

REQUEST FOR PROPOSAL
SCHOOL COMMUNITY PLANNING AND REFERENDUM CONSULTATION

PRAIRIE DU CHIEN SCHOOL DISTRICT

Vicki Waller
800 East Crawford Street
Prairie du Chien WI 53821
Phone: 608-326-3716
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Submit proposals to Vicki Waller. Due in District Office by 1:00 pm on 4/22/2016. Proposals may be submitted via email directly to Vicki Waller, Bookkeeper: wallerwi@pdc.k12.wi.us

Prairie du Chien Area School District requests proposals for services to provide a comprehensive process that will plan and guide all facets of a building upgrades referendum question and an excess levy referendum question, including a full community engagement process and guiding surveys, plus coordination and on-site facilitation of community meetings. The overriding goal is that by the end of this project, community knowledge and support is built for a positive referendum outcome; target date for the vote on the referendum questions will be April 5, 2016.

REQUEST FOR PROPOSAL must state a specific timeline and detail how each of the following components will be accomplished; including documentation on the ability to deliver this service:

1. Master Plan for referendum process leading to vote on April 5, 2016
2. Coordinate and implement a community engagement process with a community committee to set process, timeline, and scope of goals
3. Engagement and satisfaction surveys of residents (staff members, parents and community members) to gain more information and guide process
4. Work with all stakeholder groups to build support, create a positive climate, and develop key messages to be used to educate and engage residents in community discussion on needs
5. Assist school staff and School Board with referendum process details
6. Work with financial advisors, school staff, and School Board to use financial history and projections to create easily understood visual, written, on-line, and verbal narrations of the need for a school operating funding increase
7. Work with architectural advisors, school staff, and School Board to use facility plan materials to create easily understood visual, written, on-line, and verbal narrations of the need for a school building updates
8. Work closely with community committees to disseminate information on referendum questions
9. Engagement and satisfaction surveys of residents to refine and improve communications on the referendum process
10. Coordinate and implement a wider community public information and engagement process to explain and inform the needs for greater funding for operations, and building updates
11. Referendum process coordination and implementation throughout the process up to the vote on April 5, 2016

In addition to the above detail, proposals must include:

1. A contractor summary which includes a brief history of your company including your past experience in dealing with similar projects and include reference contacts for those projects.

2. Include the proprietors' names or those persons authorized to sign contracts for your business.
3. Detail your company's capabilities in delivering the requests in this proposal and detail if any of the components will be sub-contracted with complete stated details on each sub-contractor.
4. A detailed timeline of milestones for completing the project.
5. A summary of people that will be charged with completing the project and a summary of their background.
6. A full breakout of the cost for the services including expected payment schedule and specify any cost variations or costing for optional or sub-contracted services. Please detail any items that are outlined herein that are not fully included.

Contracts will be awarded based on the information presented in the proposals received. OWNER reserves the right to ask for clarification or for more information if needed. OWNER will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors. All proposals must be submitted to the Prairie du Chien Area School District Office by April 22, 2015 at 1:00 pm to be considered. RFP timetable is subject to change by the managers of this project: 04/27/2015 proposals reviewed at a special committee meeting before the normal Building and Grounds meeting with decision on recommendation to School Board; 05/11/2015 committee recommendation brought to the School Board for vote; 05/12/2015 to 04/05/2016 implement process.

OWNER reserves the right to reject any or all proposals, to waive any irregularities, and/or to accept any proposal which will be to the best interest of the OWNER, for any reason. OWNER reserves the right to accept proposals other than the lowest price proposal and refuse any proposal without obligation. Low cost proposal does not necessarily determine outcome; the best value, service, warranty, long term expense, and other factors will be considered. If vendor is not able to meet this schedule or a proposed alternative plan is suggested, this will not disqualify the proposal, but both are factoring components of the process. School Board reserves the right to discuss possible changes that may benefit the OWNER or fit within their budget parameters. Contractor and School Board must agree to a schedule and all adjustments. The School Board or designee may conduct interviews of proposal submitters. Proposals shall remain acceptable for a period of 60 days.

By: Prairie du Chien Area School District Administrator Drew Johnson

Vendor Net Bid #: PdCBV04102015