



Port Washington-Saukville School District

Port Washington-Saukville School District

Request for Proposal ("RFP")
Architectural Services
(2025 Capital Referendum)

for

Port Washington-Saukville School District

March 13, 2025

PRE-PROPOSAL MEETING: **Tuesday, March 18, 2025 at 11:00 AM (CST)**
[Virtual Meeting held via Teams](#)
ID:281640143077
Passcode: GR7cD6jK

RFP PROPOSALS DUE: **March 27, 2025 by 2:00 pm (CST)**

RFP SUBMISSION FORMAT: Proposals shall be submitted electronically in PDF format to the "RFP Submission Contact" listed below. E-MAIL a copy of your entire proposal or link to your proposal in a single Adobe Portable Document (.pdf) format. Acknowledgement of receipt will be provided via an email response from the contact below once received.

RFP SUBMISSION CONTACT: Mel Nettesheim
Director of Business, Finance, & HR
Phone: 262-268-6081
Email: mel.nettesheim@pwssd.k12.wi.us

RFP QUESTIONS CONTACT: Nick Anderson
Project Executive
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All checked Attachments listed below are part of the RFP.

- Attachment A: Respondent's Team Qualifications
- Attachment B: Project Work Plan
- Attachment C: Project Fee

Throughout this RFP “Respondent” or “you” means the prime Firm responding to this RFP.

1.0 PROJECT INFORMATION

1.1 Background

The Port Washington-Saukville School District (PWSSD) has a total student enrollment of approximately 2,478 students in (5) educational facilities: Saukville Elementary, Dunwiddie Elementary, Lincoln Elementary, Thomas Jefferson Middle School, and Port Washington High School.

A district wide facility assessment was completed by Bray Architects in February 2021. The information produced in the facility assessment was referenced while developing a plan for the April 2025 capital referendum in the amount of \$59,400,000. The capital referendum will be voted on April 1, 2025.

PWSSD is in the process of seeking a design partner to execute the complete design process in order to competitively bid and construct the referendum projects. The primary focus of the design and construction will include a new elementary school to replace the existing Saukville Elementary facility, maintenance needs at Dunwiddie Elementary, Lincoln Elementary and the Port Washington High School. As part of the referendum projects there will be roofing replacement completed at Thomas Jefferson Middle School, Port Washington HS, Dunwiddie Elementary, and Lincoln Elementary. The design for the roofing replacement will be held by a separate designer outside of this RFP, the roofing replacement project cost is estimated at \$5.1 million.

- Saukville Elementary School serves 4K – 4th grade students, current enrollment is approximately 335 students. It is located at 333 North Mill Street, Saukville. The existing facility will be demolished once a new building has been completed at a different location.
- Dunwiddie Elementary School serves 4K – 4th grade students, current enrollment is approximately 350 students. It is located at 1243 West Lincoln Ave, Port Washington and is approximately 58,300 sq ft.
- Lincoln Elementary School serves 4K – 4th grade students, current enrollment is approximately 305 students. It is located at 1325 Theis Lane, Port Washington and is approximately 57,930 sq ft.
- Thomas Jefferson Middle School serves 5th grade – 8th grade students, current enrollment is approximately 715 students. It is located at 1403 North Holden Street, Port Washington.
- Port Washington High School serves 9th grade – 12th grade students, current enrollment is approximately 815 students. It is located at 427 West Jackson Street, Port Washington and is approximately 298,550 sq ft.

1.2 Project Description

The design services being requested shall reflect the needs of PWSSD as presented in the 2025 facilities referendum plan. They include but are not limited to the following:

1. Saukville Elementary School (Approx \$45.8M)
 - a. Develop new site for elementary campus (location TBD).
 - b. Project budget includes a value for purchasing land, estimated land value of \$1.2 million.
 - c. New building to be a four (4) section elementary campus with an anticipated enrollment of 332,

- and a maximum student enrollment of 456.
 - d. Classroom spaces to be modern and flexible, allowing for open concept with the ability to section off smaller teaching spaces.
 - e. New building shall include a commercial kitchen, architectural fees shall include a food service consultant.
 - f. Upon completion and occupancy of the new school the existing building shall be demolished and land restored.
2. Dunwiddie Elementary School (Approx \$3M)
 - a. ADA Accessibility modifications and improvements.
 - b. Exterior door/frame replacement with hardware and security access updates.
 - c. Exterior window replacement.
 - d. HVAC Updates throughout the building.
 - e. Civil and play-space improvements on campus.
 - f. Addition of emergency generators and associated electrical gear and circuiting.
 3. Lincoln Elementary (Approx \$2.4M)
 - a. ADA Accessibility modifications and improvements.
 - b. Exterior door/frame replacement with hardware updates and security access.
 - c. Exterior window replacement.
 - d. HVAC Updates throughout the building.
 - e. Civil and play-space improvements on campus.
 - f. Addition of emergency generators and associated electrical gear and circuiting.
 4. Port Washington High School (Approx \$3.1M)
 - a. ADA Accessibility modifications and improvements.
 - b. Exterior door/frame replacement with hardware and security access updates.
 - c. Exterior window replacement.
 - d. HVAC Updates throughout the building.

District projects include roof replacements. In areas where limited coordination with other construction activities is required, the Owner intends on contracting directly with a roofing consultant to manage this work. The estimated value of the reroofing work has been removed from the per building budgets stated above.

1.3 District-Provided Information

The District has assembled the following information about the Project (collectively, the "RFP Documents") for review by the Respondent:

- This RFP with all the hyperlinked documents included
 - [Exhibit A – Dunwiddie Facility Assessment Information](#)
 - [Exhibit B – Lincoln Facility Assessment Information](#)
 - [Exhibit C – Port Washington HS Facility Assessment Information](#)
 - [Exhibit D – REF Design and Construction Schedule](#)
 - [Exhibit E – PWSSD Architect Contract](#)

- The following hyperlinked attachments are in an editable format that firms may use when developing their responses. The use of these forms is optional, however, the layout of the response shall match these templates.
 - [Attachment A – Respondent’s Firm and Team Qualifications \(MS Word\)](#)
 - [Attachment B – Work Plan and Strategy \(MS Word\)](#)
 - [Attachment C – Project Fee](#)

The District will provide notice of any changes to the RFP via addenda. Any information provided to Respondents during the RFP process, including the documents enumerated in this Section 1.3, is provided only for your use in preparing your Proposal. This RFP creates the baseline for adjustment. If necessary, any substantial modifications to scope and schedule will be adjusted from this baseline RFP.

1.4 Contract Sum

The selected Respondent will perform the design services based on the fees indicated and agreed to in Attachment C (as those terms are defined in the Contract).

Reimbursable Expenses for the Project shall include fees paid for securing approval of authorities having jurisdiction, printing/reproductions/plots, postage/handling, other expenditures approved in advance by the Owner. All other expenses shall be included in the fees listed above. Design necessary for stormwater management or other similar approval shall be included. Any cost from the DNR or authority having jurisdiction for stormwater management permit is a reimbursable expense.

1.5 Form of Contract between the District and the Selected Respondent

1.5.1 The Contract between the selected Respondent and the District will be a modified Owner and Architect (Design) Agreement, AIA B133-2019. Other requested changes to this modified Contract will be considered after an award has been made; however, if the District is not acceptable to the change the language shall remain as included in this RFP. Any necessary modifications to the Contract by the Respondent shall be indicated in the Attachment B response as part of this RFP.

1.5.2 The Contract will incorporate by reference this RFP and any RFP Attachments, and any RFP modifications agreed to by the District. The District may attach to the Contract as Supplementary Conditions Respondent’s Proposal, selected provisions of Respondent’s Proposal or modifications to Respondent’s Proposal agreed to by District and Respondent.

2.0 PROPOSAL REQUIREMENTS AND EVALUATION CRITERIA

2.1 Tentative Selection and Master Planning Schedule

The District’s intended schedule is set forth below.

Activity	Date
RFP Available for Distribution	March 13, 2025
Pre-Proposal Meeting (Virtual)	March 18, 2025 @ 11:00 AM
Deadline for RFP Questions	March 24, 2025
Proposal Due Date	March 27, 2025 by 2pm

Shortlist for interviews finalized, if applicable	March 31, 2025
Deadline to Provide Project Team Change	April 2, 2025 at 2:00 PM*
Interviews	April 4, 2025 starting 1:00 PM
Formal Approval Recommendation to Board	April 14, 2025 (Finance Meeting) April 28, 2025 (Board Meeting)

**PWSSD understands that the April 1, 2025 Spring Election may introduce staffing and team variables to firms responding to this RFP. It is acceptable for firms to provide an addendum to their proposal changing proposed team members provided such modification is received no later than the date indicated above. Fee or other modifications to the proposal will not be allowed.*

2.2 Evaluation Criteria

2.2.1 The District will evaluate Proposals against the evaluation criteria for the degree to which each Proposal meets the criteria as follows:

Attachment / Section	Description	Value
<u>Attachment A</u>	Respondent's Team Qualifications and Experience	20
<u>Attachment B</u>	Project Work Plan and Approach	20
<u>Attachment C</u>	Project Fees	20
Section 2.8	Interview	20

2.2.2 In order to be considered responsive, each Respondent must complete and submit all required Attachments to the RFP Documents.

2.2.3 The District will evaluate and score each Proposal. The Respondent selected for an award will be the one whose Proposal is responsive, responsible, and is the most advantageous to the District, as determined by the District in its sole discretion. The District reserves the right to reject any and all proposals.

2.2.4 Submission of a Proposal indicates the Respondent's acceptance of the evaluation criteria.

2.3 Respondent's Team Qualifications

The Respondent will prepare and submit information pertaining to their Team's Qualification which will identify the experience of the Respondent and its Team Members. A lack of prior experience and/or working together on comparable projects may hinder your overall score. Failure to complete may result in disqualification.

2.4 Project Work Plan and Strategy

The Respondent will prepare and submit a Project Work Plan. The Project Work Plan should emphasize the Respondent's understanding of the Project requirements by documenting their approach/methodology as it applies to the Project's scope of work, schedule, and budget. In addition, the Respondent should identify any constraints and issues they see affecting the Project. Failure to complete may result in disqualification.

2.5 Project Fee

The Respondent will prepare and submit information regarding their proposed Project fee. Failure to complete may result in disqualification.

2.6 Interviews

If necessary, the District may shortlist and interview the top-rated Respondents.

The District may request that the Respondent's team members attend the interview on the date specified in this RFP. The District may request additional information before interviews.

ATTACHMENT A: RESPONDENT'S TEAM QUALIFICATIONS

1. Provide the Firm profile information as indicated in Attachment A-1.
2. Complete the following Critical Team Member Experience Matrix (Attachment A-2), identifying the experience and responsibilities of the identified team members. Note the following when documenting this information:
 - a. Submit information for the Project Roles specified in the Matrix.
 - b. List only ONE individual per role. Include additional names using attachment A-3.
 - c. The comparable Project (s) must have been commenced/completed within the last FIVE years and should be similar to the District's Project.
 - d. Attach a 1-page resume for EACH individual listed in the Matrix.
3. Complete the following Additional Team Member Matrix (Attachment A-3) identifying the other key Team Members / Subcontractors that will contribute to the success of the Project. Note the following when documenting this information:
 - a. Attach a 1-page resume for EACH individual listed in the Matrix.
4. Complete and submit the following Project Data Sheet(s) (Attachment A-4) identifying the specific project experience of the Respondent and their Critical Team Members. Note the following when documenting this information:
 - a. A separate Project Data Sheet must be prepared for EACH Project with only one Project allowed per sheet.
 - b. Submit up to, and no more than, THREE total projects.
 - c. Listed Project (s) must have been commenced/completed within the last FIVE years and should be similar to the District's Project.
 - d. Listed Project (s) must have been managed by the Respondent or any other firm on the Respondent's team.
 - e. It is recommended that you list projects completed by the Team Members identified in Attachment A-2.
 - f. Attach any photos or additional information (no more than two pages worth) with each Project Data Sheet.

ATTACHMENT A-1: RESPONDENT'S FIRM PROFILE

The Respondent shall include the following items related to the Firm.

Firm Information

- Firm Name, Address of the main office and any branch offices. Indicate which office will be managing this Project.
- Name and title of the contact person.
- Names of officers in the Firm and an organizational chart.
- Number of years the Firm has provided design services.
- Number of related K-12 educational projects greater than \$40M in the previous three years.
- Total number of projects greater than \$40M in the previous three years.
- List the proposed civil, structural, mechanical, electrical, and plumbing engineer firms, if known. Use Attachment A-3 to provide specific individual team members from these firms.
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ATTACHMENT A-2: CRITICAL TEAM MEMBER EXPERIENCE
(Edit roles as necessary to represent the proposed primary team members)

Project Role <i>(edit roles as necessary)</i>	Team Leader	Design Project Manager	Design Architect
Name of Individual			
E-mail Address			
Individual's Firm Name			
Individual's Firm Location	City, State	City, State	City, State
Current job function within Firm			
Years working within Firm	#	#	#
Years working within Industry	#	#	#
Number of projects completed with other Team Members	1. Design PM # 2. Design Architect: #	1. Team Lead: # 2. Design Architect: #	1. Team Lead: # 2. Design Project Manager: #
Identify the name, cost, and completion date for up to three <u>comparable</u> projects	1a. Project Name 1b. Project Cost 1c. Completion Date 2a. Project Name 2b. Project Cost 2c. Completion Date 3a. Project Name 3b. Project Cost 3c. Completion Date	1a. Project Name 1b. Project Cost 1c. Completion Date 2a. Project Name 2b. Project Cost 2c. Completion Date 3a. Project Name 3b. Project Cost 3c. Completion Date	1a. Project Name 1b. Project Cost 1c. Completion Date 2a. Project Name 2b. Project Cost 2c. Completion Date 3a. Project Name 3b. Project Cost 3c. Completion Date
<u>Briefly</u> describe the Individual's Responsibilities for this Project			
Percent of Time on Project	#%	#%	#%

ATTACHMENT A-4: PROJECT DATA SHEET

Design Firm Name		Project Owner	
Project Name		Project Owner Contact	
Project Location	City, State	Project Owner Contact E-mail	
Construction Cost		Proposed Team Members from Attachment A-2 / A-3 that worked on this Project	
Construction Commencement Date			
Construction Completion Date			
Project Size (square feet, etc.)			
Type of Services Provided (Predesign, Design, etc.)			
Construction Delivery Method (CMAR, Design-Build, etc.)			
<p align="center"><u>Briefly</u> describe how this Project is similar to the District's Project. Identify any challenges you encountered on the Project and <u>briefly</u> describe how these issues were resolved</p>			

ATTACHMENT B: PROJECT WORK PLAN AND STRATEGY

1. Provide a framework or schedule that you would suggest being the most effective during the design phase for this project. Your response should help the Owner understand the steps of the design process.
2. What strategies do you use to balance the need for a safe and secure building with the desire to develop an open and collaborative educational environment?
3. What are your critical processes to ensure the final design bid documents are a quality design set with minimal errors and oversights?
4. Indicate any items in the B133 Contract included in section 1.5 that are unacceptable or require further discussion.

ATTACHMENT C: PROJECT FEE

DESIGN/CONSTRUCTION PHASE

All engineering shall include but not limited to structural, electrical, plumbing, mechanical, civil, landscape, and food service consultant (limited to the new Saukville Elementary School) design. An acoustical and traffic impact consultant should not be included.

Description	Contract	Fee
% Fee on total Cost of Work designed per project site (based on a single bid package per site)	§ 11.1	See sliding scale below
Less than \$5M		%
\$5M - \$10M		%
\$10M - \$25M		%
\$25M - \$40M		%
Over \$40M		%
Cost for each additional bid package		\$
Mark-up on Reimbursable Expenses, if any	§ 11.8	%
Suggested budget for Reimbursable Expenses based on similar past projects (exclude design review fees from State or delegated authority)	§ 11.8	\$

1. Respondents shall include an hourly rate schedule in the response for any additional work that may be required beyond the projects.