

Request for Information (RFI)

RFI No. 24-1516

CAPITAL PROJECTS

MID AND LONG-RANGE CAPITAL FACILITY PLANNING SERVICES

Due – 4:00:00 PM PDT FRIDAY, MARCH 25, 2016

Spokane Public Schools

Purpose

The Spokane Public School District is seeking information from consultants who have the expertise and capacity to provide the district services to address mid and long-range capital facility planning needs. It is the intent of this document to provide consultants with information to determine whether they are interested in participating in a possible future more detailed selection process. It will further enable consultants to provide sufficient information for Spokane Public Schools to determine the feasibility of future options regarding possible contracts for the services. SPS may, or may not, at its sole discretion, issue a formal solicitation for these services at a later time. Please provide as much information as possible to assist in our evaluation.

District Overview

Spokane Public Schools (SPS) is the largest school district in eastern Washington and the second largest in the state. SPS offers a portfolio of school options so that families have the freedom to choose the school that is right for their child. The best fit may be their neighborhood school, or one with a certain focus or different way of learning. We believe a great school system builds on the strengths and gifts of each child – and the school system should be built around these student gifts and needs.

SPS has 47 schools, including 34 elementary schools, 6 middle schools and 7 high schools and is currently utilizing voter approved capital bond capacity for, expansion, improvements and renovations of its existing facilities. It also is considering a capital levy in the future, focused on improving access to technology for students and staff.

More information about our district can be found on www.spokaneschools.org

Consultant Service Overview

Purpose: It is the intent of SPS to identify potential qualified consultants who can provide some or all of the mid and long-range capital facility planning needs expertise to include, but not be limited to: capital planning, budgeting, financial management, demographics, reporting software, policies to address choice and facility planning requirements, development of educational specifications, long tem planning, and cost analysis/financial projections.

Evaluation/Timeline: SPS will review all submitted materials and may contact respondents if questions based on the information received by SPS. All responding firms will be provided notification regarding next steps, if any, no later than May 1, 2016.

No award of contract or commitment to purchase should be inferred from this RFI as this is solely to gather information on potential services that we feel will best meet SPS' requirements.

Instructions for Vendors

Responses should be delivered via email to the parties noted below no later than Friday, March 25, 2016 at 4:00 PM PDT. Responses should provide sufficient information about your services to determine if it is a potential solution for our districts needs.

Gregory Forsyth
gregoryf@spokaneschools.org

Barb Carson
barbca@spokaneschools.org

In the subject line of the email, please reference: RFI No. 24-1516

Answer the following questions to the best of your ability.

It is understood and assumed that consultants will not have expertise in all areas identified below. However, responses should provide sufficient information about your expertise to determine if it is a potential solution for SPS' needs based on the information contained in the Project Overview. Please include any additional information you deem necessary to assist in our evaluation.

Requested Information	Response
General Information	
Company Name	
Company Address	
Parent Company (if any)	
Describe ownership and/or strategic partnerships of your company	
Name of the person(s) responsible for the information contained in this RFI	
Phone Number	
Fax Number	
Email Address	
Website URL	
Company Location (corporate office; other offices)	
How long have you been providing this type of service(s)?	

Service Requirements

Overview of your company and professional qualifications of key personnel.	
Describe your company's experience providing capital planning, budgeting, and financial management consulting services to other public school districts in Washington state, including client references, specific types of services provided, length of contracts, and specific results.	
Describe your company's specific experience in assisting school districts in utilizing demographic and enrollment data to evaluate potential school attendance boundary adjustments and simulations, demographic reporting and enrollment forecasting.	
Describe your company's specific experience in assisting school districts in evaluating and recommending software for enrollment and demographic reporting.	
Describe your company's specific experience in assisting school districts in recommending school district policies as necessary to address both school choice and facility planning requirements.	
Describe your company's specific experience in leading the process to develop educational specifications for school remodel projects, with emphasis on recommendations for non-classroom space allocations.	
Describe your company's specific experience in providing long term planning recommendations regarding land acquisition, school grade configurations, and capital bond planning.	

Describe your company's specific experience in providing cost analysis and other financial information and projections regarding capital facility planning.	
Describe you company's specific experience in leading or participating in school district capital facility planning activities with school district staff or community groups.	

Printed Name _____ Title _____

Signature _____

Email Address _____

Date _____

END OF RFI