



St. Louis Language Immersion School

SLLIS Request for Information - Capital Campaign April 2024

Notices and Instructions

Introduction

The St. Louis Language Immersion School (SLLIS) is posting this Request for Information (RFI) to solicit information on best practices to develop and execute a Capital Campaign fundraising program. SLLIS has developed a Master Plan for updating and expanding its existing campus and would like to gather information prior to proceeding with capital improvement projects. SLLIS will need to raise funds through the Capital Campaign process.

The RFI is not a solicitation for services. If SLLIS determines to proceed with a solicitation, then the next phase would be the publication of a formal Request for Proposal (RFP), which will be done in accordance with SLLIS purchasing policies and procedures. The St. Louis Language Immersion School does not guarantee any formal solicitation will result based on this RFI.

The St. Louis Language Immersion School is a free, public, Pre-K through 8th grade charter school located in St. Louis City. Students are enrolled in dual language immersion programs in French, Spanish, and Chinese. SLLIS enrolls a diverse student body from across St. Louis City, and its staff come from across the world to work with students in St. Louis. More information can be found at www.sllis.org.

Purpose

The purpose of this Request for Information (RFI) is to solicit detailed information regarding best practices for structuring and implementing a capital campaign.

The RFI response should include narrative information along with suggested pricing information from potential partners, including details for developing a capital campaign plan and pricing information for development and implementation of the capital campaign plan..

Background Information

SLLIS Strategic Plan



St. Louis Language Immersion School

- SLLIS has engaged in numerous efforts in the past three years to define and articulate the school's future direction.
 - With an emphasis on community engagement and participation, in 2020-2021, SLLIS developed its 5-year Strategic Plan.
 - SLLIS began implementation of the Strategic Plan in 2021-2022.
 - SLLIS consulted with Atomicdust to develop the SLLIS brand, which was finalized in Winter 2022.
- SLLIS began to focus on its physical environment and selected Trivers through the RFQ process to develop a Master Campus Plan that envisions updates to SLLIS' campus. The vision for the Master Campus Plan is to support SLLIS Pre-K through 8th grade academic programming.

SLLIS Master Campus Plan Development

1. In Fall 2021, SLLIS circulated a Request For Quote (RFQ) to select an architectural partner for the Master Campus plan.
2. Through the RFQ process, SLLIS selected Trivers as the partner for the plan and provided all necessary background information and building details to Trivers.
3. In Spring 2022, SLLIS engaged its community in developing the plan.
 - On May 4th and 11th 2022, Trivers, Grice Group Architects, DTLS, Webb Engineering, and David Mason and Associates facilitated a series of design charrettes for members of the SLLIS community.
 - Participants included board members, administrators, teachers, parents, and students.
4. In Summer 2022, SLLIS provided detailed program information to Trivers so that the campus plans would be sure to align to SLLIS' programmatic needs - especially those stated in the Strategic Plan.
5. Trivers completed the final Master Campus Plan in Fall 2022.
6. Since Fall 2022, the SLLIS Building and Grounds Committee has fine tuned the plans, determined how to phase any construction, and deliberated on next steps for implementation.

Current Circumstances



St. Louis Language Immersion School

Features of the Master Campus Plan

The current renovation plans include the following priorities, which are aligned with the SLLIS Strategic Plan:

- **5th Floor Renovation:** SLLIS plans to dedicate the 5th floor to the Middle School Program and will renovate the 5th floor as part of the plan.
- **Gymnasium:** SLLIS would repurpose space on the first floor for a future gym.
- **Pre-K Classrooms:** SLLIS would dedicate space on the first floor for its Pre-K programs and would add another entry to the building on 19th Street.
- **Stairwell Improvements:** SLLIS would improve existing stairwells and add two more stairways to enhance traffic flow throughout the building.
- **Staff Spaces:** SLLIS plans to dedicate more space to staff on each floor, including break rooms, copy rooms, and restrooms on all five floors.

Estimated Master Campus Construction Costs

In collaboration with its architectural partner, Trivers, SLLIS has estimated the overall cost of the updates to the campus to be approximately \$10 million. This figure would be the target amount for the Capital Campaign.

Estimated Construction Timeline

In collaboration with Trivers, SLLIS has determined that construction must take place in multiple phases, likely to occur over a two to three-year period. The proposed first phase is the renovation of the 5th floor for the Middle School Program. The second phase, and any phases after that, would include renovation of the first floor, updated stairwells, the addition of the gymnasium, and updates to staff spaces.

While the Capital Campaign is in process, the first phase could begin. Ideally, the Capital Campaign would successfully conclude prior to the launch of the second phase.

SLLIS Board and Leadership Participation in Potential Capital Campaign

The SLLIS Superintendent or designee will direct the Capital Campaign. SLLIS also has a Director of Development who will support the process. SLLIS' Board of Directors currently includes eight individuals, many of whom are employed full time in addition to volunteering as SLLIS Board Members.



St. Louis Language Immersion School

Response Requirements

Please keep your response to 10 pages or less.

The RFI response should contain the following:

Contact Information:

- Company Name
- Address
- Name of the individual who will act as primary point of contact for inquiries
- Contact Person's Telephone Number
- Contact Person's Email Address

Comments

Please provide your evaluative comments on the project description and requirements outlined in this document. Include any suggestions or advice regarding the design and implementation of this contemplated project. Detail what additional information or clarifications would be needed in order to prepare a comprehensive proposal in the future. Include detailed information about time and participation requirements for the SLLIS Superintendent, Development Director, and Board Members.

Budgeting Information

Please provide cost information for two items including details on service, labor and materials cost, and any other applicable costs.

1. Capital Campaign Planning Costs
2. Capital Campaign Implementation Costs

Approach

Based on the project information provided to date, briefly describe the approach you would recommend for this project and why. Include at a minimum a project outline, timeline, a narrative description and reasons for your selected approach.

Submission of Information

Submit questions to info@sllis.org with the subject line "RFI Question" by no later than April 15, 2024.

Responses should be no more than eight pages, double spaced, in 12 point font. Responses



St. Louis Language Immersion School

must be submitted in PDF format.

Submit written RFI responses of literature and pricing no later than April 26, 2024. Responses should be emailed to info@sllis.org with the subject line "RFI Response."