

Owner: Clinton Community School District

Project Name: Community Pavilion

District Location: 112 Milwaukee Rd, Clinton, WI 53525

Contact Persons: Brandon Loomer, Dir Building & Grounds, (608) 676-5482 x 1200,
Kathy Zwirgzdas, Business Manager, x1100

The Clinton Community School District is seeking proposals for the construction of a community pavilion. We anticipate the timeline to be the summer and fall of 2026.

Scope of Work

Please see the attachments for the scope narrative and the drawings of the work requested.

A Statement of Qualifications, a complete pricing and timeline of the project is desired.

Schedule of Activities

The Clinton Community School District will accept Statements of Qualifications, pricing, and timelines until 1:00 p.m. on Monday, May 18, 2026.

The District reserves the sole right to evaluate the qualifications, pricing and timelines submitted, waive any irregularities, reject any respondent's proposals and select the firm that, in its judgment, will provide the most satisfactory professional service.

Interested firms should submit their materials to:

Kathy Zwirgzdas, Business Manager
Clinton Community School District
112 Milwaukee Rd
Clinton, WI 53525
kazwirgzdas@clintonwis.com

Respondents to this RFP shall include the following information in their Statement of Qualifications:

Firm must demonstrate understanding and experience in all areas of school planning and construction including all Wisconsin code and State agency submittal and permitting requirements. Designers must be licensed as required by Wisconsin statute.

- Provide name and address of firm making the proposal for services and identify the single individual able to respond to questions regarding the proposal. Provide a brief company history and organizational structure of the firm, describing the firm's general qualifications.
- Provide examples of your organization's previous experience with projects.
- Provide the names and telephone numbers of four public school (preferred) or private sector client references whom we may contact concerning your work in the area of school district facility study and analysis within the last two years. Include a short description of the project(s), the name of the project manager(s), and other staff members that were assigned and their role(s) in the project(s).
- Identify who the District's day-to-day contact person will be during the construction phase.

Respondents to this RFP shall include the following information in their pricing and timelines:

- **Proposal and Fees:** Provide a cost proposal for the project including all fees and meetings needed to successfully complete this project.
- **Reimbursable Expenses:** Please provide a detailed summary of any additional expenses your organization will charge the District for outside of your fee proposal above.

It is the intent of the District to obtain an all inclusive cost of the project at this phase and the District reserves the right to negotiate with the selected firm to finalize and refine the costs and project scope.

- **Timeline:** Provide the timeline your firm would expect to begin the project and the timeline of completion.

Next Steps

All proposals are required to be submitted by 1:00 p.m. on May 18, 2026. Proposals will be reviewed by District staff and board and a selection is expected by June 5th.

In the event that you have questions regarding the contents of your proposal or are in need of additional information, contact information is below:

Kathy Zwirgzdas, Business Manager
 (608) 676-5482 EXT 1100
kazwirgzdas@clintonwis.com

Brandon Loomer, Dir of Bldg & Grounds
 (608) 676-5482 EXT 1200
shbrowning@clintonwis.com



Kathy Zwirgzdas
 Business Manager