



Parkrose School District #3

REQUEST FOR PROPOSALS LONG-RANGE DISTRICT FACILITY PLAN

The Parkrose School District is entering a process to develop a long-range district facility plan. The plan will be for a minimum of 10 years. We are soliciting proposals from various consulting firms to assist in the process. We currently have energy renovation projects throughout the district.

The district's student population was at one time considerably larger than it is now. Student population remains steady over the last decade. We have three elementary buildings which are leased to other entities and not being utilized by the district as schools. Besides those buildings, Parkrose School District has one high school, one middle school, four elementary buildings and a district office with administrative offices and a service center. The service center includes warehouse space, transportation and maintenance shop.

Annually, the district commissions an enrollment projection study. These demographics will need to be integrated into the plan. The resulting document will be used to evaluate the need for a possible bond measure in November 2011.

SCOPE OF STUDY:

- o Assess and evaluate the current conditions of facilities in the district in terms of physical condition, safety, code compliance, educational capacity and suitability.
- o Assess current buildings for potential expansion, remodeling and/or renovation.
- o Review and evaluate recent facility studies and committee work to be updated and incorporated with items above.
- o Coordinate with the population and demographic studies done for the district and develop facility needs consistent with the study i.e., identified growth projections.
- o Develop and prepare alternative action plans to meet projected facility needs.
- o Recommend expansions for 21st Century learning environments.
- o Facilitate community and staff meetings regarding Parkrose School District facilities.
- o Present long range facility study to the Board of Education.

OBJECTIVES:

- o A comprehensive assessment and evaluation of current facility conditions.
- o A comprehensive 10 year facility plan with alternatives and options written and available for decision making regarding facility maintenance, improvement and expansion.
- o Recommendation for funding the long range facility plan.

RFP SELECTION CRITERIA:

25% = Documentation of experience, studies, references or demonstrated competence.

60% = Written presentation of study procedures for the performance review. (10 pages, maximum)

10% = Interview/discussion with Parkrose School District staff and Finance Committee members.

5% = Project Cost

TIMELINE:

RFP Distribution – October 1, 2008

Publication – October 1, 2008

Optional District Tour – October 15, 2008, 10:00 am

Proposals Due to Parkrose School District – October 29, 2008, 4:00 pm

Interviews – November 19 & 20, 2008

Completion of district review/selection of consultant – November 21, 2008

Board Approval – December 8, 2008

Work Commences – January 1, 2009

Completion/submittal of long range district facility plan – May 15, 2009

Presentation to the Board – June 8, 2009

If you are interested in this project, please contact Parkrose School District at 503-408-2100 for additional details including available maps, floor plans and current enrollment. This packet of information will also be available at the district tour on October 15, 2008.

Submit proposal responses to:

Mary Larson
Director of Business Services & Operations
Parkrose School District
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Portland, OR 97220
Mary_Larson@parkrose.k12.or.us
Phone: 503-408-2103

Proposals must be submitted in a sealed container clearly identified as “Long Range District Facility Plan” no later than October 29, 2008 at 4:00 pm local time. 10 printed copies including an electronic copy on CD are required. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the Request for Proposals. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.