

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



Jack B. Levine
Director of Finance and Administration
jack.levine@reg5.k12.ct.us

Phone (203) 397-4813
Fax (203) 397-4864

August 20, 2012

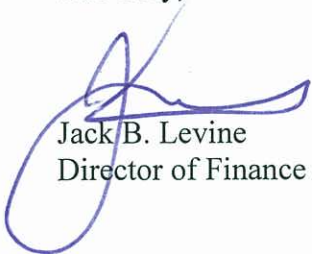
**RE: Request for Qualification/Proposal for Consultative Services/
Long Range Planning Study**

To Whom It May Concern:

Enclosed please find a Request for Qualification/Proposal for Consultative Services/Long Range Planning Study. The **sealed** bid must be submitted no later than **2:00 p.m. on Friday, September 28, 2012.**

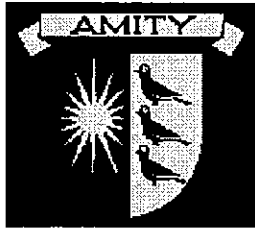
If you have any questions, please contact me at jack.levine@reg5.k12.ct.us or 203-397-4813.

Sincerely,



Jack B. Levine
Director of Finance and Administration

Enclosure



AMITY REGIONAL SCHOOL DISTRICT NO. 5

Office of: Jack B. Levine

Director of Finance and Administration

District Offices

25 Newton Road

Woodbridge, CT 06525

(203) 397-4813

jack.levine@reg5.k12.ct.us

INVITATION FOR PROPOSAL

Notice is hereby given that responses to the following will be received by the Director of Finance and Administration until:

FRIDAY, SEPTEMBER 28, 2012 - 2:00 PM

REQUEST FOR QUALIFICATION/PROPOSAL
CONSULTATIVE SERVICES/LONG RANGE PLANNING STUDY

Specifications, if not attached, may be obtained at the office of the:

Director of Finance and Administration

The Amity Regional School District No. 5 reserves the right to reject any consultant/firm offering services which, in the District's opinion does not meet the standard or quality established by this information package. Furthermore, Amity Regional School District No. 5 reserves the right to waive errors in any proposals, to accept other than the low bidder, and reject any or all proposals at its discretion.

AMITY REGIONAL SCHOOL DISTRICT NO. 5

**Office of: Jack B. Levine
Director of Finance and Administration
District Offices
25 Newton Road
Woodbridge, CT 06525
(203) 397-4813
jack.levine@reg5.k12.ct.us**

**REQUEST FOR QUALIFICATION/PROPOSAL SPECIFICATION FORM
CONSULTATIVE SERVICES/LONG RANGE PLANNING STUDY**

The Amity Regional School District No. 5 reserves the right to reject any and all proposals, or separate parts thereof, requested herein before. The Amity Regional School District No. 5 is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in PROPOSAL prices nor added to any items specified.

PROPOSAL CLOSURE DATE: Received Until: FRIDAY, SEPTEMBER 28, 2012 - 2:00 PM

LOCATION TO FORWARD PROPOSALS:	Jack B. Levine, Director of Finance and Administration Amity Regional School District No. 5 District Offices 25 Newton Road Woodbridge, CT 06525
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PROPOSAL SECURITY: Required _____ Not Required X

PREVAILING WAGE: Required _____ Not Required X

FORMS TO COMPLETE PROPOSAL: Submit 1 electronic copy and 8 paper copies.

IDENTIFY ENVELOPE: BID PROPOSAL for CONSULTATIVE SERVICES/LONG RANGE PLANNING STUDY

LENGTH OF TIME PRICES WILL BE HONORED: _____

STATE ESTIMATED DELIVERY DATE: N/A

STATE ESTIMATED COMPLETION DATE: N/A

I have read and understand the requirements of this Request for Qualifications/Proposal and my response is contained herein:

Signature of Company Representative

Date

PRINT NAME AND TITLE: _____

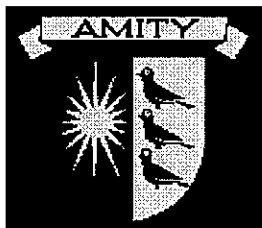
COMPANY: _____

ADDRESS: _____

TOWN: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____



AMITY REGIONAL SCHOOL DISTRICT NO. 5

Jack B. Levine, Director of Finance and Administration

25 Newton Road, Woodbridge, CT 06525

Phone: (203-397-4813) e-mail: jack.levine@reg5.k12.ct.us

REQUEST FOR QUALIFICATIONS / PROPOSALS

For

**Consultative Services for
Long Range Planning Study**

Introduction

The Regional School District No. 5 is a secondary school district of grades 7 through 12. The member towns of Bethany, Woodbridge and Orange have their own K through 6 elementary school districts. The District strives to be a progressive school district in which students are prepared to achieve their highest level, surrounded by an engaged community that is proud of its educational system.

The Amity Board of Education and its Superintendent of Schools are seeking recommendations, looking at five (5) to ten (10) years out, for the design of a school system that reflects its vision, in light of declining enrollment, and takes into consideration budget, facilities, technology, resources, and educational programs.

The Regional School Districts' average daily membership on October 1, 2011 was 2,449. The District has two middle schools (grades 7 and 8), one in Bethany and one in Orange. The high school is located in Woodbridge. Students from Bethany and Woodbridge attend the Bethany Middle School. Students from Orange attend the Orange Middle School. Students from all three member towns attend Amity High School (grades 9 through 12).

Dated 8/20/2012

The Board seeks continuously to improve in support of its vision. In looking to the future, the Board will strive to continue to offer a quality education to all of its students in environments that support student learning. At the same time it wishes to be fiscally responsible in the use of its resources and facilities. To this end, the Superintendent of Schools and key administrators will work with a consultant/firm to achieve the following:

1. Determine the most efficient use and allocation of resources, including but not limited to staffing, given forecasted demographics, declining enrollment, capacity of existing schools and other relevant variables; and
2. Propose to the Amity Board of Education a range of possible alternatives to the current use of staffing, facilities, configuration, infrastructure, practices, and procedures taking into consideration their relevant implications including, but not limited to, budget, facilitation of academic programs, impact on children and families, and legislative requirements and mandates;
3. Determine the appropriate level of staffing.

Scope of Services

This **Request for Qualifications/Proposals** is being issued for **consultative services**. The selected consultant/firm will be expected to:

- Review, verify, and analyze school enrollment projections, population trends, and forecasted demographics.
- Determine the appropriate level of staffing; identify where staffing should be increased or decreased and when this should occur based on projected enrollments; and explain the rationale behind the recommendations and the impact on the education of Amity students.
- Examine all school facilities, resources, and technology infrastructure with respect to current and future condition and capacity.
- Consider various options for grade and geographic educational groupings, configuration, and organization.
- Identify other potential opportunities beyond the existing programs that are offered.
- Prepare a recommended strategic plan with timelines for the immediate and long term future.

- Examine implications of the recommendations on academic achievement, budget, infrastructure, facilities, and transportation, as well as impact on children and families.

Qualifications

Eligible consultants/firms will have the following minimum qualifications:

1. Experience analyzing enrollment projects and other demographic data and how they relate to physical space requirements and making recommendations based on those projections and requirements.
2. Ability to analyze staffing and determine the appropriate level based on the Board's Goals and enrollment projections.
3. Ability to provide full services to the project including engineers, architects, and other experts needed to evaluate the physical condition of the school facilities and infrastructure.
4. Ability to identify any facilities' issues that are foreseeable beyond the 10-year period and any recommendations to avoid or cope with these issues.
5. Knowledge of federal and state laws and regulations pertaining to school buildings and their educational requirements and standards.
6. Understanding of best practices for curriculum and educational trends.

Format Required for Statement of Qualifications/Proposals

In order to expedite review of the respondent's statements of qualifications and proposals, please provide the following information in the order listed below:

1. A Letter of Transmittal signed by a principal of the lead firm, not to exceed two pages, describing your firm or team and its qualifications, and why yours is the best firm for this project.
2. Statement of Qualifications to include, but not necessarily limited to, the following:
 - a. Name and address of your firm. Indicate who your contact person will be and provide a phone number, fax number and e-mail address.

- b. A description of your proposal including how your firm intends to approach the assignment and an overview of the principals who will be working on the project and the tasks they will be responsible for.
 - c. A list and description of the projects that your firm has been involved with in the past five years that are similar to the scope and challenge of this project.
 - d. A timeline required to complete the project.
 - e. Three (3) references from similar projects.
3. Provide an estimated cost of services for the project as described in your Statement of Qualifications.

Deadline for responses is Friday, September 28, 2012 at 2:00 PM

Deliver 1 electronic copy and 8 paper copies to:

**Jack B. Levine
Director of Finance and Administration
Amity Regional School District No. 5
District Offices
25 Newton Road
Woodbridge, CT 06525
jack.levine@reg5.k12.ct.us**

The 8 paper copies should be enclosed in a sealed envelope with "BID PROPOSAL for CONSULTATIVE SERVICES/LONG RANGE PLANNING STUDY" clearly marked on the outside of the sealed envelope. The electronic copy should be e-mailed to jack.levine@reg5.k12.ct.us **AFTER** the bid closing on Friday, September 28, 2012 at 2:00 p.m. but not later than Monday, October 1, 2012. This will assure the integrity of bid process.

Method of Selection

Selection will be based upon demonstrated ability to conform to the scope of services described above. The Amity Board of Education reserves the right to reject any consultant/firm offering services, which, in their opinion, does not meet the standard or quality established by this information package. The Amity Board of Education shall select the consultant/firm which it deems in the best interest of this project and the Amity Regional School District No. 5.

In compliance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, the Amity Regional School District No. 5 does not discriminate in any of its programs or activities on the basis of race, creed, color, national origin, age, sex, marital status, sexual orientation or disability in establishing and implementing hiring and employment practices and establishing and providing school activities and educational programs.