

# ***HEMPFIELD SCHOOL DISTRICT***

## **REQUEST FOR PROPOSAL**

### **FEASIBILITY, ENROLLMENT, and ATTENDANCE AREA STUDIES**

The Hempfield School District is seeking proposals from firms for a complete facility study of all district buildings that will conform to the Pennsylvania Department of Education PLANCON A requirements (or applicable process to be eligible for reimbursement).

The study shall provide an appraisal as to each facility's ability to meet current and planned educational program needs. The engagement includes all work and meetings necessary for completion and approval of PLANCON A.

In addition, the firm will engage a third party to conduct an independent ten-year enrollment study with attendance area recommendation on behalf of the district.

### **SELECTION OF FIRM**

1. Following a review of the proposals by the Administration, a maximum of three (3) firms will be selected for a presentation with the School Board Buildings and Grounds Committee.
2. The interviews/presentations with the Committee will be held on January 29, 2019 starting at 4:30 p.m.

### **PROCESS FOR SUBMISSION**

- 1) Complete the attached forms and questions
- 2) Submit other information regarding your firm, as you deem appropriate.
- 3) Any questions regarding the project may be submitted in writing to [dan\\_forry@hempfieldsd.org](mailto:dan_forry@hempfieldsd.org) prior to January 4, 2019 at 4:00 p.m. and a full list of questions and answers will be provided electronically and posted to the hempfieldsd.org website by January 10, 2019.
- 4) The due date for proposals is on or before January 14, 2019 at 4:00 p.m. EST.
- 5) Sealed written proposals should be submitted to:

Daniel L. Forry, COO  
Hempfield School District  
200 Church Street, Landisville, PA 17538  
(717) 898-5570

## FEASIBILITY STUDY

1. Provide the following background information about your company:
  - a. Name of firm
  - b. address
  - c. telephone number
  - d. name and title of contact
  - e. company officers' names:
  
2. Provide resumes of key personnel who would be assigned to this project and the school districts they have worked for with your firm.
  
3. Has your firm provided similar services for a public-school facility over the past five (5) years? If yes, please list the projects and contact person(s) and identify if new construction or renovation.
  
4. List the professional consultants your firm would use with regard to the Feasibility Study:
  - a. Include similar projects (dates & scope) on which you have worked with these consultants.
  - b. Provide district contacts (names, title, and contact information) for these projects.
  - c. Provide their 2019 fee structures, as well as the fee structures for the next 3 to 5 years.
  
5. Provide the name of the company to be used for independent Enrollment Study and Attendance Area Recommendations.
  - a. Include similar projects (dates & scope) on which you have worked with these consultants.
  - b. Provide district contacts (names, title, and contact information) for these projects.
  
6. Construction Philosophy
  - a. How would you suggest that a Board of School Directors decide the "best" facility option from several being considered?
  - b. Demonstrate experience in integrating educational practices to facility design.
  - c. How do you ensure that all stakeholders have an opportunity to provide input during the study?
  
7. Provide information regarding high school or large secondary project experiences within the last 5 years:
  - a. Include design estimates versus bid results
  - b. Include whether renovations or new construction, number of square feet, and cost per square foot
  
8. Please state why your firm should be selected by Hempfield School District.
  
9. Explain your experiences with the Pennsylvania Department of Education PLANCON process.

10. Provide an organizational chart of your proposed team. Provide a resume for each member of your staff, including education, licenses, educational project experience, any special expertise or unique qualifications, and number of projects this team has completed.
11. State your firm's fees structure for renovation projects and new construction. This should include any mark-ups to consultants used for these projects.
12. Provide your lump sum fee for completion and acceptance of feasibility study and PLANCON A including compilation of all necessary supporting information. The consultant shall assemble a team of specialists to provide the following:
  - a. Assessment of Campus and Facility Physical Conditions:
    - i. An in-depth analysis of each facility's physical condition including useful life of each buildings components such as, but not limited to, the HVAC, plumbing, electrical, roofing, food service equipment, etc.
    - ii. An in-depth analysis of the buildings/campus with regards to school safety and 21<sup>st</sup> century learning environment.
    - iii. A floor plan and a site plan of each building.
    - iv. Documentation of Code Violations or recommendations for improvement.
    - v. ADA accessibility recommendations for improvement.
    - vi. Statement of energy efficiency and recommendations for improvement.
    - vii. An inspection for structural soundness.
    - viii. Recommended schedule for replacement or repairs (schedule of priorities) for a minimum of the next ten-year period.
    - ix. Estimated cost to be generated for each identified deficiency or recommendation.
    - x. Information to be delivered in electronic form, such as Microsoft Excel, so that data can be sorted and grouped in various ways.
    - xi. An in-depth analysis of current district land, usage and future usage.
  - b. Study of Enrollment Projections including Future Housing Developments:
    - i. Provide an overview of the school district that considers such factors as geography, populations, and wealth. Are there any distinguishing characteristics that will have any impact on facilities, such as geographically separate population centers?
    - ii. Meet with local municipal planners, regional planners, and realtors. Analyze zoning maps, available land, and infrastructure to project the location and quantity of future housing development.
    - iii. Meet with regional planning committees
    - iv. Study population trends, birth rates, and migration patterns.
    - v. Recognize and project trends in non-public school enrollment, including charter schools, cyber schools, and home-schooled students.
    - vi. Provide a review of the reliability of five to ten-year enrollment projections from PDE.
    - vii. Using the above methods, provide enrollment projections for each building annually for 10 years (begin with the 2019-2020 school year).
  - c. Study of Capacity as it Relates to Enrollment Projections & Educational Program
    - i. Establish or confirm enrollment capacities for each school building
    - ii. Prepare a comparison of projected enrollments to building capacities.
    - iii. Provide an overview of the school district's educational program that

highlights any special facility needs including any instructional practices or planned curriculums that will require special design features, or any change in the type of use of each facility.

- iv. Provide an analysis of each building's capacity as it relates to the educational program and if each building provides the educational spaces dictated by that educational program.

d. Study of Options

- i. Provide a report on options for the renovation and/or expansion of each building, if merited, as a result of the enrollment and capacity study (Part C above).
- ii. Provide schematic plans, which graphically depict the options.
- iii. Provide the estimated costs of the options.
- iv. Provide the rational, pro and cons of each option.
- v. Ensure that any facility needs identified in the attendance area recommendations are encompassed within options recommended.

13. Lump sum fee for completion and acceptance of independent student growth projections and recommendation for attendance area boundaries including compilation of all necessary supporting information. The consultant shall assemble a team of specialists to provide the following:

a. Objectives:

- i. More even distribution of elementary student numbers across our school buildings.
- ii. Establish capacity for some growth in all elementary buildings.
- iii. Avoid splitting of neighborhoods and minimize scope of impact to the extent practical.
- iv. Strategic placement of special programs to maintain continuity of cohort movement through grade levels (e.g. autistic support classrooms, emotional support classes).
- v. Ensure any recommendations that have an impact on facilities are addressed in the Feasibility Study.
- vi. Ensure any recommendations maintain efficiency (time and financially) with regard to transportation services.

b. Study of Enrollment Projections including Future Housing Development:

- i. Provide methodology to develop and validate ten-year enrollment projections.
- ii. Meet with local municipal planners, regional planners, and realtors. Analyze zoning maps, available land, and infrastructure to project the location and quantity of future housing development.
- iii. Meet with regional planning committees
- iv. Study population trends, birth rates, and migration patterns.
- v. Recognize and project trends in non-public school enrollment including charter schools, cyber schools, and home-schooled students.
- vi. Using the above methods, provide annual enrollment projections for each grade range (elementary, middle school, and high school) for a minimum of ten

years.

- vii. Provide specific listing of all included features and elements of the consultant's studies and any description and costs of additional features.
- c. Study of Attendance Area Projections by Residence:
- i. Provide the impact to current attendance areas based on the Enrollment Projections over the next ten years at all schools.
  - ii. Develop attendance area recommendation at each range of grade levels (elementary, middle school, and high school) for a minimum of ten years.
  - iii. Provide the rational, pro and cons of each option (this should include cost impacts on facility changes and transportation).
  - iv. Provide specific listing of all included features and elements of the consultant's studies and any description and costs of additional features.