

Master Planning Steering Committee Report – by Don Fruit

August 13, 2014

At our last COD meeting on Wednesday, May 14th, the COD authorized the Master Planning Committee to send out a Request for Proposal (RFP) to architectural design firms for the purpose of completing a Facility Study and Master Plan.

The RFP was sent out to a total of ten(10) design firms/builders; most have a presence in the coulee region but the RFP was also sent to firms that other Lutheran Area High Schools in Wisconsin have used for recent building projects. Interested design firms were invited to participate in a walk-through of the school on Friday, May 23rd. A total of six(6) design firms/builders toured the building and were given an opportunity to ask questions about our future needs. After reviewing the proposed timeline with the firms, the decision was made to extend the deadline for receiving the proposals to June 13th to allow adequate time to prepare the proposals.

Proposals were received from five(5) architectural design firms/builders. On June 17th the Master Planning Steering Committee met to review the contents of each proposal. The proposal cost ranged from \$5,000 to \$60,000, but it was unclear to the committee if each proposal contained the same scope of work as the others. We needed to ask questions of each of the firms to clarify the scope of work so we could make an accurate comparison of the proposals. It was also determined that due to the potential cost involved our firm selection would need to be approved by the BOC and COD.

On Friday, July 11th the Master Planning Steering Committee along with members of the Board of Control invited the five(5) architectural design firms/builders to come in one at a time for a short interview/meeting where they were given an opportunity to make a short presentation on their proposal and then we were given an opportunity to ask questions of them. Prior to the meeting a document was sent out to each of the firms listing the RFP Deliverables and some preliminary Questions we had. We also created a Proposal Scorecard that we used to help us evaluate and compare the different firm's proposals. At the end of the five(5) meetings the committee felt that we now had an "apples-to-apples" comparison of the different proposals and were able to select one firm to recommend to the full Board of Control.

As part of the interview process with the firms, we had an opportunity to put together a timeline for moving forward with the Facility Study and Master Planning Process. Pending the COD approval of the design firm and cost, we will begin working with the design firm on the Facility Study in September and hope to complete the Master Plan at the end of the year or early January.

Deliverables and Interview Questions

1. Facility Condition Analysis Report

Deliverables: A written report of the school facility study of the physical condition and cost of repairs and code compliance, along with the prioritization of any needed repairs. Any scheduled replacement of large cost items including roofs, etc. over the next 20 year period should also be part of this report as well.

Can you begin the facility study in September 2014?
What is the expected time to complete the facility study?
What is the cost to complete the facility study?

2. Enrollment Projections, Program Use, and Impact on School Facilities Report

Deliverables: A written report based upon enrollment projections and program needs that will relate existing building capacity, classroom and core space to future space needs. Included in the report shall be options/alternatives and related costs of each option/alternatives, for the Master Planning Committee consideration.

What is the expected time to develop design options with budgetary cost?
What is the cost to develop design options?

3. Comprehensive Facilities Master Plan

Deliverables: A Comprehensive Facilities Master Plan including an executive summary, architectural renderings, maps and/or other supportive documentation as well as attendance at meetings and hearings related to the Plan.

What is the expected time to complete the Master Plan?
What is the cost to complete the Master Plan?

Total Proposal Cost:

Proposal Scorecard

Design Firm/Builder: _____

Qualifications/Evaluation Criteria	Max Points	Proposal Points	Interview Points	Point Sub-Total
1. Expertise in the construction, design, and renovation of school facilities	15			
2. Ability to evaluate the physical condition of existing school facilities	10			
3. Knowledge of state and federal laws pertaining to school buildings such as life safety requirements including the abatement of all hazardous materials and air quality issues.	10			
4. Ability to provide full services to the project including engineers, architects, and consultants that will focus on delivering a comprehensive report on facility needs of Luther High School.	10			
5. Experience and expertise in the design and construction of a Chapel/Performing Arts auditorium.	20			
6. Can the firm begin the facility study in Sept. 2014?	10			
7. Expected time to complete the facility study?	10			
8. Expected time to develop design options with budgetary cost and complete master plan?	10			
9. Support for Christian Education at LHS	5			
Totals:	100			

Cost to Complete Facility Study: _____

Cost to Develop Design Options: _____

Cost to Complete Master Plan: _____

Total Proposal Cost: _____

Special Considerations: _____

Revised Master Plan Timeline

- June 13th 2014 - RFP Bid's Received from Design Firms
- July 11th 2014 - Design Firm Interviews Completed and Firm selected to recommend to Board of Control
- Aug. 2014 COD Meeting - COD awards Design Firm contract to complete Facilities Study and Master Plan
- Sept. - Oct. 2014 - Design Firm completes Facilities Study and begins developing design options for Master Plan
- Nov. - Dec. 2014 - Steering Committee works with Design Firm to complete Master Plan
- Nov. 2014 COD Meeting - Steering Committee provides update to COD.

