

**GATEWAY SCHOOL DISTRICT**  
CENTRAL ADMINISTRATIVE OFFICES  
9000 GATEWAY CAMPUS BLVD.  
MONROEVILLE, PA 15146  
412-373-5712 OR 412-373-5897

**REQUEST FOR PROPOSAL (RFP) FOR: DISTRICT REVITALIZATION PLAN:  
EXAMINATION & EVALUATION OF THE DISTRICT'S EXISTING K-8 FACILITIES  
AND RESOURCES**

After reviewing the specifications and general conditions to professional service vendors, we have submitted an RFP to the Gateway School District, and we agree to adhere to all provisions of the District's General RFP Conditions.

(Please complete)

RFP AMOUNT: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Representative to be Contacted: \_\_\_\_\_

Signature of representative authorizing the RFP and confirming his/her authority to represent the above listed company in this matter:

\_\_\_\_\_

(Signature)

**RFP DUE DATE: 2:00 P.M., PREVAILING TIME, WEDNESDAY, MARCH 31, 2010**

**GENERAL REQUEST FOR PROPOSAL CONDITIONS – PAGE 1**

**GATEWAY SCHOOL DISTRICT**  
ADMINISTRATIVE OFFICES  
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MONROEVILLE, PA 15146  
412-373-5712 OR 412-373-5897

**GENERAL REQUEST FOR PROPOSAL CONDITIONS:**

1. The Board of Education of the Gateway School District, Monroeville, Pennsylvania is asking for Requests For Proposals (RFP) for a **"DISTRICT REVITALIZATION PLAN: EXAMINATION & EVALUATION OF THE DISTRICT'S EXISTING K-8 FACILITIES AND RESOURCES."** All RFP's must be sealed and plainly marked **"DISTRICT REVITALIZATION PLAN."** on the face of the envelope and must be in the hands of Paul A. Schott, PRSBA - Business Manager & Board Treasurer, 9000 Gateway Campus Blvd., Monroeville, PA 15146 by **2:00 p.m. (Prevailing time) on Wednesday, MARCH 31, 2010.** RFP's received prior to the time of the opening shall be held unopened. No responsibility will be assumed by the Gateway School District or its representatives for the premature opening of an RFP not properly addressed and identified.
2. RFP's are to be completed on the form provided by the Gateway School District and signed by an authorized officer of the company or by a member of the firm submitting the RFP.
3. **The Gateway School District reserves the right to reject any or all RFP's submitted.**
4. No RFP may be withdrawn for at least ninety (90) days after the schedule of closing time for the receipt of RFP's.
5. The Gateway School District reserves the right to contact and to question any of the references provided by the vendors.
6. An agreement will be awarded within 90 days after RFP opening to the most qualified vendor, provided they have adhered to all RFP specifications.
7. Invoices shall be dated after the service is completed and shall be payable within forty-five (45) days.
8. Further information on this RFP may be obtained from Paul A. Schott, PRSBA at 412-373-5712 or at the above address.

**GENERAL REQUEST FOR PROPOSAL CONDITIONS-- PAGE 2**

**9. The successful vendor must comply with the provisions of Act 34 of 1985 and Act 33 of 1985. Employee and Contractor background checks. In addition, FBI Criminal Background checks must be conducted for all employees of the successful vendor awarded the RFP by the District in accordance with Act 114.**

10. The successful vendor shall have no right or power to assign or delegate any rights or duties with regard to the performance of the awarded agreement without the prior written permission of the District. Any assignment or delegation so permitted shall be subject to all of the terms, conditions, and other provisions of these specifications, and the successful vendor shall remain liable to the District with respect to each and every term, condition and other provision hereof to the same extent that the successful vendor would have been obligated if no assignment or delegation had been made.

11. All vendors must be experienced in the services on which they submitted an RFP. Vendors warrant, and must be able upon request to demonstrate that they possess the knowledge, experience, skill, capital, stock, charters, licenses, permits, patents, and personnel necessary to satisfactorily perform the agreement for which they submit an RFP.

12. No vendor may submit more than one RFP, nor may he submit multiple RFP's by or through the agency of any partner, employee or other person.

13. The vendor shall deliver to the Gateway School District proper evidence of required insurance coverage. Insurance certificates will be acceptable proof. Coverage shall contain a clause that the same will not be canceled without written thirty (30) day notice to the Gateway School District.

14. The vendor agrees, in any agreement involving the employment of labor, to accept the provisions of the Workers' Compensation Act any reenactment, supplements or amendments thereto, and shall insure his liability there under or file with the District a certificate of exemption of insurance from the Department of Labor and Industry of the Commonwealth.

15. The **VENDOR SHALL** be responsible for any damages to property caused by his agents. The vendor further covenants and agrees and does hereby **ASSUME ALL LIABILITY** for, and shall and does agree to indemnify and save harmless the Gateway School District against any and all loss, costs, suits, claims, charges, or damages arising from injuries sustained by any person or

### **GENERAL REQUEST FOR PROPOSAL CONDITIONS– PAGE 3**

persons whatsoever, to their persons or property, whether employed in or about the said service or otherwise by reason of any accidents, damages, or injuries, torts, or trespasses happening in and about, or in any way incident to or by reason of the performance of this agreement and the counsel fees, and all expenses of defense, and agrees to carry the usual Property Damage and Liability Insurance and furnish certificates as required by the Gateway School District.

16. **HUMAN RELATIONS ACT:** The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951, Et. Seq.) of the Commonwealth of Pennsylvania prohibit 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 vendor shall agree to comply with provisions of the Act as amended that are made part of this specification.

17. The vendor, its employees or agents will support the policy of Gateway School District in maintaining a **drug-free work place** for services provided on school premises.

18. **DISCRIMINATION PROHIBITED:** According to Section 755, Public School Code of Pennsylvania, 1949 as amended the vendor Agrees:

- That in the hiring of employees for the performance of work under this agreement, or any sub-contract hereunder (if applicable – See 10.), no vendor, sub-contractor, nor any person acting on behalf of such vendor or sub-contractor, 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;
- That no vendor, sub-contractor, nor any person on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under his contract on account of race, creed or color;
- That there may be deducted from the amount payable to the vendor under this contract, a penalty of five dollars (\$5) for each person for each calendar day during which such person was discriminated against or intimidated, in violator of the provisions of the contract; and,

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- That this agreement may be canceled or terminated by the 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 agreement.

Any vendor with reason to question any of the specifications must submit such questions to the Business Manager prior to the RFP opening date.

**An Equal Rights and Opportunity Employer**

## REQUEST FOR PROPOSAL SPECIFICATIONS

The Gateway School District (District) is utilizing a Request for Proposal (RFP) to seek professional services regarding the District's Revitalization Plan. The overall objective/goal of the RFP is to critically examine and to evaluate the District's existing **K-8 facilities and resources**. Specifications that the District is seeking from a vendor associated with the aforementioned objective/goal include the following:

1. To provide recommendations based on quantitative/qualitative data and best practices that will result in the most efficient and effective use of facilities, resources, and staff;
2. To provide recommendations based on quantitative/qualitative data and best practices that allow for options in appropriate grade-level/student configurations;
3. To complete a capacity study of District facilities and resources by using fixed criteria associated with optimum organization design models;
4. To ensure that recommendations associated with the above bulleted items, will be in compliance with requirements and regulations associated with the Pennsylvania Department of Education;
5. To provide recommendations based on quantitative/qualitative data and best practices that address possible redistricting and/or boundary adjustments, while minimizing the need for overall disruption and adjustments in transportation; and
6. To coordinate and utilize a methodology to efficiently project enrollment and demographic information that will be considered for short-term and long-term decision making.

In addition to providing information on how the vendor will accomplish the above specifications, the District is requesting all prospective vendors to provide the District with a list of **references** for other school districts that the above types of professional services have been previously provided to in the Allegheny County area or in the Commonwealth of Pennsylvania. The District is also requesting a copy of the **qualifications** of those vendor staff who will be responsible for completing the examination and evaluation services for the District.