



School Building Committee
Meeting Packet
January 17, 2024

**Medfield School Building
Committee (MSBC) c/o Medfield
Public Schools (MPS) 459 Main
Street 3rd fl.
Medfield, MA 02052**

Request for Quotation: Comprehensive Population and Enrollment Study and Forecast

Quote Due: February 6, 2024 at 4:00 PM E.S.T.

The Medfield School Building Committee seeks quotes from qualified consultants for a **Comprehensive Population and Enrollment Study and Forecast**. These data will be used to assist the Town of Medfield in its facilities and education planning for the future.

Any questions pertaining to the Scope of Services or procedures, as described in this Request for Quotation are to be directed to: Michael La Francesca, Director of Finance and Operations at mlafrancesca@email.medfield.net or at 508-906-3035

Proposers should note the following items: Rejection of Proposals: The Medfield School Building Committee reserves the right to accept or reject any and/or all proposals received pursuant to this request if it is in the Town's best interest to do so.

Incurring Costs: The Medfield School Building Committee shall not be liable for any costs or obligations incurred by prospective Proposers prior to executing this Contract. Responders are solely responsible for all expenses associated with responding to this RFQ.

Revisions to the RFQ: The Medfield School Building Committee reserves the right to revise any part of this Request for Quotation. If MSBC does revise any part of this request, an addendum will be provided to all prospective Proposers who received the proposal.

Proposal submissions: Proposals will be received until **Tuesday, February 6, 2024, at 4:00 PM E.S.T.** at which time they will be opened publically. Proposals must be submitted in PDF form via email attachment to: Michael La Francesca at mlafrancesca@email.medfield.net Proposals received after **Tuesday, February 6, 2024, at 4:00 PM E.S.T.** will be rejected.

Public Information: All vendors should be aware that information received in response to this RFQ is considered public record. Responses to the RFQ will not be returned.

Please describe services proposed for Medfield School Building Committee/Medfield Public Schools in the following categories:

- **Review of Existing Conditions**
- **Demographic Analysis**
- **Working Group Meeting Attendance (Virtual)**
- **Public Meeting Attendance (Per In-Person Meeting Cost)**
- **Presentation Materials / Final Report**
- **Administrative Fee**
- **Other Materials**
- **Estimated Total Maximum**

The Medfield Public Schools is a Pre-K through Grade 12 municipal school district located in Medfield, Massachusetts, a suburb west of Boston with approximately 13,000 residents within 14.4 square miles. The District has three (3) elementary schools, one (1) middle school, and one (1) high school. Total in-district enrollment, including Pre-K, is approximately 2,504.

Current Methodology:

The current projection methodology used by the district includes the development of a Kindergarten Projection utilizing number of resident children (birth to age 4) who attend kindergarten in the district 5 years later. For the Grade 1 through Grade 12 Projection, the district utilizes a cohort survival methodology. The most recent report is included in this document.

Brief History:

Over the last 25 years, the total number of students enrolled in the Medfield Public Schools from kindergarten to grade 12 reached its highest point during the 2005-2006 academic year. For the past decade, our elementary school enrollment has remained constant at around 1,200 students. The district is currently considering the possibility of either constructing a new school or renovating an existing one or more schools. Given the anticipated increase in the number of housing units at the state hospital property in the coming years, it is important to conduct an external review of our projections.

Medfield School Building Committee / Building Projects:

The Medfield School Building Committee (MSBC) was created and charged by the Medfield School Committee (MSC) and the Select Board (SB) to conduct, subject to guidance and approval by both elected boards, the feasibility process for either a new or renovated elementary school.

1.0 Scope of Services

1.1 The School Building Committee is accepting quotes for **Comprehensive Population and Enrollment Study and Forecast** of MPS Enrollment. All quotes must be submitted in the manner and form prescribed by the specifications listed. MSBC will award the contract to the lowest responsive and responsible vendor.

1.2 Quotes may be e-mailed to:

Michael La Francesca, Assistant Director for Finance and Operations at
mlafrancesca@email.medfield.net

1.3 It is recommended to call or e-mail to confirm that your quote has been received for consideration.

2.0 Description of Services Needed

2.1 Population and Demographic Trends: What are the general demographic trends in terms of growth and movement?

- A. Population Growth Trends
 - 1. Age Group
 - 2. Socio-Economic

3. Ethnicity
4. Geographic

B. Migration Trends

1. Internal - Medfield neighborhood to neighborhood
2. Regional - To and from neighboring Metro-West communities
3. External - To and from places beyond Medfield neighboring communities
4. Private/Parochial School
5. Known and expected changes in the housing stock

C. Environmental Factors

1. Economic and business developments
2. Residential construction and demolition
3. Any other significant environmental forces
4. Modern school buildings
5. Proposed housing developments and land saturation rates
6. Robust in-district special education programming

D. Impact- What does the general data say and how is it most likely to impact school enrollment?

2.2. School Projections: Based on population and migration trends and previous school enrollment data, what will be the likely enrollment in each school in the next 5 and 10 years? Development of low, moderate, likely and high projections based on various housing and economy assumptions are expected.

2.3. Scenario Modeling: What would be the expected impact of each of the proposed housing developments (10 projects currently known to the Town) be on the Medfield Public Schools enrollment?

3.0 Deliverables and Public Presentation *Note: Dates are provided for general guidance and are subject to change depending on school district needs.*

3.1 Meet (virtually or in person) with MPS staff for project kick-off and to review findings. MPS and Town staff will be available via phone and e-mail throughout the duration of the project.

3.2 Provide a written report of findings and be able to present findings, in person, to a joint meeting of the Medfield School Committee and the Medfield School Building Committee. A detailed explanation of the methodology used, for resident and projected housing development projections, is necessary.

4.0 Evaluation Criteria

4.1 Consultant must have an advanced ability to provide Demographic Analysis and must have an established track record in the field.

4.2 Consultant must provide three references from three recent engagements with K-12 school districts.

4.3 References contact information must be provided so that MPS may contact references in person and

via email/phone. References may also be provided in written format.

4.4 Consultant must have excellent public presentation abilities.

4.5 Consultant must be able to produce a clear and engaging written report on findings and must provide at least one sample report in the proposal.

4.5 Consultant must provide a thorough description of the approach you will use for this study, the data you will require from the District/Town, the timeline and milestones for data gathering and presentations, and any other resources you will need to access. Please be sure to explain why your methodology would produce more accurate or reliable results for Medfield.

5.0 Contract and Payment

5.1 Contract terms with School Building Committee will be based on hourly rates specified in the quote, up to the maximum obligation identified.

Presentation materials expenses must be pre-approved by MPS prior to incurring and billing for reimbursement. Materials should be limited to document reproduction, printing of large format maps and graphs and other incidental document production related expenses.

5.2 Travel and other associated expenses will be reimbursed at cost. Please estimate expected travel costs.

5.3 The consultant will provide Form W-9 to be established as a vendor for payment. Invoices shall be billed to:

Town Accountant
Town of Medfield/MSBC
459 Main Street 1st fl.
Medfield, MA 02481

Please include a statement with your signature certifying that you can meet the completion deadline of February 6, 2024 for the written report.

The Medfield School Building Committee will select the proposal with the lowest fee from a qualified (“responsible”) consultant to perform the study requirements described in this Request for Quotes. The Medfield School Building Committee may reject any quote proposal from a consultant that are deemed not qualified (“responsible”). The Medfield School Building Committee also reserves the right to cancel this solicitation if it deems that the proposals are not in the best interest of the District/Town.

Complete proposals with price quotation are due no later than **February 6, 2024, at 4:00 PM E.S.T.** to:

Medfield Public Schools
Attn: Business Office
459 Main Street, 3rd fl.
Medfield, MA 02481

An electronic proposal may be sent directly to:

Michael La Francesca, Director for Finance & Operations
mlafrancesca@email.medfield.net

Attachments:

MPS October 1, 2024 Enrollment Report
(NESDEC)