

## Background and Introduction:

The Board of Education convened a special Facilities Planning Committee during the 2016-2017 School year to create a list of priorities for long range facility planning. One of the approved recommendations from the committee was that the Board of Education engage a consultant to prepare a Campus Land Use Study of the UMS/UHS campus that specifically addresses the following needs:

- Traffic flow and parking at Urbana High School and Urbana Middle School (flow/parking study)
  - Wayfinding
  - Parking
  - Tie in to larger community plans
- Outdoor educational opportunities of both UHS and UMS
  - Explore effective use of greenspace and gardens
- Indoor educational needs of both UHS and UMS
  - Explore and address the needs of the School Based Health Center
  - Explore the possibility of also adding and/or remodeling existing space for Science, Technology, Engineering, Art and Math (STEAM) lab and classroom space.
  - Addition and/remodeling of existing flexible spaces
  - Explore the possibility of a field house for shared use
- Other issues raised by stakeholders during the process (from last sentence of additional information)

[Maybe put in a description of what the property looks like and what we own]

The Campus Land Use Study will encompass the UHS/UMS Campus in its entirety (bounded by Washington St.; Vine St.; Michigan Ave.; and Race St.) with special emphasis on the northern portion of the property (bounded by Washington St.; Vine St.; Iowa St.; and Race St.).

Consulting firms responding to this request must submit their written proposal as identified herein. Proposals are due on or before \_\_\_\_\_ and are to be delivered in a sealed envelope (5 copies are to be provided) [Do we need 5 paper copies?] to:

Urbana School District #116  
Attn: Carol Baker, Director of Business  
205 N. Race Street  
Urbana, IL 61801

It is understood that the Board of Education reserves the right to reject any or all proposals or part thereof or items therein, and to waive any or all technicalities required for the best interest of the Urbana School District #116. Omission of any information may be sufficient cause for rejection of the proposal. It is further understood that competency and/or responsibility of firms submitting proposals will receive consideration prior to the awarding of the contract.

## **Deliverables:**

At the conclusion of the project, the firm will provide the district with a report that includes at a minimum:

- A summary of the process and timeline
- A minimum of three options for addressing each of the key areas of need
- A detailed description of and results from stakeholder engagement
- A cost estimate for each of the options
- A list of possible add alternates

## **Criteria for Selection:**

Firms responding to this RFP must prepare their responses to the following items in the exact order listed below. Firms will be chosen on their credentials and experience with similar public school projects.

1. Name of firm, address, telephone number, fax number.
2. Name, title, phone and fax numbers of contact person.
3. How long has your firm provided consulting and planning services to Illinois public school clients?
4. Include a list of Illinois public school districts (not projects) where you have provided services similar to those required by Urbana School District #116. Include a description of work, date performed, name, address and telephone # of contact person for each district.
5. Identify any legal proceeding (arbitration, complaint or court action) filed by an owner against your firm for any project for which you provided services during the last 5 years.
6. Provide an organizational description of your in-house design team including planners, architects, engineers and other pertinent staff members. List all key members of the team you propose will perform work for this project. Include resumes for all team members and their role in recent educational projects. List any experience in engaging and soliciting community feedback, landscape design, LEED certification.
7. Provide the same type of description for all outside agencies that will provide assistance to your firm during the project.
8. Describe your position on each of these common problem areas found in school construction:
  - a. Stakeholder involvement
  - b. Meeting timelines and deadlines

- c. Cost estimating and Value engineering
  - d. Financial accountability
  - e. Communication with district lead team and Board of Education throughout the process
9. Summarize the strengths of your organization that would benefit the Urbana School District #116 during this and future projects.
10. Provide a fee structure for all of the following that apply:
- a. Surveying and records search
  - b. Mapping and design
  - c. Stakeholder engagement
  - d. Feasibility study
  - e. Architectural planning
  - f. Cost estimating
  - g. Engineering services
  - h. Printing of final presentation and reports
  - i. All other services
11. Identify the School District with which you have had the longest client relationship with.
12. Include an example of a land use study you have completed for a similar entity in the past.
13. Describe your approach to the stakeholder engagement phase of this project. What process and tools will you utilize to develop program alternatives: How will you refine and transform those alternatives into a workable proposal?
14. Describe the unique or innovative programming approaches you have utilized on previous projects that may be applicable to this project.
15. Discuss your firm's experience in designing "green" Schools, including references.
16. Describe your proposed timeline and process for completing the project.
17. Discuss why your firm should be selected instead of your competitors.

## NOTES Not INCLUDED IN DRAFT

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(Things not included)

Timeline:

Start in April/May of 2018

End by December of 2018

Campus Site Plan RFQ/RFP

- Half a year process

Establish Planning/Working Team

- Clear Designated Representatives
- Key individuals (10)
  - Facilities (Chair)
  - Supt
  - BOE Member (Up to 2)
  - Student
  - Parent
  - UMS Admin (1 from each)
    - Academic
    - Athletic
  - UHS Admin (1 from each)
    - Academic
    - Athletic
- Aux. Individuals
  - CFO
  - City/Public Works
  - Traffic Commission
  - Curriculum Leader from District

Smaller Group/Admin Group Directing the Effort

- Larger - UHS UMS programming issues
  - Special Education House/Life Skills
- School Based Health Center
- Wayfinding - signage and routing