



Request for Statement of Interest and Qualifications for:

**Facilities Assessment
Services & Master Plan
CCSD-SOIQ061324**

DUE DATE:

June 13, 2024

2:00 pm MDT

Project Overview

Services Requested

Cache County School District requests proposals from qualified professional architectural / engineering teams for comprehensive, quality, and value-based Facility Condition Assessment services as described in the Scope of Work sections. From this assessment, the successful team will also assist the District in developing a Master Plan to serve as the basis for planning future facility improvements. The services provided must meet the objectives described herein.

Statement of Licensure

Architectural firms and their employees, representatives, agents, consultants, sub-contractors, and sub-consultants shall comply with the license laws of the State of Utah.

Facilities to be Assessed

The Cache County School District intends that the assessment include the following existing facilities, which occupy an estimated 2,719,817 square feet; however, the School District reserves the right to add or remove buildings from this list.

Elementary Schools:

1. Birch Creek Elementary	675 W 220 N	Smithfield	68,393 Square Feet
2. Canyon Elementary	270 S 1300 E	Hyrum	67,873 Square Feet
3. Cedar Ridge Elementary	65 N 200 W	Hyde Park	88,340 Square Feet
4. Greenville Elementary	2450 N 400 E	North Logan	57,447 Square Feet
5. Heritage Elementary	925 W 3200 S	Nibley	70,031 Square Feet
6. Lewiston Elementary	181 S 200 E	Lewiston	64,091 Square Feet
7. Lincoln Elementary	90 S Center	Hyrum	61,900 Square Feet
8. Millville Elementary	67 S Main	Millville	57,460 Square Feet
9. Mountainside Elementary	235 E 125 N	Mendon	64,611 Square Feet
10. Nibley Elementary	2545 S 660 W	Nibley	57,887 Square Feet
11. North Park Elementary	2800 N 800 E	North Logan	58,952 Square Feet
12. Providence Elementary	91 E Center	Providence	64,025 Square Feet
13. River Heights Elementary	780 E 600 S	River Heights	59,679 Square Feet
14. Summit Elementary	80 W Center	Smithfield	68,002 Square Feet
15. Sunrise Elementary	225 S 455 E	Smithfield	67,041 Square Feet
16. Wellsville Elementary	525 N 200 W	Wellsville	73,586 Square Feet
17. White Pine Elementary	184 W 100 N	Richmond	64,386 Square Feet

Middle Schools:

18. Spring Creek Middle School	350 W 100 N	Providence	90,132 Square Feet
19. North Cache Middle School	157 W 600 S	Richmond	131,322 Square Feet
20. South Cache Middle School	10 S 480 W	Hyrum	135,470 Square Feet

High Schools:

21. Cache High	620 W 1200 N	Logan	17,514 Square Feet
22. Mountain Crest High School	255 S 800 E	Hyrum	296,830 Square Feet
23. Sky View High School	520 S 250 E	Smithfield	319,687 Square Feet
24. Ridgeline High School	180 N 300 W	Millville	261,645 Square Feet
25. Green Canyon High School	2960 N Wolf Pack Way	North Logan	258,487 Square Feet

Other:

26. District Office	84 E 2400 N	North Logan	32,400 Square Feet
27. Legacy Campus	2063 N 12020 E	North Logan	38,126 Square Feet
28. Maintenance & Transportation	1550 N 800 W	Logan	24,500 Square Feet

Facility Condition Assessment Objectives

- Provide a long-term plan to replace and/or remodel existing school buildings strategically.
- Provide a plan to strategically and efficiently maintain existing buildings.
- Help develop current and future budgets.
- Establish a justifiable foundation for the success of bond elections and future projects.

Base Services Scope of Work

Data Collection

The consultant will measure and report conditions for the following property elements:

- Site: grounds, utilities, paving systems, and playground facilities
- Exterior systems: roofs, walls, window systems, exterior doors, and structural/seismic components
- Interior systems: walls, doors, floors and ceilings
- Fire/life safety issues
- Readily achievable ADA requirements
- Readily achievable and cost-effective energy efficiency modifications (must project cost savings)
- Electrical and electrical distribution, include ability to accommodate future A/C
- Instructional technology and related infrastructure
- HVAC / Plumbing
- Fire protection
- Elevators
- Hazardous materials (Note: Asbestos survey is specifically excluded from the scope of work)

Corrective Action Recommendations and Costing

Corrections must be recommended for each deficient condition identified, including cost estimates and details of the repair work. The data must be updateable. The school district prefers the estimates to be based on nationally recognized construction estimating data and factor in regional cost data and expertise.

Deficiency Characterization

It is anticipated deficiencies in the database will be categorized by at least the following characteristics:

- Deficiency priority (defined below)
- Deficiency category (defined below)
- Facility type
- Facility location
- Correction type
- Repair cost

Deficiency Prioritization

Because Cache County School District expects reducing deficiency maintenance projects to be a multi-year task, we must be able to prioritize each deficiency. Before data collection begins, the consultant and Cache County School District will establish prioritization standards.

Deficiency Categorization

Each correction project identified will be assigned to one of the following categories:

- Life-safety code compliance
- Building code compliance
- Building integrity
- Educational adequacy
- Appearance
- Energy
- Environmental

Facility Renewal Forecasting and Packaging

Because long-range funding for facilities is accomplished by identifying the rate of renewal required to maintain components of each facility as it depreciates and becomes unusable, the consultant must:

1. Analyze and model the rates of depreciation of each facility and report on the annual reinvestment rate to replace components as they become unusable and
2. Determine the approximate replacement cost of each building component, where the sum of the components will equal the building's replacement value.

Optional Services Scope of Work

Educational Adequacy

The consultant will work with the Cache County School District to develop educational adequacy standards incorporating CEFPI school facility appraisal guidelines. These standards will assess educational adequacy, determine needed facility upgrades, and promote parity and equity among schools. Schools that do not meet the standards are considered deficient and require cost expenditures to bring them up to standard.

Seismic Evaluation

In addition to the above-described assessments, the consultant may perform analysis to determine the seismic stability of the district's buildings. After discussing the project with the chosen consultant, the district will make this determination. If this scope of work is included, recommendations and cost estimates to upgrade buildings to various seismic rating levels would be required to aid in budgeting future improvement projects.

Each building or individual addition to a building would be evaluated and summarized in a written report. Firms will also prioritize retrofit projects.

Master Plan

Once the facilities assessment has been completed as described in the Base and Optional Services Scope of Work, the design professional will work with the District and community to develop a master plan to serve as a basis for future facilities planning and to provide a rationale to the school community and public-at-large for future facilities bonding initiatives. The master plan will include a general school district overview, including its capacity, enrollment, demographics, capital availability, and educational programmatic needs.

The master plan will include all of the buildings identified above. At a minimum, the master plan needs to:

1. Identify the expansion, remodeling, new schools, and site acquisition needed to meet the education program's projected student enrollment and instructional goals.
2. Produce a report with a yearly schedule of projected facility needs and associated costs.
3. Identify missing, current, and future facility gaps.
4. Define strategies to improve site circulation, safety, security, and functionality of school grounds.
5. Identify long-range student demographic projections.
6. Provide cost estimates for all recommendations.

Questions

All inquiries and responses to this SOIQ will be directed to the State of Utah Procurement Page (**U3P**). <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfUtah>. No other CCSD employee or board member shall be contacted concerning this SOIQ during the selection process. Failure to comply with this requirement may result in disqualification.

Submission Requirements

Due Date: No later than, Thursday June 13, 2024, 2:00pm, MDT

Sealed submissions should be tabbed and indexed. Please provide five (5) hard copy proposals and one (1) electronic copy by flash drive, labeled and delivered to:

**CACHE COUNTY SCHOOL DISTRICT
PURCHASING DEPARTMENT-KARMA LEATHAM
Facilities Assessment Services & Master Plan
#CCSD-SOIQ061324
84 E 2400 N
NORTH LOGAN, UT 84341**

Proposals received after that time will not be considered

Right of Rejection

Cache County School District Board of Education reserves the right to reject any and all proposals or to waive any non-statutory informality. The Board of Education further reserves the right to make a contract award deemed by the Board to be in the best interest of the District. The Board's decision to accept or reject the contract shall be final.

Content --- (Please limit proposals to 20 pages maximum)

1. **About your firm:** The name of the firm, location of its offices and contact information. A brief history of the firm, the range of services offered, the total years of experience providing facility condition and functional adequacy assessment services for educational and non-educational projects, and the average number of employees over the past five years.

2. **Certifications:** Please include a certification statement that neither the firm nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental agency. Please also certify that neither the firm nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the firm cannot certify these statements, the firm shall submit a written explanation of the circumstances for review by the Cache County School District.
3. **Project team:** Include an organizational chart depicting proposed team members' reporting responsibilities. Please provide the education, training, experience, licensing, qualifications, and current workloads of members of the firm and key employees for this project. Also, include how the firm intends to provide specific and personalized service to the District. Indicate all firms or individuals the firm anticipates utilizing to provide any other necessary professional services. The project team must include a professional cost estimator with similar work experience.
4. **Project experience:** Provide a description of facility condition assessment and master planning experience, including experience in K-12 school districts similar to Cache County School District. Please include examples of projects ongoing or completed within the last five years. List references and provide phone numbers of the owner's representatives. Additional information may be included about the firm's expertise in the following areas: community relations, innovative ideas, technical capabilities, project experience, and adequate personnel, equipment & facilities.
5. **Management plan:** Provide a technical approach and management plan. Include a description of the anticipated process for involving staff and the community in developing the Master Plan.
6. **Schedule:** Provide a proposed schedule, including the completion date.
7. **Sample deliverables (not included in page limitation):** Submit brief, hard copy samples of deliverables that will be provided to Cache County School District at project completion.
8. **References:** Provide the names of at least five clients who may be contacted, including at least two for whom similar facilities of the size and nature indicated above were assessed in the past five years. Cache County School District reserves the right to contact clients of submitting firms not listed in the SOIQ.

Two-Step Evaluation Criteria

Step One: Evaluation of submitted responses: 100 points possible

A committee of Cache County School District personnel will use the following criteria to evaluate proposals received in response to this SOIQ. The committee will then create a shortlist for interviews.

Completeness of Proposal: Any proposal that does not contain each element described in this SOIQ, fully completed or executed, as appropriate, may have the score reduced accordingly or may be removed from further consideration.

Scoring Criteria for Short List: 100 points possible

- 20 pts Firm experience, including past experience on similar projects
- 10 pts Certifications
- 25 pts Project team experience and anticipated workload of staff assigned to this project
- 15 pts Project experience, including technical approach
- 10 pts Management plan (including schedule)
- 10 pts Schedule- completeness and conformity of the proposal to the SOIQ requirements
- 5 pts Sample deliverables
- 5 pts References

Step Two: Oral Presentation for Final Selection: 20 points possible

Based on the above evaluation criteria, between three and five (shortlist) proposers will be invited to make an oral presentation. Proposers will be awarded up to 20 points for the oral presentation based upon clarity of presentation, ability to answer technical and application questions, and demonstrated understanding of the project. Instructions for the oral presentation will be provided to those invited to present once the top three to five proposers have been identified.

Final Selection

This project will be procured under the state procurement code 63G-6a-1505. Fees will not be part of the selection process. Design fees will be negotiated with the CCSD finance direct and the successful firm. The District will enter into an agreement with the successful firm.

Anticipated Timeline

Advertisement	May 31-June 13, 2024
Receive SOIQ Submittals	June 3-June 13, 2024
Deadline for SOIQ Submittals	June 13, 2024 2 pm MDT
Selection Committee–Step One-Paper Evaluations	June 17-18, 2024
Selection Committee–Step Two-Interviews	June 26-27, 2024
Selection of Finalists–Architectural / Engineering Firm	June 27, 2024
Negotiate Contract	June 28-July 3, 2024
Board of Education Approval of Selection	July 11, 2024