



City of New Rochelle New York

REQUEST FOR PROPOSALS - CONSULTING SERVICES STUDY OF DEVELOPMENT IMPACTS ON THE SCHOOL DISTRICT Specification #: 5030

1) INTENT

The City of New Rochelle's Department of Development ("Development"), in partnership with the New Rochelle Board of Education ("BOE"), is requesting professional consulting services to study the potential for student generation and the effects that will result from planned growth in the downtown. Specifically, the City is targeting firms that can identify expected development patterns from multiple scenarios of projected housing patterns in the city over the next ten years.

2) OVERVIEW

As a part of its overall plan for development and growth, the City of New Rochelle ("City,") is seeking to develop an additional 2,500-3,000 units of residential space in the downtown area over the next ten years. Beyond the typical population growth projections the BOE takes into account, Development wishes to understand what the impacts generated by this growth will be on the New Rochelle School District and the resultant needs. What is the tipping point of an increase in students that would necessitate a new school(s) or an expansion of existing school(s) and for which grade levels? This information is vital to discussions Development has with developers in assessing tax and fiscal impacts, and in terms of sound, long-range comprehensive planning.

The type of information that will minimally need to be generated in order to address the issues outlined above can be divided into the following categories: 1) quantitative analyses, 2) site/development parameters and 3) demographics. Quantitative data should include school capacity; total number of permitted students per public school; allowable class size by grade; and the current cost per child. Physical parameter considerations consist of what the recommended square footage of a standard classroom is, as well as NYS Department of Education's recommended school size based on square footage per student by grade level. Finally, current demographic projections must be calculated for new students in order to achieve a sustainable student population and school district infrastructure. Any recently built schools should be used as comparable case studies that describe what analysis led to the resulting school development.

Proposals must be submitted no later than 3pm, July 16, 2014.

3) SCOPE OF WORK & METHODOLOGY

The proposed study should explore the impacts of real estate development on New Rochelle's school-aged population and provide greater clarity on future growth. A suggested scope of work is as follows:

- a) Ten Year Enrollment Projection - Study and accurately prepare the district's demographics with student enrollment projections for the next ten years. In addition, study and develop the enrollment projections by school grade levels for the next ten years.
- b) Demographic Analysis - Develop and examine demographic data in regard to the district, including but not limited to, socio-economic population diversity, ethnicity, home values, census live birth data, and land use at a level that relates to areas from which current students are enrolled and proposed development areas.

- c) Assessment of Educational Space, Location and Transportation Needs - Propose both a minimum and maximum capacity by school through the verification of current school capacities, both for facility usage and various educational program needs. Evaluate current means of transportation trends of students. Conduct location analyses of current placement of schools and analyze impacts of future proposed housing developments with respect to educational space. Develop recommendations with scenarios for the use of current or future facilities and varying attendance boundary scenarios.
- d) Data Visualization - Develop interactive data visualizations with GIS. Prepare student yield map displays using a three-step process: geo-coding students; preparing housing unit calculations; and calculating student yields. Prepare displays to chart multiple scenarios with future projected development, including but not limited to, varying attendance boundary scenarios.
- e) Communication and Collaboration - Work collaboratively with the School District to collect data. Communicate findings by preparing a final report and presentation inclusive of data visualizations, maps, tables, etc.

4) DELIVERABLES

This study should result in an illustrative, written and digital document which summarizes the methodology and findings, as well as specific recommendations. Preparation of a draft and final report and presentation inclusive of data visualizations, maps, charts, tables, etc. as noted above shall be submitted. Formal presentation of findings to City Staff, the City Council and School Board will be required.

5) SUBMITTAL REQUIREMENTS

- Cover letter
- Resume and/or curriculum vitae and details of professional credentials and/or accreditations
- References
- Summary of experience of the proposer
- Proposed approach and methodology
- Fixed price fee proposal, including hourly rate structure for each team member assigned to the project and proposed trips to the City of New Rochelle for providing the required services, as well as all costs and how they are calculated.
- Information as to whether the proposer's firm or team meets the definition of a small business, minority business or women's business enterprise
- Qualifications
- Potential calendar of available dates to travel to City of New Rochelle, complete the study and present to City Council
- Identification of principal point of contact
- Disclosure of any potential conflicts of interest, such as retained services for land development projects within the City

Deadline for submitted proposals:

One original and four copies of the completed proposal are required. Proposals should be received at the above address no later than **3:00 pm on July 16, 2014**. Proposals received after this time will not be accepted. The City is not responsible for any internal or external delivery delays that may cause the proposer's submittal to arrive beyond the deadline.

Remittance instructions

Complete responses to this Request for Proposals should be sent to the following address:

City of New Rochelle
Purchasing Office - Spec 5030
515 North Avenue
New Rochelle, NY 10801

One original and four copies of the completed proposal are required. Proposals should be received at the above address no later than **3:00 pm on July 16, 2014**. Proposals received after this time will not be accepted. The City is not responsible for any internal or external delivery delays that may cause the proposer’s submittal to arrive beyond the deadline.

The City of New Rochelle reserves the right to reject any proposals. Questions regarding proposal submittal may be directed to Ayanna C. Wayner, Deputy Commissioner of Economic Development (914) 654-2175 or awayner@newrochelleny.com.

6) SELECTION PROCESS

The Commissioner of Development and School District Superintendent shall appoint a team of key staff to conduct the evaluation. Upon selection, the consultant will work with staff to develop a more detailed scope of work, if needed, to meet the indicated contractual objectives.

Evaluation Criteria:

- Qualifications of individuals assigned to the project and their products
- Quality of proposal, its approach and methodologies
- Experience of the firm or team in similar work and record of successful results
- Experience in tax and fiscal impact analysis, estimating costs, revenues and impacts on school district capacity
- Proposer’s calendar schedule

7) BACKGROUND

Community Profile:

New Rochelle has an estimated 77,074 persons and approximately 23,500 jobs. Its school-age population is as follows:

5 to 9 years (4,785); 10 to 14 years (5,171); and 15 to 19 years (5,762).* The City experienced the greatest percentage population growth—almost 7%—of the seven largest cities in New York State between the last two censuses. It has pursued an aggressive downtown development growth strategy, while at the same time articulating a vision for smart, sustainable growth in several recently completed studies. While New Rochelle offers the amenities and charm of a suburban setting, it possesses the dynamism and diversity of a city that is centrally located between Stamford, Connecticut and New York City, placing it in a very advantageous position for economic development. Located on the shores of the Long Island Sound and along the I-95 and Metro-North/Amtrak rail corridors, New Rochelle provides an excellent lifestyle with numerous opportunities to participate in cultural, recreational, and educational activities. Its award-winning public school system is a top reason people decide to move here.

**2012 American Community Survey*

New Rochelle is a Home Rule Charter City and operates under the Council-Manager form of government. A mayor and six council members are elected from single-member districts with the mayor elected at-large. The City Limits incorporate approximately 10.4 square miles. United Water, ConEd and NYPA operate the city’s electric and water utilities. The city maintains sanitary sewer and drain facilities (the County controls wastewater treatment) and is therefore is able to relate infrastructure to growth patterns.

Missions:

New Rochelle Department of Development plans and guides the physical advancement of the City and proposes and manages projects that enhance the built environment and improve the City's quality-of-life. The mission of the New Rochelle School District is to produce responsible, self-sufficient citizens who possess the self-esteem, initiative, skills and wisdom to continue individual growth, pursue knowledge, develop aesthetic sensibilities and value cultural diversity by providing intellectually challenging educational programs that celebrate change but affirm tradition and promote excellence through an active partnership with the community, a comprehensive and responsive curriculum, and a dedicated and knowledgeable staff.

8) GENERAL REQUIREMENTS

Labor Laws:

The awarded vendor will be required to comply with all applicable laws, including but not limited to labor laws, prevailing wage rates and workers compensation.

Liability Requirements:

Errors and Omissions Policy: the successful company shall apply and maintain insurance which indemnifies and holds harmless the City, its officers, employees and agents from and against any and all liability, damages, claims, demands, costs, judgments, fees, attorney’s fees or loss arising directly out of acts or omissions hereunder by the contractor or third party under the direction or control of the contractor in an amount not less than \$1,000,000.

Other required insurances that must be furnished prior to commencement of work:

Workers Compensation	Statutory Requirements
New York State Disability Coverage	Statutory Requirements
General Liability/Property Damage	\$2,000,000 combined single limit
Automobile Liability	\$2,000,000 per occurrence

Insurance certificates shall name the City of New Rochelle as Additional Insured Party and shall be primary over any insurance held by the City.

Resolution 205:

Respondents must agree to employ best efforts to ensure minority and female participation in accordance with the City’s Nondiscrimination Policy (see attached – Resolution 205) adopted by the New Rochelle City Council.

Proprietary Information:

The New York State Freedom of Information Law, Public Officers Law, Article 6, provides for public access to information. Public Officers Law, Section 87(d)(2) provides for exceptions to disclosure for records or portions thereof that are ‘trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise’. Information that the proposer wishes to have treated as proprietary and confidential trade information should be identified and labeled “Confidential” or “Proprietary” on each page at the time of submittal. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted.

Right to Reject Proposals:

This RFP does not commit the City to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services. The City intends to award a contract on the basis of the

best interest and advantage to the City, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers or to cancel this RFP in part or in its entirety, if it is in the best interest of the City to do so.

Cancellation Clauses:

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP shall result in immediate cancellation. The agreement may be cancelled by the City of New Rochelle for any other reason(s) upon 30 days written notice.

Venue:

This contract shall be construed under the laws of the State of New York. All claims, actions, proceedings and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of this contract shall be brought in the Supreme Court of the State of New York, Westchester County.

The successful respondent must comply with all federal, state and city of New Rochelle statues and codes as may be applicable to the scope of work detailed herein, including all labor laws.

Proposals and prices must remain valid for three (3) months.

Iran Divestment Act:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

Encl. Resolution 205

EXHIBIT A: REQUEST FOR PROPOSAL SPECIFICATION #5030

All terms, conditions and requirements as set forth in this Request for Proposal are acceptable as specified therein. Yes/No____.

If "NO", please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the Request for Proposal with your proposal response.

By submission of this proposal, each bidder, and each person signing on behalf of any bidder, and in the case of a joint bid, each party thereto as to its own organization, under penalty of perjury, certifies that to the best of its knowledge and belief:

A. the prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor; and

B. unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and

C. no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

The bidder certifies that this proposal is made without any connection with any other person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable in whole or in part from the City of New Rochelle treasury is directly or indirectly interested therein, or in any portion of the profits thereof. As an authorized representative of the identified company, I accept all the terms and conditions identified in Request for Proposal Spec. #5030 except as identified.

Company Name and Address

Name & Title of Authorized Representative

Signature

Date

Phone Number

Email Address