



Emerson S C H O O L

Request for Proposal For Master Planning Services

Emerson School
5425 Scio Church Rd.
Ann Arbor, MI 48103

November 6, 2018

Project Purpose and Objectives

Emerson School requests proposals from qualified firms to provide Master Planning services. The Master Plan is intended to address existing building infrastructure needs, evolving trends in education, anticipated growth in enrollment, and safety and security measures.

The purpose of this Request for Proposal (RFP) is to identify qualified firms interested in contracting with Emerson to provide services as defined in this RFP, which will result in the following outcomes:

1. Identify school improvement options that support Emerson's short and long terms goals.
2. Facilitate community engagement sessions to seek input from key constituents (e.g., faculty, students, staff, trustees) to help guide in the development process.
3. Produce actionable strategies that can be implemented in a multi-phased approach.

Background: About Emerson

Emerson is an independent non-sectarian non-profit school for gifted and academically talented children grades kindergarten through eight. The school provides a whole child, multiple method approach to instruction. Founded in 1973, Emerson has grown from 11 students to more than 300, but our commitment to providing a flexible, creative curriculum has remained steadfast.

We have a current enrollment of 322 students and 70 faculty and staff, with an average class size of 15. Emerson serves 191 students in our Lower School (grades K-5), and 131 students in our Middle School (grades 6-8). Enrollment has been as large as 370 students in recent years. Within our student population, 39% of students self-identify as a person of color, and 20% of students are financial aid recipients. Emerson's faculty have an average teaching experience of 20 years, with 12 years on average spent at Emerson.

Emerson is located on a 20-acre campus with sports fields, nature center, playgrounds, planetarium and permaculture garden. Our one-story brick building was originally constructed in 1983, with eight classrooms, a central multi-purpose space for all-school functions, two specials rooms for art/music and a small office. As enrollment grew, so did the need for additional space to accommodate the increase in students, faculty and staff. A new "specials wing" was completed in 1988 that provided dedicated rooms for Lower School art, music, science, and computers. Emerson's middle school opened in 1991, with four additional classroom spaces, a gymnasium, science lab and additional office space. Further additions have been added over the years, including classrooms, labs, bathrooms, faculty workroom. In 2015 we completed a 25,000 sq. ft. addition which included an 18,000 sq. ft. Arts and Innovations Center, six Middle School classrooms and two conference rooms.

Emerson offers before and after care programs for our current students, and we provide exciting learning opportunities through our summer camp program open to school-aged children throughout the region.

Scope of Services



With multiple expansions over the past forty years, we are now looking towards a master plan that will accommodate future growth, maximize our existing space and further our goal of advancing educational excellence through innovation and collaboration.

As part of the exploratory process, Emerson has already launched on the following initiatives, whose findings should be considered important resources and incorporated into the master plan process:

1. Regular review of accreditation through Independent Schools Association of the Central States (2010 ISACS Visiting Team Report)
2. Strategic Plan Initiative (2018)
3. Campus-wide Security Assessment (2018)

Significant services required for the master plan include, but are not limited to, the following:

1. Existing Building Program and Facilities Evaluation – capacity analysis, number of classrooms and space inventory, suitability of spaces, assessment of existing building conditions.
2. Participate in and assist in facilitating community-based workshop planning and feedback sessions with constituents.
3. Explore 21st Century classrooms/spaces and strategies for implementation, to include but not be limited to: flexible learning spaces for differentiated instruction, lab instruction, collaborative learning, flexible furniture, access to technology, and cost effective design.
4. Explore possible expansion of grades offered to include preschool programming.
5. Consider existing grounds and ideal location of athletic fields, parking lot (especially with regard to safe traffic flow), play spaces, landscaping, permaculture garden, and nature center.
6. Develop conceptual improvement options that support Emerson's goals and objectives as stated in the 2018 Strategic Plan Initiative, and integrate safety and security measures as outlined in the 2018 Campus-Wide Security Assessment. Conceptual options should also reflect feedback from community-based workshops.
7. Develop a Master Plan implementation phasing and timeline (with consideration to both the school year and summer camp activities).
8. Provide probable cost estimates for master plan implementation.



Proposal Format

Respondents are directed to prepare and submit written proposals in response to this RFP that shall include, at a minimum, the following:

1. Qualifications & background of firm and staff assigned to perform the work. Also include company literature – statement of qualifications, personnel resumes, client lists and contacts.
2. Team and organizing structure – personnel, roles, sub-consultants, etc.
3. Past experience with similar projects – list of not less than two similar projects, along with examples of work and references for each project submitted.
4. Proposed scope of services to be performed by the consultant. List services assumed to be provided by Emerson School, assumed necessary for the consultant to perform their proposed scope of work.
5. Approach, process and timeline – detail the proposed implementation plan for the scope of services (e.g., how the engagement will be undertaken, schedule and timeline defining phasing, duration of the engagement and major components of the process).
6. Fee proposal that illustrates the charges based on the scope of service. For example, a base fee and services included, hourly cost per staff, supply and materials, etc.
7. Proposed form of agreement for consulting services along with any standard or specific terms and conditions applicable for use on this engagement.

Evaluation Criteria

Proposals will first be reviewed for completeness and to determine if mandatory requirements are met. Failure to meet mandatory requirements may result in the proposal being rejected.

Proposals will then be reviewed by an evaluation committee and scored against the stated criteria. The evaluation committee will rank the qualifying responses according to the following:

	Evaluation Criteria	Point Score
1.	Demonstrated experience and successful performance as a planning consultant for similar types of projects.	25 points
2.	Project Approach: How your team will perform the scope of work and the process proposed to coordinate the consultant’s work with Emerson School. Particular attention will be given to an approach that incorporates innovation and collaboration.	25 points
3.	Consultant Team: assigned staff, responsibilities, capabilities, and their individual and collective skills. It is critical that your entire team be identified (including sub-consultants if proposed). Name the key members who will be assigned and actively participating in this project. Demonstrate how your team will remain consistent through all phases of the project.	25 points
4.	Cost of services.	15 points
5.	References.	10 points

Selection Process & Timeline



1. A **mandatory one-time walk through** of the campus is scheduled for **December 5th, 2018, at 3:30 P.M.**. Bids will only be accepted from bidders who have participated in the walk through.
2. Submit any questions concerning this RFP via email to Kelly Richardson, Assistant to the Head and Board, at krichardson@emerson-school.org prior to 5pm on December 17th, 2018.
3. Responses to bidder questions will be issued on December 21st to all prospective bidders who attended the mandatory walk through.
4. Proposal packages are due at **2:00 P.M. on January 28th, 2018.**
5. There will potentially be an interview scheduled with select bidders, date and time TBD.
6. Evaluation Committee will make a recommendation to the Emerson Board of Trustees for final approval on February 28th, 2018.

Proposal packages shall be submitted as follows: five (5) bound copies of your written proposal and supporting documentation are to be submitted by 2:00 P.M. on January 28th, to:

Kelly Richardson
Assistant to the Head and Board
Emerson School
5425 Scio Church Rd.
Ann Arbor, MI 48103

Thank you for your interest, and we look forward to seeing you at the mandatory walk through!