



City of Bristol
BRISTOL, CONNECTICUT 06010

**Request For Proposals 2P11-075
Professional Services Relative to Redistricting of Bristol Schools
Addendum 01
March 14, 2011**

Please note the following:

Meeting minutes for the prebid meeting held on Thursday, March 10, 2011 are attached hereto and made part of the specifications.

-end of Addendum 01-

A handwritten signature in black ink, appearing to read "R D Rousseau".

Roger D. Rousseau
Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171

Request For Proposals 2P11-075 Redistricting of Bristol Schools
Meeting Minutes - Pre-Proposal Conference
March 10, 2011 9:00 am
Bristol City Hall – Council Chambers



Introduction

Introduction to Staff –

Roger Rousseau, Purchasing Agent, City of Bristol
Dennis Bieu, Personnel Director, Board of Education
Dr. Susan Kalt Moreau, Deputy Superintendent, Board of Education
Patricia Bednaz, Purchasing Department, City of Bristol

Meeting is not mandatory

RFP and any addenda available at City web site - <http://www.bristolct.gov/bids>

Submission Requirements

Responses due March 22, 2011 at 11:30 am (rcvd but not read at that time).

Submission requirements were reviewed.

One (1) original and Six (6) printed copies, and one digital copy, to Purchasing Dept.

Project Scope

Overview of full district redistricting efforts, including development and use of data (representative data samples include but are not limited to birth rates for future modeling, percentage of Section 8 housing, and data necessary to achieve equitable ethnic and socio-economic balance.

Outline of current district outline: the opening of two K-8 schools will require the BOE to operate within two parallel systems (both K-8 and K-5 and 6-8 facilities). Current buildings include nine elementary, 3 middle, and 2 high schools; expected facilities include seven elementary, 2 middle, 2 K-8, and 2 high schools.

Communications

Addenda and any other clarifying information will be posted on web site.

Written questions will be accepted through March 17th by letter, fax, or email.

Meeting minutes will be made available, as well as any questions/responses that may affect proposal submissions. Attendance at this meeting will be available online.

Questions

1. Will the new schools be opened at maximum capacity (i.e. will population be taken from all current schools or solely from K-5 facilities)?

The new schools will be opened at maximum capacity; it is expected that the students from Memorial Boulevard School would be generally divided between the two new K-8 facilities.

2. When is the deadline for completion of the redistricting plan?

All work is expected to be completed by January 2012, to allow for inclusion of the redistricting into the academic year beginning August 2012.

3. Has the district undertaken any redistricting studies in the past five years? If so, which outside consultant provided assistance on those projects?
The last full redistricting effort was performed in the early 1990's. In 2010, the BOE closed Bingham School, and the population from that school was distributed to six other schools, through a minor redistricting effort performed directly by staff.
4. Does the district already have a transportation routing system in place? If so, which package?
The BOE currently uses Edulog software; it is developing specifications for the purchase and implementation of a system to replace said product. It is expected that a new product is will have been implemented by June 2011.
5. Does the district already own or have access to redistricting software? If so, which package?
The BOE does not own or have access to redistricting software.
6. Does the district have an installed GIS package from which data will need to pulled for this project? If so, which package?
The City of Bristol has ESRI shape files for land parcels, based on assessor records; center lines and building data are also developed. There are no existing GIS layers relevant to BOE, although it is assumed that the development of layers for the BOE will be provided as part of its work. If additional costs are anticipated for the development of these layers, fee schedules should reflect such costs accordingly.
7. Does the district wish to develop in-house expertise in a GIS application for use in possible future redistricting efforts or other areas, which would imply the need to purchase software if it is not already owned, or does the district prefer to approach this project as a standalone, one-time effort?
The BOE does not require training in ESRI as part of this contract; however, the one time development of GIS layers is desired. Subsequent support of these layers would be provided through other means subsequent to this contract.
8. The RFP notes a need to host five public information sessions. Can those be scheduled together within a short timespan (such as a week) or will the district want to spread them out over a longer period?
The public information sessions will be spread out over a period of time, to accommodate adjustments that may be made between said sessions.
9. Can you confirm whether the district already has student capacities established for each facility? If not, is determining facility capacities anticipated as part of this project?
**The BOE has established capacities for the structures, as follows:
Elementary Schools K-5: Edgewood 375; Hubbell 475; Ivy Drive 400; Jennings 350; Mt. View 320; South Side 550; Stafford 450.
Middle Schools: Northeast 520; Chippens Hill 900.
High Schools: Bristol Eastern 1500; Bristol Central 1500.
Pre-K classes are located as space allows.**
10. The RFP notes a need for the selected firm to be available in the district one day a week. Would the district consider a combination of physical onsite time and dedicated support via teleconferencing to meet this requirement? This would enable our firm to offer a more competitively priced proposal.
The BOE has expressed a preference for onsite coordination effort as much as possible, to ensure proper coordination of staff.

11. Does the district have a budget range in mind for this project? Knowing that range would help us to frame an appropriately scaled response.

The redistricting is an effort that is already planned to be accommodated within existing operating funds; fees presented in proposals will be used to finalize allocations for the fiscal year beginning July 1, 2011.

Meeting was adjourned at 9:40 am.

RETURN THIS FORM IMMEDIATELY!

City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents

RFP Number: **2P11-075**

Title: **Professional Services Relative to
Redistricting of Bristol Schools
Addendum 01**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date Addendum 01 was issued March 14, 2011

Date Addendum 01 was received ____/____/____

Do you plan to submit a proposal? Yes____ No____

Print or type the following information:

Company name: _____

Address: _____

City or Town: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

Note: Faxed acknowledgments are requested!

FAX (860)584-6171

A cover sheet is NOT necessary.

IMPORTANT: DO NOT FAX PROPOSALS.

PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES