- A. Educational Programs** - Attention will be given to the present educational program of the New Albany-Floyd County Consolidated School Corporation as well as to proposed educational plans for the future.
- B. School Facilities** - The study will determine the current and planned operational

capacities of each school building and identify deficiencies which may have an impact on the educational program of the District in terms of current and future planning. Tasks shall include:

- i. Identify and assess instructional and classroom space for both regular and special education populations, including pre-school.
- ii. Perform a utilization evaluation of existing space of each room including the evaluation of operational processes and systems.
- iii. Perform a classroom condition assessment to identify how components in each room work to support the program (i.e. outlets, data and technology, security, lighting, etc.).
- iv. Identify areas of flexible space.
- v. Assess scheduling as it relates to room utilization.
- vi. Identify any auxiliary instructional spaces which may be available.
- vii. Identify and categorize existing and planned space for special uses (art, music, ECAs, etc.).
- viii. Assess the program needs of the grounds adjacent to each school building.
- ix. Identify and assess instructional staff, support staff and administrative work spaces.
- x. Review cafeteria seating areas, library and health areas.
- xi. Note major infrastructure items that may affect continuing or expanded educational programming within a school.
- xii. Alert and protection systems.
- xiii. Proximity of shared spaces
- xiv. Corridor efficiency/supervision.
- xv. ADA compliance
- xvi. Restroom Proximity.

C. Review of Existing Plans -Review of existing plans pertinent to a successful Master Plan include but are not limited to the following:

- i. Facilities Condition Assessment
- ii. Facilities Study
- iii. Configuration with Student Placement Structure
- iv. Strategic Plan
- v. Curriculum Audit

D. Master Plan - Based upon the foregoing surveys and studies the plan must meet pertinent federal, state and local standards/policies and provide for adequate school facilities at each educational level. The plan shall reference:

- i. Accommodation of present/proposed educational programs
- ii. Degree of flexibility to accommodate unanticipated future conditions
- iii. Facility consolidation, modification, renovation, closure, construction, alternative use
- iv. Estimated costs (Planning, Design and Construction) including escalation of costs for any phased approach
- v. Cost/benefit analysis of each recommendation

- E. Community Input** - Opportunity for staff/student/parent/citizen input must be provided during the course of the project, particularly during the development of the master plan.

SCHEDULE

Services beginning January 15th, 2024 (Anticipated), during/before/after school events. Current School days and event calendar can be viewed at www.nafcs.k12.in.us

REQUIREMENTS

Minimum requirements of the qualified provider's team:

- Necessary federal/state/local licenses and training related to the services.
- Prior experience providing services for Districts of similar scope and size with IN public school emphasis.
- Staffing, experience, and knowledge capacity to perform services.
- Knowledge and/or experience with PK-12 School Construction.

TERMS

The qualified provider selected should anticipate executing a master facility plan contract for services with mandatory terms required under federal/state/local laws, regulations, ordinance, policies, and guidelines. Mandatory provisions will be similar to the template at <https://www.in.gov/idoa/files/2022-Professional-Services-Contract-Template.docx>

RFQ RESPONSES

Firms interested in providing these services to NAFCS should submit 1 printed copy and an electronic copy of the written proposal to Dr. Thomas Brillhart, New Albany Floyd County Consolidated Schools, 2813 Grant Line Rd, New Albany, IN 47150, and via email to tbrillhart@nafcs.org.

The following information shall be required in the RFQ:

- A. Name of firm, address, telephone, and date established.
- B. A statement of the consultant's understanding of the work to be done.
- C. A general profile of the firm, including location of the office from which the work will be done, typical firm projects and company history.
- D. Experience conducting school facilities type studies.
- E. Profiles of past and present similar projects representative of the work of the firm. (Include an example of such)
- F. Include an organization chart. The name and roles of individuals who will be consulting on this project. Include credentials, capabilities, past experience, a listing of projects similar to this project, and their education, experience and qualifications. (This information can be presented with resumes.)

- G. The response should include a statement of the philosophy of the company's approach to this project.
- H. The consultant's approach to the process with the school community and general community.
- I. The name, address, telephone number and email address of the contact person(s) for this proposal. The response should identify the key persons to be assigned to the project and include a statement of the availability and commitment level for each person which the offeror is willing to include in the contracting document.
- J. References for similar past projects. Include name and telephone number of owner. List last five (5) current and past school customers who can provide information about similar work your company has completed. *References are likely to be contacted*. Provide a list of financial references that can provide information about the company.
- K. Fee Proposal: Proposals may address pricing in any format including lump sum retainer, payment on an hourly basis, lump sum/not to exceed, hourly payment basis with an upset limit or combination of these and others providing attractive alternatives will also be considered.
- L. Provide a timeline from initiation of project to successful completion of the final report.
- M. Describe any disciplinary action, administration proceeding, professional liability claims or other like proceeding against you or your firm or any of its personnel, whether current or pending, as well as any such action, proceeding or claim occurring during the past five (5) years.
- N. Describe any actual or potential conflicts of interest that may exist in representing the NAFCS.
- O. Each respondent is responsible to assure that their proposal will provide the level of service outlined herein. Any deviation from such services must be clearly indicated in the proposal.
- O. Proposers are encouraged to provide any additional information about their services. firm, management structure, capabilities and any other information you believe would be pertinent to your proposal to assist the District in its review

Proposals must be received no later than 3:00 pm local time on Friday, December 8th, 2023. The outside of the envelope or email subject line should be clearly marked: "RESPONSE TO REQUEST FOR QUALIFICATION.....NAFCS MASTER FACILITY PLAN"

No more than one (1) response per company should be submitted. Each proposal should designate one person as the principal contact for the company. Following a review of the responses, some of the responding companies may be requested to make oral presentations. One question per day per

company regarding this RFQ may be submitted by email to tbrillhart@nafcs.org prior to Friday, December 1st, 2023. Responses to any understandable questions pertinent to the RFQ will only be responded to by email.

SELECTION PROCESS AND CRITERIA

An Evaluation Team selected by NAFCS will review all responses submitted timely in the following manner:

1. Each response will be evaluated based on the criteria listed below and this RFQ.
2. Based on results of the evaluation, a proposal(s) determined to be most advantageous to NAFCS, considering all of the evaluation criteria, may be selected by NAFCS for further exploration and action.

Responses will be evaluated based upon the documented ability of the proposer to satisfy NAFCS needs and the requirements of the RFQ in a cost-effective manner. Criteria considered includes but is not limited to:

1. Demonstrated experience and expertise in projects of similar scope and size. Please be specific on previous projects.
2. Please indicate your company's capacity to provide adequate performance for this project.
3. Experience and expertise with government requirements, particularly with respect to school projects.

THE RFQ SUBMITTAL TIMELINES IS AS FOLLOWS:

Friday, November 17, 2023	RFQ Release
Friday, November 24, 2023	RFQ Release (2 nd)
Friday, December 8 th , 2023	RFQ Responses due by 3:00 PM
Week of December 18 th , 2023	Anticipated Interviews
Monday, January 1 st , 2024	Anticipated selection committee final meeting/interview to determine Recommendation
Monday, January 8 th , 2024	Anticipated Recommendation to Board of School Trustees
Tuesday, January 9 th , 2024	Anticipated notification to selected vendor
Monday, January 15 th , 2024	Anticipated engagement begins

