

**BERKELEY COUNTY SCHOOLS**  
**REQUEST FOR PROPOSALS**  
**COMPREHENSIVE EDUCATIONAL FACILITIES PLAN (CEFP) CONSULTANT**

**PART 1 – GENERAL INFORMATION**

Berkeley County intends to contract with a firm to create a digital Comprehensive Educational Facilities Plan. Any firm or individual interested in responding to this request but lacking abilities to fulfill any or all portions of the scope of work may partner with another firm in order to be an eligible participant. The completed plan will be submitted to the School Building Authority of West Virginia (SBA) and the West Virginia Board of Education (WVBE) no later than August 1, 2020 and shall reflect a ten-plus year planning period.

This plan is required by both SBA Statute and WVBE Policy as created by the WV Legislature. As such, the SBA and the WVBE may monitor the planning process and will set deadlines for the CEFP process. Specific deadline submission requirements and planning procedures will be monitored by the SBA and progress reports must be submitted to the SBA as directed. The firm(s) will be evaluated using the state procurement process as outlined in WV Code§5G based upon suitability to complete this work and upon the quality of information contained in the response to this RFP.

The SBA and WVBE have partnered with two contractors, Dude Solutions and Alpha Facilities Solutions, to provide a digital template database and an electronic facility evaluation instruments to house the CEFP. The selected firm(s) will be required to meet general requirements relating to data gathering and entry. The selected firm(s) must also attend a Planning Seminar in Charleston, WV hosted by the SBA and the WVBE prior to initiating the planning process. The date and time for the seminar are TBD.

Once all proposals are received, they will be reviewed, and points will be assigned as illustrated in **PART 6**. After all the points have been assigned, the firm(s) with the highest points will be contacted to begin fee negotiations. If no suitable fee can be agreed upon, the county will then contact the firm(s) with the second highest points and so on until a successful fee negotiation can be achieved. The successful firm(s) will then enter into a professional services contract with Berkeley County and begin work at the agreed upon time.

## **PART 2 – SCOPE OF WORK**

### **CONSULTANT RESPONSIBILITIES**

1. The firm(s) will work directly with the SBA and WVDE's contractors to learn and facilitate data gathering processes for this digital CEFPP template.
2. The firm(s) will work cooperatively with the county to complete the CEFPP in proper sequence so as not to develop foregone conclusions before all required research data is made available for the analysis and development of effective conclusions and decisions.
3. The firm(s) will develop, in cooperation with the county, a timeline for the committee and all sub-committees to complete the CEFPP. The firm(s) will submit the timeline to the SBA and the WVBE for review and approval. This timeline must list a preliminary schedule of events and tentative dates for completion of the specific events.
4. The firm(s) will be responsible for providing guidance to the county regarding organization of sub-committees that will be developing specific portions of the overall plan and coordinating the efforts of all committees into a common goal to complete the CEFPP.
5. Facility evaluations using an electronic template will be required at every district-owned/operated building in the county. The firm(s) will evaluate and inventory existing facilities as well as the condition and life expectancies of building components. This data will be entered by the firm(s) into an electronic database.
6. During the Educational Planning phase where committees of school administrators, personnel, and community members develop plans for curriculum, instruction, operations, support and personnel, the firm(s) will oversee and facilitate all countywide educational planning meetings.
7. During the Translating Educational Needs into Facility Needs phase where all information gathered is disseminated and data-driven plans are created, the firm(s) will oversee and facilitate all countywide planning meetings.
8. The firm(s) will be responsible for all data collection and input into the digital template. In addition to the facility evaluations, the firm(s) will enter all data from the Educational Planning phase and the Translating Educational Needs into Facility Needs sections.
9. The firm(s) will be responsible for compiling and producing the final CEFPP for public hearings, initial approval by the CEFPP committee, and approval by the county board of education. The locally approved CEFPP will then be submitted to the SBA and to the SBE for final approval. All CEFPP documents must be submitted digitally in the electronic template form.
10. Should minor modifications be required by the SBA or the SBE in order to obtain an approved CEFPP, the firm(s) is responsible for assisting the county in making these changes.

## **COUNTY RESPONSIBILITIES**

1. The county will identify a single point of contact that will communicate to the consultant.
2. The county will provide appropriate in-house professional staff to provide educational and facility information to the consultant.
3. The county will provide the consultant pertinent educational programming specific to the needs of the students in the county and work cooperatively with the consultant as details of the educational plan are entered.
4. The county will give access to and provide the consultant pertinent information required to facilitate the Translating Educational Needs into Facility Needs phase of the project. The county will be involved in all aspects of decision-making within this phase.

NOTE: The SBA/WVBE approved CEFPP shall be the sole property of the county board of education.

## **PART 3 – PROPOSAL REQUIREMENTS**

1. Provide the name of the firm, the contact individual and appropriate address and phone numbers. If this is a joint proposal, provide said information for each firm in the proposed planning team.
2. Qualifications for submission include listing the registered architect(s) licensed in West Virginia with documented experience in school planning. Preference may be given to a firm with a Recognized Educational Facilities Planner (REFP) or Accredited Learning Environment Planner (ALEP) certified by the Association for Learning Environments. Firms must be experienced in the area of long range comprehensive planning capable of translating educational needs into facility needs. Adequate documentation including the identification of specific individuals, including resumes that will be assigned to this project must be included in the proposal to ensure that this requirement has been met.
3. Specify the individuals who would be assigned to this project and the specific role each individual will assume. If this is a joint proposal, identify the firm each individual represents. In addition, estimate the amount of time each individual will dedicate to this project.
4. The firm(s) must have experience working in cooperation with Educational Facilities Planning Committees and have performed all tasks associated with the requirements of WV Board of Education Policy 6200 regarding the development of CEFPP's and the policies of the SBA. The firm(s) must be capable of developing and/or verifying probable construction costs and producing graphic illustrations of facility needs identified by the county's CEFPP committee. The firm(s) must include in this proposal a narrative describing the circumstances in which they have gained the required experience.

5. As a part of the proposal, the firm(s) must write a brief narrative describing how the firm will implement the key aspects of the proposed process in accordance with all items listed in the RFP.

#### **PART 4 – RESPONSE/COST INFORMATION**

The firm(s) will be responsible for submitting a response to this RFP in a format that addresses all the general requirements contained in Part 3 in a clear and concise manner. For ease of evaluation, each General Requirement should be addressed in order with either a narrative explanation or a page and paragraph reference. The firm(s) must provide a minimum of 6 proposals by the date and time required.

The successful firm(s) will be compensated based upon a fixed negotiated fee to include all reimbursable expenses. A schedule of payment for the successful firm will be determined during the fee negotiations phase.

The county will not be responsible for any cost incurred by the firm(s) in responding to this RFP.

#### **PART 5 – DUE DATE FOR SUBMISSION**

Submissions in response to this RFP will be date and time stamped upon receipt. Submission packets are due to the Berkeley County Board of Education, 1453 Winchester Av. Martinsburg WV 25405 on April 2, 2019 at 2:00 PM.

#### **PART 6 – EVALUATION CRITERIA**

The following evaluation criteria will be utilized to rate the proposals as submitted by the firm(s):

1. Firm(s) Qualifications – Fifty (50) points – The qualifications of the firm(s) based upon qualifications of the firm and qualifications of the individual(s) that will be assigned to the project.
2. Firm(s) References – Ten (10) points – The satisfaction of past clients with this firm(s) for projects of this nature and in general will be rated.
3. Firm(s) Experience – Twenty-five (25) points – The type and applicability of experience with the school planning process and SBA/WVBE requirements. Experience of both the firm(s) and individual(s) assigned to this project will be evaluated.
4. Project Plan – Fifteen (15) points – The key aspects of the firm(s) proposal for completion of the plan will be rated, ensuring that all general requirements are met. Points will be awarded for applicable services proposed which are above and beyond the minimums.