
RFP ADDENDUM #1

Date of Addendum: September 29, 2017

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal. Respondent shall acknowledge receipt of this Addendum by inserting its number and date of receipt on the Addenda Acknowledgement Form as part of the Proposal. Failure to do so may subject bidder to disqualification. This Addendum forms a part of the Contract Documents.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline has been changed as noted herein, and modifies the deadline stated in the RFP. The new Proposal submittal deadline is 2:00 PM EST on Friday, October 13, 2017.

1.0 – RFP

Item	RFP Section	Description of Change
1.1	II - Scope of Services	Add the following language to the beginning of the first sentence of the second to the last paragraph on page 10: “At the direction of the Blue Ribbon Commission, the successful consultant(s) shall develop a timeline...”

2.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

Item	Questions and Answers
2.1	<p><u>Question:</u> When did ACPS last adjust its elementary school attendance boundaries?</p> <p><u>Answer:</u> ACPS adjusted elementary school attendance boundaries prior to the start of the 1999-2000 academic school year.</p>
2.2	<p><u>Question:</u> In what phase is the District’s current Capital Improvements Plan? How does this study align with development of the District’s next Capital Improvements Plan? How will this process engage the ACPS staff responsible for developing the next Capital Improvements Plan?</p> <p><u>Answer:</u> The Fiscal Year 2019 Capital Improvements Plan (CIP) is complete and was approved by the Board of Education on September 12, 2017. Any recommendations resulting from this study may be considered during the development of future CIPs.</p>

2.0 – QUESTIONS AND ANSWERS (Continued)	
2.3	<p><u>Question:</u> How does this study align with the master planning efforts of Allegany County and the seven incorporated entities within Allegany County?</p> <p><u>Answer:</u> The study will be conducted independent of the master planning efforts of Allegany County and the seven incorporated entities within Allegany County.</p>
2.4	<p><u>Question:</u> Section I.A indicates that this project focuses on the elementary school attendance areas. Why are the middle and high schools not a part of the redistricting consideration?</p> <p><u>Answer:</u> ACPS has sufficient capacity in the middle and high schools to accommodate a shift in attendance boundaries at the elementary level. However, the consultant may make recommendations at the middle and high school levels for future consideration by the Board, as they deem necessary during the project.</p>
2.5	<p><u>Question:</u> Section I.A of the RFP seeks proposals for a “detailed demographic and enrollment analysis projection.” A later note indicates that enrollment is projected to continually decrease through 2030. Will this project be based on Allegany County Department of Community Services’ enrollment forecast, or is a new set of enrollment projections a part of this engagement?</p> <p><u>Answer:</u> This project will be based on enrollment projections completed by both the Maryland Department of Planning and Allegany County Public Schools.</p>
2.6	<p><u>Question:</u> Section I.B identifies the state-rated capacity for each elementary school. Will this project use the state-rated capacities, or is the expectation that the selected consultant will calculate its own capacities for purposes of this engagement?</p> <p><u>Answer:</u> This project will use the state-rated capacities.</p>
2.7	<p><u>Question:</u> Section I.B states that the Blue Ribbon Commission will provide the consultant with information so that the consultant may deliver a plan to recommend the number of elementary schools for the county. This language suggests that ACPS seeks recommendations related to school closure and consolidation. Is this the case?</p> <p><u>Answer:</u> Please refer to Section I.B (page 4) of the RFP explaining the role of the Blue Ribbon Commission.</p>

2.0 – QUESTIONS AND ANSWERS (Continued)	
2.8	<p><u>Question:</u> It is unclear who is recommending the redistricting plan. Section I.A states that “the result of this study will provide information and recommendations to the Blue Ribbon Commission...related to the development of a redistricting plan.” Section I.B states that the Blue Ribbon Commission will also provide information to the consultant so that the consultant may deliver a plan to recommend school attendance boundaries. Earlier in that same section, the RFP states that the Blue Ribbon Commission is formed to make recommendations to the school board and County Commissioners. There are many ways to approach this. The question is which approach is best for ACPS. Is the consultant recommending school attendance boundaries with the input of the Commission, or is the Commission making the recommendation with the consultant’s guidance, support, and/or recommendation?</p> <p><u>Answer:</u> The best approach for ACPS is for the Blue Ribbon Commission to make the recommendation with the consultant’s guidance, support, and/or recommendation.</p>
2.9	<p><u>Question:</u> Section I.H identifies a timeline with a May 8, 2018 date for Board approval of recommendations and this study’s final report. Does ACPS intend to implement a redistricting plan for the 2018-2019 school year?</p> <p><u>Answer:</u> ACPS does not anticipate any changes or implementation of a redistricting plan during the 2018-2019 school year.</p>
2.10	<p><u>Question:</u> Section II includes the development of a public relations plan within the Scope of Services. Is the public relations plan intended to help the community understand the process for this study or does the timeline for the public relations plan extend into implementation of the redistricting recommendations? Will the consultant be a part of implementing the public relations plan during the implementation of the redistricting plan?</p> <p><u>Answer:</u> The public relation plan is intended to help the community understand the process for this study. The consultant will not be a part of the public relations plan during the actual implementation of the redistricting plan.</p>
2.11	<p><u>Question:</u> Section III.C references a Work Plan activity for “assessing physical condition and educational adequacy of each building.” Is a facility assessment a part of the scope of work for this utilization and redistricting study?</p> <p><u>Answer:</u> Yes, a facility assessment is a part of the scope of work for this utilization and redistricting study.</p>

2.0 – QUESTIONS AND ANSWERS (Continued)

- | | |
|------|--|
| 2.12 | <p><u>Question:</u> The RFP appears to be silent on the question of MWBE participation in this study. Is there a minority or women owned business subcontractor requirement for this project?</p> <p><u>Answer:</u> There is not a minority or women owned business subcontractor requirement for this project; however, ACPS encourages MWBE participation.</p> |
|------|--|

3.0 – INFORMATION

The following item(s) are provided as a matter of information only to all respondents and do not modify or become part of the Contract Documents.

Item	Description
3.1	Attached to this Addendum is the Public School Historical Enrollments 2006-2016 for Allegany County as prepared by the Maryland Department of Planning.
3.2	Attached to this Addendum is the Public School Enrollment Historical 2016 and Projected 2017-2026 for Allegany County as prepared by the Maryland Department of Planning.

RFP Addendum #1
Item 3.1

Preliminary for LEA Review

Allegany County

Public School Historical Enrollments 2006 - 2016

Grades	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Kindergarten	607	659	611	635	588	629	647	645	665	658	621
Elementary Special	0	0	0	0	0	0	0	0	0	0	0
Other Ungraded	0	0	0	0	0	0	0	0	0	0	0
1	648	629	650	634	659	605	630	645	649	654	644
2	622	660	636	656	635	659	607	629	657	659	656
3	657	635	646	641	650	629	660	606	627	649	642
4	694	668	645	675	647	649	625	674	610	635	657
5	657	689	682	637	675	638	653	629	671	604	633
6	660	645	675	689	618	673	634	649	633	653	601
7	671	677	647	680	669	612	679	630	631	620	633
8	747	673	678	650	665	660	610	672	624	626	621
9	771	764	691	687	663	693	675	618	685	636	631
10	796	743	754	695	664	634	690	647	600	692	622
11	799	775	693	728	665	649	628	663	634	582	678
12	758	779	753	686	718	684	671	642	671	649	573
Secondary Special	0	0	0	0	0	0	0	0	0	0	0
Other Secondary Ungraded	0	0	0	0	0	0	0	0	0	0	0
Elementary Ungraded + (K-5)	3,885	3,940	3,870	3,878	3,854	3,809	3,822	3,828	3,879	3,859	3,853
(6-8)	2,078	1,995	2,000	2,019	1,952	1,945	1,923	1,951	1,888	1,899	1,855
(9-12)	3,124	3,061	2,891	2,796	2,710	2,660	2,664	2,570	2,590	2,559	2,504
(6-12) + Secondary Ungraded	5,202	5,056	4,891	4,815	4,662	4,605	4,587	4,521	4,478	4,458	4,359
Total School Enrollment	9,087	8,996	8,761	8,693	8,516	8,414	8,409	8,349	8,357	8,317	8,212

Data prepared by Maryland Department of Planning

RFP Addendum #1
Item 3.2

Preliminary for LEA Review

Allegany County

Public School Enrollment Historical 2016 and Projected 2017 - 2026

Grades	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Kindergarten	621	650	600	630	580	620	600	600	610	610	610
Elementary Special	0	0	0	0	0	0	0	0	0	0	0
Other Ungraded	0	0	0	0	0	0	0	0	0	0	0
1	644	610	650	600	630	580	620	600	600	610	610
2	656	650	620	660	610	630	590	630	600	610	620
3	642	650	640	610	650	600	630	580	620	600	600
4	657	650	670	660	630	670	620	640	600	640	610
5	633	650	650	670	660	630	670	620	650	600	640
6	601	620	640	640	660	650	620	660	610	640	590
7	633	590	620	640	630	650	640	620	660	610	630
8	621	620	590	620	640	630	650	640	620	650	600
9	631	650	640	600	630	650	650	670	660	630	670
10	622	620	650	640	610	630	660	650	670	660	630
11	678	610	600	630	620	590	620	640	630	650	640
12	573	680	610	600	630	620	590	610	630	630	650
Secondary Special	0	0	0	0	0	0	0	0	0	0	0
Other Secondary Ungraded	0	0	0	0	0	0	0	0	0	0	0
Elementary Ungraded + (K-5)	3,853	3,860	3,830	3,830	3,760	3,730	3,730	3,670	3,680	3,670	3,690
(6-8)	1,855	1,830	1,850	1,900	1,930	1,930	1,910	1,920	1,890	1,900	1,820
(9-12)	2,504	2,560	2,500	2,470	2,490	2,490	2,520	2,570	2,590	2,570	2,590
(6-12) + Secondary Ungraded	4,359	4,390	4,350	4,370	4,420	4,420	4,430	4,490	4,480	4,470	4,410
Total School Enrollment	8,212	8,250	8,180	8,200	8,180	8,150	8,160	8,160	8,160	8,140	8,100

All projected figures rounded to nearest ten
Totals are sum of rounded enrollments by grade
Projections prepared by Maryland Department of Planning

END OF ADDENDUM