

**REQUEST FOR PROPOSAL RFP#2324-038
CONSULTANT FOR ENROLLMENT PROJECTION
FOR THE Pennsbury School District, Fallsington, PA**

August 28, 2023

1. PURPOSE

- A. The Pennsbury School District is seeking statements of qualification and experience from firms for a comprehensive Enrollment Projection Study.
- B. The study shall be in sufficient detail to provide information that will comply with the applicable Pennsylvania Department of Education (PDE) standards for such studies.

II. BACKGROUND INFORMATION

- A. The Pennsbury School District provides public education for children in Falls, Lower Makefield, Tullytown, and Yardley in Bucks County, Pennsylvania. The School District operates K-5 Elementary Schools, 6-8 grade Middle Schools and 9th-12th grade in the High School.

III. SERVICES TO BE PROVIDED BY THE CONSULTANT

- A. The consultant shall assemble a team of specialists to provide the following:
- B. Study of Enrollment Projections Including Future Housing Development
 - 1. Provide an overview of the school district that considers such factors as geography, populations, and wealth. Are there any distinguishing characteristics that will have an impact on facilities, such as geographically separate population centers?
 - 2. 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.
 - 3. Study population trends, birth rates, and migration patterns.
 - 4. Recognize and project trends in non-public school enrollment including charter schools, cyber schools, and home-schooled students.
 - 5. Provide a review of the reliability of five-to-ten-year enrollment projections from the school district and PDE.
 - 6. Using the above methods, provide enrollment projections for each building for a minimum of 10 years.
- C. Study of Capacity as it Relates to Enrollment Projections & Educational Program
 - 1. Establish or confirm enrollment capacities for each school building.
 - 2. Prepare a comparison of projected enrollments to building capacities.
 - 3. 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, any potential realignment of school sending boundaries or any change in the type of use of each facility.
 - 4. Provide an analysis of each building's capacity as it relates to educational program and if each building provides the educational spaces dictated by that educational program.
- D. Executive Summary
 - A summary depicting the consultant team's findings.

IV. PROPOSAL REQUIREMENTS

A. Statement of Qualification and Experience shall be submitted to:

Chris Berdnik, Business Administrator
Pennsbury School District
134 Yardley Avenue
Fallsington, PA 19054

B. Statements shall be submitted no later than Tuesday, October 24th, 2023, 3 PM.

C. The submittal shall include:

1. Name of Firm, Address of Firm, Telephone Number & Fax Number of Firm. Name and title of Contact Person and Names of Officers in the Firm.
2. Firm Profile: Provide a brief overview of your firm including the number of years your firm has been providing services and experience with Facilities Feasibility studies, as well as other work performed.
3. Proposal: Please provide separate proposals for the enrollment study and the capacity study with a cost for each one as well as a cost for the entire project.
4. Consultants: Identify and provide information on consultants that would be engaged as part of the project team.
5. School District Clients: Provide a list of school districts for which "the firm" has completed similar feasibility studies.
6. Education Experience: Provide a list of education projects designed by the firm. Include dates and project costs.
7. Resumes: Provide resumes of the key personnel that will be assigned to the project. Include educational background, experience and a list of similar studies and a list of school projects for which the individual has experience.
8. Time Frame: Provide an estimate of the time that will be required to complete the feasibility study.
9. Compensation: Provide an estimate of compensation expected to complete the study along with a list of reimbursable expenses. (The district would prefer to see an hourly rate with a "not to exceed" amount attached.) Compensation shall include the cost to update this study within three years.
10. Based on an evaluation of the proposal, a short list of firms may be invited for an interview.

VI. GENERAL CONDITIONS

The Pennsbury School District is not responsible for any costs incurred by the proposing firm in responding to these terms. Pennsbury School District reserves the right to cancel this request for Statements of Qualification and experience and the proposal process or to reject any and all Statements of Qualifications and Experience submitted as well as to waive any information as is determined to be in the best interest of the Pennsbury School District. The Pennsbury School District shall not be legally bound until such time as an agreement in writing is executed by both the proposing firm and the Pennsbury School District.

****The proposal should be prepared to provide separate costs for the enrollment portion and the capacity portion of the requested proposal so each portion may be considered separately or together. If there are cost efficiencies by the firm performing both portions, the cost efficiencies should be clearly articulated in the proposal.***