



**REQUEST FOR PROPOSALS**  
**FOR**  
**STRATEGIC FACILITIES MASTER PLANNING**  
**FOR**  
**EUREKA COUNTY SCHOOL DISTRICT**  
**September 2022**

**ISSUED BY:** Eureka County School District  
660 Mathew Street  
P.O. Box 249  
Eureka, Nevada 89316

**TELEPHONE:** (775)237-5361

**DISTRICT WEBSITE:** [www.eureka.k12.nv.us](http://www.eureka.k12.nv.us)

**CONTACT PERSON:** Doran Adams, Maintenance Director

**Due: Thursday, October 13, 2022**  
**3:00 P.M. (PST)**

# EUREKA COUNTY SCHOOL DISTRICT

## Request for Proposal – Strategic Facilities Master Planning

### I. Purpose

#### *“Every Student, Every Classroom, Every Day”*

More than just a good business practice, developing strategic facilities master plan will allow Eureka County School District to build a consensus around what matters and to channel resources accordingly in order to ensure a maximum return on investments, resulting in increased academic achievement. Effective master planning will articulate not only where the district is going and the actions needed to make progress and plan for the future, but also how we will know how effective we are utilizing the resources that are available. The district understands that a disciplined master planning process provides clarity of purpose as well as structure for accountability at all levels of the organization. To this end, the Eureka County School District seeks to have comprehensive five-year and ten-year strategic facilities master plan grounded in the reflective of the following:

- ✓ Review/revise the current mission statement
- ✓ Review/revise the current vision statement
- ✓ Review/revise the current belief statements
- ✓ Develop goals/priorities
- ✓ Develop strategic resource management
- ✓ Performance indicators
- ✓ Accountability timelines

### II. Introduction/Background

The Eureka County School District (ECSD) is one of the smallest districts in the state. The district operates the Eureka Elementary School and the Eureka County Junior-Senior High School in Eureka, Nevada, the former with a capacity of 240 students and the latter with a capacity of 240 students; the Crescent Valley Elementary School in Crescent Valley, with a capacity of 180 students.

In 2017, there were 294 students enrolled in Eureka County schools, the highest level since 2012. The highest school enrollment during the period 1994 to 2017 occurred in 1998 with 378 students. The lowest enrollment year occurred during 2003, with 220 students.

Located in south-central Nevada, Eureka County School District is home for three public schools, Eureka County High School, Eureka Elementary School, both located in Eureka, and Crescent Valley Elementary School, located in Crescent Valley, Nevada. Eureka is located on U.S. Highway 50, 240 miles east of Reno, Nevada and 115 miles south of Elko, Nevada. The current population is as follows: Eureka County High School is a combined senior/junior school with approximately 157 students and 25 staff, Eureka Elementary School is Pre-6<sup>th</sup> grade school with approximately 129 students and 21 staff. Crescent Valley Elementary School has an approximate student enrollment of 31 student's grade K-6 with 7 staff and is located 120 miles north of Eureka, Nevada, off Interstate 80.

Departments include:

- Academic Services
- Administration
- Athletics
- Business and Finance
- Curriculum
- Food and Nutrition
- Human Resources
- Special Education
- Technology
- Maintenance and Facilities
- Transportation

### **III. Scope of Services**

The Eureka County School District seeks to contract with an architectural/planning consultant to create, facilitate and execute a Strategic Facilities Master Plan. It is anticipated that contract work will span six (6) months with a start date as December 1, 2022. Proposals are due by 3:00 p.m. on Thursday, October 13, 2022.

The consultant shall demonstrate the ability and capacity to deliver a detailed, step-by-step strategic facilities master planning process that is right for our school district and includes the following elements:

- Contribute ideas for consideration during the planning process. The consultant will identify and obtain data, collate analyze, and gather data, conduct interviews, initiate focus groups with students, parents, teachers and other certified staff, classified staff, administration, Board members, community member and local government officials, and develop and facilitate the implementation of the master plan
- Collaborate with staff, students, parents and community to review and possible revise current mission, vision and belief statements

- Produce strategic facilities master plan that includes goals/priorities, strategies and performance indicators
- Establish a communication forum (email group/e-survey/other) for information exchange and establish a steering committee
- Coordinate input from multi-disciplinary groups of stakeholders
- In conjunction with District support, organize meeting facilities, disseminate meeting announcements and agendas as well as develop meeting summaries, which outline decisions and/or action items. The consultant team will facilitate meetings throughout the course of the project to gather input, discuss obstacles, and guide task development, as required
- Develop a gap analysis of existing services, program and facility space that includes any unmet needs and provide recommendation and measurable outcomes
- Identification and development data to ground the planning work and create a baseline for analysis, comparison and decision-making
- Guide and support implementation of the strategic facilities master planning process framework, in particular:
  - Assist to communicate this work and the outcomes to all stakeholders and to the public at large
  - Keep the process on track, on time and on budget
  - Attend two (2) Board meetings and/or work sessions to provide an update as well as present the final strategic facilities master plan
  - Author the detailed report with guidance and recommendations to assist the committee and develop an outcomes-based schedule to track progress against milestones over time
  - Create a professional, executive summary of the overall master plan

**IV. RFP Timeline**

September 12, 2022,	District issues RFP
October 3, 2022,	Deadline for submission of questions regarding the RFP by 4:00 p.m.
October 13, 2022,	Proposal submission deadline by 3:00 p.m.
October 28, 2022,	Interviews with selected proposers via electronic communication
November 1, 2022,	Recommendation to Board of Trustees

**V. Submittal Requirements**

Submission of proposals:

Sealed proposals shall be submitted in four (4) sections:

1. Firm overview
2. Approach to the project

3. Experience and past performance (references)
4. Costs (**include in a separate sealed envelope marked "costs"**)

One original and five copies of the sealed proposals shall be provided in a loose leaf, three-ring binder. **All proposals shall be received no later than 3:00 p.m. (PST) on Thursday, October 13, 2022.** The following information shall appear on the outside of the package:

**Sealed Proposal for Strategic Facilities Master Planning Services  
Eureka County School District**

**Proposal Format:**

**5.1 Firm Overview**

Responders must provide a company profile. Information provided shall include:

- 5.1.1 Company ownership. If incorporated, the state in which the company is incorporated and date of incorporation. *An out-of-state vendor must become duly qualified to do business in the State of Nevada as foreign corporation before contract can be executed.*
- 5.1.2 Disclosure of any alleged significant prior or ongoing contract failure, contract breaches, any civil or criminal litigation or investigation pending with involves the vendor or in which the vendor has been judged guilty or liable.
- 5.1.3 Location(s) of the company offices and location of the office serving any Nevada account(s).
- 5.1.4 Number of employees both locally and nationally.
- 5.1.5 Location(s) from which employees will be assigned.
- 5.1.6 Name, address and telephone number of the vendor's point of contact for a contract resulting from this RFP.
- 5.1.7 Company background/history and why vendor is qualified to provide the services described in this RFP.
- 5.1.8 Length of time vendor has been providing services described in the RFP to the public and private sector. Please provide a brief description.
- 5.1.9 Provide an organizational chart of the company.
- 5.1.10 Resumes for key staff to be responsible for performance of any contract resulting from this RFP.

**5.2 Approach to Project**

- 5.2.1 Describe your firm's approach to providing Strategic Facilities Master Planning Services needed by the Eureka County School District.
- 5.2.2 Describe any special talent, experience or technical expertise your firm will employ with regard to schedule, budget and quality controls.
- 5.2.3 Include a sample from a previous strategic plan.

- 5.2.4 List the strengths that the firm can bring to the program and how these strengths differentiate your firm for others.
- 5.2.5 How does your firm maintain project continuity for the program?

**5.3 Experience and Past Performance (references)**

Vendors should provide a minimum of three (3) references from similar projects performed for private, state and/or local government clients within the last three (3) years.

- 5.3.1 Client name;
- 5.3.2 Project description;
- 5.3.3 Project dates (starting and ending);
- 5.3.4 Staff assigned to reference engagement that will be designated for work per this RPD;
- 5.3.5 Client project manager name, telephone number and email address; and
- 5.3.6 Vendors should provide a list of experiences providing strategic master planning services.

Subcontractor Information: Does this proposal include the use of subcontractors?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

If “Yes”, vendor must:

- 5.3.7 Identify specific subcontractors and specific requirement of this RFP for which each proposed subcontractor will perform services.
- 5.3.8 Provide the same information for any proposed subcontractors as requested in the firm review.
- 5.3.9 References as specified above must be provided for any proposed subcontractors.

**5.4 Costs**

**Costs must be included in a separate sealed envelope marked “costs”.**

- 5.4.1 Vendors must provide detailed fixed prices for all costs associated with the responsibilities and related services for each of the areas defined in the scope of work. Clearly specify the nature of all expenses anticipated.
- 5.4.2 Vendors must submit a total cost for the proposal.
- 5.4.3 The “costs” envelope will remain sealed until such time as the committee selects firms for formal presentation as set forth in Section 6.1. Once selected for a formal presentation, the “costs” envelope will be opened and scored according to section 6.2.

**VI. Proposed Evaluation and Award Process**

- 6.1 On the basis of the responses to this RFP and each firm's qualifications, an evaluation committee will select firms to be invited to make a formal presentation via electronic communication. Firms invited for electronic interviews will be provided thirty (30) minutes for presentation, followed by fifteen (15) minutes of questions and answers.
- 6.2 Proposals shall be consistently evaluated and scored in accordance with NRS 333.335 (3) based upon the following criteria:
- Demonstrated competence;
  - Experience in performance of comparable engagements;
  - Reasonableness of cost;
  - Expertise and availability of key personnel; and
  - Conformance with the terms of the RFP.

Note: Financial stability will be scored on a pass/fail basis.

**Proposals shall be kept confidential until a contract is awarded.**

- 6.3 The evaluation committee may also contact the references provided in response to the section identified as Experience and Past Performance (references; contact any vendor to clarify any response; contact any current users of a vendor's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process). The evaluation committee shall not be obligated to accept the lowest priced proposal but shall make a recommendation of award based in the best interests of the Eureka County School District.
- 6.4 Each vendor must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigations pending which involves the vendor or in which the vendor has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any proposal. The district reserves the right to reject any proposal based upon the vendor's prior history with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.
- 6.5 Clarification discussion may, at the district's sole option, be conducted with vendors who submit proposals determined to be acceptable and competitive. Vendors shall be afforded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of proposals. Such revisions may be permitted after submissions and prior to award for the purpose of obtaining best final offers. In conducting discussion, there shall be disclosure of any information derived from proposal submitted by competing vendors.

- 6.6 A notification of intent to Award shall be issued upon approval of the Eureka County School District Board of Trustees. Any award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing vendors unless and until an agreement is reached. If contact negotiations cannot be concluded successfully, the district upon written notice to all vendors may negotiate a contract with the next highest scoring vendor or withdraw the RFP.
- 6.7 Any contract resulting from the RFP shall not be effective unless and until approved by the Eureka County School District Board of Trustees.

**VII. Questions/Responses Deadlines**

All inquiries regarding this Request for Proposal must be submitted in writing, mailed or emailed and received no later than Monday, October 3, 2022, to Doran Adam, Maintenance Director at [dadams@eureka.k12.com](mailto:dadams@eureka.k12.com). No oral interpretation will be made as to the meaning of the proposed document.