

REQUEST FOR PROPOSAL

**CONSULTING SERVICES FOR FACILITIES PLANNING
TO MEET FUTURE GROWTH NEEDS IN THE
GREENEVILLE CITY SCHOOL SYSTEM**



INTRODUCTION

The Town of Greeneville is experiencing strong residential growth that is impacting the public services provided by the Town. Specifically, the residential growth is anticipated to impact the Greeneville City School system daily attendance numbers. The Greeneville City School system consists of pre-K through 12 and operates four elementary schools (K-5), one Middle School (6-8), one high school (9-12), a K-12 Virtual School, and a Career and Technical Center, currently in partnership with Greene County Schools. Average daily attendance is approximately 2,870 K-12 students, of whom approximately 590 are tuition-based students, and 100 pre-kindergarten students.

DELIVERABLES

The Town is seeking a data-based study to guide Town and School System elected officials on the following discussion points for future growth.

1. Using historical general population data, school enrollment numbers and current growth trends, project a 10-year enrollment growth within the Greeneville School system.
2. From these data projections, anticipate the 10-year need for an additional school building(s) or building additions needed to meet projected growth demands.
3. Explore all options (programmatic, school facilities, or other considerations) available to Greeneville to avoid expensive capital building projects if possible.
4. Examine current and future educational delivery methods to incorporate into the design of new school buildings.
5. All reports must include a combined analysis of demographic/enrollment trends and future residential development with school capacities to accommodate changes in enrollment and education programs.
6. All supporting material and documentation such as maps, analytical data, studies, financial data, graphs, spreadsheets, etc. related to the deliverables identified above must be included with the report.

QUALIFICATIONS

Consultants shall possess the following qualifications.

Enrollment and Demographics:

1. Demonstrate extensive experience with demographics, enrollment projections and forecasting methodologies including disaggregating datasets that include but are not limited to, ethnicity, age, gender, special education status, pre-kindergarten, economically disadvantaged and English language learner populations

2. Demonstrate experience working with land use data, zoning, geographic information systems (GIS) and relational databases to conduct build-out analyses of approved and planned residential development, vacant land currently zoned for residential development and land proposed to be downzoned
3. Ability to integrate enrollment forecasts and build-out analysis into multiple scenarios to determine the timing and location of new school construction, classroom additions, grade reconfigurations, redistricting and/or consolidations to accommodate future enrollment

Education Specifications:

1. Proven method for aligning strategic planning goals with facilities plans
2. Experience performing capacity and utilization studies to evaluate the educational adequacy of facilities for current and future programmatic space requirements
3. Proven ability to identify and provide recommendations for facility use options to achieve parity in academic offerings among elementary, middle, and high school programs
4. Ability to analyze the most efficient use of existing facilities and make recommendations to best maximize the capacity and effective use of current buildings and classroom space with a thorough understanding of GCS educational priorities.
5. Demonstrate ability to identify local and national trends in education affecting facility usage and provide recommendations to support the space requirements of future academic programs
6. Demonstrate ability to identify trends in the local and regional labor market that will affect future academic programs for middle and high school students and provide recommendations to accommodate the space requirements for future academic programs

Facilities Planning:

1. Proven success with various types of facilities planning to include new construction, classroom additions, grade reconfigurations, boundary planning and consolidations
2. Ability to provide recommendations for new construction, expansion, modernization, reconfigurations, consolidations and/or repurposing of school facilities to plan for future enrollment and program changes.
3. Demonstrate ability to evaluate the costs and benefits of options to meet current and projected facility needs
4. Proven experience conducting facility condition assessments
5. Experience developing methodologies for prioritizing projects for inclusion in the capital improvement budget

Financial:

1. Ability to identify and evaluate cost-benefit options to meet current and future facility needs

2. Ability to develop cost projections based on anticipated funding from local, state and federal agencies for future capital projects

Community Engagement:

1. Experience coordinating and designing inclusive engagement among various stakeholders including but not limited to parents, school personnel, public funding bodies, and citizens
2. Ability to coordinate community meetings and effectively present complex data, ideas and facts
3. Proven ability to build consensus among various stakeholders and balance feedback with the community's long-range growth projections and service needs

TIMELINE

The Town of Greeneville shall adhere to the following timeline. The Town may divert from this timeline should it be in the Town's best interest

- June 5, 2023 RFP is released
- June 5 – June 26, 2023 Questions can be submitted to City Manager Todd Smith at tsmith@greenevilletn.gov. Please only submit questions via email
- June 30, 2023 at 10:00 AM sealed bids due
- June 30, 2023 at 10:00 AM sealed bids opened

PROCEDURES

All proposals should concisely address the requirements specified. Please submit six (6) copies of the proposal no later than 10:00 A.M. Friday June 30, 2023 to:

Todd Smith
Town of Greeneville
200 N. College St.
Greeneville, TN 37745

INFORMATION REQUESTED

Cover Letter:

1. Firm information to include name, location, mailing address, telephone numbers, email addresses and other pertinent information
2. Letter signed by an officer authorized to execute a contract with the Town

Statement of Work

1. For each of the criteria listed for required qualification, include a statement of capability, evidence of proven performance and the methodology to be used to fulfill each task, name of staff performing the tasks, hours required and proposed timeline for completion
2. If your organization is not qualified to perform all aspects of the services required, list the task/service that will need to be subcontracted to other entities as well as the name of the sub-consultants to be used to perform the service
3. Services expected of Town or school district staff should be identified and quantified in terms of time, and the nature and scope of services to be provided by staff

Experience, Expertise and Qualifications

1. Summary of Relevant Experience: A listing of all consulting projects involving facility planning for school systems in the last ten (10) years. A summary of each project must be provided
2. References: Provide a list of references, including references for sub-consultants. Include the name, title, address and telephone number of the contact person from whom each organization your firm and your sub-consultants have completed similar work
3. Personnel Listing: A complete listing of the staff identified in the work plan by job classification, along with resumes

Schedule

1. Provide a detailed schedule of work and demonstrate the firm's ability to meet a concise schedule. The schedule should include an estimate of the number of hours to complete the project.

Fees

Provide a fee schedule for services including:

1. Fee breakdown by contents listed under Qualifications
2. Hourly rates
3. Reimbursable expenses
4. Excluded or additional services

Additional Data

1. Any additional information relevant to this RFQ the firm would like to bring to the attention of the Town.

SELECTION CRITERIA

A selection committee will evaluate submittals based on the following criteria and make recommendations to the City Council and Board of Education for final consideration:

1. The consultant's grasp of the problems involved, soundness of approach, and the quality of the overall qualifications
2. The consultant's specialized experience, technical competence, background and previous experience of staff, including that of sub-consultants
3. Fees
4. The consultant's past record of performance with respect to the quality of work, approach, stakeholder engagement, work product and the ability to meet time schedules
5. Experience and proven performance with similar projects
6. Key team member qualifications and experience
7. Understanding of project intent
8. Completeness of RFP
9. Timing schedule

TERMS AND CONDITIONS

The Town reserves the right to accept or to reject any or all proposals, to waive any irregularities or informalities in any proposal or in the process, and to accept or reject any item or combination of items. Selection will be to the entity whose proposal, in the opinion of the Town, is the best proposal taking into consideration all aspects of the entity's response.

These specifications constitute the complete set of specification requirements. Any standard forms are to be filled in, signed, sealed in an envelope, and mailed or delivered to the City Recorder's Office on or before the specified time and date of the opening of proposals. The envelope should indicate "Bid Proposal for Greeneville City School Growth Study". Timely delivery is solely and strictly the responsibility of each proposer. The Town will in no way be responsible for delays caused by the United States Post Office or delays caused by any other occurrence. Offers by telephone or facsimile will not be accepted. Under no circumstances will a proposal delivered after the time specified be considered. Such proposals will be returned unopened.

No entity will be allowed to withdraw or modify its proposals after the opening time and date.

The Town reserves the right to reject the proposal of any entity who has previously failed in the proper maintenance of an award or to deliver on time services of a similar nature or who is not in a position to perform properly under this award.

Federal, State, County, and City laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the proposer will in no way be a cause for relief from responsibility.

In compliance with this Request of Proposals, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this RFP be accepted, to furnish any or all of the items upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded an order or contract, to indemnify, protect, defend and hold harmless the Town of Greeneville and Greeneville City Schools, its Board Members, agents and employees from all judgments, claims, suits or demands for payment that may be brought against the Town of Greeneville and Greeneville City Schools, agents and employees arising out of the use of any product or article that is provided pursuant to the RFP. The undersigned further agrees to indemnify, protect, defend and hold harmless the Town of Greeneville and Greeneville City Schools, its Board Members, agents and employees from all judgments, claims, demands for payment, or suits or actions of every nature and description brought against the aforementioned alleging injuries and damages sustained by any person arising out of or in the course of the selected firm performing or failing to perform the service and/or providing or failing to provide the goods related to this Request for Proposals.

The undersigned also certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide his/her/its employees any segregated facilities at any of his/her/its establishments.

Greeneville City Schools offers educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability or genetic information.

Each entity submitting a proposal assures the Town and Greeneville City Schools that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, in that the proposer does not, on the grounds of race, color, national origins, religion, sex, age, handicap, or marital status, discriminate in any form or manner against its employees. The entities understand and agree that this service is conditioned upon the veracity of this Statement of Assurance.

REQUEST FOR QUALIFICATIONS AGREEMENT

In compliance with the Request for Proposals, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this Request for Proposals be accepted, to furnish any or all services upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded an order or contract, to protect, defend and hold harmless the Town of Greeneville and Greeneville City Schools from any suits or demands for payment that may be brought against it for the use of any product or article that becomes a part of an order or contract, and further agrees to indemnify and hold harmless the Town of Greeneville and Greeneville City Schools from any suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties, or his servants or agents in the course of fulfilling the terms of the contract and/or Request for Proposals.

Name of Firm

Address

City State Zip

/

Authorized Representative Signature

Terms

Phone Fax Number

E-Mail Address

Date

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between _____

Name of Contractor

(hereinafter Contractor), and the Town of Greeneville and Greeneville City Schools named in this Request for Proposals.

Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from the Town of Greeneville and Greeneville City Schools, "Contractor" agrees to indemnify, protect, defend, and hold harmless the Town of Greeneville and Greeneville City Schools, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against the Town, School District, its Board Members, agents and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to the Town and School District.

(Name of Contractor)

BY: _____

TITLE: _____

State of Tennessee

County of Greene

_____ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of

_____.

Signature

Witness by hand and Notaries seal at office this _____ day of _____, year of _____.

Notary Public

My Commission Expires: _____

CERTIFICATE OF NON-DISCRIMINATION

By submission of this Request for Qualifications, the contractor (NAME OF FIRM)

certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide for his/her/its employees any segregated facilities at any of his/her/its establishments; and, further, that he/she/it does not and will not permit his/her/its employees to perform their services at any location under his/her/its contract where segregated facilities are maintained.

CONTRACTOR'S NAME

SIGNATURE

DATE

Printed or Typed Name of Individual Signing for the Contractor