



# SHAKER HEIGHTS CITY SCHOOL DISTRICT

15600 Parkland Drive  
Shaker Heights, OH 44120  
(216) 295-1400  
[www.shaker.org](http://www.shaker.org)

February 24, 2021

**Request for Qualifications | Professional Services**

## Facilities Master Planning

**Proposals Due: March 22, 2021 at 12:00 NOON**

### A. Introduction

The Shaker Heights City School District, City of Shaker Heights, and Shaker Heights Public Library (“Client Group”) invite qualified teams to submit a statement of qualifications for facilities master planning, including: vision planning, education planning, architectural services, and community engagement. The facilities master planning services will assess educational programming and facility needs for the School District, while also evaluating synergies with select facilities owned by the City and Library. The chosen team will work with the Client Group, the Shaker Heights community, and the consulting project manager to make recommendations for the best and most efficient use of current and future public facilities. An extensive community engagement process is expected for this project.

### B. Background

#### Shaker Heights City Schools

The Shaker Heights City School District includes the City of Shaker Heights and a small portion of Cleveland near Shaker Square, encompassing approximately 7.5 square miles.

Shaker Heights Schools currently serves a diverse population of about 5,000 students in eight buildings: five K-4 elementary schools (Boulevard, Fernway, Lomond, Mercer and Onaway); Woodbury Elementary School (grades 5 and 6); Shaker Heights Middle School (grades 7 and 8); and Shaker Heights High School (grades 9-12). School facilities also include the Administration building, bus garage and parking lot, building services, and a data services building. The former Ludlow Elementary School building is leased to PEP Greenview Day Treatment Center.

More information can be found at [www.shaker.org](http://www.shaker.org).

### City of Shaker Heights

The City of Shaker Heights is a first ring suburb located approximately 8 miles east of downtown Cleveland. The City shares borders with Cleveland (west and south), Cleveland Heights (north), and Beachwood (east). The City's approximate 28,000 residents are racially and economically diverse. With eighty-percent of the city located within a National Register of Historic Places historic district, Shaker is well-renowned for its historic building stock and architectural distinction.

The City's operations consist of 13 departments dispersed throughout 8 buildings: City Hall and Annex, Stephanie Tubbs Jones Community Building, Firehouse #1, Firehouse #2, Service Center, Police Department/Municipal Court, Shaker Family Center, and Thornton Park's recreational facilities building. City facilities also include: parks, playgrounds, tennis courts, fields, and a pool.

More information can be found at [www.shakeronline.com](http://www.shakeronline.com).

### Shaker Heights Public Library

Shaker Library was established as a school district library in 1937. It currently is an independent library system, which is governed by a seven-member Board of Trustees that is appointed by the Shaker Heights Board of Education.

The library's original building opened in 1951 and a branch library, Bertram Woods, opened in 1960. Several decades later, a new Main Library was dedicated in the renovated Moreland Elementary School building in 1993. This is the current location of the Shaker Main Library, which is currently undergoing extensive renovations. The former Main Library location is now owned and operated by the City as the Stephanie Tubbs Jones Community Building.

More information can be found at [www.shakerlibrary.org/](http://www.shakerlibrary.org/).

### Forward Together Vision Plan

In 2019, the three entities pursued a joint vision plan, entitled *Forward Together*, in order to explore the future of their facilities. The completed Forward Together Vision Plan was approved by each entity's administration and serves as the catalyst for this facilities master planning process.

The Vision Plan can be viewed here: <https://shakeronline.com/DocumentCenter/View/2741/2019-Forward-Together-A-Vision-for-Community-Facilities-PDF>

## **C. Purpose & Goals**

The three entities value providing high-quality services and facilities to the community. Each taxing administration has passed measures to fund operations, and capital projects. The most recent tax measures are as follows:

- City income tax increase (2012) .5% increase to 2.25%, the first since 1981.
- Schools operating levy (2014) 6.9 mills; and capital improvement levy (2017) 3.75 mills.
- Library operating levy (2018) 1.9 mills.

To date, these efforts have been independent. The desire for this project is to foster a spirit of collaborative planning for future investments to make optimal use of scarce funding resources, land and buildings.

The goals of the Project are to:

- Construct a plan for transforming school/city/library facilities into cutting edge community facilities to take the historic city into the future.
- Provide a facilities master plan to support innovative facilities in a coordinated effort to make best use of all facilities and to reflect school district enrollment trends and academic needs.
- Think out of the box and identify creative solutions for joint facilities and partnerships.
- Identify a strategy to transform underperforming and/or underutilized facilities into their best and most efficient use and identify future uses for these buildings.
- Bring a fresh perspective to educational and programming needs.
- Provide a robust community visioning, public engagement, and equity strategy.

## D. Preliminary Scope of Services

The master planning process is viewed by the Client Group as a critical component of the efforts to assess existing facilities and prioritize improvements needed. The master plan will provide the basis for future capital improvements based upon the development of a prioritized list of facility improvements with costs. The facilities master planning process is expected to thoroughly address and include the following:

1. Review of existing documentation. Including facility assessments, short and long range master plans, vision plans, and strategic plans.
2. Facility Assessments and Assessment Updates. The current state of all buildings must be assessed from the perspectives of infrastructure, functionality and aesthetics. School and library facilities have recently undergone comprehensive assessment, but updates may be needed. Facilities anticipated to be within the scope of the project include:
  - a. All School facilities: Fernway Elementary, Boulevard Elementary, Onaway Elementary, Lomond Elementary, Mercer Elementary, Woodbury Elementary, Middle School, High School; Administration building; Ludlow (PEP Greenview Day Treatment Center); Bus Garage and Lee Road administrative facilities.
  - b. Select City facilities: Shaker Family Center; Stephanie Tubbs Jones Community Building; and Thornton Park.
  - c. Select Library facilities: Bertram Woods Branch.
3. Community Vision Plan. A framework and options for building locations and usage which reflects community values and needs.

4. Educational Plan. To include program and needs assessment, educational specifications, which take into account current and future state of the art practices and reflect the School District’s facilities standards and educational goals.
5. Enrollment projections and demographics. Specifically for the Shaker Heights School District.
6. Facilities Plan. Including options for space usage, floor plans, site plans, and mapping. School facilities must reflect curriculum guidelines and standards. Consideration of civic needs and community uses.
7. Community engagement strategy. Selected team is expected to facilitate a creative public engagement process to reach all stakeholders and areas of this diverse community. Extensive involvement with the Client Group, steering committee members, and the public to assess needs, vet programming, and create preliminary plans.
8. Constructability and costs. Cost is a very important consideration. Preliminary magnitude of cost estimates of various design scenarios must be prepared, including both hard and soft costs. In addition, operational cost considerations must be reviewed and evaluated to provide optimal operational efficiencies.
9. Scenario Plans. Develop several scenarios for school, city, and library facilities and usage.
10. Phasing Plan.

Because of the complexity of the overall master planning process, the Client Group encourages interested firms to propose a Project Team with a broad range of talent and experience to address all of the important aspects of the study outlined above. Teams are encouraged to propose additional or modified tasks to develop a complete master plan that meets the Client Group’s goals and expectations.

## E. Preliminary Schedule

Multiple community-wide public meetings are required as part of this planning process. The plan will also require review/approval by the governing bodies of the Client Group. Regular project meetings will be held throughout the process. The plan process is anticipated to take at least 12 months; however, alternate schedules will be considered.

- February 24                      RFQ distributed
- March 12                         Deadline for questions and clarification
- March 22                         Qualifications due
- March 24-26                     Consultant interviews (tentative)
- End of March                    Consultant selected (tentative)
- April                                Project kick-off meeting
- April-December                Planning and Community Engagement

- December Interim options report
- April 2022 Plan adoption

## **F. Statement of Qualifications Requirements**

Teams wishing to submit their qualifications shall include the following minimum information:

- 1) Team profile(s), including educational master plan team experience and contact information.
- 2) Staff qualifications, including staff assignments with resumes of key personnel who will be directly involved in providing services to the Client Group.
- 3) Specific qualifications of the project manager including a listing of his/her recent master plan experience.
- 4) List of consultants used by the team to provide services that are part of the Project for Vision Master Planning Services, Educational Plan Services, Architectural Services, and Community Engagement Services. Include specific reference to educational facilities experience.
- 5) Listing of not less than five (5) school master plan documents completed within the last ten (10) years and reference for those projects. Provide links to plans.
- 6) Include a list of team experience with Ohio K-12 projects completed in the last ten (10) years. Include statement of experience working with OFCC and examples of negotiations with OFCC.
- 7) Discuss the team's ability to provide staff and services for this project in light of the team's other current and projected projects.
- 8) Project approach, including community engagement experience. Specific examples of community engagement programs are required.
- 9) Include a summary of your team's typical services and support materials provided as part of prior master plans.

Due to the size and scope of the Project, the Client Group reserves the right to select one team or more than one team to provide services for the Project or portions thereof in any manner the Client Group deems appropriate.

## **G. Evaluation Criteria**

Teams submitting statements of qualifications for the available contract will be evaluated and ranked in order of their qualifications. Following this evaluation, the teams determined to be most qualified will be asked to meet with the Client Group to present qualifications and proposed

approach for the requested Facilities Master Planning Services. Upon selection of the firm determined to be most qualified to provide the requested services, a cost proposal and detailed scope of service will be requested and an interim services agreement will be negotiated and prepared for Facilities Master Planning Services.

**Qualifications must be emailed in PDF format no later than March 22, 2021 at 12:00 NOON.**

Submit qualifications to:

Jeffrey Grosse  
Chief Operating Officer  
Shaker Heights City Schools  
[grosse\\_j@shaker.org](mailto:grosse_j@shaker.org)  
216-295-4310

Questions and/or clarifications should be emailed to Jeffrey Grosse, Chief Operating Officer, at [grosse\\_j@shaker.org](mailto:grosse_j@shaker.org) and Joyce Braverman, Planning Director for City of Shaker Heights, at [joyce.braverman@shakeronline.com](mailto:joyce.braverman@shakeronline.com) by March 12, 2021.

#### EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT

By submitting this proposal, the respondent certifies conformance to applicable federal acts, regulations, executive orders, and Ohio statutes and administrative rules concerning affirmative action toward equal employment opportunities. All information, records, and reports that the respondent is required to maintain for this purpose by federal or state agencies having responsibility for the enforcement of such laws shall be supplied to the District upon request.

The City of Shaker Heights is an Equal Opportunity Employer and prohibits, in accordance with the law, discrimination on the basis of race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, and gender identity or expression. Minority Business Enterprises, Female Businesses and Small Business Enterprises shall be afforded full opportunity to submit proposals. The Vendor awarded a contract pursuant to this RFQ shall not discriminate against any employee or applicant for employment because of race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, and gender identity or expression. Vendor's employees must be treated during employment without regard to race, color, religion, military status, national origin, disability, age, ancestry, sex, sexual orientation, and gender identity or expression. As used herein, "treated" means and includes without limitation the following: recruited, whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, downgraded, transferred, laid off and terminated. The Vendor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by its hiring representatives setting forth the provisions of this nondiscrimination clause and that contractor is an Equal Opportunity Employer.