

**CITY OF BRENTWOOD  
MUNICIPAL SCHOOL DISTRICT  
FEASIBILITY STUDY**



**REQUEST FOR QUALIFICATIONS**

STATEMENTS OF QUALIFICATION DUE OCTOBER 20, 2017 BY 2:00 P.M.

## **SECTION 1. NOTICE OF REQUEST FOR QUALIFICATIONS**

The City of Brentwood is requesting Statements of Qualifications from firms or individuals with experience in assessing the legal, financial, instructional, and capital feasibility of the City creating its own municipal school district under the laws and regulations of the State of Tennessee and Tennessee Department of Education.

A complete response to this RFQ must include eight (8) copies of a bound written Statement of Qualifications plus a PDF format version of the Statement of Qualifications. Statements of Qualification will be received until 2:00 P.M. on Friday, October 20, 2017, at Brentwood City Hall, located at 5211 Maryland Way, Brentwood TN 37027. Email and faxed responses are not acceptable and will not be reviewed. The submittal deadline is absolute. Late submittals will not be considered. Prospective firms and individuals must select a method of delivery that ensures the Statement of Qualifications will be delivered to the correct location by the due date and time.

This RFQ may be downloaded from City of Brentwood website using the following link: <http://www.brentwoodtn.gov/departments/finance/purchasing-program/current-bids-rfp-s>. Any amendments or clarifications of the RFQ issued by the City will also be posted to this website location.

Interested firms or individuals are required to identify any potential or perceived conflict of interest (personal and/or property interest in the subject scope of work). Pre-qualification is not required. All interested firms and individuals responding to this RFQ are required to comply with all applicable provisions of federal, state, and local law.

The City reserves the right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm or individual who has submitted a fully responsive Statement of Qualifications and who is determined by the City to be a professional, qualified firm or individual to be in the best interest of the City, or (4) take whatever action or make whatever decision it determines to be appropriate. The City of Brentwood assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals.

## **SECTION 2. BACKGROUND**

The City of Brentwood has a population of approximately 42,000 people and is located in Williamson County, TN. All public school students living in Brentwood currently attend schools operated by the Williamson County Board of Education (WCBOE). WCBOE schools currently located within the city limits of the City of Brentwood include the following:

<b>Elementary Schools (K-5)</b>	<b>Middle Schools (6-8)</b>	<b>High Schools (9-12)</b>
Crockett	Brentwood	Brentwood
Edmondson	Woodland	Ravenwood
Kenrose		
Lipscomb		
Scales		
New Elementary Opening 2018		

Note that both Sunset Elementary and Sunset Middle are WCBOE schools located in the Town Nolensville to the east of Brentwood but over 50% of their student populations are Brentwood residents.

Williamson County is one of the fastest growing counties in the United States, and one of its greatest assets is the highly rated Williamson County Schools. The tremendous growth in the county is obviously having an impact on the school system and creating a significant challenge of accommodating enrollment growth, both in terms of operating costs and capital facility needs. While efforts are underway at the county level to develop a long-term funding plan to meet the growth needs of Williamson County Schools, no such plan exists today.

Brentwood's current and projected growth rate is lower than the other municipalities and unincorporated areas of the county, primarily due to land use regulations and the relatively limited availability of developable land remaining in the City. Recent school capital funding challenges at the county level, coupled with concerns about possible student rezoning if school capital projects proposed in Brentwood were not funded, have caused some parent groups in the community to question whether consideration should be given to creation of a municipal school district in Brentwood.

While the Brentwood Board of Commissioners has not taken a position either for or against the creation of a municipal school district, it has agreed to fund a thorough and unbiased feasibility study with the goal of providing the community with the accurate information needed to make an informed decision regarding creation of a municipal school district.

### **SECTION 3. SCOPE OF STUDY**

The following items are the fundamental issues the study shall address:

- A. An analysis of the current legal issues and regulatory requirements related to the City of Brentwood's creation of a municipal school district, with an emphasis on the issue of ownership/transfer of the existing Williamson County School buildings in Brentwood.
- B. An analysis of the impact, if any, on the Williamson County property tax rate as applied within the City of Brentwood, especially as it relates to the County's property tax allocation for Rural and General Debt service.
- C. A review of existing Williamson County academic programs, services and standards, and an analysis of a municipal school district's ability to match or exceed such existing programs, services, and standards.
- D. An analysis of the fiscal requirements for operation of a municipal school district including a projection of annual operating revenues to be collected from all sources and expenditures to be incurred by a municipal school district. This analysis will include not only operating expenses, but also a projection of longer-term capital construction and maintenance expenses and associated capital financing sources.
- E. An analysis of operating efficiencies gained or lost through creation of a municipal school district.

Additional areas of concern or focus covered by the study will be identified through meetings with the City Commission and possibly community input meetings. Such meetings with the selected consultant will occur prior to development of a final scope of work and fee negotiations. The City will compensate the selected consultant for time and travel costs to participate in such meetings prior to approval of a full contract by the City Commission.

### **SECTION 4. MINIMUM QUALIFICATIONS AND CRITERIA FOR EVALUATION**

The firm or individual ultimately selected is expected to hold the following minimum qualifications and will be evaluated on the following criteria:

- A. Demonstrated knowledge of Tennessee educational standards and regulations.
- B. Demonstrated knowledge of Tennessee school district financial operations, including in depth knowledge of the Tennessee Basic Education Program (BEP).
- C. Experience in assessing school district educational program effectiveness and operating efficiency.
- D. Ability to bring a complete, competent team required to address all required study topics, including legal issues.
- E. Quality of the information presented in the Statement of Qualifications and completeness, relevance, and organization of the information and materials presented.
- F. Response of references.

A selection committee will review the Statements of Qualifications submitted in response to this RFQ and may request interviews with some firms or individuals. The selection committee will rank the top firms and individuals based on Statements of Qualifications and interviews (if conducted).

## **SECTION 5. STATEMENT OF QUALIFICATIONS: RESPONSE FORMAT**

The Statement of Qualifications should include the following information in the following order and format, describing the prospective consultant's availability, interests, qualifications, and current relevant experience. Concise reports are preferred with a maximum limit of 40 pages, not including prior work product(s) referenced in item B below.

- A. Consulting firm or individual's information:
  - 1. Cover letter indicating the RFQ due date and title, the firm or individual's name, address, telephone number, fax number, and email contract address(es);
  - 2. Firm or individual profile;
  - 3. Identify and provide resumes for each team member to be involved in the study. Identify the agents and subcontractors (if any) that the firm or individual anticipates assigning in conjunction with this project. Include a discussion of the expertise of the individuals who will be assigned to the project team, along with a description of their individual roles;
  - 4. Describe why the firm or individual is the best qualified to perform the scope of services in a timely and responsive manner;
  - 5. Provide at least three (3) public entity references (with contact name, address, and telephone number) for which the firm and proposed key personnel have performed (or are performing) that represents work of a similar type, scope, and complexity.
  
- B. Prior Work Product: Provide at least one example prior work product that reflects the same or similar scope of work as expected in this study.

## **SECTION 6. NEGOTIATIONS**

Once the most qualified firm is selected and a final scope of work is identified, a cost proposal will be requested. If negotiations cannot produce a contract, the City shall declare an impasse and open negotiations with the second ranked firm. If agreement cannot be reached with the second ranked firm, contract negotiations are begun with the third ranked firm. This process continues until all interviewed firms are exhausted, a firm is awarded a contract, or the City chooses not to proceed further.

## **SECTION 7. RECORDS AND FINANCIAL DATA**

All correspondence with the City, including responses to this RFQ, will become the exclusive property of the City upon receipt and will become public records under the Tennessee Public Records Act. All documents submitted in response to this RFQ will be subject to disclosure if requested by a member of the public. There are a very limited number of exceptions to this disclosure requirement. During this selection process, until the City selects a firm or an individual, it will not disclose proposals (or any parts thereof), except as required under applicable law. This means that, depending on the nature or timing of the request, the information submitted in a response to this RFQ may be publicly disclosed.

## **SECTION 8. GENERAL PROVISIONS**

Each prospective firm or individual submitting a Statement of Qualifications in response to this RFQ agrees that the preparation of all materials for submittal to the City and all presentations are at the firm or individual's sole cost and expense. Under no circumstances will the City be responsible for any costs or expenses incurred by a prospective firm or individual. In addition, each prospective firm understands and agrees that all documentation and materials submitted with a Statement of Qualifications will remain the property of the City will become a public record; the City will assume ownership of all documents and deliverables submitted by prospective firms and individuals.

Release of this RFQ does not commit the City to the selection of a firm or an individual and does not commit the City to enter into any agreement with a firm or an individual identified by the City through this process as the most qualified to provide the services described in this RFQ.

To the extent applicable, prospective firms and individuals are responsible for making necessary investigations and examination of any public records deem appropriate. Failure to do so will not act to relieve any condition of a potential professional services agreement or the requirements set out in this RFQ. By submitting a Statement of Qualifications, the submitter acknowledges that the prospective firm has made such examinations and investigations. No request for modification of a Statement of Qualifications shall be considered after its submission on the grounds that the prospective firm or individual was not fully informed as to any fact or condition.

A prospective firm or individual may withdraw their proposal at any time prior to the date and the time which is set forth herein as the deadline or submittal of Statements of Qualifications.

The City reserves the right to request additional information at any time from any prospective firms or individuals as deemed necessary by the City to evaluate the proposals. This process may not be used, however, as an opportunity to submit missing documentation or to make substantive revisions to the original Statement of Qualifications.

Without limiting its liability, the selected consultant shall maintain, during the life of the contract: Worker's Compensation Insurance, Comprehensive General Liability Insurance, Automobile Liability Insurance, and Consultant's Professional Liability Insurance. This coverage may not be canceled, reduced or allowed to lapse without written notice to the City of Brentwood.

All Statements of Qualifications will remain in effect and legally binding for at least one hundred twenty (120) days from the date of submission.

This Request for Qualifications shall be governed in accordance with the laws of the State of Tennessee and the jurisdiction of any disputes hereunder shall be had in Williamson County or in the appropriate federal court with jurisdiction over the matter.

The deadline for technical questions is 2:00 p.m. local time, Friday, October 6, 2017. Unless otherwise directed, all communications regarding this RFQ, including all questions, shall be submitted in writing to Kirk Bednar, City Manager via e-mail at [kirk.bednar@brentwoodtn.gov](mailto:kirk.bednar@brentwoodtn.gov). No answers will be given over the phone. Written answers to any technical questions shall be provided as an amendment to the RFQ, and will be posted for all interested parties on the Brentwood website no later than close of business on Wednesday, October 11, 2017. Consultants shall not attempt to have communication with City Commissioners prior to the submittal date provided herein.

## **SECTION 9. TENTATIVE SCHEDULE**

The following is the City's tentative schedule for selection of a consultant:

September 22, 2017	RFQ Release Date
October 6, 2017 – 4:00 p.m.	Deadline for Submittal of Questions or Requests for Clarification
October 11, 2017	Posting of RFQ Amendments, if necessary
October 20, 2017 – 2:00 p.m.	RFQ Response Submittals Due to City
October 23 - 27, 2017	City Staff Review of Statements
November 1-3, 2017	Interviews (as necessary)