

**Request for Proposals
2P11-075**

The Bristol Board of Education is accepting Proposals for the following:

**Professional Services
Relative to Redistricting of Bristol Schools**

All submissions must be made in accordance with the specifications supplied by

The City of Bristol
Purchasing Office
111 North Main Street
Bristol, CT 06010



Submissions will be received until **11:30 am, March 22, 2011.**

Roger D. Rousseau
Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>

City of Bristol, Connecticut
Bristol Board of Education
Request for Proposals 2P11-075
Professional Services
Relative to Redistricting of Bristol Schools

The Bristol Board of Education is seeking proposals from qualified firms for the provision of professional services relative to the redistricting of public schools. The scope of services and proposal submission documents are available from

the City of Bristol
Purchasing Department
111 North Main Street, Second Floor
Bristol, CT 06010

between the hours of 8:30 am and 5:00 pm Monday through Friday, or by downloading from the website noted below.

A non-mandatory pre-proposal meeting to review the project requirements with relevant staff will be held in the chamber of the City Council in Bristol City Hall, on **Thursday March 10, 2011 at 9:00 am**.

Proposal submissions will be accepted by the Purchasing Department until **Tuesday March 22, 2011 at 11:30 am**; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall contain one original and six (6) copies as well as one copy via compact disk or USB drive (pdf or similar standard readable format), and shall be in a sealed envelope or package clearly identified as "RFP 2P11-075 Redistricting of Bristol Schools" delivered to the address noted above.

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r/a February 23, 2011

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REQUEST FOR PROPOSALS CITY OF BRISTOL, CONNECTICUT

2P11-075

Professional Services Relative to Redistricting of Bristol Schools

I. PROJECT SPECIFICATIONS

I.1. INTRODUCTION

The Bristol Board of Education currently consists of two high schools (9-12) serving 2,616 students, three middle schools (6-8) serving 2,002 students, and nine elementary schools (K-5) serving 3,984 students.

The Bristol Board of Education is constructing two schools to accommodate grades Kindergarten through 8th grade ("K8"); both structures will be approximately 120,000 square feet and designed to accommodate approximately 900 students. The new structures are intended to replace three elementary schools (K-5) and one middle school (6-8); one of the elementary schools has already been decommissioned, and a second elementary school that is located on one of the construction sites will be demolished in September 2012 as part of the construction project.

Following completion of construction of the new facilities, the Bristol Board of Education will be required to reassign its student population to schools within the district. The intent of this RFP is to engage the services of a consultant to assist in the preparation of a redistricting plan, for implementation in the 2012-2013 academic year.

I.2. BACKGROUND

In 2010, Clarence A Bingham Elementary School was decommissioned, and Bristol Board of Education reassigned the student population to other facilities in a minor redistricting.

Greene Hills Elementary School is scheduled for demolition in September 2012, following completion of a K8 facility on the same site.

Clarence T O'Connell Elementary School is scheduled to be decommissioned in September 2012, following completion of a K8 facility in the West End of Bristol.

Memorial Boulevard Middle School is scheduled to be decommissioned in September 2012, following completion of the K8 facilities.

Although the new structures are designed to be K8 schools, the existing structures remaining will maintain status as either a K-5 or 6-8 facility.

I.3. SCOPE OF SERVICES

The selected consultant shall provide services generally defined below, in the development of a redistricting plan:

- Review and analyze all existing demographic data
- Migrate data into population forecasting/district mapping software
- Prepare media materials to ensure proper communication of redistricting
- Coordinate and conduct up to five (5) public information meetings, to be held at locations designated by the Bristol Board of Education
- Develop preliminary redistricting plan and present to the Bristol Board of Education; redistricting plan should at minimum include geographic outlines and related data for basis of redistricting plan, impact on transportation, and strategies for implementation of redistricting plan
- Incorporate revisions and comments (public and/or Board) into redistricting plan
- Present final redistricting plan to the Bristol Board of Education
- Include an estimate of time and suggested district schedule complete with all activities (start to finish) to accomplish the redistricting effort with a start date of May 2011

I.4. RESOURCES AVAILABLE

The Bristol Board of Education will make available existing profile data to the awarded firm.

I.5. PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

Date of RFP Issuance	February 22, 2011
Pre-bid Meeting	March 10, 2011
Submittals Due	March 22, 2011
Interviews Conducted	April 11, 2011
Recommendation for Award	May 10, 2011
Contract finalized	May 24, 2011

II. SUBMISSION REQUIREMENTS

II.1. SUBMISSION DUE DATE

Proposals will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **11:30 am, March 22, 2011**. Proposals received after that time will not be considered. Proposals may be withdrawn 120 days after opening if no award has been made.

There will be a non-mandatory pre-proposal meeting held on **March 10, 2011 at 9:00 am in the City Council Chambers at Bristol City Hall**, 111 North Main Street, Bristol, CT.

The City plans to invite a short list of responding firms for an interview based upon its review of the written submissions. Your firm should have April 11, 2011 available if selected for an interview; your firm will be notified no later than April 8, 2011 if your firm is selected.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for one hundred twenty (120) days from the date that proposals are due.

II.2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and six (6) copies**, as well as a copy provided in digital format (e.g. pdf or Word, on CD or USB disk) of the proposal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 120 days after the due date.
- b. A concise and complete description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail that can be accomplished for the feasibility study within the available time.
 2. A detailed work program and time schedule for each phase of the project, including milestones for periodic review of the work with the advisory committee(s).
 3. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
 4. A description of similar projects which your firm has been involved in, including references.
 5. A summary of your firm as outlined in Section II.3 of this document.
- c. A fee schedule for the services, submitted in a sealed envelope separate from but included with the proposal. Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services is one of the criteria outlined in this document. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol, CT 06010, clearly marked as "2P11-075 Professional Services – Redistricting of Bristol Schools".

II.3. VENDOR INFORMATION

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the City.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for three to five clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service and completion date
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a school district of similar size and scope. Information on your firm's specific role must be included.

Additionally, the Consultant must:

- Submit resumes outlining experience of staff conducting this work
- Have demonstrated ability to extract data from and import it into other software.
- Have demonstrated the ability to conduct a comprehensive demographic analysis
- Be familiar with Connecticut racial balance requirements and Bristol's demographic profile
- Be familiar with enrollment, birth and cohort survival forecasting and have demonstrated the ability to incorporate such knowledge into a redistricting plan addressing both current and long range planning
- Be familiar with all CSDE requirements associated with existing schools, new construction and state funding and have demonstrated the ability to incorporate such knowledge into a redistricting plan
- Have demonstrated experience incorporating both the closure and building of multiple schools into a redistricting plan
- Have prior experience with conducting Public forums, Focus Groups, Media Releases, and adherence to time lines
- Identify preferred software for developing population forecasting, demographic analysis and district mapping
- Include birth data by address to assist in long-range demographic planning
- Be available in district a minimum of one day a week to work with staff as required
- Provide Bristol Schools with rights to redistricting data base
- Identify previous experience with redistricting given the specific parameters noted above

II.4 EVALUATION CRITERIA

Selection of firm(s) will be the responsibility of a committee consisting of City designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors, which will be evaluated, include the following:

1. The specialized experience of the individual(s) or firm(s) and its (their) assigned personnel as defined in Section II.3..
2. The firm's understanding of an approach to the project.
3. The firm's ability to effectively communicate report results both in printed format and in public meetings and public hearing processes.
4. The firm's ability to accurately represent costs relative to similar initiatives.
5. The content of the firm and its consultants, support staff, etc. and their ability to work effectively together and with the City.
6. The firm's schedule, including milestones.
7. Clarity, organization, and effective presentation of submittal.
8. Review of references listed.
9. Proposed fee schedule or fee schedule methodology.

The City plans to invite a short list of responding firms for an interview based upon its review of the written submissions. **Your firm should have April 11, 2011 available** if selected for an interview.

II.5 ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.bristolct.gov/bids>

This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Roger D. Rousseau at (860) 584-6195 or at <rogerrousseau@ci.bristol.ct.us>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

III. CONTRACT CONSIDERATIONS

1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol or its officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

3. INSURANCE

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Professional Liability, in an amount not less than \$500,000.00 per occurrence and \$1,000,000.00 aggregate.
- Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those

stages must be clearly outlined in your proposal. The City cannot make payments for "execution of contract" (payments due upon contract signing).

5. AWARD CONSIDERATIONS

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

Firms selected for interview will be provided with the content of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to immediately following the interview process.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal.

Documents/reports/data become property of the City of Bristol and/or the Bristol Board of Education.

**REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010**



**Professional Services Relative to Redistricting of Bristol Schools
2P11-075**

Due Date: 11:30 am, March 22, 2011

City of Bristol
Purchasing Office
111 North Main Street, 2nd Floor
Bristol, Connecticut 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

Witness

Signature

Company Name

Printed Name

Address

Title

Town

State Zip

Date

Federal ID #

Telephone Number

Email address

Fax Number

RETURN THIS FORM IMMEDIATELY!

City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents

**Request For Proposals 2P11-075
Professional Services Relative to Redistricting Bristol Schools**

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 issued: February 23, 2011
Date documents received: ____/____/____
Do you plan to submit a response? 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**



CITY OF BRISTOL, CONNECTICUT NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Employment Information Form



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
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Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	