

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
REQUEST FOR PROPOSAL FOR FACILITIES ASSESSMENT AND FEASIBILITY  
STUDY**

**1. Background**

The East Stroudsburg Area School District is seeking a qualified firm to conduct a comprehensive professional feasibility study to provide analysis and assessment of the district's existing school building capacity, including current and projected facilities utilization and recommendations for facility modifications to meet the needs of current and future school-age population with a comprehensive educational program inclusive of current and future advancements in education. The resulting feasibility study report would include at least:

- a. A complete physical survey of all district-owned buildings to ascertain existing conditions.
- b. A thorough population study of the school district broken out by school age, and appropriate projections of student population for at least the next ten years.
- c. Recommendations to ensure best practices in terms of facility utilization, taking into account population projections and advancements in educational programs.
- d. Cost estimates for any recommendations offered.

The School District anticipates receiving proposals responsive to this RFP, conducting interviews with selected applicants, and based upon the interviews further refining the scope of work to be included as part of the feasibility study prior to entering into a final contract with an applicant. All candidates selected for interview will receive the refined scope of work, at which time fee proposals will be solicited by the School District.

With a student population of approximately 7,100, the District spans over 219 square miles and is located in Monroe and Pike Counties, Pennsylvania. The current District Facilities consist of six elementary buildings, two intermediate schools, and two high schools. The district currently employs approximately 1,300 administrative, professional, and support staff. The 2024-2025 annual expenditure budget is \$203,840,637.

**2. Invitation for Proposal**

Proposals will be received by Dr. Maggie Vitale, Superintendent, East Stroudsburg School District, 50 Vine Street, East Stroudsburg, PA 18301 until April 11, 2025, at 2:00 PM prevailing time.

Three hard copies of the proposal shall be delivered as set forth above, with an electronic PDF copy provided to [margaret-vitale@esasd.net](mailto:margaret-vitale@esasd.net). Proposals should clearly indicate “**FEASIBILITY STUDY**” on the outside of the envelope.

A submitted proposal may not be withdrawn for a period of ninety days after the date the proposals are opened. Tentative plans call for the East Stroudsburg Area Board of Education to review the proposals and select applicants for interview and further discussion on April 16, 2025.

The East Stroudsburg Board of Education reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto, and to further discuss the scope of work to be issued with any firms submitting proposals.

Additional information regarding this Request for Proposal may be obtained from Dr. Maggie Vitale, Superintendent, East Stroudsburg School District, 50 Vine Street, East Stroudsburg, PA 18301. Questions may be submitted via email to [margaret-vitale@esasd.net](mailto:margaret-vitale@esasd.net) before April 11, 2025.

### **3. Specifications for Proposal**

Applicants should have demonstrated experience in designing, renovating and constructing educational facilities, knowledge of education trends and best practices, expertise in collecting, analyzing and projecting student populations, and the ability to deliver high-quality studies within a budget and specified timeline.

The proposal submitted shall include all of the following:

1. A cover letter identifying the firm name, address and website, along with the school district's main point of contact for the proposal with a telephone number and email address.
2. An overview and history of the firm, including: office locations, number of employees, years of operation and years of service of K-12 design services.
3. A description of the general qualifications of the firm and why the firm is qualified specifically to complete the school district's feasibility study.
4. A listing of relevant K-12 project experience.

### **4. Evaluation And Selection Process.**

Responsive proposals will be reviewed by the school district's administrative team and the district Board of Education. Proposals will be reviewed using the following criteria:

- Conciseness, responsiveness and completeness of the proposal as compared to the information requested
  - Prior experience, qualifications, references, and past performance, particularly in prior K-12 studies.
  - General understanding of the project, project approach, and ability to demonstrate capabilities of achieving a final report that meets the school district's objectives.
5. Overall cost as set forth in fee proposal.

### **6. Additional Information**

1. The District will not be liable for any cost incurred in the preparation of the proposal. The District reserves the right to conduct interviews of any or all applicant firms prior

- to selection. The District will not be liable for any costs incurred by the firm in connection with such interview (i.e., travel, reproduction costs, etc.).
2. The applicant firm shall furnish the District such additional information as the District may reasonably require to enable the District to make an informed decision concerning the proposal and to properly analyze and compare responses.
  3. The District reserves the right to conduct post-proposal and/or pre-contract negotiations with any or all potential firms.
  4. The District reserves the right to reject any and all proposals. It retains sole discretion to accept the proposal it considers most favorable to its interest, and the right to waive minor irregularities in the proposals. The District further reserves the right to reject all proposals and seek new proposals when such a process is in the best interest of the District.