

REQUEST FOR PROPOSALS:

**DISTRICT CONSOLIDATION FEASIBILITY
STUDY**

October 14, 2011

*Elmira City
School District
Every Student Succeeds*

Elmira City School District

REQUEST FOR PROPOSALS

DISTRICT CONSOLIDATION FEASIBILITY STUDY

I. INTRODUCTION

A. GENERAL INFORMATION

The Elmira City School District (“District”) is requesting proposals from qualified firms or individuals to perform a feasibility study for consolidation of school buildings and the reorganization of operations and activities within the Elmira City School District for the purpose of minimizing the District’s operating expenses.

To be considered, six (6) copies of a proposal must be received by Joseph E. Hochreiter, Superintendent of Schools, 951 Hoffman Street, Elmira, New York 14905 on or before 4:00 p.m. on October 31, 2011. Each copy of a proposal must be clearly marked “District Consolidation Feasibility Study Proposal.” It is the responsibility of each party submitting a proposal to confirm that the District has received his, her, or its proposal by the due date and time. Any proposal received after the deadline will not be considered.

At the discretion of District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process at a time determined by District. It is anticipated that the selection of a firm or individual will be completed by November 16, 2011. Following the notification to the selected firm or individual, a contract will be executed between the parties as soon as possible thereafter.

B. TERM OF ENGAGEMENT

It is anticipated that the time required to complete the study and report described herein shall be approximately four to six months after the commencement of work, subject to modification or extension as the scope and nature of the study and report may reasonably require.

II. NATURE OF SERVICES REQUIRED

A. GENERAL

The District is soliciting the services of qualified firms or individuals to conduct a detailed study of the District’s facilities and operations and generate a report recommending steps which can be taken by the District to minimize short-term and long-term operational costs, which steps may include, but need not be limited to, consolidation and/or reorganization of the District’s activities and operations and the modification of the use of existing District facilities.

B. SCOPE OF WORK TO BE PERFORMED

The firm or individual selected by the District shall conduct a detailed study of the District’s existing facilities, including all of its school and other buildings, the nature and extent of the District’s use of those facilities, and the organizational structure of the District’s various instructional and non-instructional activities in order to determine how the District might

consolidate its activities within and among its facilities, renovate, repurpose or dispose of facilities, modify its use of facilities, reorganize its operations, and/or modify the scheduling of its activities so as to minimize its operational expenses. Upon completion of its study, the selected individual or firm shall prepare and deliver to the District's Board of Education a report describing its findings and recommending actions to be taken by the District to accomplish the aforementioned goal.

In conducting his, her, or its study and preparing the report to the Board of Education, the firm or individual selected shall consider the following:

- Needs and convenience of the community served by the District
- Enrollment and demographic trends
- Needs and convenience of District staff and students
- District financial constraints
- Transportation services
- Food services
- Curriculum coordination
- Facilities management
- Requirements of state, federal, and other funding received by the District

The selected firm or individual shall hold preliminary meetings with the District's Superintendent and Board of Education to suggest and facilitate the identification of considerations in addition to those listed above that should be taken into account by the District in the course of achieving the aims set forth herein.

The selected firm or individual shall be expected to meet regularly with the Board of Education and with the District Superintendent to discuss preliminary findings, to coordinate access to District facilities and information, to identify additional areas of import or concern to be addressed by the selected firm or individual's study, and to discuss the progress of the services being performed by the selected firm or individual.

The District shall provide reasonable access to District staff, facilities, and information upon request of the selected firm or individual, consistent with the limitations of federal and state law. Without limiting the foregoing, the District shall furnish the selected firm or individual a copy of a demographic study performed for the District in 2005 in order to facilitate the selected firm or individual's analysis of District enrollment and other demographic trends.

All recommendations should be consistent with the requirements of applicable law governing the District's operations and activities, including, but not limited to, the Education Law of the State of New York.

C. REPORTING TO THE DISTRICT

The selected firm or individual conducting the feasibility study shall provide a written report to the District's Board of Education. The report must include information as to the efficiency of the District's current activities, operations, and use of facilities and detailed recommendations as to how such efficiency might be improved, together with cost projections and cost savings estimates anticipated to be realized as a result of the District's adoption of each recommendation.

III. DESCRIPTION OF THE DISTRICT

A. DISTRICT DESCRIPTIONS

The Elmira City School District is a public school district located in the City of Elmira, Chemung County, in the State of New York. District data and general information about the District can be found by accessing the District's web site at <http://www.elmiracityschools.com> and by contacting the New York State Education Department.

B. CONTACTING THE DISTRICT

Proposers may contact the following individual to request or review information necessary to respond to this proposal:

**Mr. Joseph E. Hochreiter, Superintendent of Schools
Elmira City School District Administrative Offices
951 Hoffman Street
Elmira, New York 14905**

IV. TIME REQUIREMENTS

A. PROPOSAL CALENDAR

The following is a list of key dates, up to and including the date when proposals are due to be submitted:

Request for proposal issued: - *October 14, 2011*
Due date for proposals: - *October 31, 2011 by 4:00 p.m.*
District Officials review: - *November 2, 2011*

B. NOTIFICATION AND CONTRACT DATES

Selected firm(s) or individual(s) notified: - *November 17, 2011*
Contract date: - *December 1, 2011*

C. DATE FEASIBILITY STUDY SHALL COMMENCE

Promptly following the selected individual or firm's receipt of notice from the District, and in any event not later than December 1, 2011.

V. ASSISTANCE TO BE PROVIDED BY DISTRICT

District Superintendent and necessary staff will be available during the study to assist the recipient firm or individual conducting the feasibility study by providing information, documentation and explanations.

VI. PROPOSAL REQUIREMENTS

A. GENERAL REQUIREMENTS

1. Inquiries concerning this Request for Proposals and the subject of this request for proposals must be made to:

**Mr. Joseph E. Hochreiter, Superintendent of Schools
Elmira City School District Administrative Offices
951 Hoffman Street
Elmira, New York 14905**

All clarifications of and modifications to this Request for Proposals will be made by addenda to be issued by the District on or before October 24, 2011 at 4:00 p.m. Copies of all addenda will be available from the District at the address set forth above. The District will endeavor to provide all persons who have submitted or, to the knowledge of the District, who intend to submit a Proposal a copy of all addenda, but it shall be the responsibility of each such person to verify that he, she, or it has received copies of all such addenda.

2. Submission of Proposals

The following material is required to be received by October 31, 2011 for a firm or individual to be considered:

- a. The proposer shall submit six (6) copies of its proposal ("Proposal") which must include the following:

Proposer Contact Information: The proposer's name, address, telephone number, and name of contact person and the date of the proposal.

Identification of Request for Proposals: A proposer's proposal and all copies thereof shall be clearly labeled "District Consolidation Feasibility Study" and shall be addressed to the District at the address set forth above at VI.A.1.

Transmittal Letter: A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the proposer believes itself to be best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for services to be rendered.

Detailed Proposal - The detailed proposal should follow the order and format set forth in this Request for Proposals.

- b. The proposer shall submit six (6) copies of a list of the prices for its services or the manner in which such prices shall be determined (“Price Proposal”) in a separate envelope marked as follows:

**PRICE PROPOSAL FOR THE ELMIRA CITY SCHOOL DISTRICT
CONSOLIDATION FEASIBILITY STUDY**

- c. Proposers should deliver their completed Proposals and Price Proposals to the following address:

**Mr. Joseph E. Hochreiter, Superintendent of Schools
Elmira City School District Administrative Offices
951 Hoffman Street
Elmira, New York 14905**

B. PROPOSAL CONTENTS

(NO PRICING INFORMATION SHOULD BE INCLUDED IN THE PROPOSAL)

1. **General Requirements:** The purpose of the Proposal is to demonstrate the qualifications, competence, and capacity of a firm or individual seeking to undertake a feasibility study described in this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. A Proposal should demonstrate the qualifications of the proposer and of the particular staff to be assigned to this engagement. It should also specify an approach that will meet the request for proposals requirements. A Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the request for proposals.
2. **Description of Proposer:** The proposer shall include in his, her, or its Proposal identifying information in the proposer and information about its organizational structure, which information shall include, at a minimum, the following:
 - a. the proposer’s name, physical address of its main office, mailing address, type of business entity (if not an individual), and a list of any trade names now or previously used by the proposer;
 - b. the name, mailing address, fax number, telephone number, and e-mail address of a representative of the proposer who may be contacted about the proposer’s Proposal;
 - c. the names and ownership interests of all persons owning any shares, membership interests, or partnership interests, or owning any other part of the proposer; and
 - d. the names, titles, and educational and professional experience of each of the principal officers of the proposer.
3. **Qualifications and Experience:** The proposer shall include in his, her, or its Proposal a description of his, her, or its experience, if any, performing work similar to that described

in this Request for Proposals and his or her qualifications or those of key individuals anticipated to perform or supervise all or a material portion of the services required by the District, which description shall include, at a minimum, the following information:

- a. the number of years the proposer has been providing professional services similar to those described in this Request for Proposals;
- b. a list of persons for whom similar services have been performed within the past ten years, a brief description of the services performed in each case, and the dates on which the services were performed in each instance;
- c. the name and educational background and professional experience of and a summary of relevant experience for each individual identified as a key person anticipated to perform or supervise work described in this Request for Proposals;
- d. the identity and experience of any person with which the proposer anticipates contracting for the performance of any material portion of the work described in this Request for Proposals;
- e. a list of all contracts currently being performed by the proposer, the anticipated date of completion for each, and the number of persons employed by the proposer devoted to the completion of the proposer's obligations under each such contract;
- f. a list of not less than three references from past clients for whom the proposer has performed professional services (references to clients for whom a proposer has provided services similar to those described herein are preferred);
- g. a summary of the proposer's experience working with or for public school districts; and
- h. answers to the following questions:
 - i. Within the past five (5) years, has the proposer or nay of its members, partners, shareholders, or principal officers been involved (as a plaintiff or a defendant) in any litigation, arbitration, mediation or other formal dispute resolution proceeding pertaining to the performance of professional services or to the default on a loan or any other financial obligation?
 - ii. Within the past five (5) years, has the proposer or any of its members, partners, shareholders, or principal officers failed to complete any contract for professional services?
 - iii. Within the past five (5) years, has the proposer or any of its members, partners, shareholders, or principal officers been insolvent, had a received appointed for it, made any assignment for the benefit of its creditors, or been involved as a debtor in any voluntary or involuntary bankruptcy proceedings?

4. **Specific Feasibility Study Approach:** The proposal should set forth a work plan, including an explanation of the methodology to be followed, to perform the services described in this Request for Proposals. In describing the work plan, reference should be made to such sources of information as the District budget and related materials, organizational charts, etc.
5. **Time Estimate:** The proposal must include a party's best estimate of the time required for the party to complete the feasibility study and report described in this Request for Proposals.
6. **Proposed Form of Contract:** If a party anticipates proposing the use of a particular form of contract to memorialize any agreement with the District for the performance of the services described herein, that party's Proposal must include a draft of such contract form. NOTE: The District's acceptance of any person's Proposal is not tended to constitute acceptance of any form of contract submitted with such person's proposal. The District reserves to itself the right to negotiate contract terms with or propose its own form of contract to the firm or individual whose Proposal is selected.
7. **Other Information:** Provide any other information that you believe will assist District in making their selection. Such information may be in this last section of the proposal or may be represented in one or more appendices.

C. PRICING INFORMATION

1. **Price for conducting the District Consolidation Feasibility Study.** The Price Proposal should contain all pricing information relative to the performance of the services described in this Request for Proposals, including, but not limited to, the performance of the entire feasibility study and the generation of the report and recommendations called-for herein. If it is proposed that the price for such services shall be calculated using a formula, the proposer must provide the formula to be utilized and a best estimate of the price to be thereby calculated. If it is proposed that the price for such services shall be calculated using hourly rates, the proposer must provide a complete list of the rates to be utilized and a description of any periodic or other adjustments that may be made to such rates. If reimbursement for out-of-pocket expenses is contemplated by Proposal, the Proposal must include a detailed description of the expenses to be reimbursed and the rate at which reimbursements are to be calculated. Expenses incurred in preparing and submitting the Proposal or the Price Proposal should not be included in the Proposal.

The District prefers, though does not require, that Price Proposals include a guaranteed maximum price for the services to be performed by the selected firm or individual.

2. **Identifying information.** A Price Proposal should include the following information:
 - a. Name of proposer;
 - b. Name, address, telephone number, and title of person submitting the Proposal and Price Proposal on the proposer's behalf; and
 - c. Certification that the person signing the proposal has been duly authorized to submit the Proposal and the Price Proposal on behalf of the proposer.
3. **Rates for Additional Professional Services.** A Price Proposal should describe the basis for calculating the price of any services the District may request be performed by the

selected firm or individual beyond those described in this Request for Proposals or as otherwise may be included in the scope of such services.

4. **Manner of Payment.** Progress payments will be made on the basis of work completed during the course of the engagement and out-of-pocket expenses (to the extent applicable) incurred in accordance with the selected firm or individual's Price Proposal. Interim billing shall cover a period of not less than a calendar month.

VII. EVALUATION PROCEDURES

A. EVALUATIONS

Designated representatives from the District and the District's Board of Education will evaluate proposals submitted.

B. ORAL PRESENTATIONS

During the evaluation process, the District may, in its discretion, request any or all proposers to make oral presentations to District representatives or to the Board of Education. Such presentations will provide proposers with an opportunity to answer any questions the District may have on their Proposals. Not all proposers may be asked to make such oral presentations.

C. RIGHT TO REJECT PROPOSALS

A submission of a proposal indicates acceptance by the proposer of the conditions contained in this Request for Proposals. This acceptance shall be confirmed in the contract between the recipient firm or individual and the Elmira City School District. The District reserves the right without prejudice to reject any or all proposals.