

## **REQUEST FOR PROPOSALS**

### **SCOPE OF SERVICES**

#### **Project Overview**

The Village is seeking a Consultant to assist in the investigation the feasibility of the establishment of a Municipal Charter School. The Consultant will develop several best practice models for a Municipal Charter School. Specifically, the Village is interested in examining the viability of a Small Learning Community Model with approximately 400 students, and this should be a part of the final deliverable.

#### **Pre-Proposal Meeting**

A pre-proposal informational meeting will be held on March 7, 2008, at 9:00 a.m. Eastern Standard Time, in the Building, Zoning, and Planning Department Conference Room, 2nd Floor Village Hall, 88 W. McIntyre Street, FL 33149. At the meeting, questions may be asked. Please do not call or e-mail the staff with questions in advance of the meeting.

#### **Submission Date**

Proposals must be received no later than 12:00 p.m. on March 17, 2008. Any proposal package received after the above noted date and time will not be accepted under any circumstances and be returned unopened.

Consultants interested in providing the required professional services shall submit one (1) original and nine (9) copies. of their qualifications to the Village of Key Biscayne's Clerk's office by the submission deadline to the attention of:

Office of the Village Clerk  
Conchita H. Alvarez, CMC, Village Clerk  
88 W. McIntyre Street  
Key Biscayne, FL 33149

#### **Scope of Work: Municipal Charter School Study**

The selected Consultant will prepare a study that analyzes different Municipal Charter School models that could be implemented by the Village and suggests the most viable options. This shall include a study of the Municipal Co-sponsor Model, as well the Municipal Charter School model.

The Study will include, but may not be limited to, the following:

A. Overview of the Municipal Charter School and the Municipal Co-sponsor Models

1. Advantages/Disadvantages
2. Organizational Structure
3. Start-up costs to drive application phase
4. Source of funds for planning process
5. Operating costs to administer a Charter School, including financial information and examples of funding mechanisms.

B. Overview of Top Municipal Charter Schools and Small Academies in Florida

1. Feeder Pattern of Charter Schools and District Schools.
2. Small Charter or Academy High Schools
3. Small Learning Community Model

C. Creation of a detailed Facilities Requirements Plan for a Small Learning Community Model Charter School of approximately 400 seats. This Plan shall include, but not be limited to:

1. Facilities requirements
2. Operating revenue and expense projections
3. Availability of Capital Outlay Funds
4. Additional sources of State & Federal Funds
5. Employee Salaries & Benefits
6. Review and confirm Key Biscayne student demographic data.

D. Overview of the Municipal Charter School Process in Florida

1. Application Process & Schedule
2. Role of the Governing Board
3. Transition plans for Grades 9 through 12 for start-up schools
4. Attendance Zones & Enrollment Preferences
5. Transportation
6. Food Services
7. Insurance and Indemnification
8. Participation in Interscholastic Extracurricular Activities
9. Accountability Requirements
10. Certification Requirements and College Entrance
11. Employees
12. Responsibility of the Sponsor and School District
13. Grant Opportunities
14. School operating models

The Consultant shall provide one (1) digital copy and 20 color copies of the draft report. The Consultant shall provide the Village with one (1) digital copy and 35 color copies of

the document that is distributed to the Village Council.

It is estimated there will be two (2) presentations to the general public and an additional two (2) presentations before the Village Council. The format for the presentations will be PowerPoint.

### **Submission Requirements**

The Consultant shall submit eight (8) copies of the proposal in the following format:

1. A Statement of the understanding of scope of work.
2. Background and organization of the consulting firm.
3. An Organizational Table of personnel that will be assigned to the project. Should your firm be requested to make a presentation to the Committee or the Village Council, it is requested that the Project Manager be the lead presenter.
4. Resumes of personnel that will perform the work and make the presentations. Each resume shall indicate the employee were lead staff in similar investigations.
5. A list of clients whom your firm performed work for that is similar to this scope of work and the personnel that worked on each assignment. A chart listing the type of work and the status of the recommendations.
6. A statement of delivery time to complete the work within 45 days from the date the contract is executed. The term "completion" shall mean a determination by the Village Council.
7. A price to complete the scope of work. In the course of preparing the study, additional work products may be required. Your proposal shall include a rate for such services.
8. Proposed schedule and flow chart.

### **Consultant Qualifications, Evaluation and Selection Process**

The consultant shall demonstrate that the firm has experience in each of the below areas of expertise. A Committee composed of citizens and staff will evaluate each submission based on the following criteria:

1. Experience of the Consultant in studying and analyzing Municipal Charter School and Municipal Co-sponsor opportunities
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2. Experience of the consultant successfully planning and implementing Municipal Charter Schools and Regular Charter Schools
3. Understanding of the process for analyzing and modeling operating budgets for Charter Schools.
4. Understanding of the process for analyzing and modeling mixed use opportunities between school and municipal facilities
5. Experience with analyzing Secondary School Models with a concentration on small community schools. The response for each of the criteria shall indicate if the Project Team was the primary consultant or a contributing consultant.
6. Price for the specific scope of work contemplated in this RFP
7. The response for each of the criteria shall indicate if the Project Team was the primary or contributing consultant.

The Committee will provide the Village Manager with a recommendation. The Village Manager will then provide the Village Council with a recommendation based upon the input of the Committee. The Village Council will select the Consultant.

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