

REQUEST FOR PROPOSAL (RFP)
Webster Groves School District
July 18, 2018

Submit Qualifications to:

Webster Groves School District
Attn: Dr. John Simpson, Superintendent
400 East Lockwood Avenue
Webster Groves, MO 63119
314-918-4005

Proposals Due: August 14, 2018 by 11 am

For additional information, please contact Dr. John Simpson at: simpson.john@wgmail.org

The undersigned hereby affirms that (1) he/she/they is a duly authorized agent of the vendor, (2) has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in the proposal.

PRINT OR TYPE YOUR INFORMATION

Name of Company:

Fax:

Phone:

Address:

City/State:

Zip

Contact Person:

Title:

Authorized Representative's Signature: _____

Printed Name:

Title:

Date:

Phone:

FOR OFFICE USE ONLY

Received on:

Time:

I. Introduction

The Webster Groves School District (the District) is seeking responses to this Request for Proposals (RFP) from experienced vendors to facilitate a process for the purpose of examining our district space needs based on enrollment.

District Mission: The Webster Groves School District is committed to the academic and personal success of each student.

District Vision: As a learning community, the Webster Groves School District will lead in purposeful innovation that challenges each of us to discover and pursue our passions and make a positive impact on the world.

Values: Community, Courage, Curiosity, Diversity, Individuality, Innovation and Tradition

District Equity Resolution: http://www.webster.k12.mo.us/pages/WGSD/Elements/equity_res

Enrollment Projections Study Update: <https://goo.gl/r4xnjA>

Please learn more about us at <http://www.webster.k12.mo.us> or on [Facebook](#).

II. Scope of Work

Over the past 15 years, enrollment in the Webster Groves School District has continued to trend upward. To assess whether this trend would continue into the foreseeable future (5 years ahead), in the winter of 2016 the district contracted with Dr. Charles Kofron to develop enrollment projections. Using resident birth data and enrollment, Dr. Kofron's projections demonstrate the upward trend in enrollment is expected to continue.

Over the past few years, in response to increases in enrollment, the district has placed modular classrooms at Avery (2 classrooms), Clark (2 classrooms), and Edgar Road (4 classrooms). While the modular classrooms have provided some space relief to the three elementary schools, the interiors of those schools remain crowded. Additional modifications (ex: converting staff work rooms to instructional spaces) have been done in those buildings as well as other schools.

After viewing the latest projections at the January 6, 2018 board meeting, the Board initiated a small subcommittee to further examine enrollment data at the schools and districtwide. The following data (5 years or less) was collected, reviewed, and discussed by that group:

- Last Wednesday September Enrollment
- Last Wednesday January Enrollment
- Resident District Enrollment Projections Shared w/ BOE on August 2016
- Resident District Enrollment Shared w/BOE on January 2018

- Enrollments During Summer
- Withdraws During Summer
- Enrollments After First Day of School
- Withdraws After First Day of School
- VICC Enrollment
- Students Enrolled But Not Attending (Great Circle/Epworth)
- Students of Non-Resident Staff Enrolled
- Student Transfers from Normandy/Riverview Gardens
- Students Only Participating in a District Program (ex: SSD, gifted, etc.)
- Students Enrolled via a Residency Waiver
- Students Transferred from an Elementary School
- Students Transferred to an Elementary School
- Resident Students Attending an SSD School
- Students Attending Private Schools (data limited)
- Occupancy Permit Data
- District Registered Voters
- Census Data
 - 2012-2016: Children Characteristics
 - 2010: Households and Family
 - 2017-2011 School Enrollment
 - 2012 - 2016 Occupancy Characteristics
 - 2010 General Population and Housing Characteristics
 - 2012-2016 School Enrollment
- Building Enrollment Capacity Data

Based on the data collected including Dr. Kofron's projection data, it's expected that district resident enrollment will continue to rise. The District must develop a solution(s) to its current and future spaces needs based on enrollment. While the most immediate space constraints exist at the elementary (K-5) level, this examination will include all grade levels (K-12). The objective of this solicitation is to engage a Vendor to accomplish the following goals:

- Facilitate the District Enrollment Space Committee. The Committee will include a representative group of approximately 15 people from across our district community.
- Work with district administration to maximize district stakeholder input through means such as in-person meetings, online feedback tools, and other effective modes.
- Facilitate all Enrollment Space Committee meetings and provide leadership, direction, expert consultation, and advice related to the problem-solving process from problem identification to proposed solution(s).
- Review and collect pertinent WGSD data, policies, and other information as it relates to student enrollment.
- Complete and share a final report with the superintendent and district Facilities Committee. The report must identify no less than 2 options for accommodating projected student enrollment. Each option identified would include, but not be limited to, the rationale, expected impact on enrollment, process for completion, and timeline for completion.
- Anything else the vendor might suggest or find valuable.

The District is open to all potential solutions, which would resolve current and future space needs created by current and projected enrollment growth. While the Enrollment Space Committee will ultimately recommend options for Board consideration, possible solutions could include changes to one or more of the following:

- Enrollment policies
- Class size standards
- Grade level configurations
- Elementary attendance zones
- Reconfiguration and/or addition of space
- School year schedule
- School choice options
- Other options as determined by the committee

III. Schedule of Activities

The following activities outline the process to be used to solicit and evaluate vendors and accomplish the project's goals:

- July 18, 2018 Issue Request for Proposals
- August 1, 2018 Final Date for Inquiries

- August 13, 2018 Proposals Submittal Deadline
- Week of August 20 Interview Finalists
- Week of August 27 Award Contract
- November 5 Final Report Due

IV. Guidelines for Proposal

Vendors responding to this solicitation shall submit a proposal in a sealed envelope marked “RESPONSE TO WEBSTER GROVES SCHOOL DISTRICT ENROLLMENT SPACE COMMITTEE”. This proposal should be limited to six (6) double-sided pages exclusive of cover letter, resumes, and references, shall be organized in the following format and shall include the information in the below outline:

A. Cover Letter

The cover letter is to be signed by an officer authorized to execute a contract with the District.

B. General Qualifications

Provide a summary of the Vendor’s qualifications demonstrating expertise, understanding and ability to accomplish the District’s primary goals; and general information about the vendor to include location of office(s), years in business and areas of expertise. Include the length of time the vendor has been in business under the present name and structure, any other names under which the vendor has done business, dates it operated under each name, and the locations at which it operated under each name. Also, provide a brief description of three (3) projects, which involved a similar scope of services performed in the last five (5) years by the key staff.

C. Key Staff

Identify key staff and include a description of their abilities, qualifications and experience. Attach resumes of key staff to be assigned to this project. Include a proposed project management structure and organizational chart. Identify any portion of the scope of work that would be subcontracted. Include sub-consultant qualifications (brief) and key personnel with resume. The District reserves the right to approve or reject all consultant’s internal staff performing consulting services, or sub-consultants proposed by the Vendor.

D. Project Specific Approach and Methodology

Vendor shall more thoroughly describe an understanding of the project and describe the proposed technical and management approach. Within this section, the Vendor shall expand on the scope of work, if appropriate, to accomplish the overall objective of the project, and provide suggestions which might enhance the results. Include assumptions about the number of meetings needed with the Enrollment Space Committee to

complete the Scope of Work. Generally, indicate what you are going to do, how you are going to do it, and why you are the best firm to conduct this assessment.

E. References

Vendor shall provide a list of three (3) references for the firm and any sub-consultants, including the names, addresses, and telephone numbers of recent clients, preferably other public agencies for which Vendor has done similar work. Include a list of specific projects associated with each reference; date work was performed, cost and key personnel involved.

F. Cost and Fee Structure

Vendor must include a breakdown of all costs including hourly rates and estimated hours by Vendor's staff associated with the proposed services to be provided.

V. General Conditions

- A. The District reserves the right to withdraw or cancel this RFP at any time without prior notice.
- B. Responses received by the District are public information and must be made available to any person upon request.
- C. Submitted responses are not to be copyrighted.
- D. The District reserves the right to seek clarification of information submitted in response to this RFP.
- E. The District reserves the right to modify the RFP as it deems necessary.
- F. Any material misrepresentations made by the Vendor will void the response and eliminate the Vendor from further consideration.
- G. The District shall not, in any event, be liable for any pre-contractual expenses incurred by Vendor in the preparation of its response.
- H. All materials submitted become the property of the District.
- I. From the issue date of this solicitation until a short list of firms is selected and the selection is announced, responding firms are not allowed to communicate for any reason with any District Staff except through the person named herein for questions. For violation of this provision, the District shall reserve the right to reject the response of the offending Consultant.
- J. Responses submitted early may be withdrawn by the firm prior to the Response Due Date.

- K. The District reserves the right to reject any proposal or all proposals for any reason in its sole discretion.

VI. Vendor Selection Process

The basic elements of the Vendor selection process are as follows:

A. Evaluation of Submittals

Each response will be reviewed to ensure that it is responsive to the District's requirements as set forth herein. Failure to meet these requirements may be cause for rejection. An evaluation committee will review all responses received and determine a ranking. The evaluation committee will evaluate responses on various proposals, including but not necessarily limited to:

- Knowledge and experience of key staff
- Availability of key staff personnel and resources
- Experience and demonstrated competence on similar projects
- Demonstrated understanding of project scope of District's primary objectives
- Technical approach and methodology as it relates specifically to achieving the District's primary objectives.
- Price/cost associated with the Vendor's work.

VII. Profile of the Webster Groves School District.

One of the oldest of 23 St Louis County Public School systems, the Webster Groves School District is the product of a diverse, close-knit community that has long valued the importance of education. The establishment of the District, in fact, predates the incorporation of the five communities included within its borders. The schools came first. Known for a commitment to excellence and strong support from parents and its community, district students continue to outperform the majority of students from across the state of Missouri.

The Webster Groves School District is governed by a seven-member Board of Education. Members are publicly elected to three-year staggered terms. Board members are responsible for setting policy for the operation of the district. The District operates a preschool, six elementary schools, one sixth grade center, one middle school and one high school.

District schools are configured in the following manner: Preschool (2-5 year olds), Elementary Schools (Kdg – 5th grade), Sixth Grade Center, Middle School (7-8th grade), and High School (9-12th grade).

The district has a long history of site-based management. School communities have been given authority to make decisions on many issues affecting the local schools. Each school has its own identity, however, they work together as a team to continually improve the quality of instruction and learning for all students.

VIII. Appendices

A. District Schools

Walter Ambrose Family Center
222 W. Cedar Avenue
Webster Groves, MO 63119
Square Feet: 29,056
September 17-18 Enrollment: 208
Desirable Enrollment Capacity: N/A
Maximum Capacity at 110% of Desirable: N/A

Avery Elementary
909 Bompert Avenue
Webster Groves, MO 63119
Square Feet: 62,803
Square Feet: 2,000 (modular)
September 17-18 Enrollment: 530
Desirable Enrollment Capacity: 452
Maximum Capacity at 110% of Desirable: 497

Bristol Elementary
20 Gray Avenue
Webster Groves, MO 63119
Square Feet: 70,610
September 17-18 Enrollment: 451
Desirable Enrollment Capacity: 433
Maximum Capacity at 110% of Desirable: 476

Clark Elementary
9130 Big Bend Blvd.
Webster Groves, MO 63119
Square Feet: 40,234
Square Feet: 2,000 (modular)
September 17-18 Enrollment: 323
Desirable Enrollment Capacity: 301
Maximum Capacity at 110% of Desirable: 331

Edgar Road Elementary
1131 Edgar Road
Webster Groves, MO 63119
Square Feet: 47,836
Square Feet: 4,000 (modulars)
September 17-18 Enrollment: 400
Desirable Enrollment Capacity: 351
Maximum Capacity at 110% of Desirable: 386

Givens Elementary (Computer School in 17-18)
701 North Rock Hill Road
Rock Hill, MO 63119
Square Feet: 79,612 (combined with Steger Sixth Grade Center)
September 17-18 Enrollment: 114
Desirable Enrollment Capacity: 132
Maximum Capacity at 110% of Desirable: 145

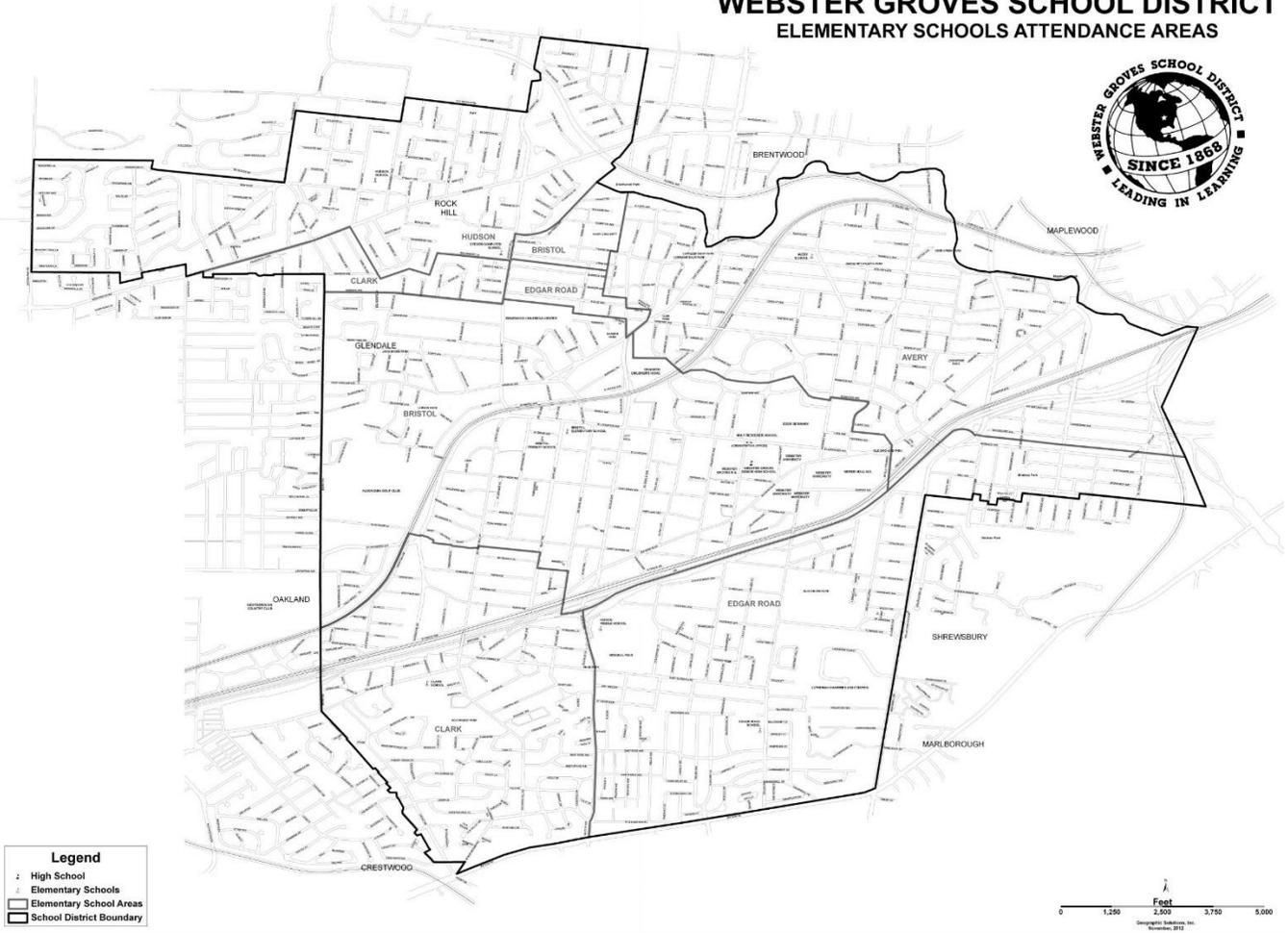
Hudson Elementary
9825 Hudson Avenue
Rock Hill, MO 63119
Square Feet: 39,092
September 17-18 Enrollment: 229
Desirable Enrollment Capacity: 264
Maximum Capacity at 110% of Desirable: 290

Steger Sixth Grade Center
701 North Rock Hill Road
Rock Hill, MO 63119
Square Feet: 79,612 (combined with Givens Elementary School)
September 17-18 Enrollment: 345
Desirable Enrollment Capacity: 330
Maximum Capacity at 110% of Desirable: 363

Hixson Middle School
630 South Elm Avenue
Webster Groves, MO 63119
Square Feet: 102,163
September 17-18 Enrollment: 718
Desirable Enrollment Capacity: 700
Maximum Capacity at 110% of Desirable: 770

Webster Groves High School
100 Selma Avenue
Webster Groves, MO 63119
Square Feet: 380,000
September 17-18 Enrollment: 1355
Desirable Enrollment Capacity: 1600
Maximum Capacity at 110% of Desirable: 1760

WEBSTER GROVES SCHOOL DISTRICT ELEMENTARY SCHOOLS ATTENDANCE AREAS



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