

Fox Point – Bayside School District
Fox Point Wisconsin

Request for Proposal

***Sale and Proposed Use of
Dunwood School
October 21, 2015***

Fox Point – Bayside School District
Director of Business Services
Janice DeMeuse
jdemeuse@foxbay.org
414 247-4163

Section 1: Proposal Requirements

1.1 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 Dunwood property
- C. Project proposal details including timeline for project completion
- D. Proposer's history with projects similar to what is being proposed for the Dunwood 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. Offer price
- G. Proposals will only be considered for the site in its entirety. Joint proposals are welcome.
- H. Proposers shall provide a timeline regarding the proposed redevelopment of the property. The timeline shall start with the Fox Point – Bayside District's acceptance of a proposal and end with the completion and occupancy of the proposed use of the property.

1.2 Submission of Proposals

All proposals shall be submitted and marked as "Dunwood Property." Proposals will be accepted in paper or electronic form. Proposals are due no later than 1:00 p.m., January 18, 2016.

Janice DeMeuse, Director of Business Services
Fox Point – Bayside School District
7300 N Lombardy Rd
Fox Point WI 53217

jdemeuse@foxbay.org

Section 2: General Information

2. Overview

The objective of this request for proposal is to solicit offers for the Dunwood School located at 217 West Dunwood Road, Fox Point WI. The property is currently owned by the Fox Point-Bayside School District (District) and is partially rented to several tenants through June 30, 2016. These leases could be renewed beginning July 1, 2016 through June 30, 2017.

The District will evaluate offers received based upon multiple criteria. Those criteria include the likelihood of securing municipal entitlements, impact of the development on the community and sale price.

Site statistics include:

- Overall Site Size: 10 acres
- Building Size: 46,068 sq. ft.
- Currently zoned Institutional

Additional facility information is available upon request by contacting Janice DeMeuse, Director of Business Services at jdemeuse@foxbay.org or 414 247-4163.

2.1 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 web site www.foxbay.org under Business Office.

Activity	Date
RFP released	October 21, 2015
Proposer Conference/Tour	November 16, 2015
Proposals Due	January 18, 2016
Board of Education Evaluation of Proposals	January 19, 2016
Possible Proposer/Board interviews	January 25 2016
Board of Education Action	February 1, 2016

Please note that this is the schedule as of the release of this RFP. While 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 School Board/ School Board Agenda and Minutes. This information is also available by contacting the District office at 414-247-4167.

2.2 Proposer's Conference and Tour

The Proposer's Conference and Tour will take place on Monday, November 16, 2015 at 1:30 p.m. at Dunwood School. Individuals should report to the front entrance of the school for a group tour. 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's Conference, it will be recorded as a written addendum to this RFP and will be posted on the District Website under Business Office.

Further questions on the tour may be directed to Janice DeMeuse, Director of Business Services, Fox Point – Bayside School District, 414 247-4163, or by emailing jdemeuse@foxbay.org.

2.3 Submission of Questions

Questions may be directed to Janice DeMeuse, Director of Business Services at the phone and/or e-mail listed above.

Opening of Proposals

The proposals will be opened/reviewed at 2:00 p.m. on January 18, 2016 in the following location:

Fox Point – Bayside School District Office Conference Room
7300 N Lombardy Rd
Fox Point WI 53217

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.

2.4 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.

Section 3: Terms and Conditions

3.1 The District reserves the right to accept or reject any or all proposals or portions thereof without stated cause. Proposals received after the deadline may or may not be considered.

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

3.3 The District will be selling the building and property "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.

3.4 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 proposal.

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

3.6 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.

3.7 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 interests of the District.

3.8 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.

3.9 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 inequity 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 in connection with activities covered by this project.

3.10 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.

3.11 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.

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

3.13 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

3.14 All proposals are subject to the Wisconsin Public Records Law. While matters relating to disposition of property will be held in closed session, the Board of Education cannot provide confidentiality in conflict with Wisconsin Public Records Law.

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

3.16 District will pay brokerage commissions only if the amount of anything to be paid is specifically outlined in any proposal.

Section 4: Evaluation of Proposals

4.0 Initial Evaluation: The proposals will be reviewed by the Board of Education. The proposer(s) with the response(s) deemed most qualified may be requested to meet with the Board for an interview. Proposers will be notified no earlier than January 20, 2016 if they are requested to participate in the interview.

4.1 Proposer interview: Proposer(s) participating in the interview process may be requested to 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.