

	REQUEST FOR PROPOSAL # 2027-002 Demographic Enrollment Projections, Facility Use Efficiency, and Long-Range Planning Services Issued: July 16, 2026 Closes: August 10, 2026 2:00 P.M. SHARP	Central Bucks School District 20 Weldon Drive Doylestown, PA 18901
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RFP NAME: Demographic Enrollment Projections, Facility Use Efficiency, and Long-Range Planning Services

RFP NUMBER: 2027-002

RFP DUE DATE: August 10, 2026 – 10:00 A.M. SHARP

THE FOLLOWING DOCUMENTS/ITEMS **MUST** BE PROVIDED AS PART OF YOUR BID RESPONSE. FAILURE TO PROVIDE ANY OF THESE DOCUMENTS **MAY DISQUALIFY YOUR BID.**

- A. **THIS FORM (PAGE 1), FORM OF PROPOSAL (PAGE 8) AND ANY/ALL EXCEPTIONS TO THE SPECIFICATIONS**
- B. **SUPPLIED BROCHURE/LITERATURE OR MANUFACTURERS CATALOG WITH BUS DETAILS**
- C. **COMPLETED NON-COLLUSION AFFIDAVIT**

CERTIFICATION OF SIGNATURE

☐ **I have checked the CBSD Bid Website for any addendums and/or questions/responses. (required)**

THIS IS TO CERTIFY THAT THE PERSON SIGNING AND/OR SUBMITTING THE ATTACHED BID REQUEST TO CENTRAL BUCKS SCHOOL DISTRICT FOR:

COMPANY NAME: _____

ADDRESS: _____

DATE: _____

TELEPHONE NUMBER: _____

SIGNATURE (written in ink) _____

SIGNATURE (typewritten): _____

IS AN OWNER _____ OFFICER _____ AGENT _____

TITLE: _____

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AND THAT HE/SHE IS FULLY AUTHORIZED TO SUBMIT SUCH BID ON THEIR BEHALF

INFORMATION FOR BIDDERS

Bids/proposals for the furnishing and delivery of items or services as set forth in the enclosed specifications will be received at the following address:

**CENTRAL BUCKS SCHOOL DISTRICT
ADMINISTRATIVE SERVICES CENTER
20 WELDEN DRIVE
DOYLESTOWN, PA 18901
ATTN: PURCHASING DEPARTMENT**

1. Bidders will submit the "Form of Proposal" with all required documents in a sealed envelope clearly marked with the **NAME OF THE BID AND BID/PROJECT NUMBER, IF APPLICABLE**. If bids are sent by UPS, Federal Express, etc. this information **MUST** also appear on the **OUTSIDE ENVELOPE**.
2. All bids/proposal correspondence, pricing, etc., must be typewritten or handwritten in ink.
3. Bids/proposals will remain in effect for a period of not less than ninety (90) days from the date of the opening. No bidder may withdraw their bid for a period of ninety (90) days after the date set for the opening thereof.
4. The Board of School Directors of the Central Bucks School District (referenced throughout these instructions as "the District") reserves the right to waive any formalities or irregularities, and also reserves the right to reject any and all bids/proposals, to divide a bid/proposal in the best interest of the District, to eliminate, reduce or increase items and/or quantities and to exercise judgment as to the comparative merits of the products or services offered.
5. No rights shall accrue to any person submitting a bid/proposal until such bid/proposal has been accepted, and a contract awarded, and such contract completely executed in writing by both parties.
6. The successful bidder shall not assign, transfer, or sublet the ensuing contract, or any portion thereof, to others without written consent of the District. Any intention or desire to assign, transfer, or sublet must be stated in the bid/proposal as supplementary information, along with particulars as to the arrangement contemplated.
7. All bids/proposals must comply with all laws of the Commonwealth of Pennsylvania. These laws include, but are not limited to, those relating to equal employment opportunities in contracts and certification of U.S. manufactured steel in certain products, and Act 34 and act 151 background check of personnel and Federal Criminal History Act 114 where applicable as well as Act 126 Evidence of Child Abuse Training.
8. Applicable laws and regulations shall be considered a part of these instructions and specifications, and any ensuing contract.
9. Successful bidders must comply with the "Right to Know Laws" and supply the District with, as part of any product(s) or service(s) provided, MATERIAL SAFETY DATA SHEETS, where applicable. The District will not be responsible for payment of invoices unless the successful bidder complies with this request.

INFORMATION FOR BIDDERS (Continued)

10. **DISCRIMINATION PROHIBITED** – According to Section 755, Public School Code of Pennsylvania, 1949, as amended, the successful bidder agrees:
 1. That in the hiring of employees for the performance of work under this contract, or any subcontract hereunder, no contractor, subcontractor, or any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed or color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates.
 2. No contractor, subcontractor, nor any person acting on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under his/her contract on account of color, race, creed or gender.
 3. That there 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 has been discriminated against, or intimidated, in violation of the provisions of this contract.
 4. This contract may be cancelled or terminated by the 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.
11. **HUMAN RELATION ACT** – The provisions of the Pennsylvania Human Relation Act 222 of October 27, 1955 (P.L. 744 (43 P.S., Section 951, et. seq.) of the Commonwealth of Pennsylvania Human Relation Contract Compliance, 16 PA. Code Chapter 49, that prohibits discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with provisions of the Act, as amended, that is part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.
12. Without comprising the rights stipulated in these instructions, the District encourages bidders' suggestions which will achieve reduced costs or improved value, and encourages alternate bids/proposals which, in the bidder's judgment, afford the District the opportunity to achieve such objectives.
13. The bidder agrees, if awarded a contract, to furnish and deliver the specified item(s)/service(s) at such time, at such places, and in such quantities as specified, and that item(s)/service(s) shall be subject to the inspection and/or approval of the District. In the event that any item(s)/service(s) are rejected as unsuitable/unacceptable or not in conformity with the specifications, item(s)/service(s) of proper/acceptable quality, as set forth in the specifications, shall be furnished in the place thereof at the expense of the successful bidder.
14. The Central Bucks School District provides a smoke-free environment for its students, staff and general public. NO SMOKING is permitted in any building or on the grounds of any District building.
15. In the event the successful bidder neglects or refuses to furnish and deliver the item(s)/service(s) or any part thereof as provided in the specifications, or to replace any which are rejected as stated in the preceding paragraph, the District is authorized and empowered to purchase such item(s)/service(s) from other sources in such quantities and in such a manner as it shall select, at the expense of the successful bidder, or to cancel the successful bidder's contract, reserving to itself never-the-less, all rights for any damages which may be incurred by the District.
16. All bids/proposals shall be itemized, priced, totaled and summarized per the format as stipulated or provided with these instructions. Such format will be adhered to strictly or the bid/proposal will be rejected.
17. Changes, alterations or interlineations in any preprinted or formatted bid/proposal will not be accepted. Any clarifications, comments or elaborations may be submitted as an attachment (supplement) to the bid/proposal and must be identified clearly as to the content and intent.

INFORMATION FOR BIDDERS (Continued)

18. Various materials and products may be specified by brand, trade name or description to establish a standard of quality and cost for bid purposes. It is not the intent to limit the bidder, the bid or the evaluation of the bid to any one material or product specified but rather to describe the minimum standard that is desired and acceptable. A material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words "or District approved equal", they shall be subject to equals only as approved by the owner, engineer and/or architect. A bid containing an alternative may be accepted but, if an award is made to that bidder, the bidder will be required to replace any alternatives which do not meet the specifications. Complete specifications, manufacturer's catalogs, etc. must be provided for any product offered as an "alternate". Failure to provide this information will result in no consideration being given to the "alternate" offered.
19. In accordance with Act 3 of the 1978 General Assembly of the Commonwealth of Pennsylvania, if any steel or steel products are to be used or supplied in the performance of the contract, only those produced in the United States as defined therein shall be used or supplied in the performance of the contract or any subcontracts there under.
20. In the event of any discrepancy between unit prices and extension, the unit price will govern.
21. All bids/proposals must be firm prices, unless otherwise specifically provided in the bid request. Pricing which is not firm, involves any escalation, subsequent adjustment, adder, or other contingency, will be rejected as non-responsive.
22. The prices in your bid/proposal shall be NET prices and must include ALL shipping, handling and delivery cost. The District reserves the right to refuse any delivery where the shipping charges are not prepaid by the bidder, unless otherwise stipulated in the bid instructions.
23. SALES AND USE TAXES /FEDERAL EXCISE TAXES – If the item subject of this bid is subject to State Sales Tax / Federal Excise Tax, the District will provide evidence of tax-exempt status.
24. Under the provisions of Act 138 of 1994, Central Bucks School District will issue payment within the prescribed time established by the Act. Payment will be made upon receipt of all goods/services being received and complete unless as otherwise stated by contract documents or other mutually agreed terms. In the event of a dispute arising over the quality or quantity of goods/services received, payment may be suspended pending resolution of the dispute.
25. Any changes, alterations or additions to this information will be detailed in the specifications that are part of this bid.
26. Invoices shall be submitted in duplicate and mailed to the following address:

**CENTRAL BUCKS SCHOOL DISTRICT
ADMINISTRATIVE SERVICES CENTER
20 WELDEN DRIVE
DOYLESTOWN, PA 18901
ATTN: ACCOUNTS PAYABLE**

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INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

The Non-Collusion Affidavit is material to any contract award pursuant to this bid. According to the Pennsylvania Anti-Bid Rigging Act, 73 P.S. Section 1611 et seq., governmental agencies shall require Non-Collusion Affidavits to be submitted together with bids.

This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.

Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids, 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 persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.

In the case of a bid submitted by joint venture, each party of the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.

The term “Complimentary Bid”, as used in the Affidavit, has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submission for the purpose of giving a false appearance of competition.

Failure to file an Affidavit in compliance with these instructions will result in the disqualification of your bid.

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NON-COLLUSION AFFIDAVIT

Contract/Bid No. 2027-002

State of _____ : S S. _____

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 prices(s) and the amount of this bid.

I state that:

1. The prices(s) and the amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid and neither the approximate price(s) nor the approximate amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract or to submit a bid higher than this bid or to submit an intentionally high or non-competitive bid or other form of "Complimentary" bid.
4. The bid of my firm is made in good faith and not pursuant of any agreement or discussion with, or inducement from, any firm or person to submit a "Complimentary" or other non-competitive bid.
5. _____, its affiliates,
(Name of Firm)

subsidaries, officers, directors and employees are not currently under investigation by any government agency and have not, in the last four 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 bidding any public contract., except as follows: (state below)

NON-COLLUSION AFFIDAVIT (Continued)

I state that _____ understands
(Name of Firm)

And acknowledges that the above representations are material and important and will be relied on by Central Bucks School District in awarding the contract for which this bid is submitted.

I understand, and my firm understands, that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the Central Bucks School District of the true facts relating to the submission of bids for this contract.

SIGNED _____
(Name)

TYPED _____
(Name)

POSITION _____

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF

_____, 20____

(Month)

SEAL

(Notary Public)

My commission expires _____

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INTRODUCTION

Your firm is invited to submit a proposal to provide demographic enrollment projection, GIS-based planning, school utilization, transportation routing, and long-range facility planning services to the Central Bucks School District (CBSD). The District seeks a qualified demographic consultant or consultant team to prepare a ten-year enrollment projection and planning analysis for all 23 schools, including 15 elementary schools, 5 middle schools, and 3 high schools.

CBSD encompasses more than 120 square miles in Bucks County, Pennsylvania and serves students in nine municipalities: the boroughs of Chalfont, Doylestown, and New Britain; and the townships of Buckingham, Doylestown, New Britain, Plumstead, Warrington, and Warwick. The District currently operates a diverse portfolio of older and newer buildings with varied capacities, building systems, educational program configurations, and site constraints.

The District intends to use the results of this study to support ten-year capital planning, enrollment management, facility-use decisions, building-use efficiency analysis, and potential attendance boundary or grade-configuration planning. The selected consultant shall integrate enrollment projections with building capacity, educational program needs, transportation routing implications, and the updated architectural and Facility Condition Index information prepared by KCBA in 2026 or otherwise provided by the District.

The District expects the work product to provide Board-ready, data-driven information that can be used to evaluate school utilization, identify areas of enrollment pressure or underutilization, understand the capital planning implications of demographic change, and evaluate whether facility investments, building configurations, boundary adjustments, or transportation routing alternatives are warranted over the next ten years.

II. FIRM QUALIFICATION

The consultant must demonstrate prior experience in K-12 school demographic studies, ten-year enrollment projections, GIS analysis, capacity and utilization analysis, attendance boundary planning, facility master planning, and community-facing presentation of complex planning information for school districts of similar size as Central Bucks School District. Pennsylvania public school experience is preferred. The proposal should identify the principal consultant, project manager, GIS lead, transportation/planning analyst, and any subconsultants.

- Experience preparing ten-year enrollment projections by district, school, grade band, grade level, attendance area, and planning geography.
- Experience using GIS to geocode student addresses, map attendance boundaries, analyze residential development, and produce clear maps for administrators, board members, and community stakeholders.
- Experience analyzing residential development, student yield, birth rates, migration, nonpublic school enrollment, cyber/charter enrollment, and other demographic variables that may affect enrollment.

- Experience comparing projected enrollment to school capacity, target capacity, functional capacity, and building utilization by educational program.
- Ability to integrate architectural analysis, building use efficiency, facility condition information, and capital planning assumptions into demographic and enrollment recommendations.
- Experience evaluating transportation impacts, travel time, routing efficiency, feeder patterns, and student movement matrices related to school attendance boundaries or grade-configuration alternatives.
- Ability to facilitate meetings with District administration, produce Board-ready presentation materials, and explain assumptions, limitations, and findings in clear language.
- Knowledge of Pennsylvania school construction, capital planning, and PlanCon-related enrollment and facility planning considerations is preferred.

III. CBSD SCHEDULE

The following is a tentative schedule. Respondents may propose refinements that improve the quality or efficiency of the work.

Milestone	Tentative Timing
Issue RFP to qualified consultant teams	July 16, 2026
Questions due from proposers	July 30, 2026, 2:00PM sharp
Proposal submission deadline	August 10, 2026, 2:00PM sharp
Interview shortlisted firms, if requested	August 17, 2026
Recommendation to Finance and Operations Committee	September 10, 2026
Recommendation for School Board approval	September 24, 2026
Project kickoff and data request finalization	Within two weeks of authorization
Draft projections and utilization analysis	Consultant proposed schedule (Desired by end October)
Draft scenarios, transportation analysis, and facility planning implications	Consultant proposed schedule (Desired by Fall 2026)
Final report and Board presentation	Consultant proposed schedule (Desired by January 2027)

IV. SCOPE OF WORK

The selected consultant shall provide a comprehensive ten-year demographic enrollment projection and planning study for all 23 CBSD schools. The consultant may propose additional tasks or refinements; however, the response shall address, at minimum, the following work items.

A. Project Initiation, Data Collection, and Assumptions

- Conduct a kickoff meeting with District administration to confirm goals, schedule, available datasets, roles, data security expectations, reporting format, and decision criteria.
- Develop a data request list and review available District data, including historical enrollment, student address data, PIMS extracts, attendance boundaries, feeder patterns, nonpublic/cyber/charter enrollment information, special education program locations, transportation data, grade configuration, program assignments, class size assumptions, and facility data.
- Document assumptions, projection methods, data limitations, and known variables that could materially affect enrollment or facility planning decisions.

- Identify planning geographies that will be used consistently throughout the study, such as attendance areas, municipal boundaries, census geographies, development areas, neighborhoods, and school catchments.

B. Ten-Year Enrollment Projections

- Prepare ten-year enrollment projections for the District as a whole, each elementary school, each middle school, each high school, grade bands, individual grade levels, attendance areas, and other planning geographies as appropriate.
- Use multiple projection approaches where appropriate, such as cohort survival, recent progression patterns, birth-to-kindergarten relationships, housing-based/student-yield modeling, migration factors, and best-fit comparison to external projections.
- Compare consultant projections to Pennsylvania Department of Education projections and any third-party demographic studies or District-provided projections.
- Analyze major sources of possible enrollment change, including birth trends, student migration, housing turnover, new residential construction, multifamily development, age-restricted development, charter/cyber/private/parochial enrollment, program changes, grade configuration changes, and shifts in student attendance patterns.
- Provide low, moderate, and high projection ranges, where appropriate, to support capital planning risk analysis over the ten-year horizon.

C. GIS Mapping and Spatial Analysis

- Geocode current student addresses using District-provided records and prepare maps showing current student distribution by school, grade band, grade level, and selected student characteristics where permitted by data privacy requirements.
- Map existing elementary, middle, and high school attendance boundaries, feeder patterns, municipal boundaries, neighborhood clusters, residential developments, walking areas, and relevant transportation features.
- Create maps and data tables that support evaluation of enrollment trends, school capacity, student movement, transportation impacts, and potential boundary or facility-use alternatives.
- Prepare GIS files, map exhibits, and tabular outputs in formats that can be used by the District in future planning work.

D. Housing, Development, and Demographic Analysis

- Compile and map residential developments by municipality and attendance area, including proposed units, approved units, completed units, remaining units, dwelling type, price/rent range when available, development status, and anticipated timing.
- Develop student yield assumptions by housing type and compare those assumptions to actual District experience where data are available.
- Analyze population, age distribution, household composition, housing characteristics, income indicators, student migration, and other demographic indicators relevant to enrollment planning.
- Identify areas where development, redevelopment, housing turnover, or demographic transition may influence future enrollment distribution.

E. Building Capacity, Utilization, and Building Use Efficiency

- All building analysis and capacity review will be led by KCBA architects. Demographic consultant will be responsible for coordinating with KCBA and CBSD regarding planning scenarios based on capacity and building efficiency study results.

F. Architectural Analysis and Facility Condition Integration

- Review and incorporate the KCBA architectural analysis and updated 2026 Facility Condition Index report or other District-provided facility condition data.
- Align demographic projections and utilization findings with facility condition, renovation feasibility, educational adequacy, building systems, site limitations, accessibility, security, circulation, and capital renewal needs.
- Identify where enrollment projections and facility condition data together suggest a need for renovation, replacement, consolidation analysis, grade configuration evaluation, boundary adjustment, program relocation, or capital project sequencing.
- Prepare a narrative summary for each school linking enrollment outlook, capacity/utilization status, building-use efficiency, known facility constraints, and recommended capital planning considerations.

G. Transportation Feeder Pattern Analysis

- Evaluate transportation routing efficiency associated with current school boundaries and any proposed planning alternatives, including route length, travel time, student movement, bus fleet implications, start/end time constraints, and feeder pattern continuity.
- Prepare student movement matrices for any recommended or illustrative boundary, facility-use, or grade-configuration alternatives.
- Evaluate whether alternatives materially improve or negatively affect transportation efficiency, student travel time, operational complexity, and feeder patterns.

H. Planning Alternatives and Scenario Development

- KCBA and District will evaluate potential scenarios around renovation, consolidation, and potential school sending area modifications. Demographers will integrate scenarios generated by KCBA and CBSD into updated demographic mapping and school enrollment numbers based on options.
- For each scenario, provide enrollment impacts, transportation considerations, feeder pattern implications.
- Include in your proposal evaluation of three to five scenarios established by CBSD.

I. Meetings, Work Sessions, and Board Presentation

- Conduct regular virtual or in-person work sessions with the District project team to review assumptions, preliminary projections, utilization findings, scenario concepts, and draft recommendations.
- Assume a minimum of six project team meetings: kickoff, data review, initial projections, capacity/utilization review, scenario review, and final recommendations review. Respondents may propose additional or alternate meeting structures.
- Prepare presentation materials suitable for a Facilities and Finance Committee meeting and/or public School Board meeting.
- Attend and present findings to the Board of School Directors, if requested by CBSD.

J. Final Deliverables

- A comprehensive written report in editable Word, excel, and PDF formats.
- Executive summary suitable for Board and community use.
- Ten-year enrollment projection tables by district, school, grade band, grade level, and attendance area.
- School-by-school summaries integrating enrollment outlook based on planning scenarios developed by CBSD.
- GIS map exhibits illustrating student distribution, attendance boundaries, development areas, transportation considerations, and scenario alternatives.
- Student movement matrices and transportation impact summaries for any recommended scenarios.
- Board presentation in PowerPoint format summarizing methodology, findings, and answering questions regarding enrollment data and projections.
- Underlying data tables, GIS layers, and planning files in mutually agreed-upon formats.

K. Detailed Analytic Requirements Drawn from Prior Proposals

- Use District enrollment history to model ten-year projections based on recent three-year, five-year, and ten-year enrollment progression patterns, and compare findings to PDE projections and any District-provided third-party projections.
- Use PIMS exports or other District-provided student files with unique student identifiers, street addresses, school attended, grade, program attributes, and permitted characteristics such as ELL, Free and Reduced Lunch, and Special Education status. Student names are not required and should not be included unless specifically authorized by CBSD.
- Geocode student locations using historical and current datasets where available, including 2000, 2010, 2020, and current-year student snapshots, to identify spatial changes in enrollment and attendance patterns over time.
- Analyze charter, cyber, private, and parochial enrollment patterns by grade and attendance area, and map nonpublic schools within the District and the transportation radius for which CBSD may be responsible.
- Analyze residential development by township, attendance unit, development phase, proposed units, completed units, housing type, price or rent range where available, and student yield by comparable development type.
- Produce demographic mapping and tables using census, ACS, local planning, and third-party demographic data, including population, age distribution, household composition, housing units, household income, migration, and relevant neighborhood typologies.
- Prepare current and scenario-based student movement matrices that show the number of students affected by school, grade band, attendance area, and neighborhood or planning unit.
- Where boundary concepts are modeled, include closest-school analysis, current-boundary baseline analysis, and proposed-boundary analysis using parcel, block, or planning-area geography as appropriate.
- Ensure final reporting explains the strengths and limitations of projection models, including sensitivity to policy changes, housing starts, migration changes, private/nonpublic school changes, online learning, state/federal requirements, and other events that may affect enrollment beyond five years.

V. QUESTIONS AND PROPOSAL RESPONSE

Any/all questions during the RFP process as well as final proposal response must be sent electronically to both Kevin Spencer, Director of Operations, kspencer@cbsd.org and Wayne Gehris, Chief Financial Officer, wgehris@cbsd.org . All questions must be submitted with the email subject line DEMOGRAPHIC RFP QUESTION.

Proposal content should include, at a minimum, the following:

Firm Information

- Statement of interest.
- Address of main office and branch offices. If more than one office, identify which office will service this project.
- Project point of contact information, including name, title, email, and phone number.
- Description of firm ownership, years in business, and relevant K-12 demographic and facility planning experience.

Project Organizational Chart

- Identify the individual assigned to manage the project, their qualifications, and experience with similar K-12 demographic studies.
- Identify the staff responsible for enrollment projections, GIS analysis, facility utilization analysis, transportation analysis, and stakeholder/Board presentations.
- Identify any subconsultants to be utilized, their area of expertise, and their role in the project.
- Provide an organization chart of the project team.

Scope and Methodology

- Confirm the proposed scope of work, including all items from Section IV and any recommended additions or refinements.
- Describe projection methodology, GIS methodology, capacity/utilization methodology, transportation analysis methodology, and scenario evaluation methodology.
- Describe data needs, assumptions, limitations, and required District participation. Provide an acceptable range of error for enrollment projections on an individual school and district wide basis.
- Identify how the consultant will integrate the KCBA 2026 FCI/architectural analysis or other District-provided facility condition data.

General Schedule

- Include a general schedule of milestone dates from approval through final deliverable.
- Identify the expected timing of draft findings, scenario review, final report submission, and Board presentation.

Relevant Project Experience

- Provide at least five relevant K-12 demographic enrollment projection, attendance boundary, facility utilization, or capital planning projects.
- Include Pennsylvania public school experience where available.
- Identify client references, project scope, school district size, number of schools, deliverables, and project dates.

Fee Proposal

- Utilizing Attachment A, provide a breakdown of fees by primary consultant and subconsultant.

- Separate fees for demographic enrollment projections, GIS mapping, transportation routing analysis, facility condition/capital planning integration, meetings, report preparation, and Board presentation.
- Provide a line item for reimbursable expenses and include a list of hourly rates for potential work outside of the requested scope of services.

VI. PROVISIONS

- CBSD assumes no contractual obligation by issuing this RFP or accepting and evaluating this proposal. This RFP is non-binding on CBSD.
- CBSD reserves the right to amend or otherwise modify this RFP at any time and for any reason
- CBSD reserves the right to reject the response of a firm that, in the opinion of CBSD, is not a responsible or responsive proposer; to request clarification or interviews; to negotiate scope or fee; and to cancel this RFP.
- CBSD is not liable for any cost associated with the preparation of any response to this RFP.
- No party, including any respondent to this RFP, is granted any rights hereunder.
- CBSD reserves the right to terminate the final contract related to under-performance or poor performance by the selected consultant with 30 days written notice.
- CBSD reserves the right to accept the proposal it considers most responsive and qualified
- CBSD reserves the right to amend this RFP at any time by way of an addendum that will be posted online and sent to all parties on record.
- Any costs incurred by consultants in the preparation of this proposal will be borne solely by the consultant or firm submitting this proposal.

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ATTACHMENT A

Name of Firm	
Preparer	
Date	

Category	Description	Fee
Enrollment Projection Services	Ten-year projections by district, school, grade band, grade, and attendance area	\$ _____
GIS Mapping and Geocoding	Student geocoding, boundary maps, development maps, and scenario maps	\$ _____
Transportation Analysis	Routing efficiency, travel time, feeder patterns, and student movement matrices	\$ _____
Scenario Development	3-5 evaluations of district provided options	\$ _____
Meetings and Board Presentation	Project team meetings, draft review meetings, and final Board presentation	\$ _____
Final Report and Deliverables	Written report, executive summary, tables, maps, data files, and presentation materials	\$ _____
Subconsultant Fees	List by firm and role	\$ _____
Reimbursable Expenses	Travel, reproduction, data acquisition, and other reimbursables	\$ _____
Complete Project Total		\$ _____

Hourly Rates for Potential Additional Services

Role	Hourly Rate	Notes
Principal / Project Executive	\$ _____	
Project Manager	\$ _____	
Demographer / Enrollment Projection Specialist	\$ _____	
GIS Manager	\$ _____	
GIS Analyst / Planner	\$ _____	
Transportation Analyst	\$ _____	
Facility Planner / Architect		
Support Staff		
Other: _____		