

Montpelier Roxbury Public Schools

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Our schools are caring, creative, and equitable communities that empower all children to build on their talents and passions to grow into engaged citizens and life-long learners.

Request for Proposals for:

Strategic Planning: The Future of Facilities within
Montpelier Roxbury Public Schools

Issued by Montpelier Roxbury Public Schools
For Issuance on September 7, 2023

Proposals Due: October 2, 2023

Contact Person for this RFP:
Libby Bonesteel, Superintendent of Schools MRPS
libbyb@mpsvt.org

Context:

Montpelier Roxbury Public Schools is composed of four school buildings in the heart of Central Vermont. We serve 1250 students ranging in age from preK-12th grade. The three Montpelier schools serve 1,178 students-Union Elementary School (448 students), Main Street Middle School (344 students), and Montpelier High School (386 students). Roxbury Village School serves 42 students.

On July 10, 2023, the city of Montpelier experienced catastrophic flooding. The downtown area was completely engulfed in rising waters and most of the businesses and homes in this area were significantly impacted. MRPS was not immune to the flooding. Montpelier High School's basement took in nearly six feet of water that equated to approximately two million gallons. The surrounding parking lot and athletic fields were completely submerged and also had significant damage.

As a result of this flood, community members of Montpelier have begun engaging in a visioning process to determine what can be done to mitigate future flood risk to the city. The school district, particularly MHS, has rightfully become part of this discussion. The school district and the city, however, are different governing entities and therefore require different processes.

MRPS is interested in acquiring the services of a consultant who can facilitate a robust community engagement process and help the district assess future options and opportunities for the facilities within our school district.

Outcomes and Deliverables:

The winning consultant will do the following:

1. Facilitate at least three community engagement sessions regarding the District's facilities and current configuration. The target audience for these sessions will be community members at large, caregivers of students, students, and school staff. Topics for consideration for public brainstorming sessions include:
 - a. potential flooding and environmental hazard concerns for our facilities caused by climate change;
 - b. district configuration, including the potential facilities use of every building;
 - c. vision of facilities for the next generation of learners at MRPS;
2. Collect and present data regarding the future of MRPS including but not limited to:
 - i. expected enrollment predictions
 - ii. generate associated space needs
 - iii. potential land available in Montpelier proper
 1. potential costs associated with any new build (eg. moving locations of athletic fields, building new school, etc...)
 - iv. climate change models for Montpelier
 1. identification and mapping of potential hazards

- v. ideas and costs associated with retrofitting MHS to better handle flood water
 1. floodplain management criteria
3. Informed by ideas generated by community engagement sessions and the above data, propose multiple, detailed strategies to the school board regarding realistic ideas for the future that include potential:
 - a. costs associated with each idea
 - b. timeframes
 - c. influence on student learning

The winning consultant will provide status reports, at least monthly, to the Superintendent and Director of Facilities. In addition, the winning consultant will:

1. Document all findings, conclusions, and recommendations in a formal report. The report will include at a minimum:
 - a. summary of stakeholder meetings and data gathered;
 - i. data organized into key demographics
 - b. recommendations for multiple options for the MRPS community to decide on regarding District facilities

The winning consultant will present findings in an oral presentation to the School Board of Directors in public session.

The winning consultant will provide all reports and recommendations in a digital format.

Consultant Qualifications:

Montpelier Roxbury Public Schools seeks a firm with experience in strategic planning of the nature detailed above in the public school setting. In addition, MRPS is looking for consultants who show the ability to:

1. collaborate with diverse stakeholders in public meetings;
2. present complex ideas in a format that all understand;
3. synthesize large amounts of data in an accessible format;
4. organize work and adapt to unexpected changes in the process.

Work Schedule:

The interim report shall be presented to the school board at their public meeting on March 20, 2024 and a final report given on May 15, 2024.

Proposal:

Proposals shall be submitted in the following sequence and format in order to assist in fairly and equitably considering all proposals:

1. cover Sheet

2. description of the firm's professional qualifications
3. written work plan
4. resumes for each proposed project team member
5. references or examples of similar projects that have been completed
6. proposed tentative schedule
7. list of specific exceptions or exclusions to any and all items contained in the RFP
8. expected cost of proposal in the range of \$50,000-\$75,000

Clarifying Questions

All questions regarding this RFP can be sent to Superintendent Libby Bonesteel at libbyb@mpsvt.org and Director of Facilities, Andrew LaRosa at andrewlarosa@mpsvt.org. Questions should be sent prior to the October 2, 2023 deadline.

General Requirements

Single Point of Contact. All communications regarding this RFP shall be in writing and addressed to the Contact Person indicated on page one of this RFP.

Questions. Any bidder requiring clarification of any section of this proposal or wishing to comment or take exception to any requirements or other portion of the RFP must submit specific questions to the Contact Person named on page one of this RFP. Any objections to the RFP or to any provision of the RFP that is not raised in writing on or before the last day of the question period is waived.

Confidentiality. Bidders should be aware that all materials submitted will become part of the contract file and will be considered public records under the Vermont Public Records Act, 1 VSA Sections 315-320. MRPS prefers that vendors not file proprietary information with their bids. If the bidder finds it necessary to include material that the bidder considers to be proprietary, a trade secret or otherwise confidential, the bidder must: (1) clearly designate any information in the response the bidder believes is proprietary as "confidential;" (2) provide a written explanation sufficient to justify each exemption from release under the Vermont Public Records Act, including the prospective harm to the competitive position of the bidder if the identified material were to be released; and (3) include a redacted copy of the response for any portions of the bid that the vendor designates confidential. Under no circumstances can the entire response or price information be marked confidential. Responses so marked will not be considered and will be returned to the vendor. Vendors filing submissions agree that final discretion to release or exempt all material so identified as confidential rests with MRPS.

Acceptance of the Proposal. MRPS reserves the right to waive minor irregularities in a bidder's proposal, providing such action is in the best interest of MRPS. Where MRPS may waive minor irregularities, such waiver shall in no way modify the RFP requirements or excuse the bidder

from full compliance with the RFP specifications. MRPS reserves the right to request clarification or correction of the proposal, reject any or all proposals received, or cancel the procurement at any time prior to an award. A proposal may be rejected for: (1) the failure of the bidder to adhere to one or more provisions established in this RFP; (2) the failure of the bidder to submit required information in the format specified in this RFP; (3) the failure of the bidder to adhere to generally accepted ethical and professional principles during the RFP process; or (4) for any other reasons deemed to be in the best interest of MRPS. In the event that MRPS is not successful in negotiating a contract with the selected bidder, MRPS reserves the option of negotiating with another bidder.

Exclusive Ownership. Any and all data, survey analysis, reports, studies and other complete or incomplete work product prepared or developed by the contractor in connection with the contract shall become the exclusive property of MRPS.

Costs of Preparing Proposals. All costs incurred by the bidder during the preparation of the proposal will be the sole responsibility of the bidder. Unless explicitly stated, MRPS will not reimburse the bidder for any costs associated with submission of a proposal.

Duration This contract will commence as soon as possible following acceptance of a bid and negotiation and execution of a contract commencing from date of contract.

Form of Contract The contract between MRPS and the winning bidder will be required to be in the form of the standard MRPS contract.

Submission and Evaluation of Proposals

Submission of Proposals The method of delivery shall be via email sent to:

libbyb@mpsvt.org

Proposals shall be delivered via email attachment and shall arrive in the email in-box of the above contact person no later than 4:30 PM on 10/2/23 and should include the project title in the subject line of the email. Late responses will not be accepted and shall automatically be disqualified from further consideration. Delivery shall be at bidder's sole risk. MRPS is not responsible for technical problems that may delay receipt of the email attachment. Bidder should plan accordingly.

RFP Timetable

RFP Posted	September 7, 2023
Proposals Due	October 2, 2023

Interviews/Reference Checks	October 2-13, 2023
Selection Notification	October 18, 2023
Anticipation Commencement of Contract	October 19, 2023
Completion of Work	Interim Report to School Board March 20, 2024 Final Report to School Board May 15, 2024

Evaluation of Proposals

Proposals will be evaluated by the Superintendent, Director of Facilities, and School Board Committee.

Criteria for Scoring	Total Possible	Applicant Score
Information from Bidder		
A. Quality of Bidder's Experience		
<ul style="list-style-type: none"> Experience within the past five years conducting similar facilities planning of this scope for school districts. 	15	
<ul style="list-style-type: none"> Understanding of education systems in core academic achievement, social emotional learning, inclusion, and belonging for students. 	15	
B. Bidder's Capacity to Perform		
<ul style="list-style-type: none"> Experience of organization or other indicators of quality review that attest to the quality of the bidder or bidder programs. References 	20	
Technical Proposal/Program Specifications		
A. Responsiveness to Specifications		
<ul style="list-style-type: none"> How the bidder will respond to program goals and how the bidder will report its performance and quality. 	15	

<ul style="list-style-type: none"> How the bidder proposes to work with MRPS Superintendent, staff, the Montpelier community, and parent/student community to ensure successful evaluation outcomes. 	20	
B. Program Cost		
<ul style="list-style-type: none"> Cost proposal. 	15	
Overall Total Score	100	