



REQUEST FOR QUALIFICATIONS (RFQ)

ELEMENTARY REDISTRICTING & GIS ANALYSIS SERVICES

Statement of Qualifications due Monday, August 5, 2019 at 4:30 p.m.

INTRODUCTION

Webster Groves School District, hereinafter referred to as “District”, is seeking a firm to provide support with elementary redistricting, including GIS analysis services. The firm will lead the effort to create and refine multiple scenarios/maps to accommodate the addition of a new neighborhood elementary school.

Priorities for the newly formed attendance zones must include:

Distance and Safety: Students organized within attendance boundaries such that travel distance is minimized, and so that the safety and health of students is prioritized.

Enrollment Balance: Current and future enrollment will be as balanced (ie: number of students attending) as possible at each school.

Diversity: The student body at each school will be as socioeconomically and racially diverse as possible.

Firms will facilitate a process that produces scenarios, maps and data rich reports to inform an elementary redistricting recommendation to the Board of Education by late spring of 2020.

BACKGROUND

Enrollment in the District has been growing for quite a few years. Since 2009, elementary resident enrollment has increased by 8% and total District enrollment has increased by 11%. While a few factors surely attribute to this increase, the data shows an upward trend in the number of children born in the District and a notable increase in the number of students who had attended private/parochial schools prior to entering the District (2nd most of any regional school district from 2009 - 2013).

While we monitor actual district enrollment on a regular basis, the District is in its fourth year of contracting with Dr. Charles Kofron to develop 5-year rolling enrollment projections. Dr. Kofron’s projections are based on the number of children born within District boundaries and the number of

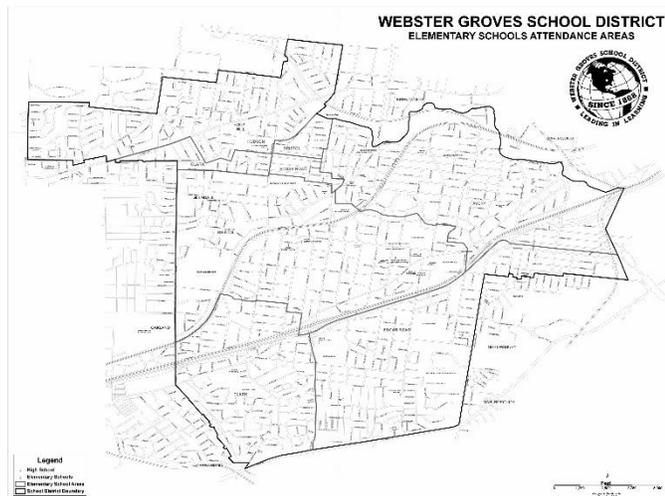
resident children who enter kindergarten in the district. While a projected decrease can be observed in the 2022-23 and 2023-24 kindergarten cohorts (2023-24 based on 5 months of actual births and 7 months of projected births), resident District enrollment is still expected to increase 2.3% between now and 2023-24, and resident elementary enrollment is expected to increase by 4.1% within the same timeframe.

In response to crowding, and in order to best attend to the educational needs of district children, District schools have adapted and modified their physical environments in very intentional, thoughtful, and, at times, creative ways. Among other responses to crowding, since 2013 the district placed modular units at Avery (2 classrooms), Clark (2 classrooms), and Edgar Road (6 classrooms). While modular units have provided some space relief at the three elementary schools, the interiors of those schools and others remain crowded.

In April of 2019, residents of the District passed a \$22,000,000 no tax rate increase bond issue, which among other improvements provides the District with an additional neighborhood elementary school. That school will be located at the current site of the Steger Sixth Grade Center and Dr. Henry Givens Jr. Elementary School, which is a lottery-based school without an attendance zone. The new neighborhood elementary school will open in the fall of 2021. It is important to note, that for the 2021-22 school year, students rezoned for another school may elect to remain in another elementary school if they attended that school during the 2020-21 school year.

DISTRICT INFORMATION

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 District was established in 1869, before the incorporation of the five communities within its borders. The District currently operates a preschool, six elementary schools, one sixth grade center, one middle school and one high school. Known for a commitment to excellence and strong support from parents and its community, the District continues to be recognized for the quality of education it provides district students.



Listed below are the area and enrollment capacity (without modular units) of each District elementary school for the fall of 2021:

<u>School</u>	<u>Area (square footage)</u>	<u>Enrollment Capacity</u>
Avery Elementary	62,803 s.f.	452 students
Bristol Elementary	70,610 s.f.	433 students
Clark Elementary	40,234 s.f.	301 students
Edgar Road Elementary	47,836 s.f.	351 students
Hudson Elementary	39,092 s.f.	264 students
Givens Elementary (currently includes Steger Sixth Grade Center)	79,612 s.f.	462 students

SCOPE OF WORK

The scope of work is limited to the creation and refinement of boundary maps and utilizing demographic and geographic data based on these maps for review. The District envisions the Firm working collaboratively with a small team on the project, while also facilitating a process inclusive of the greater District community, to produce initial sets of maps and datasets, and refining these maps over time in order to achieve a preferred scenario or set of scenarios. Our expectation is for the Firm to plan, guide, coordinate and conduct the public engagement process.

The District will provide the Firm with current enrollment, geographic and demographic data for current enrollment, as well as enrollment projections and geographic data for the next five years. For each boundary map/scenario, the Firm will provide corresponding datasets that include the:

- Student count by grade level within each proposed attendance area.
- Student demographic information for each proposed attendance area, including percentage of students by race and percentage of students qualifying for free/reduced lunch.
- Average distance from residences to school for each proposed attendance area.
- Number of neighborhoods or streets split between multiple attendance areas.
- Number of residences and students by grade level placed in a new elementary attendance zone.

QUALIFICATIONS

Firms will provide a statement of Company qualifications including:

- The name of the Firm as well as a brief description of its business activities and history.
- Information on how long the Firm has been in business and length of its experience in GIS-related projects for public school districts.
- Identify the Firm’s professional staff members who specifically will be assigned to this contract, the

RFQ for Webster School District Facilities Condition Assessment

experience each possesses, and the location of the office from which they work. Provide a biography and/or resume outlining the experience and credentials of all such staff members.

In their statement, Firms will detail their experience in the following areas:

- Geographic Information Systems (GIS) (Creation of maps and analysis that visualizes what is happening in the District).
- Statistical analysis (proven ability to provide projections on a geographic level).
- Presenting reliable demographics data.
- Educational K-12 planning (capacity, educational programming, site analysis, etc.).

In their statement, Firms will provide evidence that:

- The Firm has a proven track record with accurate enrollment analysis.
- Provide documentation of valid professional liability insurance.
- Provide a listing and description of similar Enrollment-Demographic Studies and/or projects awarded with other organizations giving dates of service within the past five years.
- Provide an overview of disclaimers associated with the report.
- Provide at least three client references from similar school district projects - include contact names, email addresses and telephone numbers.

In their statement, Firms will provide:

- A thorough description of its understanding of the project and the proposed technical, public engagement and management approach it would utilize.
- Any additional information that would distinguish your firm in its service to the District.

In their statement, Firms will not provide:

- Cost or fee information with the statement of qualifications.

GENERAL CONDITIONS

- The District reserves the right to withdraw or cancel this RFQ at any time without prior notice.
- Responses received by the District are public information and must be made available to any person upon request.
- Submitted responses are not to be copyrighted.
- The District reserves the right to seek clarification of information submitted in response to this RFQ.
- The District reserves the right to modify the RFQ as it deems necessary.

- Any material misrepresentations made by the Firm will void the response and eliminate the Firm from further consideration.
- In any event, the District shall not be liable for any pre-contractual expenses incurred by the Firm in the preparation of its response.
- All materials submitted become the property of the District.
- From the issue date of this solicitation until a shortlist 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 Firm.
- Responses submitted early may be withdrawn by the Firm prior to the Response Due Date.

FIRM SELECTION PROCESS

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 team will review all responses received and determine a ranking. The evaluation team will evaluate responses on various qualifications, 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.
- Ability to meet schedule requirements of the project.

STATEMENT SUBMISSION

Firm shall submit one (1) bound original, (3) bound copies, and one (1) electronic copy of their Statement of Qualifications to the District. **Statements shall be received no later than 4:30 p.m. on Monday, August 5, 2019, at the following address:**

Webster Groves School District

RFQ for Webster School District Facilities Condition Assessment

Attn: John Simpson
400 East Lockwood Avenue
Webster Groves, MO 63119
314-918-4005

Late submittals will be rejected and not returned. Inquiries concerning this RFQ should be directed to:

Contact: John Simpson
Phone: 314-918-4005 or Email: simpson.john@wgmail.org

Contact: Bruce Ellerman
Phone: 314-918-4020 or Email: ellerman.bruce@wgmail.org

The anticipated schedule of activities related to this RFQ is as follows:

RFQ Issued.....July 22, 2019
Final date for inquiries.....July 31, 2019
Statement of Qualifications Due.....August 5, 2019
Shortlist to Submit Request for Proposals Announced.....August 8, 2019