

# **Dubuque Community School District**

**2300 Chaney Road**

**Dubuque, IA 52001-3095**

**Phone: 563/552-3000**

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**Superintendent, Amy Hawkins**

**Chief Financial Officer, Lisa Demmer**

**Manager of Buildings and Grounds, Rob Powers**

## **REQUEST FOR PROPOSAL (RFP)**

**For**

**Professional Design Services for**

**Possible New Middle School**

The Dubuque Community School District is currently asking for voter approval for a general obligation bond to support construction of new 1,200- to 1,300-student middle school to be located on the site of the current George Washington Middle School. The project will include the demolition of the Washington Middle School once the new middle school has been completed. To find out more information about the bond referendum, please go to the District website at <https://www.dbqschools.org/bond>.

To accelerate the process should the bond pass, the District is seeking proposals for professional services to provide comprehensive design services for the potential project. The following information shall serve as an outline of the RFP process and timelines, RFP details, and other pertinent information on the contemplated project. Professional design services will include architectural, structural, mechanical, electrical, civil and other consultants as may be required. If you would like to be considered for this project, please send your original proposal to the following address on or before **2:00 p.m. CST, Friday, September 12, 2025**.

Dubuque Community School District  
2300 Chaney Road  
Dubuque, IA 52001  
Attn: Lisa Demmer

The District review team will review all responses received and select firms for a 45-minute interview to be scheduled during the week of **September 22 - 26, 2025**. Please submit your proposal based on the requirements described below

**IMPORTANT NOTE:** If the General Obligation Bond referendum is not successfully approved by the voters, the District reserves the right to cancel the Middle School Project and any design contracts in their entirety and restart the future planning of the District facilities from the beginning.

The District recognizes the importance of integrated collaboration between design and construction teams in the successful delivery of this project. Accordingly, the selected Architect will participate in the selection process for a Construction Manager at Risk (CMaR) contractor. The Architect's involvement will support the evaluation of qualifications, alignment of design objectives with construction methodologies, and ensure continuity between preconstruction planning and design development. The Architect will assist in reviewing proposals, participating in interviews, and advising on the compatibility of prospective CMaR firms with the project's design vision, schedule, and budget parameters.

The District, Architect, and CMaR Contractor will collaborate on putting bid packages together that expedite the project schedule and optimize cost and installation of systems.

Any questions regarding the project or this RFP should be directed to Lisa Demmer, Chief Financial Officer, at 563-552-3044 prior to submission.

## RESPONSE TO RFP

Provide a one-page introduction statement of “Why the Firm Should be Selected?” Bulleted items or outline format are preferred; essay format is acceptable. All other information provided is to be a concise response to the mandatory information described within the ‘***RFP Response Submittal Details***’ as attached. All materials submitted shall be presented in 8 ½ x 11 format and in the same order as described in the ***RFP Response Submittal Details*** that follows. Add any specific additional information about your firm that you feel will benefit the District in its selection process in a separate section listed as an appendix.

Failure to provide the required mandatory information may result in your firm not being considered for interview by the District.

## RESPONSE PROCESS

1. Interested firms should submit five (5) copies of a written proposal.
2. Selected firm(s) will be contacted on or around **September 15, 2025**, to meet and interview with District review team during the week of **September 22 - 26, 2025**.
3. The District review team will consider the results from the interviews and will make a recommendation to the Board of Education facilities and support services committee on **October 6, 2025**. The District will send the chosen firm our version of the AIA Form B101-2017 Standard Form of Agreement Between Owners and Architect to be used in completion of that form. It should be signed and returned by **October 9, 2025**, so it can be approved at our Board of Education meeting on **October 13, 2025**.
4. The successful firm will be contacted to commence their work beginning **October 15, 2025** (or shortly thereafter).

## SUMMARY OF PROPOSED PROJECT

District committees and consultants have completed a process over the last year to review the possibility of consolidating two middle schools into one. As noted above, the study recommended construction of a new 1,200- to 1,300-student middle school on the current Washington Middle School site at 51 N. Grandview Ave., Dubuque, IA 52001.

The current overall total new middle school project budget is estimated to be around \$122,000,000. The overall total project budget will include all hard and soft (associated) construction costs, including A/E fees and any other fees.

The proposed work at the new middle school campus is intended to benefit all middle school grade levels, enhance teaching and learning programs, and sustain the existing facility and site into the future.

The successful design firm must demonstrate the desire and ability to become fully engaged and informed on all planning, scope development, and programming work that has been completed to date, and to be fully mobilized and prepared to begin design phase work on the project immediately. The firm will be expected to rely on the information and documentation that has been previously developed as the foundation for moving forward with the design process. This information can be found on our website. The final scope of design services to be completed by the selected firm will be determined in negotiations with the District.

Due to the scope and location of the project, careful phasing and packaging will be critical.

## RFP RESPONSE SUBMITTAL DETAILS

The proposal shall include a response to the following in the same order as listed below:

### 1. Firm Background and Organization

- i. Identify name, address, history and organization of the firm, including an overview of the services you provide in-house and the number of years your firm has provided educational facility design services.
- ii. Identify any sub-consultants that you anticipate utilizing for this project and the names of key individuals from those firms.
- iii. Describe any other relevant professional services offered by your firm and how these services may be able to benefit the District.

### 2. Design Team

- i. The District desires to identify key team members that will be assigned to the project, from design through construction, including their office location, specific roles and responsibilities, time commitment to the project, and individual professional expertise/credentials, especially relating to educational facilities experience.

### 3. Educational Facility Planning, Programming and Design Experience –

- i. Include detailed narrative descriptions of representative projects, including project budgets and other applicable information. Emphasize the firm's experience on projects of similar nature and scope to this project. Details about three (3) public middle school projects you have worked on preferred. If you have not completed three (3) Iowa public middle school projects, please list any Iowa public high school projects that included 21<sup>st</sup>-century learning environments.

Please include the following information for each project

- District Name
  - District Contact/Reference Name
  - District Contact/Reference Phone
  - District Contact/Reference Email
  - District Website
  - Name of Project
  - Type and Scope of Project (New or Modernization)
  - Grade Levels
  - Student Capacity
  - Total Square Footage
  - Project Cost / Square Foot (without land)
  - Construction Cost / Square Foot (without land)
  - Date Your Firm Started Project
  - Date Your Firm Completed Project
  - General Contractor
  - General Contractor Contact
  - General Contractor Contact Phone Number
  - Name of any basic construction and design consultant who worked with you on this project
  - Photographs or renderings depicting your work. (Limit of two (2) 8 ½ x 11 pages).
- ii. Describe this team's experience leading a large-scale project with an overall cost of at least \$ 90,000,000 or a specific Iowa K-12 public school project with an overall cost of at least \$ 75,000,000.

#### 4. Project Philosophy & Approach

- i. Describe your experience with and show firm's philosophy, approach, and best example related to sustainability school design.
- ii. Please provide information relating to your experience working with various District representatives, project consultants, project oversight committees, user groups, Board of Education, etc. and how you would propose to interface your services with these project team members.
- iii. Space programming verification and engagement are required. Describe your process for guiding and leading communities, board members, staff and students through significant change.
- iv. Describe your firm's ability to address the District's commitment to optimizing the use of available project funding by focusing on functionality, efficiency, and practical sustainability. Include information regarding your firm's ability to provide innovative, cost-effective solutions to meeting the needs of the District. Provide a description of any related examples from recently completed projects.
- v. Describe your budget/cost control methods in conjunction with a project team, including owners and contractors.

#### 5. Additional Information

- i. List any past claims and/or lawsuits, along with a brief description of the reason for the claim and/or lawsuit.
- ii. List any pending claims and/or lawsuits, along with a brief description of the reason for the claim and/or lawsuit.

#### 6. Why Should Your Firm Be Selected

- i. Describe what distinguishes your firm from other firms that might be considered for this project.

## RESPONSE TO RFP

### Proposal

Basis of Compensation: \_\_\_\_\_

Describe the basis for your professional fees, basic services and deliverables for design and construction. List any reimbursable expenses that you anticipate for this project. Clearly define the design disciplines that are included in your basic fee, and what disciplines and/or services are to be considered reimbursable or additional services (i.e., food service, technology, acoustical, etc.).

**If chosen for an interview for this project, please bring a sealed envelope with your fee for this project to be presented at the time of the interview.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date: \_\_\_\_\_