



# PROCUREMENT SERVICES

## ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 1

PROJECT NAME: ITN No. N197367ES – Proximity Student Enrollment District Plan

DATE OF ISSUE: October 15, 2019

---

The following information shall be included in the ITN documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the instruction to contract specifications.

---

### Proposer' questions/issues and District answers:

Q1. Are the following data layers/information available in the following formats and will/can be provided to the consultant/proposer:

- Current and previous 3 years of student data (geocoded or in Excel format) **Excel**
- Current district School Zones and Sub-Zones available in a GIS format **No**
- Has the District ever used small geographic areas (i.e. study area, grids, planning zones, etc.) in boundary planning? If so, do you wish to use these existing areas and in what format can you provide them so that the consultant can replicate them? **We have not**
- We anticipate an extensive number of residential development projects within the county that will be necessary to track for forecasting purposes. What information, if any, does the District maintain about the development within the District? **Currently none that would benefit this project.**

**A1. See answer in bold above.**

Q2. Big picture question: Is it anticipated that the 3 Choice Zones will not be altered at all? Or is the strategy to alter or further divide only the 3 Sub-Zones in each Choice Zone? (for example: go from 3 sub-zones to 6 sub-zones in each Choice Zone).

**A2. The Sub-zones are not boundaries to this initiative. The Zones can be if the natural geography and data supports that, but is not required**

Q3. Does the District have, or will be forming, a committee to evaluate scenarios and make recommendations? If so, how many stakeholders/participants are currently involved or will be involved in this process?

**A3. Yes, the District will be forming a committee to evaluate scenarios and make recommendations. There will be a minimum of four (4) participants.**

Q4. During the Pre-Proposal Conference Call it was mentioned that the District staff would act more as a facilitator and/or establisher of meeting dates. Can you please confirm or clarify this? If the proposer/consultant is not facilitating, do you see the consultant required at all meetings or can conference calls and screen-sharing be judiciously used during the process for certain meetings? How many meetings are initially anticipated?

**A4. District will have a staff person assigned to this project. Meeting dates will be based on need and milestones. Some meetings will be via video conference and some may require attendance.**

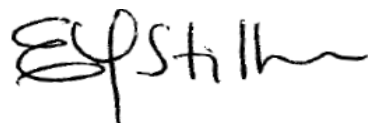
Q5. On page 15 number 9 (Contract Term) it is mentioned that the District has the option of renewing two additional years, making it a possible 6-year contract. It is made clear in the ITN that the three main phases could take up to 4 years. Can the District please clarify what the potential tasks for the 2 additional years (years 5 and 6) may entail?

**A5. The Project Phases are: 18 Months (6/2021 completion) for phase 1 and the additional phases are 12 months each for a total of 42 months if fully optioned.**

**REMINDER:** All proposals and client references (3) must be submitted to The School Board of Lee County, Department of Procurement Services, 2855 Colonial Boulevard, Fort Myers, Florida, 33966-1012, **no later than 2:00 p.m. local time on October 23, 2019** and plainly marked **ITN No. N197367ES**. **Proposals are due and will be opened at this time.**

There are no other changes at this time. Please acknowledge this addendum via Attachment D, Addenda Acknowledgement Form, in your submittal.

*Thank you for your interest in The School District of Lee County.*



**Edith Stiller,  
Procurement Agent**