

# School District of Horicon Horicon, Wisconsin

## Request for Proposal

Sale and Proposed Use of Van Brunt Elementary School  
May 2018

## Section 1: General Information

### 1.1 Overview

The objective of this Request for Proposal is to solicit offers for the Van Brunt Elementary School property located at 611 Mill Street, Horicon, WI. The property is currently owned by the School District of Horicon (District) and will be vacated during August 2020, an earlier date is negotiable if necessary.

The District will evaluate offers received based upon multiple criteria which is outlined in Section 5.1 of the Request for Proposal.

Building statistics include:

- Note, gym portion of building is not included in the sale.
- Please reference additional information contained in **Exhibit A and Exhibit B**
- Further details to be provided at Proposer Conference/Tour.

Additional facility information is available upon request by contacting Rich Appel, District Administrator, School District of Horicon, 920-485-2898 ext. 241.

### 1.2 RFP Timeline

The following is a list of the important dates for activities related to the RFP process. The District reserves the right to change these dates and will post any changes to the timeline on its website [www.horicon.k12.wi.us](http://www.horicon.k12.wi.us) under District Tab "Construction Update".

| Activity   | Date            |
|--|-----------------|
| RFP Released   | May 31, 2018    |
| Proposer Conference / Tour                                     | June 18, 2018   |
| Proposals Due  | July 16, 2018   |
| Board of Education Executive Committee Evaluation of Proposals | July 23, 2018   |
| Proposer Interviews and Executive Committee Evaluation         | August 13, 2018 |
| Board of Education Action                                      | August 20, 2018 |

Please note that this is the scheduled date as of the release of this RFP. While the dates and times are not expected to change, they may. It is the proposer's responsibility to be aware of meeting times and dates. All Board of Education meetings are posted on the District's website under District>Board of Education>Board of Education Meeting Agendas. The information is also available by contacting the school office at 920-485-2898.

### **1.3 Proposer's Conference and Tour**

The Proposer Conference and Tour will take place on Monday June 18, 2018 at 2:00 p.m. at Van Brunt Elementary School. Individuals should report to the front entrance of the school to be directed to the initial meeting area. After the tour, questions regarding the RFP will be addressed. The District may provide oral clarifications, explanations, or responses to inquiries; the District is not bound by any oral representation. If any new and/or substantive information is provided in response to questions raised at the Proposer Conference, it will be recorded as a written addendum to this RFP and will be posted on the District website under District Tab "Construction Update".

Further questions on the tour may be directed to Rich Appel, District Administrator, School District of Horicon, 920-485-2898 ext. 241, or by emailing [rappel@horicon.k12.wi.us](mailto:rappel@horicon.k12.wi.us).

### **1.4 Submission of Questions**

Questions may be directed to:

Rich Appel, District Administrator, 920-485-2898 or  
[rappel@horicon.k12.wi.us](mailto:rappel@horicon.k12.wi.us)

### **1.5 Submission of Proposals**

All proposals shall be submitted and marked as "Van Brunt Property". Proposals will be accepted in paper or electronic form. Proposals are due no later than 5:00 p.m. on July 16, 2018, to:

Rich Appel, District Administrator  
School District of Horicon  
611 Mill Street  
Horicon, WI 53032  
[rappel@horicon.k12.wi.us](mailto:rappel@horicon.k12.wi.us)

Proposals shall include a check or money order for 10% of the offered price, payable to the School District of Horicon, when the proposal is submitted. Unsuccessful proposers will have the funds returned to them once a proposal has been accepted. Proposals received after the deadline will not be considered.

### **1.6 Opening of Proposals**

The proposals will be publicly opened/reviewed on July 16, 2018 at 6:30 p.m. in the following location:

School District of Horicon  
Professional Development Room  
611 Mill Street  
Horicon, WI 53032

At that time, the names of proposers who properly submitted proposals will be announced. Announcement of the names of the proposers who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP.

### **1.7 Ownership of Proposals**

All proposals submitted on time become the property of the District upon submission, and the proposals will not be returned to the proposers. By submitting a proposal, the Responder agrees that the District may copy the proposal for purposes of facilitating the evaluation.

### **1.8 Other Information**

Proposers may submit any other information that is not described in this proposal that would be beneficial to the District. If in the proposer's opinion the District has overlooked anything material or relevant, such item(s)

may be brought to the District's attention and be included in the proposal.

### **1.9 Public Records Law**

All proposals are subject to the Wisconsin Public Records Law.

### **1.10 Incurred Costs**

The School District is not responsible for any costs incurred by the proposer in the preparation of the proposal or for any other cost to the proposer associated with responding to the RFP.

## **Section 2 – Terms and Conditions**

**2.1** The District reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

**2.2.** The District reserves the right to re-issue any requests for proposals.

**2.3.** Upon the selection of a finalist proposer, the District, by its proper officials, employees, or agents, shall attempt to negotiate and reach a final agreement with the proposer. If the District, for any reason, is unable to reach a final agreement with the proposer; the District reserves the right to reject such proposer and negotiate a final agreement with the proposer who has the next most viable proposal. The District may also elect to reject all proposals and re-issue a request for proposals.

**2.4** Clarification of proposals: The District reserves the right to obtain clarification of any point in a proposer's proposal or obtain additional information.

**2.5** The District is not bound to accept the proposal with the highest purchase price. The District has established multiple evaluation criteria to evaluate the proposals received (see Section 5.1).

**2.6** The District reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interest of the District.

**2.7** The District reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the proposer.

**2.8** The proposer agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the District, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the proposer, or its (their) agents and/or subcontractors which may arise out of or connected with activities covered by this project.

**2.9** The selected proposer shall not subcontract or assign any interest in the project and shall not transfer any interest in the same without prior written consent of the District.

**2.10** No reports, information, or data given to or prepared by the firm under contract shall be made available to any individual or organization by the firm without the prior written approval of the District.

**2.11** Should the selected proposer merge or be purchased by another individual or firm, project continuation would be at the District's option.

## **Section 3: Proposed use of the Van Brunt Property**

The District has a community interest in the proposed use of the Van Brunt property. The District, to the extent practical, will attempt to honor the desires of neighborhood property owners with regard to a compatible redevelopment of the property. Specifically, it is desired that the property be placed on the tax roll and it is preferred that the property be redeveloped as Residential Housing.

**3.1** Proposers shall provide a detailed description of their vision regarding the use of the property and how the vision and proposed use will enhance, blend in, and strengthen the neighborhood.

**3.2** The property is currently zoned R1 Single family residential. Proposers may review the City of Horicon Comprehensive Plan. The City Comprehensive Plan is located at Horicon City Hall. The Comprehensive Plan may also be accessed via the City Planning Department on the City of Horicon website.

**3.3** Proposers shall provide a timeline regarding the proposed redevelopment of the property. The timeline shall start with the District's acceptance of a proposal and end with the completion and occupancy of the proposed use of the property.

**3.4** The District will be selling the building "as is". All items and equipment not attached to the structure will be removed. Proposers shall describe their expectations (if any) of the District upon transfer of ownership. The District specifically makes no representations regarding environmental issues, including, but not limited to, the presence of asbestos.

## **Section 4 Qualifications and Proposal**

### **4.1 Information to be clearly included in the Proposal (as applicable)**

- A. Letter of introduction and organizational background including things such as name of contact person and contact information, office location(s), ownership and affiliation of proposer, organizational structure and hierarchy, responsibilities and relevant qualifications of key personnel regarding this project, etc.)
- B. Proposer's objectives and vision with the Van Brunt property, including schematics to visually represent the proposal
- C. Project proposal details including timeline for project completion
- D. Proposer's history with projects similar to what is being proposed for the Van Brunt property
- E. References including agency name, contact name, title, address, and phone number of at least two similar projects completed within the last ten years
- F. Financial information (to provide assurance that the proposer can complete the proposed project in a timely and responsible manner)
- G. Offer price (District will not subdivide the property)

## **Section 5: Evaluation of Proposals**

### **5.1 Evaluation Criteria**

The District will evaluate the proposals based upon compatible redevelopment within the neighborhood (Residential Housing preferred), the ability to contribute to the existing tax base, and price. The completeness of proposal (all items in Section 4A-G included). Evaluation criteria shall be weighted in the following order

1. Proposer's successful history on redevelopment projects

2. Objectives, vision, and detailed project components that enhance and are compatible with the Van Blunt neighborhood. Also include the proposer's view as to whether or not the building has historic/architectural preservation potential
3. Price (District does not intend to subdivide the property)

### **5.2 Initial Evaluation**

The proposals will be reviewed by the Facilities and Finance Committee of the District's Board of Education. The proposer(s) with the response(s) deemed most qualified will be requested to meet with the Board of Education Facilities and Finance for an interview. Proposers will be notified by July 27, 2018 if they are chosen to advance to the interview stage.

### **5.3 Proposer Interview**

Proposer(s) participating in the interview process shall explain and support their written proposal through a presentation, and question/answer forum. The person(s) who will be the proposer's key liaison /contact for the District shall be present at the interview.

## **End of Request for Proposal**