

**Request for Proposal  
For**

**CONSULTING SERVICES  
FOR**

**PLANNING AND PREPARATION OF  
LONG RANGE FACILITIES PLAN**

**RFP # 01-2015**

**Warren Hills Regional School District**

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**WARREN HILLS REGIONAL SCHOOL DISTRICT**

89 Bowerstown Road  
Washington, NJ 07882

NOTICE TO PROPOSERS CALLING FOR PROPOSALS FOR  
CONSULTING SERVICES  
PLANNING AND PREPARATION OF  
LONG RANGE FACILITIES PLAN  
RFP #: 01-2015

NOTICE IS HEREBY GIVEN that the Warren Hills Regional School District of Warren County, State of New Jersey, acting by and through its Governing Board, hereafter referred to as the "District", will receive up to, but not later than **3:00 P.M.**, on **FRIDAY, JANUARY 30, 2015**, sealed proposals and qualifications statements for the award of Consulting Services. The Request for Proposal is located on the District's website at [www.warrenhills.org/](http://www.warrenhills.org/) where all instructions can be found.

Proposals shall be received at:        Business Office- RFP 01-2015  
Warren Hills Regional School District  
89 Bowerstown Road  
Washington, NJ 07882

The School District reserves the right to accept or reject any and all proposals and to waive any irregularities or informalities in the proposals or in the proposal process.

No proposers may withdraw their proposal for a period of 90 days after the date set for the opening of proposals or after approval by the Warren Hills Regional School District Board of Education.

The intent of this RFP is to solicit Statements of Qualification and Cost Proposals to complete a comprehensive long range planning process and preparation of a District Long Range Facilities Plan (LRFP) which includes each District site. This includes sites in use as schools, special program sites, and administrative sites. The final LRFP report must incorporate cost estimates for recommended repairs, replacements or additions.

For all questions please contact:        Patrick J. Murphy, Director of Facilities  
Warren Hills Regional School District  
Phone: 908-689-3143 x1054  
Fax: 908-689-7627  
[murphyp@warrenhills.org](mailto:murphyp@warrenhills.org)

## Administrative Information

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### District Contact:

For purchasing and legal questions please contact:

Name: Maureen Joyce, Business Administrator  
Warren Hills Regional School District  
Phone: 908-689-3143 x1046  
Fax: 908-689-7627  
Email: [joycem@warrenhills.org](mailto:joycem@warrenhills.org)

### Attachment:

- List of District Facilities

### Proposal Due Date:

Proposals must be submitted by January 30, 2015 no later than 3:00 PM (Eastern Daylight time). See "Instructions" in the Submission Requirements section of this document for details.

### Schedule of Events:

Request for proposal issued	October 24, 2014
Written questions due from Proposers	November 14, 2014
Responses to questions will be provided	December 5, 2014
Proposals due (3:00PM)	January 30, 2015
Proposal evaluation ends	February 17, 2015
Notification to short-listed firms	February 18, 2015
Oral presentations/ Interviews	February 23-26, 2015
Expected Board Ratification	March 3, 2015
Notice to Proceed	March 5, 2015

## Project Overview

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### **RFP Intent:**

The intent of this RFP is to solicit Statements of Qualification and Cost Proposals to complete a comprehensive long range planning process and preparation of a District Long Range Facilities Plan (LRFP) which includes each District site. This includes sites in use as schools, special program sites, and administrative sites. The final LRFP report must incorporate cost estimates for recommended repairs, replacements or additions.

### **Services Requested:**

The District requests proposals and qualifications from professional services firms for planning tasks and preparation of a Long Range Facilities Plan as described in Scope of Work section. The services provided must meet the objectives as described in this Request for Proposals (RFP).

**Alternate:** Submission of LRFP to the New Jersey Department of Education.

### **Facilities and Infrastructure included in the Scope of Work:**

The planning process will include all existing District facilities as indicated in the attachment, **Exhibit 1**.

### **Objectives:**

The district had an energy audit conducted in 2012. A Facilities Needs Assessment (FNA) should be included as part of the LRFP. The FNA is intended to be the foundation for the District Long Range Facilities Plan. The District expects the successful consultant team to assist with evaluation of the data in the LRFP and to review District needs with District staff and school community stakeholders. Information evaluated will include student populations and site capacity, facility conditions, and planning for the housing of instruction, special programs, administrative and support facilities.

The ultimate goal is to prioritize needs and to identify the costs to modernize, renovate or add facilities, and the costs to bring technology infrastructure to current standards used in comparable new school construction. The District will coordinate the work of the consultant team and schedule all community engagement.

**This solicitation is for preparation of a Long Range Facilities Plan only.** It is not the District's intent for the successful consultant to be involved in future phases of work such as the preparation of project specific design and construction documents. However, the District reserves the right to negotiate such additional services if it should prove in the best interests of the District.

### **Selection Process:**

The District intends to select a team to work on the evaluation of the District's standards and compiled facilities needs assessment data. The consultant team will interact with District staff and school community stakeholders in planning practical solutions that will accurately reflect the capital needs of the District. The District desires that consultants have experience in school architecture, construction management, estimating, and technology infrastructure planning. The District desires that consultants have the appropriate skills to engage with staff and the community throughout this process. Proposers may submit as teams which include several firms in order to achieve the appropriate qualifications.

Through a review of submitted qualification information and interviews, the District will select a team with the appropriate experience and skills to perform the Scope of Work. Several proposing teams may be selected for interviewing in order to identify the team which most closely meets the District's desired qualifications. The selected firm or team will be recommended to the Board of Education for award of a contract. Proposed cost of services will be evaluated, but will not necessarily be the determining factor in selection.

## Scope of Work – Basic Services

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### **Planning Process:**

It is the District's intent that the planning process be comprehensive and lead to adoption of a District wide plan that will provide the model for facilities planning for a minimum of ten years. The process should include review of functional deficiencies and condition issues in existing facilities, educational suitability issues, technology readiness issues, special program needs, demographic trends, and capacity issues. All of the District's sites will be included in the evaluation and planning, although needs and levels of planning effort will vary from site to site.

The process will include:

- Review and confirmation of existing data
- Community engagement for input on needs, standards and priorities
- Engagement with District staff, including employees and administrators for input on needs, standards and priorities
- Analysis of individual sites and preparation of options for solving facilities needs on a site-by-site basis
- Analysis of special program needs
- Analysis District -wide trends and issues which may impact facilities solutions
- Analysis of project phasing opportunities
- Preparation of cost estimates for proposed scenarios
- Compilation of all analysis and proposals into a Long Range Facilities Plan suitable as a guide for decision making
- Community engagement for review of proposals and input on priorities
- Presentation of proposals to District Administration and Board of Education

### **Facilities Needs Assessment:**

The consultant will be expected to analyze available data as well as independently confirm functional issues with the existing facilities and infrastructure. The District will provide information on current conditions at the various sites. The main source of data will be the recently completed Energy Audit. Other sources of information will include Maintenance Work Order histories, Maintenance staff interviews, and other appropriate information. The consultant will review the available information for each site as part of the planning process. The process should include cost-benefit analysis of options to repair, remodel or replace existing facilities which are deficient.

**Technology Readiness:**

The consultant should be knowledgeable about current technology trends and work with the District Technology and Facilities Departments to review current District standards and capabilities. As necessary, consultant will assist the District in developing new technology infrastructure standards, incorporating any existing district and state standards and common practices in new school construction.

**Demographic, Capacity and Utilization Analysis:**

Working with the District's Staff, incorporate existing demographic analysis and enrollment projections to identify and project student populations by attendance area, school, and grade level in order to define future facility needs. The analysis should include a review of demographic trends, city and county building or growth plans, and district grade span analysis. The analysis should include a review of current methods and estimates of school capacity calculations and enrollment projections. The analysis should include a review of the space inventory of each assessed facility and the number of students served in each type of space. The analysis should include evaluation of space utilization at both schools and associated short-term and long-term recommendations for improved use of space within or among school facilities.

**Community Engagement:**

Community input and engagement is an important component in any successful facility program. The consultant will work with district staff to develop a communication plan to engage district stakeholders. Community meetings will be held at times and locations appropriate for community wide participation and will include initial data gathering sessions as well as sessions to review the proposals at the end of the planning process.

**Documentation:**

The consultant shall provide written documentation to support all planning assumptions used, including cost data, design standards and growth projections.

**Jurisdictional Review Meetings:**

The consultant shall attend meetings as directed by the District which may include:

1. Public sessions open to the community to explain the purpose, strategy and methods for information gathering and to solicit input on District standards, District priorities and specific needs.
2. Planning sessions will be conducted for each site to review and confirm the critical needs, solicit input and present potential solutions.
3. Presentations to Board of Education: initial orientation meeting, a 60 percent progress review, and final presentation.
4. Progress meetings with the District staff will be held on a regular basis throughout the planning process.

**Deliverables:**

The following items shall be delivered as part of this project:

1. Comprehensive LRFP Report which identifies needs and solutions for each site and estimated cost.
2. Formal, multi-media presentation of results.

**Performance Timeline:**

The consultant shall achieve milestones, tentatively outlined as follows:

March 6, 2015 – June 30, 2015:

- Data review and evaluation, meetings with Staff and the Community.
- Community Input Meetings by Attendance Area

April 1, 2015 – September 15, 2015:

- Planning activities

September 15, 2015 – October 31, 2015:

- Community Review Meetings and project prioritization

November 2015:

- Board Adoption of Long Range Facilities Plan

**Scope of Work – Optional Services**

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The District reserves the right to negotiate additional services as may be required in the course of the contract for services or subsequent to completion of the Final Long Range Facilities Plan Report.

## Submittal Requirements

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### Content:

- 1. About your firm:** Provide firm name, address, contact, and number of years providing facility master planning services. Include statement of capability to complete the scope of work.
- 2. Project team:** Include an organizational chart that depicts reporting responsibilities of proposed team members—from company officers to professional field staff. Include resumes for each team member.
- 3. Project experience:** Provide a brief description of similar projects. Provide three examples of projects ongoing or completed within the last three years that included school facility planning services. **List references and provide phone numbers of owner’s representatives.**
- 4. Planning approach and project management plan:** Provide a description of how your firm will complete the process in order to meet the intended timetable.
- 5. Sample deliverables:** Submit brief, hard copy samples of deliverables that will be provided to Warren Hills Regional School District at project completion. Limit samples to two projects that your firm has completed. The samples should number no more than 30 pages. The size of the samples should not exceed 11 x 17 inches. The sample projects should represent two different clients with whom your firm has worked with in the previous seven years.
- 6. Fee Proposal:** Use the attached form for proposed cost of services.

### Submittal Instructions:

**Please submit one (1) original and three (3) bound copies, and one (1) CD-ROM copy. Faxes or emails will not be accepted.**

**Submit documents no later than 3:00 PM (local time) on Friday January 30, 2015 to:**

Maureen Joyce, Business Administrator  
Warren Hills Regional School District

89 Bowerstown Rd.

Washington, NJ 07882

Phone: 908-689-3143 x1046

Fax: 908-689-4814

Email: joycem@warrenhills.org

Telephone, electronic or facsimile proposals will not be considered. Proposals received after the time and date of closing will not be considered.

Place one original of the completed “Fee Proposal” form included in this RFP in a sealed envelope marked with the words:

**LONG RANGE PLAN  
RFP # 01-2015**

## Evaluation Criteria

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The Warren Hills Regional School District (District) will use the following criteria in evaluating proposals received in response to this RFP. The successful proposal will be the proposal submitted in response to this RFP by the submittal deadline that is the most advantageous to the District. District personnel will evaluate proposals. The evaluation of proposals and the selection of the successful proposal will be based on the information provided by the Proposer in its proposal, including without limitation responses to the Proposer's qualifications. Consideration may also be given to any additional information helpful to the District. The District is not bound to accept the lowest priced proposal if that proposal is not the most advantageous to the District as determined by the Warren Hills Regional School District.

### **Completeness of Proposal:**

Any proposal that does not contain each element described in this RFP, fully completed, may be judged to be incomplete and may not be considered further.

### **Selection Criteria:**

- Firm experience and staff
- Planning approach and project management plan
- Sample deliverables
- Proposed fee
- Oral Presentation

### **Oral Presentation:**

If selected for the short list of firms to be interviewed, Proposer should be prepared to be available on the dates indicated on the schedule of events. A prepared oral presentation is requested by the Warren Hills Regional School District, to be no more than 20 minutes in length. The oral presentation will be evaluated on clarity of presentation, ability to answer both technical and application questions, and demonstrated understanding of the project intent.

## Request for Proposal Specifications:

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**License:**

The proof of a current New Jersey Architects License shall be provided with submitted quote documents.

**Affirmative Action:**

The winning quoter shall be required to comply with the requirements of N.J.S.A. 10:5-31 et. Seq. and N.J.A.C. 17:27 et. seq., Affirmative Action Against Discrimination.

The Affirmative Action Questionnaire must be completed and submitted with the quotation proposal form, Affirmative Action Evidence is required.

**Authorization to Work:** (Notice to Proceed)-Purchase Order Required

No services shall be rendered unless the successful firm receives an approved purchase order.

**Business Registration Certificate:** (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44 as amended by P.L. 2004- Chapter 57, all vendors or contractors submitting a quotation shall submit with their quotation package a copy of their "New Jersey Business Registration Certificate" as issued by the Department of Treasury of the State of New Jersey. Failure to provide the certificate prior to the award of contract will be cause for rejection of the quote.

**Award of Contract:**

The Board of Education will award the contract pursuant to N.J.S.A. 18A:18A-37(a).

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**WARREN HILLS REGIONAL SCHOOL DISTRICT**  
PROPOSALS FOR CONSULTING SERVICES  
PLANNING AND PREPARATION OF LONG RANGE FACILITIES PLAN

Firm(s) name(s): \_\_\_\_\_

Date of proposal: \_\_\_\_\_

**Stipulate Proposed Services:**

**Basic services:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Excluded or  
Additional  
Services:** \_\_\_\_\_  
\_\_\_\_\_

**Hourly Rate Schedule Attached:** \_\_\_\_\_

**TOTAL PROPOSED FEE:** \_\_\_\_\_

\_\_\_\_\_  
Signature of authorized officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_

## ATTACHMENT

**Exhibit 1:** Facilities to be Included, including all grounds, fields and associated buildings. Warren Hills Regional Middle School is located in Washington Borough. All other locations are in Washington Township. All addresses are Washington, NJ 07882

<b>Name</b>	<b>Address</b>
Warren Hills Regional Middle School	64-66 Carlton Avenue
Warren Hills Regional High School	41 Jackson Valley Road
Warren Hills Regional Athletic Complex	Jackson Valley Road
Warren Hills Administration Building	89 Bowerstown Road
Warren Hills Project Excel Building	89 Bowerstown Road