

# **REQUEST FOR PROPOSALS**

## **School District Regionalization Feasibility Study**

New Jersey School Regionalization Efficiency Program (SREP)

Issued by:

**Somerset Hills School District**

RFP Number: 2026-03

Issue Date: Friday, March 27, 2026

**Proposal Due Date: Friday, April 17, 2026**

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# **1. Introduction and Background**

## **1.1 Issuing Authority**

This Request for Proposals (RFP) is issued by the Somerset Hills School District to solicit proposals from qualified consulting firms to conduct a comprehensive feasibility study for school district regionalization and/or consolidation as part of the New Jersey School Regionalization Efficiency Program (SREP).

## **1.2 District Information**

Somerset Hills School District (SHSD) is a regional school district serving students from Bernardsville, Far Hills, and Peapack-Gladstone, along with students from Bedminster who are sent to the district's high school as part of a sending/receiving relationship. Approximately 1,600 students are attending three schools: Marion T. Bedwell Elementary School (Pre-K - 4), Bernardsville Middle School (5-8), and Bernards High School (9-12). The district employs approximately 308 staff members and operates with a budget of \$52.3 million.

Further information may be obtained by visiting the school district's website at <https://www.shsd.org>.

## **1.3 Purpose of This RFP**

The District seeks to engage a qualified consultant to conduct a feasibility study that will:

- Examine the potential benefits and challenges of school district regionalization
- Evaluate educational, financial, and operational impacts
- Provide data-driven recommendations to inform decision-making
- Meet all requirements of the SREP grant program administered by the New Jersey Department of Community Affairs, Division of Local Government Services

## **2. Project Overview and Objectives**

### **2.1 Project Goals**

The feasibility study shall provide a comprehensive analysis to support informed decision-making regarding potential regionalization. Key objectives include:

- Assessment of potential educational enhancements for students
- Analysis of fiscal impacts and cost savings opportunities
- Evaluation of facility utilization and infrastructure needs
- Review of administrative and operational efficiencies
- Examination of equity and diversity considerations
- Community and stakeholder engagement

### **2.2 Participating Districts**

Somerset Hills School District (lead district)

Bedminster Township School District

### **2.3 Timeline**

The feasibility study is expected to be completed within 12 months from contract execution, with deliverables as specified in Section 4. The District is required to make semi-annual progress reports to be submitted to the Division of Local Government Services as required by SREP.

### **3. SREP Program Requirements**

#### **3.1 Compliance with SREP Guidelines**

All work performed under this contract must comply with the requirements established by P.L. 2021, c. 402 and the SREP Grant Program Guidelines. The feasibility study must demonstrate that the proposed regionalization:

- Reflects the potential for meaningful and implementable regionalization plans to advance an enhanced learning environment for participating school districts
- Coordinates curriculum across schools and grades throughout the proposed consolidation/regionalization
- Reflects the potential for improved efficiency and cost savings
- Demonstrates that the proposed regionalization does not, and is not foreseeably likely to, increase or exacerbate the segregation of students by racial, socioeconomic, disability, or English language learner status
- Leads to the establishment of a limited purpose or all purpose regional district to the maximum extent practicable
- Consolidates school districts that are in close geographic proximity to each other
- Reflects a documented commitment from participating boards of education and municipal governing bodies to make good faith efforts to implement study recommendations

#### **3.2 Required Study Components**

The feasibility study must evaluate the following factors:

- Current and projected enrollment trends
- Facility utilization and capacity analysis
- Existing send/receive relationships (if applicable)
- Administrative staffing structures and needs
- Class size analysis and impacts
- Student diversity enhancement opportunities
- Debt obligations and contractual commitments
- Faculty and staff needs, attrition, and transition planning
- Transportation logistics and costs
- Curriculum coordination and program offerings
- Technology infrastructure and systems integration
- Special education services and programs

## **4. Scope of Work**

### **4.1 Phase 1: Data Collection and Analysis**

The consultant shall collect and analyze comprehensive data including, but not limited to:

- Demographic and enrollment data (historical, current, and projected)
- Financial data (budgets, audits, tax rates, debt service, state aid)
- Facility assessments and utilization rates
- Personnel data (staffing levels, salaries, benefits, contracts)
- Academic program inventories and student achievement data
- Transportation routes, costs, and service levels

### **4.2 Phase 2: Stakeholder Engagement**

The consultant shall work with the client to develop and implement a comprehensive stakeholder engagement plan, including:

- Public forums and community meetings
- Surveys of parents, staff, and community members
- Focus groups with key stakeholder populations
- Interviews with district leadership, boards of education, and municipal officials
- Regular updates and communications to keep stakeholders informed

### **4.3 Phase 3: Feasibility Analysis**

The consultant shall conduct comprehensive analyses including:

#### **4.3.1 Educational Impact Analysis**

- Program offerings and curriculum coordination opportunities
- Class size impacts across grade levels
- Special education and support services
- Extracurricular and co-curricular opportunities
- Student achievement and academic outcomes

#### **4.3.2 Financial Impact Analysis**

- Cost-benefit analysis of regionalization scenarios
- Tax impact projections for each municipality
- State aid implications and calculations
- Administrative cost savings opportunities
- Capital facility needs and costs
- Long-term financial sustainability projections (5-10 years)

### **4.3.3 Governance Impact Analysis**

- Governance structure recommendations
- Administrative organizational charts and staffing plans
- Facility utilization optimization
- Transportation efficiency and routing
- Technology systems integration

### **4.3.4 Demographic Impact Analysis**

- Demographic analysis by race, socioeconomic status, disability, and English language learner status
- Assessment of potential segregation impacts
- Strategies to enhance diversity and equity

## **4.4 Phase 4: Development of Recommendations**

Based on the analyses conducted, the consultant shall:

- Develop regionalization scenarios with pros and cons
- Provide clear, data-driven recommendations
- Outline implementation timelines and steps
- Identify potential challenges and mitigation strategies
- Address all SREP program requirements

## **4.5 Required Deliverables**

- Project work plan and timeline (within 2 weeks of contract execution)
- Data collection instruments and stakeholder engagement plan
- Regular progress reports to District leadership
- Semi-annual progress reports to DLGS (SREP requirement, assistance provided to client)
- Draft feasibility study report for District review
- Final comprehensive feasibility study report
- Executive summary suitable for public distribution
- Presentation(s) to boards of education, governing bodies, and community
- All supporting data, models, and analysis in electronic format

## **5. Proposer Qualifications**

### **5.1 Minimum Qualifications**

Proposers must demonstrate:

- Previous experience with feasibility studies
- Expertise in New Jersey school finance, including state aid calculations and tax levy impacts
- Knowledge of New Jersey school law and regulations
- Demonstrated capacity to complete projects of this scope and complexity
- Current registration with the New Jersey Department of Treasury, Division of Revenue
- Compliance with all New Jersey public contracting requirements

### **5.2 Desired Qualifications**

- Experience with at least three [3] school district regionalization or consolidation feasibility studies in New Jersey
- Experience working in Somerset County or similar geographic areas
- Expertise in stakeholder engagement and community facilitation
- Demonstrated understanding of equity and diversity issues in education

## **6. Proposal Requirements and Submission**

### **6.1 Submission Instructions**

Proposals must be submitted no later than April 17, 2026 at 11:00 AM. Late submissions will not be accepted.

Proposals may be submitted either by hard copy or electronically, as follows:

**Submit 3 copies (one original and 2 copies) to:**

Richard D. Liguori, Business Administrator / Board Secretary

Somerset Hills School District

25 Olcott Ave

Bernardsville, NJ 07924

Electronic submissions should be sent to: [rliquori@shsd.org](mailto:rliquori@shsd.org)

Clearly mark all submissions: SREP Feasibility Study RFP 2026-03

### **6.2 Required Proposal Contents**

Proposals must include the following sections in the order listed:

#### **6.2.1 Cover Letter and Executive Summary**

- Letter of interest signed by an authorized representative
- Brief overview of firm's qualifications and approach
- Contact information for primary point of contact

#### **6.2.2 Firm Information and Experience**

- Firm background, history, and organizational structure
- Relevant experience with similar projects (minimum of 3 comparable projects)
- Client references from recent regionalization studies (minimum of 3)
- Professional certifications and qualifications

#### **6.2.3 Project Team**

- Resumes and qualifications of all key personnel
- Organizational chart showing team structure
- Identification of any subcontractors and their roles

#### **6.2.4 Project Approach and Methodology**

- Detailed description of proposed approach to all phases of work
- Data collection and analysis methods
- Stakeholder engagement strategy
- Quality assurance procedures
- How SREP requirements will be addressed

#### **6.2.5 Project Timeline**

- Detailed work plan with milestones and deliverables
- Project schedule showing all phases and activities
- Identification of critical path items

#### **6.2.6 Cost Proposal**

- Detailed cost breakdown by phase and task
- Hourly rates for all personnel
- Total not-to-exceed project cost
- Payment schedule proposal

#### **6.2.7 Required Certifications and Forms**

- Non-Collusion Affidavit
- Acknowledgement of Addenda (if applicable)

#### **6.2.8 Post-Award Requirements**

- New Jersey Business Registration Certificate
- Political Contribution Disclosure Form (per N.J.S.A. 19:44A-20.26)
- Disclosure of Investment Activities in Iran
- Affirmative Action Certificate (when applicable)
- Certificate of Insurance (or commitment to provide upon contract award)
- Ownership Disclosure Form (N.J.S.A. 52:25-24.2)

### **6.3 Questions and Clarifications**

All questions regarding this RFP must be submitted in writing to [rliquori@shsd.org](mailto:rliquori@shsd.org) by April 10, 2026.

Responses will be provided to all prospective proposers by April 13, 2026.

## 7. Evaluation Criteria

Proposals will be evaluated by a selection committee using the following weighted criteria:

<b>Evaluation Criterion</b>	<b>Weight</b>
Experience and Qualifications	25%
Project Team Expertise	20%
Project Approach and Methodology	25%
Understanding of SREP Requirements	10%
Project Timeline and Work Plan	10%
Cost Proposal	10%
<b>TOTAL</b>	<b>100%</b>

### 7.1 Evaluation Process

- Initial screening for completeness and minimum qualifications
- Detailed evaluation by selection committee
- Interviews with top-ranked proposers (if deemed necessary)
- Reference checks
- Contract negotiations with selected firm

### 7.2 Selection and Award

The District reserves the right to:

- Reject any or all proposals
- Waive minor irregularities in proposals
- Request clarifications or additional information from proposers
- Negotiate with the selected proposer
- Award to other than the lowest cost proposer

## **8. Contract Terms and Conditions**

### **8.1 Contract Type**

The contract will be a professional services contract in accordance with N.J.S.A. 18A:18A-5. This is expected to be a not-to-exceed contract.

### **8.2 Payment Terms**

Payment will be made on a bimonthly basis upon submission of invoices with supporting documentation. Final payment will be contingent upon acceptance of all deliverables. Note that SREP grant funding is provided on a reimbursement basis by the State.

### **8.3 Insurance Requirements**

The selected consultant must maintain the following insurance coverage:

- General Liability: \$1M per occurrence / \$2M aggregate
- Professional Liability (E&O): \$1M per claim / \$2M aggregate
- Automobile Liability: \$1M combined single limit

### **8.4 Ownership of Work Product**

All reports, data, analyses, and other materials developed under this contract will become the property of the District. The consultant may retain copies for reference and professional development purposes but may not use or distribute materials without District permission.

### **8.5 Confidentiality**

The consultant must maintain confidentiality of all student, personnel, and proprietary district information in accordance with applicable laws and regulations, including FERPA and state privacy laws.

### **8.6 Compliance with Laws**

The consultant must comply with all applicable federal, state, and local laws, including but not limited to:

- New Jersey Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.)
- New Jersey Law Against Discrimination (N.J.S.A. 10:5-1 et seq.)
- Americans with Disabilities Act
- Prevailing Wage Act (if applicable)

## **8.7 Termination**

Either party may terminate this contract for convenience with sixty [60] days written notice. In the event of termination, the consultant will be compensated for work completed to date.

## **9. Required Forms**

All proposers must complete and submit the following forms with their proposal. Failure to include these forms may result in the proposal being deemed non-responsive:

- Non-Collusion Affidavit
- Acknowledgement of Addenda (if applicable)

# NON-COLLUSION AFFIDAVIT

State of New Jersey

County of \_\_\_\_\_

SS:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)

in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full  
age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_ relies upon the truth of the statements contained in said Proposal

(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.

\_\_\_\_\_  
Signature

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary public of New Jersey

My Commission expires: \_\_\_\_\_

(Seal)

## ACKNOWLEDGEMENT OF ADDENDA

**RFP Title:** School District Regionalization Feasibility Study

**RFP Number:** 2026-03

The undersigned hereby acknowledges receipt of the following addenda issued for the above-referenced Request for Proposals:

Addenda Number	Date Issued
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The undersigned further acknowledges that all provisions of the addenda have been incorporated into this proposal.

Company Name: \_\_\_\_\_

Authorized Representative (Print Name): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Failure to acknowledge all issued addenda may result in the proposal being deemed non-responsive.

## Contact Information

For questions or additional information regarding this RFP, please contact:

**Richard D. Liguori, Business Administrator / Board Secretary**

Somerset Hills School District

25 Olcott Ave

Bernardsville, NJ 07924

Phone: (908) 204-1930

Email: rliguori@shsd.org

## Important Dates:

Event	Date
RFP Issued	March 27, 2026
Deadline for Questions	April 10, 2026
Answers to Questions Posted	April 13, 2026
Proposals Due	April 17, 2026 - 11:00 AM
Anticipated Evaluation Period	April 20 - 22, 2026
Anticipated Contract Award	April 29, 2026
Anticipated Project Start	April 30, 2026

**END OF REQUEST FOR PROPOSALS**