



**Request for Proposals (RFP)**

**Comprehensive Enrollment Projection,  
Building Utilization and Boundary Study**

**Submission of Proposals Due April 30, 2026**



## **REQUEST FOR PROPOSALS**

### **I. CALL FOR PROPOSALS**

The Bethlehem Area School District (“BASD”, “District”) will accept proposals with statement of qualifications and experience from qualified firms for the following:

#### **Comprehensive Enrollment Projection, Building Utilization and Boundary Study**

Delivery of proposals, including all required forms and documentation, shall be submitted electronically to [purchasing@basdschools.org](mailto:purchasing@basdschools.org) with “RFP Enrollment, Utilization and Boundary Study” in the subject line. **Proposals will be received until 2:00 p.m., prevailing time, Thursday, April 30, 2026.**

### **II. GENERAL CONDITIONS**

#### **A. Preparation of Proposals:**

1. If any qualified individual or offeror finds discrepancies in these specifications or is in doubt to the meaning of any part thereof, the Bethlehem Area School District Purchasing Department should be notified via email to [purchasing@basdschools.org](mailto:purchasing@basdschools.org) no later than 4:00 PM, Monday, April 20, 2026. If deemed necessary, additional instructions in the form of addendums will be issued. Only these written changes will be binding. Oral or other changes, interpretations, or clarifications will be without legal effect.
2. All proposals must be prepared and submitted on the forms provided as part of these specifications. No other forms will be accepted. Additional pages that clarify proposals may be submitted with the proposal forms when they conform to these requirements.
3. Proposals must be typewritten or legibly written in ink and must be signed by the qualified individual on the enclosed form. Changes, alterations, or interlineations to any of the proposal documents are not permitted and such changes may disqualify a proposal from consideration. ***UNSIGNED DOCUMENTS WILL NOT BE CONSIDERED.***
4. Proposals must be submitted to the District properly executed by the offeror; if a partnership, it shall be executed by at least one of the partners; if a corporation, it must be executed by the president, vice-president, or other persons properly authorized to sign for the corporation and attested by the secretary or assistant secretary with corporate seal attached.

#### **B. Submittal of Proposals:**

1. Proposals are to be submitted electronically to the Bethlehem Area School District at [purchasing@basdschools.org](mailto:purchasing@basdschools.org) with “RFP Enrollment, Utilization and Boundary Study” in the subject line.
2. Proposals will be received until 2:00 p.m., prevailing time, Thursday, April 30, 2026.

3. Proposals shall address and include the following components:

- a. Firm Overview and Executive Summary
- b. Project Understanding and Approach: Provide a detailed description of the services to be provided under this proposal, including a detailed methodology and response to how each of the requirements listed in Exhibit "A" are to be met within the specified time frame.
- c. Organization and Staffing: Provide a resume of your company's background and qualifications to perform the services described in this proposal. Identify key personnel and/or consultants who will be assigned to perform and manage the services in this proposal, including descriptions of their training, experience, professional certifications and individual resumes.
- d. K-12 Project Experience: Provide a concise description of work experiences as they relate to the services to be provided under this proposal. Describe company's established experience providing comparable services in the K-12 market. Provide examples of similar studies performed and a summary of the process followed as well as the results.
- e. References: Include at least three (3) references of client contacts for studies of similar size and scope. The reference list should include names and contact information for each reference, a description of the services provided, the date(s) of performance and the total cost to complete each study.
- f. Fee Proposal (Exhibit "B"): Provide an itemized fee schedule for each of the items listed in Exhibit "A".
- g. Proposal Submission Forms: Included at end of the Request for Proposals before the Exhibits (4 pages).
- h. Non-Collusion Affidavit
- i. Anti-Discrimination Certification

**C. Evaluation Process:**

1. The proposals will be evaluated by the District Design Committee to determine responsiveness to the request for proposal. Non-responsive submissions may be rejected without evaluation. The District Design Committee will evaluate proposals based upon the information provided that address the provision of this request for proposals, including:
  - a. Project understanding and approach
  - b. Organization and staffing
  - c. Previous K-12 project experience including past results
  - d. References
  - e. Fee proposal.

**D. Basis of Award:**

1. The District will award a contract to the company whose proposal is determined to be the most advantageous to the district based on the provisions of this request for proposals. Multiple factors including price will be considered.
2. Upon receipt of proposals, the District Design Committee will evaluate the proposals and select two or three finalists who will be invited to participate in an interview with the Design Committee.
3. The District will negotiate with one or more firms to establish the conditions of a final contract.
4. The District reserves the right to accept or reject any or all proposals or parts of proposals and may waive informalities, technicalities and irregularities. The District also reserves the right to award in any manner that appears from all consideration to be the most economical and advantageous to the school district.
5. Each proposal shall be irrevocable for a period of ninety (90) days from date of quote opening. Time may be extended by mutual consent of the offeror(s) and the Bethlehem Area School District.
6. Conditioned proposals or proposals which do not conform to these requirements may be rejected.

**E. Contract:**

1. The successful offeror shall sign an additional Professional Services Agreement outlining responsibilities, deliverables, progress payments and timelines outlined in this request for proposals.
2. The Request for Proposals, proposal specifications, awarded proposal, purchase order and any associated attachments shall become part of the Professional Services Agreement.

**F. Sales Tax Exoneration:**

1. The school district is exempt from all PA sales tax and federal excise tax, and these should not be included in proposals.

**G. Qualifications of Offerors:**

1. All offerors must be known to be engaged in the business and well qualified to carry out their contract, and satisfactory evidence to that effect must be furnished when required or requested.
2. The offeror shall be financially solvent, be experienced and competent to satisfactorily furnish the services required. Past performance shall be used as a major criterion in determining the qualifications of the offeror.
3. Where an offeror cannot comply with the conditions stated herein, the offeror must state exceptions and describe the terms and limitations as a responsible offeror.

**H. Invoicing and Payments:**

1. A purchase orders will be issued in the amount of the successful offeror's accepted fee proposal.
2. Payments will be made only after completion of work itemized on the fee proposal.
3. The District purchase order number must appear on all invoices and correspondence.
4. The District reserves the right to pay invoices electronically or by credit card. Therefore, credit card acceptance may be a determining factor in the evaluation and recommendation for award.
5. All payments are approved by the Board of School Directors which meets once a month. Invoices received by the 15th of the month following delivery and acceptance of all services ordered will be processed and paid after the regularly scheduled Board of Directors meeting of the following month. No partial payments will be issued.

**III. LEGAL CONDITIONS**

1. The District shall not be liable for any costs incurred by offerors in preparing and submitting proposals, nor in fulfilling any proposal requirements.
2. The offeror agrees that if awarded an order under these specifications, it will indemnify and hold harmless the Bethlehem Area School District, its members, and employees, from all suits and actions of every nature brought against them, or any of them growing out of the contract, written or verbal, entered into between the District and the offeror.
3. The District reserves the right to accept or reject any or all proposal or parts of proposals and may waive formalities, technicalities and irregularities. The District also reserves the right to award in any manner which appears from all consideration to be the most economical and advantageous to the District.
4. Conditioned proposals or proposals which do not conform to the proposal requirements may be rejected.
5. The Contract shall be construed and all of the rights, powers, and liabilities of the parties hereunder shall be determined in accordance with the laws of the Commonwealth of Pennsylvania in the Court of Common Pleas of Northampton County.

**IV. PROPOSAL CONDITIONS**

1. The Bethlehem Area School District has the right to accept or reject all or any portion of any or all proposals submitted and to make the award in the best interest of the District.
2. The successful offeror agrees to furnish and deliver the specified services at such time, at such place, and in such quantities as herein specified.
3. In the event that the successful offeror shall neglect or refuse to furnish and deliver the said services as provided in these specifications, then, in such event, the District is authorized and empowered to procure the services in conformity with this contract from such party or parties and in such manner as it shall select at the expense of the successful offeror or to cancel this contract reserving to itself, nevertheless, all rights for damage which may be incurred by the District.



BETHLEHEM AREA SCHOOL DISTRICT
1516 Sycamore Street
Bethlehem, PA 18017

REQUEST FOR PROPOSAL
COMPREHENSIVE ENROLLMENT, UTILIZATION AND BOUNDARY STUDY

DUE: 2:00 PM THURSDAY, APRIL 30, 2026

PROPOSAL SUBMISSION FORM

Bethlehem Area School District Education Center
Comprehensive Enrollment, Utilization and Boundary Study
Attn: Business Office - Purchasing Department
1516 Sycamore Street
Bethlehem PA 18017

This Proposal is submitted to the Bethlehem Area School District in accordance with your specifications for a comprehensive enrollment, utilization and boundary study.

This Proposal is subject to all the specifications, terms and conditions of the Proposal request and, if selected, we hereby agree to furnish the item(s) awarded in exact accordance with these specifications and at the price(s) stated.

Company Name
Address
City, State, Zip
Authorized Signature
Print Name and Title
Date
Telephone Number
Fax Number
Email Address



COMPLETE AND SUBMIT WITH PROPOSAL

Bethlehem Area School District  
Education Center  
1516 Sycamore Street  
Bethlehem, Pennsylvania 18017

We, the undersigned, herewith propose and agree to furnish the Bethlehem Area School District (District) any one or all of the services and deliverables that we have priced, at the prices recorded on the attached Call for Proposals Price Forms.

This proposal is subject to all the terms of the conditions, specifications and other documents incorporated herein, and we hereby agree to acknowledge purchase orders executed by the District, and to furnish such services or items as may be awarded to us.

We understand that if we are selected as the successful offeror, and fail to meet the proposal requirements we may forfeit proposal security if obligations are not met to the satisfaction of the District.

We understand that the District reserves the right to reject any or all proposals not deemed satisfactory or to select one or more items from proposals recommended by the District.

The undersigned offeror certifies to having read the "Advertisement", "Invitation to Proposal", "Call for Proposals", "General Conditions", "Specifications", and "Bulletin(s)", if any, all of which with such purchase orders as shall be executed by the District, constitute the contract documents, and offers to furnish the supplies as specified the District in exact accordance with these specifications and conditions at the unit prices stated on the attached forms.

We certify that we use first quality goods and that all materials are to be supplied directly from the manufacturer, and are not to be, in any way, seconds or rejected goods.

We certify that any deviations from the specifications have been fully documented (including reasons for deviation) in our response herein. We understand that deviations must be approved in writing. If we do not supply properly documented deviations, we assure the District of full compliance with the specification and conditions, and assure the District that samples accompanying the proposal meet all construction specifications. We understand that any deviations found on submitted samples that are not properly documented, are subject to proposal disqualification.

Please indicate whether your company will accept credit cards as a form of payment.

\_\_\_\_\_ Yes \_\_\_\_\_% \_\_\_\_\_ No

The following indicates any discrepancies between this proposal and the school district's general specifications such as shipping terms, minimum amounts of orders, substitution of item(s) proposal, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person(s) to be contacted should clarification of any part of your proposal be necessary:

\_\_\_\_\_  
Name Telephone Fax #

We have filled in the appropriate blank.

INDIVIDUAL \_\_\_\_\_ (SEAL)  
Name of individual trading as (Trade Name)

PARTNERSHIP \_\_\_\_\_ (SEAL)  
Name of Partnership trading as (Name of Partnership)

CORPORATION \_\_\_\_\_ (SEAL)  
Name of Corporation

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

Type Name of Above \_\_\_\_\_

Title of Responsible Officer \_\_\_\_\_

Date \_\_\_\_\_

The following indicates any discrepancies between this proposal and the District relative to the "Advertisement", "Call for Proposals", "Proposal", "General Conditions", "Specifications", and Bulletin(s), if any, etc. (Attach separate sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby acknowledges receipt of the following bulletin(s), if any, and had prepared his proposal accordingly. Only complete if bulletins received.

Bulletin # _____	Dated _____
Bulletin # _____	Dated _____
Bulletin # _____	Dated _____

Signature \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_

**SIGNATURES****(Corporation Offeror)**

\*\*\*

\_\_\_\_\_  
(Name of Corporation)BY: \_\_\_\_\_  
(President)

ATTEST:

\_\_\_\_\_  
Secretary**(CORPORATE SEAL)**Business Address \_\_\_\_\_  
or (if appropriate)

\*\*\*

\_\_\_\_\_  
(Name of Corporation)

Witness:

\_\_\_\_\_  
\*\*\*\*BY: \_\_\_\_\_  
Authorized Representative

Business Address: \_\_\_\_\_

\*\*\* (1) Complete, as appropriate, the following statement:

The Corporation has been organized and is existing under laws of the

\_\_\_\_\_ of \_\_\_\_\_

(2) If the Corporation has been organized under laws other than those of the Commonwealth of Pennsylvania, complete as appropriate, by deletion, the following statement:

The Corporation (has) (has not) been granted a certificate of authority to do business in the Commonwealth of Pennsylvania under applicable laws.

\*\*\* Attach appropriate proof, dated as the date of the Proposal, evidencing authority to execute in behalf of the Corporation in accordance with requirements of the Contract Documents.

**SIGNATURES****(Individual)**

IN WITNESS WHEREOF, the undersigned has caused this Proposal to be executed as of the day and year indicated on the first page hereof.

WITNESS: \_\_\_\_\_ SEAL  
(Signature of Individual)Trading and doing business as \* \_\_\_\_\_  
Business Address: \_\_\_\_\_

\*If a fictitious or trade name is employed in the conduct of business, insert such name and complete, as appropriate, by deletion, the following statement: The foregoing fictitious or trade name (has) (has not) been registered under Pennsylvania Law.

**INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT**

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this proposal. According to the Pennsylvania Anti-Proposal Rigging Act, 73 P.S. §§ 1611 et seq., governmental agencies may require Non-Collusion affidavits to be submitted together with proposals.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the offeror who makes the final decision on prices and the amount quoted in the proposal.
3. Proposal rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself/herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the offeror with responsibilities for the preparation, approval or submission of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an affidavit must be submitted separately on behalf of each party.
5. The term "complementary proposal" as used in the Affidavit has the meaning commonly associated with that term in the proposal process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.



**NON-COLLUSION AFFIDAVIT**

Proposal Name \_\_\_\_\_

State of \_\_\_\_\_

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

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation communication, or agreement with any other contractor, offeror, or potential offeror.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a Offeror or potential offeror, and they will not be disclosed before the proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this proposal, or to submit an intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. \_\_\_\_\_, its affiliates, subsidiaries, officers,  
(Name of Firm)

directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that the  
(Name of Firm)

above representations are material and important, and will be relied on by the **Bethlehem Area School District** when recommending for award the items for which this proposal is submitted.

I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the **Bethlehem Area School District** of the true facts relating to the submission of proposals for this contract.

\_\_\_\_\_  
Print Name of Authorized Person & Company Position

\_\_\_\_\_  
Signature of Authorized Person

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

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

**ANTI-DISCRIMINATION CLAUSE****(Section 755, Pennsylvania School Code)**

1. In accordance with the provisions of the Pennsylvania School Code, the Contractor agrees:
  - a. That in the hiring of employees for the performance of work under this contract, or any subcontractor hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason or race, creed, color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform work to which the employment relates;
  - b. That no Contractor, subcontractor, or any person acting on behalf, shall in any manner discriminate against or intimidate any employee hired for performance of work under this contract on account of race, creed, or color;
  - c. That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of the contract; and,
  - d. That this contract may be cancelled or terminated by the Bethlehem Area School District and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.

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Initial

**EXHIBIT “A” - Request for Proposal Scope of Work****I. Purpose**

The Bethlehem Area School District (the “District”) is seeking statement of qualifications, experience and a fee proposal from qualified firms to **conduct a Comprehensive Enrollment Projection, Building Utilization and Boundary Study**. The study must provide sufficient detail to comply with the Pennsylvania Department of Education (PDE) standards and provide a data-driven foundation for District facility, boundary and budgetary planning.

**II. Background Information**

The Bethlehem Area School District serves an urban and suburban community encompassing approximately 42 square miles in portions of Northampton and Lehigh Counties in eastern Pennsylvania. The district is comprised of five municipalities including the City of Bethlehem, Bethlehem Township, Hanover Township (Northampton County), the Borough of Fountain Hill and the Borough of Freemansburg.

The District currently operates:

- Elementary School (K-5): 16 community-based schools
- Middle School (6-8): 4 community-based schools
- High School (9-12): 2 centralized facilities
- Support Facilities: Education Center (Central Administration)  
Maintenance Building  
Transportation Depot  
Pre-K Center (leased to IU20)  
Additional district land holdings

**III. Objectives**

- A. Conduct district-wide school capacity (PDE and functional capacity), facility condition, ten-year enrollment and utilization study.
- B. Realign attendance zone boundaries to balance student population proportionately at elementary and middle schools. Provide at least three (3) options for each.
- C. Provide comprehensive scenarios for multiple situations to include but not limited to:
  1. Elementary school configuration/consolidation/construction aligning with decreasing and shifting enrollments
  2. Elementary school configuration/consolidation keeping neighborhoods together.
  3. Maintain a reflection of the economic and ethnic diversity of the District’s student population.
  4. Potential (re)uses for a building(s) or land holdings that may be closed or sold.
  5. Financial impact of selling or leasing a closed building or land holdings.
  6. Assessment of pedestrian (walker), school bus, parent drop off and parking impacts for each scenario.
- D. Maximize transportation efficiencies, both in routes and operations.

- E. Meet with the District Design Committee comprised of Administrative, Community and Board members to develop and review scenarios.
- F. Attend community-based meetings where alternative scenarios are presented.
- G. Present recommendations to the School Board.
- H. Prepare a final report clearly documenting all options.

#### IV. Scope of Services

The consultant shall assemble a team of specialists to provide the following:

- A. Review and validate existing demographics data to provide a **comprehensive 10-year enrollment projection** by school, grade level, and program.
  - 1. Analyze geography, open space, population shifts, age ranges and wealth indicators. Identify geographically separate population centers and their impact on school transportation and facilities.
  - 2. Analyze local zoning and infrastructure to project future development and housing yields.
  - 3. Review and analyze trends in non-public enrollment, including charter (cyber and brick and mortar), private, parochial, and home-schools.
  - 4. Validate birth/death data and immigration patterns to present 10-year enrollment projections for each building, grade level, and program.
  - 5. Meet with District Administration, District Design Team, and perform site visits.
  - 6. Review local planning and planned development projects and provide information as part of report.
- B. Study **building capacity, condition and utilization** related to enrollment and educational programs.
  - 1. Establish and confirm enrollment capacities for each building based on PDE standards and current functional instructional usage.
  - 2. Compare projected enrollments against building functional and maximum capacities.
  - 3. Review and analyze District's Capital Improvement Plan to identify building conditions.
  - 4. Provide analysis of building capacity as it relates to the District's educational program and whether each building provides the educational spaces required by the program.
- C. Develop **redistricting/consolidation/construction scenarios** supported by data.
  - 1. Provide analysis on the effect of any proposed scenario in regard to demographic changes including but not limited to:
    - a. Total enrollment
    - b. Instructional/functional capacity
    - c. Race
    - d. Home language other than English
    - e. Free and reduced lunch

2. Identify financial impact to the District (staffing, construction, transportation, etc.) including cost estimates, for any proposed scenario and the potential impacts to students. Review cost estimates with Administration and District Engineer.
  3. Identify impacts and changes for pedestrians (walkers), school buses, parent drop off and parking for each scenario
  4. Provide five (5) different scenarios supported by demographics, enrollment, capacity and utilization as identified in Parts A and B above. Any attendance zone modifications should follow below criteria:
    - a. Target balance enrollment no more than 90% of functional capacity
    - b. Avoid separating neighborhoods between zones to the maximum extent possible.
    - c. Consider proximity of students to schools.
    - d. Avoid creating split feeder patterns (sending elementary or middle schools to two or more middle or high schools).
    - e. Align attendance zone boundaries along geographic features, such as roadways and waterways, etc.
    - f. Evaluate effect of zone changes on bus routes and travel time while maximizing transportation efficiencies.
    - g. Review enrollment trends and approved/proposed residential development as options are created.
  5. Provide maps, graphics and associated data to visually represent students affected by each scenario.
  6. Provide rationale, cost estimates, pros and cons of each scenario.
- D. Collaborate with District Design Committee to **present scenarios and gather feedback from the community** at a series of up to five (5) public meetings to be scheduled by the Design Committee. Summarize the information from the community feedback and provide conclusions and recommendations.
- E. Provide any additional recommendations to augment this enrollment, utilization and boundary study that may not be included in this RFP but would add value to the process. Provide a fee for any additional recommendations in Exhibit "B".

**NOTE:**

The Bethlehem Area School District will provide the successful consultant the following electronic information and data:

- Building information: Capital Improvement Plan, location, age, size, capacity, capital projects history, and schematic floor plans.
- Enrollment: Current and historic enrollment by school and grade.
- School Performance: PSSA, Keystone, and other academic performance data.
- Grade configurations and feeder schools: Current and historic grade configurations of each school and current feeder patterns.
- Student directory information: Student ID, address, grade, and school.

- Transportation: Transportation guidelines, bus routes, stops, and student ID.
- Boundaries: Existing zone boundaries for each school.

The District does not have data in a spatial (GIS) format. Current software used by the District includes:

- Student Information System: Synergy by Edupoint
- Transportation Management System: Routefinder Plus (including boundary planning module) by Transfinder

V. Project Timelines

RFP Issued	<b>April 1, 2026</b>
Pre-proposal meeting	April 15, 2026
Deadline for Questions	April 20, 2026
Response to Questions	April 23, 2026
Proposal Submission Deadline	<b>April 30, 2026</b>
Design Committee shortlist 2 or 3 finalists	May 6, 2026
Finalist Interviews	<b>May 20, 2026</b>
Review Selection at Facilities Committee Meeting	June 1, 2026
Board Approval	<b>June 15, 2026</b>
Data collection and review	July – September 2026
<b>Initial scenarios w/District Design Committee</b>	<b>October 2026</b>
Public input meetings with District Design Committee	November -December 2026
Refine scenarios w/costs to District Design Committee	January -February 2027
Presentation of recommendations to Board Committees	March - April 2027
<b>Board approval of recommendations</b>	<b>April - May 2027</b>

**EXHIBIT “B” - Fee Proposal Form**

The District shall have the right to select the offeror’s proposal determined to be in the best interest of the District and that provides the best value.

Offeror agrees that prices include all labor, materials, supervision, tools, equipment and other incidentals necessary to complete the Enrollment, Utilization and Boundary Study as specified in the Request for Proposal within the established timelines.

Scope Item	Proposed Fee
IV.A. Review and validate existing demographics data to provide a comprehensive 10-year enrollment projection by school, grade level and program	
IV.B Study building capacity, condition and utilization related to enrollment and educational programs	
IV.C Develop redistricting/consolidation/construction scenarios	
IV.D Present scenarios and gather feedback from community at up to five (5) public meetings. <u>Fee is per meeting.</u>	
IV.E Provide any additional recommendations to augment process that may not be included in the RFP.	
<b>TOTAL FEE</b>	

***Provide all documents requested in the Request for Proposal document including:***

*Firm overview and executive summary*

*Project understanding and approach*

*Organization and staffing*

*K-12 project experience*

*References*

*Fee proposal (Exhibit "B")*

***Complete all forms included within the Request for Proposal document including:***

*Proposal Submission Forms (4 pages at end of RFP before Exhibits)*

*Non-Collusion Affidavit*

*Anti-Discrimination Certification*

***Email proposal documents to [purchasing@basdschools.org](mailto:purchasing@basdschools.org) prior to 2:00 PM on Thursday April 30, 2026.***