



YAZOO COUNTY SCHOOLS

"Creating Next Generation Leaders"

OFFICE OF THE SUPERINTENDENT

94 Panther Drive
Yazoo City, Mississippi 39194
Phone: 662.746.4672
Fax: 662.746.9270
www.yazoo.k12.ms.us

Dr. Ken Barron, Superintendent

Dr. Terri Rhea, Assist. Superintendent

Yazoo County School District RFP for Consulting Services Long Range Facility Plan

I. **District Overview:**

Yazoo County School District (YCSO) is located in Yazoo County, MS. Yazoo County School District is comprised of four campuses – two elementary, one middle school, and one high school with an alternative school located on the high school campus. The District provides educational services to approximately 1,200 students and employs over 200 personnel. The overall accountability rating for the school district is a "C".

II. **Purpose of RFP:**

The Yazoo County School District is seeking quotes and proposals from consulting companies to provide the District with a facility assessment and the development of a Long Range Facility Plan in the following areas:

- Conduct a thorough facilities assessment analysis of potential sites for the new school considering factors such as location, accessibility, land availability, zoning regulations, environmental impact, and community demographics.
- Analyze demographic trends, enrollment projections, and educational programs to inform the size and design of a new school.
- Provide recommendations for the most suitable site based on the analysis.
- Propose an approach to the design and construction of the new elementary school, including key design principles, construction methods, and project management strategies.
- Develop a communication plan for sharing information, exchanging ideas and gathering feedback on all aspects of the facilities plan.
- Outline a timeline for each phase of the project, from the design and permitting to construction and completion.
- Create a calendar for site visits, meetings, and events.
- Completed Long Range Facility Plan document which is organized in such a manner for ease of understanding and use.

III. Project Scope:

Services to: Bentonia Gibbs Elementary School, Linwood Elementary School, Yazoo County Middle School, and Yazoo County High School (please see services specifications on page 2). It is hoped that the culminating product will be completed within 6 months.

IV. Tentative Schedule:

The tentative schedule of the RFP events are as follows: a. **RFP Released 03/06/2024**; b. **Proposal Due Date: 03/25/2024**.

These services shall be provided to the Yazoo County School District during the 2024-2025 school year. Upon satisfactory evaluation of the provided services, additional services may be extended to the 2025-2026 school term.

Quotes are requested for full day rates for aforementioned consulting services. The use of the days depends on the identified needs. However, it is hopeful that the returned proposals include a sufficient amount of days to address the vendor services specifications as described thoroughly in this RFP.

A paper copy or an email copy of this document, including any addendums, can be obtained by request below:

Kim Newton, Federal Programs Director
Yazoo County School District
94 Panther Drive
Yazoo City, MS 39194
Email: kim.newton@yazoo.k12.ms.us

V. RFP Submission Requirements:

Email a copy of the RFP response by 03/25/2024 by noon to the following address: kim.newton@yazoo.k12.ms.us. Kim Newton, Federal Programs Director.

All questions, comments and requests for clarifications must be in writing to **Kim Newton**. (kim.newton@yazoo.k12.ms.us) The School District reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions and requests for clarification.

VI. Minimum Eligibility Requirements for Contract Award:

1. Applicants must have been consulting with Districts for a minimum of 10 (ten) years of experience providing experience in educational construction projects developed from their expertise of developing a Long Range Facility plan.
2. Applicants must comply with all applicable licensing and certification requirements specific to the proposed services.
3. Evidence of previous work and the company's profile including relevant experience in educational facility planning and consulting.
4. Applicants must provide a work plan outlining the timeline and key milestones for completing the Long Range Facility Plan.
5. Applicants must provide references from past clients for similar projects, including contract information for project managers or supervisors.

VII. Vendor Services Specifications:

The Yazoo County School District is requesting quotes for the following: A consulting company to generate a Long Range Facility plan to build a new elementary school to in return consolidate both Elementary Schools. The purpose of the Request for Proposal is to solicit competitive bids from qualified consulting companies that focus on experienced companies to deliver high quality services to meet the need of highlighting the issues with outdated infrastructure, such as safety concerns, lack of modern amenities, and maintenance challenges.

The Consulting company will:

- Conduct a thorough facilities assessment analysis of potential sites for the new school considering factors such as location, accessibility, land availability, zoning regulations, environmental impact, and community demographics.
- Analyze demographic trends, enrollment projections, and educational programs to inform the size and design of a new school.
- Provide recommendations for the most suitable site based on the analysis.
- Propose an approach to the design and construction of the new elementary school, including key design principles, construction methods, and project management strategies.
- Develop a communication plan for sharing information, exchanging ideas and gathering feedback on all aspects of the facilities plan.

- Outline a timeline for each phase of the project, from the design and permitting to construction and completion.
- Create a calendar for site visits, meetings, and events.
- Completed Long Range Facility Plan document which is organized in such a manner for ease of understanding and use.
- Engage with key stakeholders, including school administrators, teachers, parents, students, community members, and local authorities to gather input, address concerns, and promote necessary transparency throughout the project.
- Facilitate community and district meetings.
- Provide a proposed budget, including itemized costs for design, construction, materials, labor, permits, and contingencies.
- Provide regular progress updates and coordinate with Yazoo County School District and relevant stakeholders to address ongoing processes or any issues that may arise.
- Document the findings and recommendations in a comprehensive Long Range Facility plan report, including key findings, analysis, recommendations, and implementation strategies.
- Conduct cost estimation and financial analysis to determine the budgetary requirements for the construction of a new school.
- Foster collaboration and communication with stakeholders, through surveys, focus groups-parents, taxpayers, faculty/staff, students, business leaders and community.

VIII. Long-Range Facility Plan Requirements:

- Population projections by school age group for the next ten years using U.S Census or Census partner data,
- Collaboration with local government planning agencies that results in Identification or suitable school sites or site acquisition schedules and programs,
- Evidence of community involvement in determining Educational vision of local community and proposals to fund long-range facility needs,
- Identification of buildings on historic preservation lists including Register State Historical Preservation Office and local historic building lists,
- Analysis of the district's current facilities.
- If current facilities are unable to meet educational adequacy standards, identify deficiencies in current facilities, identify changes needed to bring current facilities up to adequate standards, or identify potential alternatives to new construction or major renovation of current facilities to meet adequacy standards.

- A description of the plan the district will undertake to change its facility to match the projections and needs for the district for the next ten years.

IX. Project Milestones/Consultant Deliverables:

The following will be developed with District staff input and direction, and produced at relevant project milestones:

- 1) Facility Assessment Report
 - Completion Timeframe: 3-6 months from start
 - A narrative report that includes an executive summary, analysis, evaluation, calculations, photos, diagrams, etc. The report needs to include a breakdown of costs for all deficiencies.
 - Provide 10 printed copies of the report, in addition to a digital file.

X. Evaluation Criteria and Scoring Process

The Evaluation Committee will consist of 5 members of District staff and/or Board Members.

The Evaluation Committee shall review all documents submitted. It may also, at its discretion, conduct person interviews with the Proposers submitting the highest scoring proposal(s). The District reserves the right to select from proposals alone.

The following scoring will be used to evaluate the proposals (100 points maximum)

1. Relevant Mississippi experience with school facility projects. (30 pts)
2. Experience with faculty planning, communications, and campaign facilitation services. (15 pts)
3. Experience and expertise of key staff. (10 pts)
4. References from previous projects. (15 pts)
5. Ability to work within the compact time period. (10 pts)
6. Fee structure (20pts)

After consideration of the proposals by the Evaluation Committee and approval by the School Board, the contract award offer will be made to the Proposer.

- Develop and submit **MONTHLY survey notes, meeting agendas, sign- in sheets for stakeholder meetings, and reports** to the school administration and the Federal Programs Director (kim.newton@yazoo.k12.ms.us) and Assistant Superintendent (terri.rhea@yazoo.k12.ms.us). Also, all daily invoices will be submitted to the Federal Programs Director (kim.newton@yazoo.k12.ms.us).