

# **DRAFT for REVIEW & COMMENTS**

## **Greenville Central School District Request for Proposal (RFP): Master Planning Consulting Services**

Issued: 1/31/07

### **A. Background:**

The Greenville Central School District is initiating a planning process focused on the development of a comprehensive, long-range Master Plan for facilities improvement and infrastructure development for the district. The Master Plan is intended to address existing building infrastructure needs, anticipated community development and growth, and any associated growth in school district student enrollment, as well as changing and evolving educational program needs of the district.

The Greenville Central School District serves approximately 1,440 students in grades Kindergarten through 12<sup>th</sup> grade. The district facilities include:

- Scott M. Ellis Elementary School – Grades K through 5
- Greenville Middle School – Grades 6 through 8
- Greenville High School – Grades 9 through 12

Class sizes in the district range from 15 to 22 in the elementary school level and 22 to 28 in the middle and high school levels.

The district has a geographic service area of approximately 120 square miles and is located in Greene County. The school district has a strong rural community tradition with a high quality educational system in which the community takes great pride and has a strong and active involvement.

Of particular importance, the Greenville Central School District is conveniently located in close proximity to Tech Valley. The anticipated economic, business development and associated residential growth that the Tech Valley initiative is expected to bring to the Greenville Central School District, and the surrounding communities of Greenville and Greene County, has, among other important planning considerations, prompted the Superintendent and Board of Education to make the development of a long-range and forward-thinking master plan for the school district a very high and focal priority. It is intended that the long-range master planning effort will create a plan which assess and address this anticipated growth, local development, and the associated demands that will be placed on the school district due to the growth and development anticipated to be generated by Tech Valley from both the perspective of potential growth in enrollment but also in services, educational programs and beneficial linkages that can be created between the school district and the Tech Valley business community.

The school district began making a major focus on long-term planning last year during the early budget planning process. With the support and recommendation of the district's Budget Advisory Committee, the Board of Education began a long-term planning effort

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focusing first on Five-Year Plans for Capital Improvements, Technology and Transportation. Additionally, from this process and as a major focus of the August 7<sup>th</sup> Board of Education Goal-Setting Workshop, the Superintendent and Board of Education developed major goals for the 2006-07 School Year directly related to furthering the long-range master planning objective as follows:

1. Begin a collaborative process for developing a long-term comprehensive Master Plan for facilities and infrastructure to support educational excellence and advance the broader needs of the community.
2. Establish a District Planning Committee to be responsible for reviewing current efforts and integrating recommendations from the Budget Advisory Committee (BAC), Quality Education Committee (QEC), and Master Plan to create a common vision for educational excellence.

The above goals were adopted at the Board of Education's October 16<sup>th</sup> meeting.

In furtherance of these goals and objectives, the Superintendent and Board of Education have moved to establish the structure and membership of the District Planning Committee to include the following membership make-up:

- (1) Board of Education
- (1) Superintendent
- (2) Cabinet Members
- (1) Leadership
- (1 or 2) PTA
- (1 or 2) Greenville Faculty Association
- (1 or 2) Greenville Paraprofessional Federation
- (1) Budget Advisory Committee
- (1 or 2) Quality Education Committee
- (2) Community Member
- (1) Facilitator

The District Planning Committee will be responsible for preparing recommendations to the Board of Education for long-range comprehensive planning for the school district.

The Planning Committee structure was approved by the Board of Education at its December 11<sup>th</sup> meeting and membership is currently being finalized.

In addition to the above, the Town of Greenville is also contemporaneously initiating its own Comprehensive Planning Process and has also formed a Planning Committee which is working with the River Street Planning & Development group of Troy, NY. The

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school district has been represented at these early Town planning meetings and is coordinating communication and cooperation as both groups kick-off their efforts. River Street Planning & Development is creating a planning timeline for the Town at this time.

### **B. Desired Scope of Services**

The Greenville Central School District is soliciting proposals from qualified and experienced firms to assist the district in undertaking this important Master Planning effort. The district desires the planning consultant to assist the district in the evaluation, planning and development of a long-range district-wide facilities improvement master plan which will position the district for anticipated needs in facilities development for the next 20 to 30 years.

This effort will include an evaluation of the current status of building and site infrastructure at each of the district's facilities which may require an update of the existing building condition survey/assessments previously prepared for the district as well as an assessment of the sufficiency and adequacy of existing educational space within the district's buildings in meeting current state and district standards and anticipated future needs.

Additionally, the planning consultant will work with the district to select a demographics consultant to assist in forecasting area population and economic growth and how that may impact enrollment in the district over at least a 5 and 10 year time horizon, at a minimum. This information will be utilized to assist in assessing the potential need for facilities expansion, renovation, replacement, redevelopment or for the development of new facilities, if warranted.

The consultant will work closely with the Superintendent of Schools, the Board of Education, the Planning Committee, other advisory committees and district personnel to review the data and analyses that it and other potential consultants working for the district may provide to assist the district in developing the Master Plan.

Significant services required in this engagement include, but are not limited to, the following:

1. Existing Building Program & Facilities Evaluation – Capacity Analysis, No. of Classrooms and Space Inventory, Suitability of Spaces, Assessment of Existing Building Conditions with SED Standards and District Goals & Objectives.

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2. Participate in and assist in facilitating Planning Committee work which may include school-based and community-based workshop planning and feedback sessions.
3. Existing Conditions Assessment Update/Revision.
4. Assisting the district with the development and analysis of a forward-looking and integrated Educational Program. This should include an assessment of the facilities.
5. Develop an assessment of the potential need for building renovation, expansion, reconstruction or possibly the development of new facilities and infrastructure required to properly support the district's Educational Program.
6. Develop a Building-by-Building summary of the Educational Program and an associated outline of the required Educational Specifications for the development of the Facilities Improvement Plan.
7. Develop & present of Conceptual Improvement Plans and Alternatives for each building to express how the Master Plan can be implemented.
8. Develop a Master Plan implementation phasing and timeline.
9. Development of Concept Plans for District-Wide Facility Improvements.
10. Develop probable cost estimates, cost modeling and financial planning parameters for Master Plan implementation
11. Evaluate and report potential Building Aid from NYSED based on known aid rules and regulations in force today.
12. Prepare and present a Final Report documenting the evolution of the Master Plan development process along with a Final Master Plan document to the Planning Committee, Superintendent, Board of Education and Community.

The above services will be provided working with district personnel, officials, the Board of Education and multiple advisory committees. It is anticipated that the consultant will be required to provide its own assessment of potential costs to construct future improvements and to provide all necessary cost estimation and cost modeling, constructability analysis, phasing, etc. required to complete this effort.

### **C. Written Proposal Format**

Respondents are directed to prepare and submit written proposals in response to this RFP which shall include, at a minimum, the following:

1. Qualifications & Background of Firm and Staff assigned to perform this engagement. Also provide Company Literature – Statement of Qualifications, Personnel Resumes, Client Lists and contacts

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2. Past Experience with this type of work – List of not less than two similar Projects and include example/representative work product along with references and contact information for each representative project.
3. Proposed Scope of Services to be performed by the Consultant. List services assumed to be provided by the district or other district consultants assumed necessary for the consultant to perform their proposed scope of services successfully.
4. Approach, Process, Timeline – Detail the proposed implementation plan for the Scope of Services – How will the engagement be undertaken, define the schedule & timeline defining phasing, duration of the engagement and major components of the process. How will the consultant work with the district.
5. Team & Organizational Structure – Personnel, Roles, sub-consultants, etc.
6. Compensation:
  - a. Fixed Fee or Percentage Fee
  - b. Fee Schedule
  - c. Hourly Rates Schedule
  - d. Reimbursable Expenses & Estimate
  - e. Projected District Expenses – outside of consultants compensation & reimbursable estimate
7. Proposed Form of Agreement for Consulting Services along with any standard or specific terms and conditions applicable for use on this engagement. *Please note that they district may have a standard form of agreement prepared by its legal counsel.*

### D. Evaluation Criteria

Proposals will first be reviewed for completeness and to determine if mandatory requirements are met. Failure to meet a mandatory requirement may result in the proposal being rejected.

Proposals will be reviewed by an evaluation committee and scored against the stated criteria. The evaluation committee will first review the information submitted by each respondent and evaluate its technical conformance with the minimum requirements of the RFP and will then sort and rank those qualifying responses according to the following **RFP Evaluation and Scoring Criteria:**

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	Evaluation Criteria	Point Score
1.	Demonstrated <b>Experience</b> and successful <b>Performance</b> as a Planning Consultant for similar types of projects.	25 points
2.	<b>Project Approach:</b> How your team will perform scope of work and the process proposed to coordinate the consultant's work with the District and its team.	25 points
4.	<b>Consultant Team:</b> assigned staff, responsibilities, capabilities, and their individual and collective skills. It is critical that your entire team be identified (include sub-consultants if proposed). Name the key members which will be assigned and actively participate in this project. Demonstrate how your team will remain consistent through all phases of the project.	25 points
5.	<b>Compensation and Fee Structure</b>	15 points
6.	<b>References</b>	10 points

The school district reserves the right to reject any and all proposal received, to modify the proposal and award process or to re-issue a request for proposal if it deems that it is unsatisfied with proposal responses or is unable to proceed with and award at this time.

**E. Selection Process & Timeline**

1. Telephone contacts of invited firms completed by – 2/\_\_/07
2. Issue RFP to the invited firms – 2/\_\_/07
3. Pre-Proposal Meeting with Invited Firms -- 2/\_\_/07
4. Proposals Due to District -- 2/\_\_/07
5. Proposal Presentations & Interviews – 2/\_\_/07
6. Evaluation Committee Review & Recommendation -- 2/\_\_/07
7. Evaluation Committee Recommendation Presentation – BOE Meeting 3/\_\_/07
8. BOE Selection – BOE Meeting 3/\_\_/07

**Please make sure to attend the February \_\_, 2007 Pre-Proposal meeting scheduled for 2:00 at the Greenville Central School District Offices located at \_\_\_\_\_ in Greenville. The meeting will be held in the \_\_\_\_\_. We will be reviewing this Request for Proposal and the attached documents, providing a more detailed and in-depth presentation of the process and planned efforts as well as answering any questions you may have.**

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Proposal packages shall be submitted as follows: ten (10) bound and one (1) unbound copies of your written proposal and supporting documentation are to be submitted in a clearly marked envelope labeled “**Facilities Project – Professional Design & Pre-Referendum Master Planning Services Proposal**” by 2:00 P.M. on Thursday, February \_\_\_\_, 2007 to:

Ms. Cheryl A. Dudley  
Superintendent of Schools  
Greenville Central School District  
Route 81  
Greenville, NY 12083

Thank you again for your interest and we look forward to seeing you on at the Pre-Proposal Meeting.

cc: Mr. Wilton Bear, Jr. – President of the Board of Education  
Ms. Tammy J. Sutherland – Assistant Superintendent for Business  
Mr. Jeffery Honeywell, Esq. – School Attorney – Girvin & Ferlazzo  
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