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## Request for Proposal (RFP) School District of Webster Facilities and Use Study

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### Release Date:

December 12, 2025

### Contact:

Joshua Hetfeld, District Administrator  
School District of Webster  
PO Box 9 Webster, WI. 54893  
(715) 866-4391

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## Overview

The School District of Webster is seeking proposals for facility planning services in conjunction with the District's Property/Transportation Committee and, potentially, a community-based facilities study team. The needs assessment/facility study will encompass all of the District's schools and facilities, which include:

*Webster Elementary School, Webster 5-12 School, Webster Administration Office, Residential property at 7551 Main Street West, Residential properties at 7310 Alder Street, and two School Forest properties.*

The Board of Education has authorized a Facilities and Use Study that will:

- Analyze the existing school sites and facilities.
- Identify needs as related, but not limited, to instructional programming, accessibility, cocurricular activities, traffic/parking, student services, office space, technology, and safety.
- Review opportunities for energy conservation and technology access.
- Consider activity/community areas and potential for community access and use.

Upon completion of the Study, the organization's representative will be expected to present findings and recommendations to the School District of Webster Board of Education.

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## Timeline

<b>December 12, 2025:</b>	Request for Proposal released
<b>January 2, 2026 at 4:00 pm:</b>	Proposals due
<b>January 5, 2026:</b>	Selected organization contacted for interview

<b>January 12, 2026:</b>	Assessments, interviews, and selection process
<b>January 19, 2026:</b>	Contract approval by the School District of Webster Board of Education
<b>January 20, 2026:</b>	Work may begin following Board approval
<b>March 16, 2026:</b>	Presentation of advisory findings and recommendations to the School District of Webster Board of Education

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## **Selection/Proposal Document Requirements**

Proposals will be selected upon and must include the following information:

### **Organization History**

- Organization name, address, and phone number
- Brief history, highlighting experience, abilities, and qualifications with school-related projects
- Names and positions of all personnel assigned to this project, with the designated lead clearly identified
- Vitae of each participant
- Names, addresses, and descriptions of any consulting or engineering firms that may be employed as partners, including length of existing relationship

### **Project Interest**

- Statement of interest in the School District of Webster's Facilities and Use Study

### **Organization's Ability and Understanding**

- Description of the process the organization follows in facility studies, including any unique challenges addressed and results delivered
- Proposed timelines for each phase of the study

### **References**

- Up to 10 school-related references, including the contact information for each reference

### **Liability Insurance**

- Name of carrier and amounts of professional liability insurance currently in force

### **Cost**

- Method for determining fees
- Specific cost proposal for this project
- Optional services may be included but must be designated separately with associated costs

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## Submission Requirements

### Proposals shall be submitted to:

*Joshua Hetfeld, District Administrator  
School District of Webster  
PO Box 9  
Webster, WI. 54893  
(715) 866-4391*

**All proposals must be received in the School District of Webster Administration Office no later than  
4:00 pm on January 2, 2026.**

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### Note

*The District reserves the right to reject any or all proposals. Organizations not selected will be notified within ten (10) business days following the screening process. All costs of preparing and submitting proposals will be the sole responsibility of the submitting organization.*