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**Skip Truex, Director
Buildings & Grounds
Danville District 118**

REVISED Request for Formal Proposal

Assessment of conditions for the 10-year Health Life Safety Study and ongoing professional services

Danville Public School Buildings and Support Buildings

October 7, 2019

- I. Danville Public Schools seeks professional services to support the 10-year Health Life Safety Study and ongoing professional services for the District. The study is to be conducted and prepared for submission to the State of Illinois during the 2019-2020 school year. This will require an assessment of all existing facilities. The assessment will be focused on structural and system elements of each building. Each identified issue will be prioritized within the existing facility and prioritized from a district-wide perspective. The firm will provide potential solutions for each identified need and an estimated cost to implement those solutions. In this proposal, the school district is not requesting an assessment regarding the educational programming for the school buildings or as to the quality of the existing structure as an educational facility.
- II. Interested firms will submit the following information to Skip Truex, Director of Buildings and Grounds, 615 North Jackson Street, Danville, Illinois 61832, phone 217-444-1020:
 - a. Statement of Interest
 - b. Statement of Qualifications:
 1. List of clients, including name of contact person and contact information utilizing the submitting firm for structural and systems work
 2. Identification of owners and list of primary professionals assigned to the project. If the firm will use consultants, identify those consultants by name and firm. Enclose literature from all consulting firms/agencies.
 3. Statement as to financial stability of submitting firm
 4. Firm's mission statement
 5. Statement of Philosophy
 - c. An overview of the firm's approach to meeting the goals of the assessment program
 - d. Statements regarding how the firm's approach would separate it from other approaches
 - e. Copy of firm's standard literature.

Danville Community Consolidated School District No. 118

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III. Process:

- a. Receipt of Statement of Interest, Statement of Qualifications and other requested materials: All interested firms must submit the required information on or before Monday, November 4, 2019, by the close of the business day (4:00 PM). After that date and time, any submission will be rejected.
- b. Evaluation Procedure: Dr. Alicia Geddis, Superintendent; Skip Truex, Director of Buildings and Grounds; and the Board of Education, will evaluate the firms submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, and such other qualifications-based factors as the Superintendent may determine in writing are applicable.
- c. Selection Procedure: On the basis of evaluations, discussions and presentations, the Board of Education and the Superintendent will select no less than three firms which it determines to be the most qualified to perform the 10-year HLS Study and provide ongoing professional services.
- d. Contract Phase: The Superintendent will contact the firm ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. If fewer than three firms submit letters of interest and the Superintendent determines that one or both of those firms are so qualified, the Superintendent may proceed to negotiate a contract. If an agreement on all aspects is not reached, the Superintendent will proceed down the list of finalists and attempt to reach an agreement with the second-preferred finalist. If an agreement on all aspects is not reached, the Superintendent will proceed down the list of finalists and attempt to reach an agreement with the third-preferred finalist. If the Superintendent is unable to negotiate a satisfactory contract with any of the selected firms, the Superintendent shall re-evaluate the professional services requested, including the estimated value, scope, complexity and fee requirements. The Superintendent shall then compile a second list of not less than three qualified firms and proceed in accordance with the provisions of the Local Government Professional Services Selection Act. Once an agreement has been reached between the Superintendent and the firm, the Superintendent will make a recommendation to the Board of Education regarding the firm selected. The Board of Education has the final determination over the agreement between the school district and the firm. Upon adoption by the Board of Education, a Notice to Proceed will be issued by the Superintendent.

IV. Timeline: The selected firm will complete the 10-year HLS Study and present the written finding(s) to the Superintendent within ninety (90) calendar days from the date of the issuance of the Notice to Proceed.

V. Assessment of Current Facilities for the 10-year HLS Study:

a. The school district has the following facilities to be assessed:

1. Kenneth D. Bailey Academy – 1954 - 21,000 sq. ft.
2. East Park Elementary School – 1961 - 113,904 sq. ft.
3. Edison Elementary School – 1929 - 35,700 sq. ft. – multi-story
4. Garfield Elementary School – 1903 - 33,070 sq. ft. – multi-story
5. Liberty Elementary School – 1973 - 44,800 sq. ft.
6. Meade Park Elementary School – 1977 - 51,462 sq. ft.
7. Northeast Magnet School - 1953 - 34,720 sq. ft.
8. Southwest Elementary School – 2001 - 67,500 sq. ft.
9. North Ridge Middle School – 1961 - 99,592 sq. ft.

10. South View Middle School – 1961 - 84,084 sq. ft.
11. Danville High School – 1924 - 444,247 sq. ft.
12. Jackson Building – 1917 – 19,200 sq. ft.
13. Warehouse – 1910 – 72,000 sq. ft.
14. Bus Garage – 1965 – 72,858 sq. ft.
15. Danville High School – 1924 - 444,247 sq. ft

b. Scope of Assessment: The scope of work is limited to the structure and main supporting systems within and in support of the structure. The scope includes, but is not limited to, the following elements:

1. Roof
 - a. Structure
 - b. Roofing materials
 - c. Parapet
 - d. Penetrations
 - e. Doghouses
 - f. Penthouses
 - g. Attached structures such as lighting and security equipment
2. Exterior walls
 - a. Masonry
 - b. Structural steel
 - c. Expansion joints
 - d. Chimney(s)
3. Sidewalks and curbs
4. Foundation
5. Window system(s)
6. Driveways and parking lots
7. Electrical power supply to the building
8. Electrical switch gear
9. Electrical distribution panels and breakers
10. Electrical service to classrooms and offices
11. Lighting system(s)
12. Heating system
 - a. Boiler
 - b. Piping distribution system [type(s) present]
 - c. Pump systems
 - d. Classroom and office heat exchange
13. Air conditioning (if present)
 - a. Chiller
 - b. Chilled water delivery system(s)
 - c. Classroom/office distribution system(s)
 - d. Window AC units
14. Air quality control
15. Energy management/control system(s)
16. Fire alarm system(s)
17. Security system(s)
18. General structural health of the facility
19. Interior finishes

c. Identification of concerns: the firm will identify needs/issues/concerns as immediate, (1) within the next two to five years, (2) five to seven years, and (3) seven to ten years. The firm will list building and location of all identified needs/issues/concerns.

- d. Solution(s) to concerns: for each identified need/issue/concern, the firm will identify possible solutions to address the need/issue/concern.
 - e. Cost estimates: for each identified solution(s) to an identified need/issue/concern, the firm will provide a best cost estimate in terms of a range (low to high). The firm may elaborate on solution/cost estimate in terms of materials and methods applied.
- VI. Reporting of findings: The firm will compile their finding(s) into a document to be presented to the Board of Education and Superintendent. The report shall comprise the following elements:
- a. Overview of the process
 - b. Executive summary
 - c. Building-by-building detail review showing identified needs/concerns/issues with possible solutions and cost estimate range.
 - d. Building-by-building prioritization of identified needs/concerns/issues with a brief statement as to the ranking order of the identified needs/concerns/issues.
 - e. A ranking of all identified needs/concerns/issues on a district-wide basis from highest priority to lowest priority.
 - f. A photo display of immediate needs/concerns/issues is suggested, but not required.
 - g. The firm will present its written findings (20 copies) to the Superintendent of Schools.
 - h. The firm will also present their findings at an identified Board of Education study session, date and time to be announced. At the study session, the firm will have all appropriate team members available to discuss its findings and answer questions by the Board of Education, the Superintendent, and the Director of Buildings and Grounds.
 - i. The firm, recommended to complete the study, will make a formal presentation of the assessment findings at a regularly scheduled Board of Education meeting, date and time to be determined by the Superintendent.
- VII. Ongoing Professional Services: The firm will continue to serve the school district as its designated Architect of Record for all future professional services required.