

District Office

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Heather Cramer, District Administrator
Jessica Holtz, Director of Financial Services
Terri Kreitzman, Director of Special Education

**Hustisford School District****John Hustis Elementary**

600 S. Hustis. St · P.O. Box 386
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Heather Cramer, Principal

Jr. / Sr. High School

845 S. Lake St. · P.O. Box 326
(920) 349-326

Clint Bushey, Principal

**HUSTISFORD SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT SERVICES**

April 12, 2022

The Hustisford School District is requesting qualifications for professional services of a construction management (CM) to manage a facilities remodeling project.

DESCRIPTION OF THE PROJECT

Project: The Hustisford School District is looking to renovate and increase learning spaces, increase security and safety, and update infrastructure in both of the schools within the District.

While the final project(s) is still being refined, this description is offered to give a sense of the scope of the project being considered.

HISTORY

In November of 2016, the Hustisford School District failed a building referendum for a secured entrance, gymnasium and additional classrooms and upgrades at John Hustis Elementary. While the question failed, the vote was close and the Board of Education asked the voters once again in April of 2017. Again, the question failed. Since then, the District has put a new roof on the elementary school, updated some doors and fixtures in both buildings, updated flooring in the elementary school, refinished parking areas, and updated security in both buildings although there are still improvements to be made. The District has also done maintenance to the HVAC systems in both schools just to keep them operational and upgrades to the gymnasium at the HS/MS. Both buildings are aging and have various imminent needs that need to be met. The elementary school was built in 1972 and the HS was built in 1981.

It is the goal of the Board of Education to go to referendum in November of 2022. It is our hope that our community can raise some private donations yet, still complete a project of quality that recognizes the role excellent schools play in the economic and civic vitality of a region.

PROPOSAL

CM firms are invited to submit hard copy proposals to the School District by **Monday, May 2, 2022 by 2:00pm**. In addition to the hard copy proposals, please email an electronic copy to Heather Cramer at cramerh@hustisford.k12.wi.us. The school district is asking to get a feel for the services provided by your firm as a construction manager. In your proposal, please address the following:

1. The scope of services provided by your firm as a construction manager.
2. Provide a description of your pre-referendum services and how your firm is best suited to help the Hustisford School District.
3. A listing of public school construction management projects your firm has completed in the past five (5) years. We are especially interested in experience with school districts near Hustisford and remodeling projects if available.
4. Provide names of the project team, to include Project Manager, and an organizational chart showing how your firm would staff and support the construction and design phases of the project.
5. Discuss the steps your firm will take to ensure maximum involvement of the local/area community (contractors, labor, vendors, suppliers) in the construction phase of the project.
6. Discuss approaches you have found to be successful in engaging our many publics in the design and communication of project needs.
6. Discuss your firm's role in the development, presentation, and promotion of information related to the facilities assessment and referendum goals.
7. Describe your firm's fees for pre-referendum and construction services. Include a breakdown of all fees and charges that can be anticipated. How do you calculate charges?

Fee Chart based on Referendum Amount:

Less than \$5,000,000 – _____ %
 \$5 Million to \$10 Million – _____ %
 \$10 Million to \$20 Million – _____ %

SELECTION CRITERIA

The Hustisford School District reserves the right to select a construction manager based on multiple criteria and who we feel is the best fit for Hustisford Schools. The tentative interview date for qualifications will be Monday, May 23, 2022 for those chosen to interview. Those chosen to interview will be notified tentatively by Tuesday, May 10, 2022.

All questions regarding this Request For Qualifications and selection process should be directed to:

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cramerh@hustisford.k12.wi.us