

REQUEST FOR PROPOSALS

Master Facility Planning Services

for

**Prairie Lakes
Area Education Agency**

August 16, 2021

BACKGROUND INFORMATION

1. Prairie Lakes Area Education Agency (“AEA”)

Prairie Lakes Area Education Agency (“AEA”) is an educational service agency that provides special education support, school improvement services, media and technology services, and early childhood services. The agency is an educational partner with 39 public school districts and 11 accredited, non-public schools in a 14-county area of north central Iowa (Calhoun, Clay, Buena Vista, Dickinson, Emmet, Greene, Hamilton, Humboldt, Kossuth, Palo Alto, Pocahontas, Sac, Webster & Wright), serving 32,000 students and 3,000 educators. The agency currently leases four office buildings in Algona, Estherville, Spencer and Webster City and owns four office buildings in Pocahontas, Fort Dodge, Jefferson and Storm Lake.

PURPOSE OF THE FACILITIES STUDY/MASTER PLANNING

Prairie Lakes Area Education Agency is searching for an architectural/engineering firm/company (“firm” or “vendor”) to assist in the study of the AEA’s short- and long-range needs so that it can provide a comprehensive, modern, and safe working environment for its staff and customers. This study must offer comprehensive solutions to problems of deficiencies discovered that will lead to the enhancement of the physical environment that fosters a safe and modern working/learning environment. Therefore, nothing should be considered in isolation, but rather, as an integral part of the whole AEA. This analysis must identify, clarify, and shape a long-term plan for Prairie Lakes AEA’s physical facilities.

OBJECTIVES OF THE FACILITIES STUDY/MASTER PLAN

1. Plan for Facility Needs - Purchased and Leased Including Renovation, Acquisition or Disposal

Assess the functionality of the four agency-owned facilities as well as the four agency-leased facilities at Prairie Lakes AEA along with the advantages and disadvantages for each. For those owned facilities, the student will include the feasibility of their use and/or the need for renovation in order to meet the AEA’s short- and long-term goals. The current physical plants include:

The agency headquarters, located at 500 Northeast 6th Street in Pocahontas, was built in 2007. The location of the head office residing in Pocahontas was decided at the time of the

reorganization of AEA 5 and AEA 8. The Pocahontas building is the agency's main location for hosting professional development events for agency staff and the educators. The building houses some administration offices, the media library, creative services department and is the hub for van deliveries. It also serves as the regional office for staff assigned to Pocahontas. It has 30,335 square feet of space and 97 parking spaces. There is 2.76 acres of land adjacent to the building that could be used for future expansion. There is a secured, key fob entrance.

The Fort Dodge office, located at 1235 5th Avenue South, was built in 1952. It previously served as a medical office. The building houses the technology, business, operations, and human resources offices as well as a regional office. There are small individual offices for staff assigned to the Fort Dodge region. There are 76 parking spaces - 2 lots. There is one medium sized conference room in the basement that accommodates up to 25-30 people. A small conference room, near the entrance, accommodates up to 8-16 people. The capacity to host professional development events is limited in Fort Dodge. The city of Fort Dodge is in the process of purchasing 3 dilapidated homes west of the main parking lot. The city has approached the agency regarding our interest in acquiring the land. There is a secured, key fob entrance.

The Jefferson office, located at 118 East State Street, was built in 1884. It is a storefront on the Jefferson square. There is a leased apartment (\$850/month). The building serves as a regional office. It has no capacity to host professional development events. It has 2,640 square feet of space. There are no agency specific parking spaces.

The Storm Lake office, located at 824 Flindt Drive, was built in 1974. It was previously a large, standalone retail store. It was renovated in 1996. It has 26,182 square feet of space. 45% of the building is occupied by the AEA and the rest is leased to Buena Vista Extension Services, Seasons Center for Behavior Health and Iowa Central Community College. In 2011, the building was appraised at \$780,000. Building upgrades include: A new roof in 2010. The air conditioning system is currently in need of repairs. There are 109 parking spaces. There are 2 rooms available for professional development. The capacity in the ABC room is 30-35 and the other room can support 30. The entrance is not secured to this facility and there is no one monitoring the front door.

The agency leases office space in:

Algona - This is a storefront with 3,784 square feet, 1 small conference room with 12 person capacity. Rent is \$7,200 annually and the lease is secured through September 30, 2023. This serves as the regional office. There are 25 undesignated parking spaces available for use across the street.

Estherville - This is a storefront with 2100 square feet, no conference room space. Rent is \$8,820 annually and the lease is secured through March 31, 2022. This serves as the regional office. Parking is on the street and shared with adjacent businesses. There is a restaurant next to the office. Previous issues with cooking smells have been addressed.

Spencer - The office space is leased from Spencer Schools with 5,000 square feet. The regional office is in a shared space with the Spencer Schools District Office. There is 1 small conference room available within the office space and a larger room that can be utilized (if coordinated with the district) that has the capacity for the smaller room is 40 and the larger room is 100. There are 51 undesignated parking spaces available for use across the street. Rent is \$15,000 annually and the lease is secured through June 30, 2022.

Webster City - The office space is leased from Webster City Schools with 1,850 square feet. This is in an old school building and is shared with the WC alternative program. There is a small conference room with 6 person capacity. There are 25 undesignated parking spaces available for use adjacent to the building. Rent is \$3,000 annually and the lease is secured through June 30, 2022.

2. A Comprehensive AEA Space Analysis

The master plan will provide Prairie Lakes Area Education Agency with an inventory of the AEA's facilities spaces and condition of those spaces. This information may suggest solutions to existing space needs as well as the changing needs due in part to COVID as well as working effectively and efficiently with the multitude of technological tools afforded to PLAEA staff.

The following list provides areas of need identified by AEA board members, administration, and staff:

- Customer experience when visiting or attending events at any of the AEA locations
- Aesthetically welcoming, defined entrances with attention to safety and security
- Ample parking to accommodate AEA events and staff
- Modern working environment for the AEA's unique staff, incorporating collaborative and flexible workspaces
- Accessibility by school staff to AEA staff
- Modern and flexible conference rooms for groups as small as 6 and as large as 260
- Separation of public space from office space
- Ideal number and location of agency-owned or leased office buildings based on the current and projected future role of the AEA
- Ample restrooms to accommodate large trainings and events
- Ease of customer accessibility for the hearing departments & testing sites

- Ease of customer accessibility for our media library and creative services department
- IDEA accessibility for all sites
- Technology infrastructure accessibility
- Infrastructure: heating, plumbing, electrical

3. Scope of Services

- Meetings with AEA staff, administration, and the board of directors to assess current and projected future needs.
- Assess the overall needs of the agency and determine number of sites, amenities to sites, explore creative options for providing services beyond regional offices.
- Assess the physical condition of the four sites (including building and parking lots) owned by the AEA and determine need for repair, renovation, and/or replacement.
- Assess the safety and security of the four sites including site location, entrances, passive and active monitoring, and separation of public spaces from office spaces.
- Review the utilization of space at the four sites and projected needs for the future.
- Assess the adequacy and function of the four sites and projected needs for the future. Determine costs for all potential improvements and/or replacement needs.
- Develop a long-range facility plan and provide recommendations.
- A formal report with presentation to Board (See item 4)

4. Final Facilities Report

Appropriate plans and graphics, agreed to by both the consultant and the AEA, will accompany the final facilities report, which will include, but not be limited to, the following:

- Physical Plant Use: inventory of existing space use and needs
- Analysis of Space Use: resolution of needs
- Recommendations on locations for additions and future buildings on and off existing AEA property
- Strategy for land utilization
- Strategy for pedestrian, parking, and traffic flow

The final facilities report shall be presented to the Board at a public meeting **on or before December 20, 2021**.

PROPOSAL FORM AND REQUIRED INFORMATION

1. Firm Experience

Brochure and letter describing the firm, its size, structure, disciplines, experience, and a profile of its philosophy and approach to AEA, school district, or community college master planning.

Demonstration of the firm's knowledge and experience with the applicable state and local laws and regulations related to AEA, school district, or community college master planning, design, and competitive bidding.

Demonstration of the firm's experience in preparing an AEA, school district, or community college master plan of this type and scope; provide a list of at least three (3) other AEAs, school districts, or community colleges for which your firm has provided similar master planning services, including names and telephone number of contacts.

2. Qualifications of the Team for Prairie Lakes Area Education Agency Project

- A. Identify the proposed project team members and their qualifications
- B. Identify the kinds of consultants your firm intends to include on the project team
- C. Identification of the person or company your firm would expect to use for each consulting role along with resumes and project lists for each consultant
- D. Discuss your firm's workload and ability to complete the master plan in the allotted time frame
- E. Describe what elements are important to a successful AEA master plan and what your approach is to design and master planning.
- F. List all items and information that your firm will require from Prairie Lakes Area Education Agency to support your work for this project.
- G. Describe what your firm's master planning process will be and how your firm will include AEA community, staff, administration, and the Board in the master planning process.
- H. Provide a comprehensive five-year summary (including pending matters) of the firm's investigation, administrative proceeding, litigation, arbitrator, and negotiated/settled history with previous clients or with any matter involving the business activities of the firm.
- I. State whether the firm has current general and professional liability insurance and, if so, for each policy provide name of carrier, coverage types, and amounts, and any exclusions.

FEE SCHEDULE

The proposal should provide a proposed fee for performance of services and a description of the basis for professional fees, stating how fees are charged and their key components.

Specify whether the fee includes all costs or whether costs will be separately reimbursed and on what basis.

Provide a list of hourly rates.

Provide a list of possible reimbursable expenses.

Note in proposal whether master planning fees will be credited toward the fees for design should the AEA proceed with firm on design implementation of project(s) recommended in the master plan report.

PROJECT SCHEDULE

- A. **August 17, 2021:** Request for Proposals will be available to qualified firms.
- B. **September 16, 2021 (4:00 p.m.):** Deadline for written proposals and fee schedules to be submitted.
- C. **September 20, 2021:** Selection of firms for presentations and interview sessions to allow for question and answer period.
- D. **October 7, 2021:** Presentations and interviews.
- E. **October 11, 2021:** Board may approve and notify selected firm or the board may table action to a subsequent date.
- E. **October 12, 2021:** Begin Facility Analysis/Master Planning process
- F. **December 20, 2021:** Facility Analysis/Master Plan complete. Final report and supporting materials presented to the AEA.

NOTE: If firm cannot meet this proposed schedule, state why and propose an alternate schedule of commencement or completion of the Project.

PROPOSAL SUBMISSION

1. Submittal Format: Firms responding to this RFP must follow the format below. Written material must be in 8-1/2 x 11 inch format and should be no longer than 30 pages excluding cover letter. The information presented under each heading should conform to the information requested. Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration.

2. Cover Letter: (Maximum one page) shall have the name of the firm making the submission indicating your interest in working with the AEA. Include a brief description about why your firm is well suited for and can meet the AEA's needs. The letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and the terms and conditions of this RFP, and to represent the authenticity of the information

presented.

3. Response Format: Electronically submitted proposals will be accepted via email in pdf format to **Michelle Dowd** at the following email: mdowd@plaea.org. Faxed proposals **will not** be accepted. Paper proposals will be accepted via mail, shipping, or hand delivery to the following address: **1235 5th Avenue South, Fort Dodge, IA 50501**. Vendors must submit one (1) original and six (6) copies of the proposal response if submitted in writing. Proposals must be accompanied by all required documents. All proposals must be clearly marked **“Proposal for Master Facility Planning.”** It shall be the sole responsibility of the Vendor to make certain that all proposals in proper form are submitted before **4:00 p.m. on September 16, 2021**.

4. Compliance with the RFP: Proposals must be in strict compliance with this Request for Proposals. Failure to comply with all provisions of the RFP may result in disqualification. By signing its proposal, the vendor acknowledges that it has read and understands the requirements for the proposal. Proposals shall be good for at least sixty (60) days after the deadline for submission of proposals.

5. Questions: Please direct any questions regarding the proposal to Dr. Susie Meade, Chief Administrator or Michelle Dowd, Chief Financial Officer either by email (smeade@plaea.org) or (mdowd@plaea.org) or by phone at (712) 335-6040 or (515)705-7138. All questions from any vendors must be made **in writing** and shall be received by the AEA no later than **September 3, 2021**. Only written responses shall be issued by the AEA and shall be made available to all vendors no later than **September 10, 2021**.

6. Site Visit: A site visit is not required, but is encouraged, prior to submission of a proposal. To schedule a site visit, please contact **Michelle Dowd** at mdowd@plaea.org or (515)705-7138.

7. Proposal Preparation Costs: The AEA will not be liable in any way for costs incurred by any vendor for preparation of proposals, communication, travel, and associated expenses, and/or demonstration.

8. Rejection of Proposals: The AEA reserves the right to accept or reject in whole or in part any or all proposals submitted. The AEA may reject the proposal of any vendor that is determined to be non-responsive.

EVALUATION CRITERIA

Each proposal will be evaluated by an evaluation committee which may include the Chief Administrator, Chief Financial Officer, Director of Operations, Facilities Committee members, and/or other individuals whose knowledge, experience, and perspective contributes to the work

of the committee.

Each proposal will be evaluated according to the quality of the product, the qualifications and experience of the firm, response to the AEA's requirements, the ability of the project team to work in a compatible manner with the AEA's representatives, and the project cost. It is the intent of the AEA that the selection criteria and ranking of respondents will serve only to assist the AEA in its selection of a firm, and the AEA reserves the right to select a firm that it determines in its sole discretion to be in the best interests of the AEA.

The AEA reserves the right to conduct any investigation of the qualifications of any respondent that it deems appropriate or request additional information from any respondent. Failure by a respondent to timely provide any additional information requested by the AEA may, in the sole discretion of the AEA, be cause for the rejection of the respondent's proposal.

The consensus of the evaluation committee may be that more than one vendor shall be considered as a finalist. The committee may request presentations by vendors and/or oral or written responses to request additional information. Following review of this information, the AEA may continue discussions with one or more vendors for the purpose of discussing terms and conditions of the service. The selected vendor will be an independent contractor of the AEA.

The AEA reserves the right to reject any and/or all proposals submitted or parts thereof, to waive informalities or irregularities, to negotiate modifications to any of the items proposed in a proposal, and to select a vendor and enter into such contract(s) as shall be deemed to be in the best interests of the AEA.

CONTRACT PERFORMANCE/TERMS

This RFP and the successful firm's response to this RFP shall become part of the contract between the parties. Any contract entered into may be terminated by the AEA for convenience and without cause upon fourteen (14) days' notice. Upon termination, the AEA shall pay only for work successfully performed up to the date of termination. Any materials, documents, or reports developed under a contractual agreement with the AEA shall be deemed work for hire and shall become the property of the AEA upon termination or completion of the contract upon payment by the AEA of all monies contractually owed.

MISCELLANEOUS

1. Vendor Warranty: Vendor represents and warrants that it is the owner of or otherwise has the right to use, distribute, and license or sublicense all materials and methodologies proposed to

be used in connection with providing the products and services which are the subject of this RFP and that such materials and methodologies shall not infringe any patent, copyright, or other proprietary right of a third party. Vendor further represents and warrants that the work proposed to be performed and services proposed to be provided will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable, trained, and qualified personnel.

2. Confidentiality: All AEA information and data is and shall remain the property of the AEA and all such information and data shall be considered confidential by the vendor. Vendor agrees that all AEA information and data shall be used only for the intended purpose and that it shall not disclose any such information and data to any third party except as may be required by law.

3. Indemnification and Hold Harmless: Vendor shall defend, indemnify, and hold harmless the AEA from and against any and all claims, liability, damages, loss, and/or expenses (including reasonable attorneys' fees and costs) that may arise by reason of any breach of contract, negligence, and/or violation of law (including, but not limited to, infringement of any proprietary right of a third party) by vendor and/or its employees or agents. In the event that it shall become necessary for any party to institute legal proceedings against the other party for recovery of any amounts due and owing under the RFP or any resulting contract, it is expressly agreed that the prevailing party in any such action shall be entitled to recover from the non-prevailing party all costs related to such collection, including reasonable attorney fees and all expert witness fees incurred during pre-suit collection attempts, suit, and post judgment, appeal, or settlement collection.

4. Assignment: No contract or any of its provisions may be assigned, sublet, or transferred by the vendor without the written consent of the AEA. Subject to the foregoing, any contract will be binding upon and will inure to the benefit of the parties and their respective successors and assignees.

5. Governing Law and Forum: The terms and conditions of this RFP and any resulting contracts or activities based upon this RFP shall be construed in accordance with the laws of the State of Iowa. Any litigation arising between the parties related to this RFP or any resulting contract shall be initiated and maintained only in the appropriate federal or state court for Woodbury County, Iowa.

6. Return of Proposals: All proposals become the property of the AEA and will not be returned to vendor. Once received and opened, the contents of the proposals will be placed in the public domain and be open for inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld upon the written request of

vendor.

7. Non-Discrimination Statement: In accordance with applicable federal and/or state law, it is the policy of Prairie Lakes Area Education Agency not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices. If a vendor has questions or grievances related to compliance with this policy by the AEA, the vendor may contact the AEA or the appropriate federal or state agency.

8. Code of Conduct: No person officially connected with or employed by the AEA will be an agent for, or have any financial compensation or reward of any kind from, any vendor for the sale of supplies, materials, equipment, or services contemplated by this RFP.