



**HOWARD COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT**

10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-6644

**ADDENDUM NO. 1
(Total Pages - 5)**

**April 16, 2019
Request for Proposal No. 060.19.B1
Boundary Line Consultant Services**

The following shall be incorporated into the captioned solicitation as though included in the original documents issued.

The Board of Education authorizes the following changes, clarifications and or attachments to the solicitation documents; however, such changes shall not relieve the firm of their responsibilities as otherwise required by the solicitation documents.

A pre-submission meeting was held on April 12, 2019 at 10:00 AM. Please see attached sign-in sheet.

The response due date has been extended to **April 23, 2019 at 3:00 PM.**

Notes: Please see the attached discussion notes and information reviewed during the pre-submission meeting.

The following is a link to the Board of Education Policy 6010
<https://www.hcpss.org/policies/6000/6010-school-attendance-areas/>

Changes:

On page 8, listed **under TASK 7**

Currently states: Present findings and accompanying data of Tasks 6 and 7 to Superintendent/Designee
Should be corrected to: Present findings and accompanying data of Tasks 5 and 6 to Superintendent/Designee

Please add the following:

Under Part II

2.10 Contract Term and Delivery Schedule

The contract shall begin upon award by the Board of Education, anticipated to be May 9, 2019. Services may be required immediately after award and will continue through the boundary review process expected to end in November 2019. The overall term of the agreement will be for a period of one year after award and may be renewed for an additional year subject to satisfactory performance and funding.

There are no other changes.

RFP Pre-submission Meeting 4/12/19 – Boundary Line Consultant

Introductions

Staff reviewed the following:

- An addendum will be developed for the RFP and posted on the website
 - Check for updates here: <https://purchasing.hcpss.org/business-opportunities>
 - Likely to be posted by next Wednesday, April 17
 - To be included
 - New due date: Tues, April 23 at 3pm
 - Term of contract (core duties through mid-November, with an extended term)
 - Question that are emailed with corresponding answers
 - Please email all questions to dpindell@hcpss.org by Tuesday, April 16, so the Q/A can be included in the addendum
- Anticipate recommendation of award at the May 9th Board meeting
 - Consultant(s) will need to start working right away
- RFI was recently completed for the same topic and informed development of the RFP
- RFP includes:
 - Section 2.9 scope of work
 - Appendix F, data sharing, sensitive data
 - Appendix G, new feature, performance feedback
 - Sex offender form – no registered sex offenders are allowed on school property
 - Appendices
- Submission
 - Required: Paper submission: 1 original, 4 copies.
 - Not required, but accepted in addition to required paper copies: flash drive
 - Please submit documentation in the order that is noted in the RFP (*section 2.2, page 4*)
 - Can bid on one or more tasks listed in the RFP. Identify tasks listed in the RFP that your firm can not do
 - We want to give you credit for your capabilities; don't leave us to interpret
 - Identify any exceptions to contract, if necessary
 - Submission to be concise, direct, and complete
 - Appendix D – broken into 8 tasks; we are looking for what you think it will cost in a lump sum for those tasks; additionally, we are requesting the hourly rates per position (positions/titles listed here are a reference and can be changed in your submission)
 - Must acknowledge receipt of addendum
 - Discussed what forms must be signed and submitted with package
- Award
 - 1 or more contracts could be awarded to cover all the needs listed in the RFP; consultants would need to collaborate with staff and possibly other consultants
 - RFP, not necessarily choosing the low bid, will choose best value
 - Proposals to be reviewed based on 3 major categories
 - Tasks set up so that we can choose which tasks will ask consultant to do
- General information
 - Comprehensive boundary review requested by Board
 - Review Policy 6010 – outlines steps / procedures
 - Active community, will be engaged

Discussion / Questions:

- The total requested funding for School Planning consultant(s) for FY 2020 was approximately \$700k, but that amount is not guaranteed nor is it all for this contract.
- 2017 process
 - Began process under prior administration, with the plan that boundary changes were to be associated with opening of Hanover Hills ES – school year 2018-19
 - New administration in Summer with new plan
 - New Feasibility Study recommends comprehensive (ES, MS, HS) review
 - Community surprised by change in scope
 - November: Board changed some ES and MS boundaries, approved HS programmatic changes (JumpStart)
- New HS #13 planned for fall 2023 opening, will need boundary review in 2022
- New elected officials (since last fall)
 - New County Executive, New County Council, 4 new board members
 - State delegation has discussed mandating redistricting
 - New board members interested in reviewing boundaries in 2019 (impact SY 2020/21)
- Revised Policy 6010 has been reviewed three times in since 2016.
 - 2016: full review
 - 2018: Board looked at policy; Board gives scope, AAC scope and shortened.
 - 2019: *(revisions not specified in meeting)*
- Student enrollment / facilities
 - Continues to grow, but new seats are not keeping the same pace as enrollment growth
 - 224 relocatable classrooms in use this year
 - Diverse population
 - Plan 2030 zoning changes increased growth along Route 1 corridor and decreased growth in the west
- Plan considerations
 - Each school's program capacity is used in the process (*to calculate capacity utilization*)
 - Feeder pattern part of criteria, no perfect feeder pattern
- School Planning
 - Geocodes the student, so the consultant does not need to complete the geocoding
 - Working on replacing existing scenario testing tool with new tool
- Online mapping
 - For the public to see scenarios
 - For the public to create scenarios
 - Survey function
 - Existing program can be used, this is not a tool being requested for use in perpetuity
 - Mechanism to provide information and engage the community
- Process
 - There are distinct sections of the process: Staff, Superintendent, and the Board
 - Consultant attend meetings: Planned AAC (4), public input (4), Super (1), FS (1), BOE(7 work sessions +3 public hearings)
 - Public notification about the process will be released soon
 - Decision one year in advance
 - Mechanism to receive feedback from all community members
- 25% MBE goal: If you need subs, consider this goal. It is not a weighed factor in the RFP review process.
- Public relations (getting the word out, informing the public) and public engagement (receiving input from the community) are different and both needed in this process

Note: It is the firm's sole responsibility to monitor the HCPSS Purchasing website to ensure that they download any additional addendums or clarifications prior to submitting their proposal and duly acknowledge receipt of and full understanding of said addendums on the proper proposal submittal form. Failure to do so may result in non-receipt of important information prior to the closing date and may render the proposal non-responsive and ineligible for award. It is highly recommended that the submitting proposer/bidder ascertain if they have received all the addendums posted prior to submitting their proposal. Failure of any proposer/bidder to obtain any such addendum or interpretation shall not relieve the proposer/bidders company from any obligation under his/her proposal as submitted.

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

PRE-BID MEETING SIGN-IN SHEET

BID: Boundary Line Consultant
DATE: April 12, 2019
TIME: 10:00

Name: Harrison Bloom
Firm: Straghan Environmental
Address: 10245 Old Columbia Rd.
Phone: 443-539-2578
Fax: _____
Email: hbloom@straghanenvironmental.com

Name: KUSHAN DAVE
Firm: WXY URBAN LUMINATE DESIGN
Address: 1875 Convent Ave. DC 20009
Phone: 504-700-8209
Fax: _____
Email: kushan@wxystudio.com

Name: SAM MATHUR
Firm: ARC BRIDGE
Phone: 703 834 6511
Fax: 703 834 6514
Email: Sam@arcbridge.com

Name: Applied - by phone
Firm: Geo Graphics
Phone: _____
Fax: _____
Email: _____

Name: PRITI M.
Firm: ARC BRIDGE CONSULTING
Phone: 703-834-6511
Fax: _____
Email: priti@arcbridge.com

Name: Coop Strategic - by phone
Firm: _____
Phone: _____
Fax: _____
Email: _____

Name: Theo Brown
Firm: Public Engagement Associates
Phone: 240 393 2924
Fax: _____
Email: theo@publicengagementassociates.com

Name: Articulate - by phone
Firm: _____
Phone: _____
Fax: _____
Email: _____

Name: Matt O'Connell
Firm: Sabra & Associates
Phone: 443-741-3687
Fax: _____
Email: mocConnell@sabra-associates.com

Name: Facility Planning Office
Firm: _____
Phone: _____
Fax: _____
Email: _____