

STATEMENT OF WORK NO. RSP 00405

Pursuant to that certain Professional Services Agreement, dated as of the this ____ day of _____, 2023 ("Agreement"), by and between RSP & Associates, Inc. ("Consultant"), and Unified School District 497, Douglas County, State of Kansas ("Client").

CONSULTANT hereby submits this Statement of Work as a request for Professional Services under Section 2.0 of the Professional Services Agreement. The terms and conditions set forth in the Agreement are incorporated by reference and shall supersede any conflicting terms herein. This Statement of Work shall have effect only when signed by CLIENT and accepted by CONSULTANT.

The subject matter of this Statement of Work and the terms and conditions specifically applicable thereto are as follows:

1.0 Description of Professional Services. Professional services provided by Consultant to Client may include, but are not limited to, Consultant's designing, preparing, writing or analyzing one or more of the following: Enrollment Analysis, Facilitation/Presentations, Facility Staffing Analysis, Maps, or other analysis/reports as may be necessary to perform and carry out all of Consultant's obligations set forth in this Statement of Work.

2.0 Purpose of Professional Services. The purpose of professional services is to assist and provide the client the following products, services, or analysis which are further defined in the Statement of Work section 7.0 and 10.0:

- 2.1 Enrollment Analysis
- 2.2 Boundary Analysis
- 2.3 Boundary Facilitation Process
- 2.4 Facilitation/Presentations
- 2.5 Maps

3. Project Management.

3.1 Work Plan. All products will be a work in progress that will meet the deadlines stated in the Deliverable section (7) of the contract unless both the client and consultant agree upon another schedule.

3.2 Work Plan Management. At the request of the client, the consultant may provide a description of the status of a particular project.

3.3 Communications. All communications regarding any of the projects should be made to the consultant, Robert S. Schwarz, or those individuals in 4.2

4. Change Control.

4.1 Procedure. Changes to this Statement of Work may be made only in compliance with the terms of Section 19.0 of the Professional Services Agreement.

4.2 Client Changes. Only the following individuals may authorize changes for the Client:

Dr. Anthony Lewis, Superintendent
USD 497 Board of Education

4.3 Consultant Changes. Only the following individuals may accept on behalf of Consultant any changes requested by the Client:

Robert Schwarz, Owner

5. Technical Specifications. Each report will be provided in digital copy unless otherwise notified by the consultant.

6. Quality Standards. The products delivered to the client will be of the highest quality and considered final after being reviewed by the client and those changes made by the consultant.

7. Deliverables.

7.1 Consultant Deliverables Defined. The following are products, services or analysis to be created by the consultant.

a. The Enrollment Analysis assists the District in understanding how the projected enrollment impacts capacity at each of its facilities. The report has analysis that projects the enrollment at each facility for the next five years with current boundaries. It includes tables, graphs, charts, and maps. Meetings with County and City planners, and developers are utilized to discuss land use, development policies, building permit trends, and future development plans to accurately factor for those variables in the Enrollment Projection Model.

b. The Boundary Analysis provides redistricting options that are based on the SFM enrollment projections generated in the Enrollment Report. The report will document the public process, benchmark each option with respect to the boundary criteria the Board approves, and ultimately assist the Client in understanding the possible solutions for the enrollment change to include, better utilization of existing facilities, the timing when new facilities or additions should be built, when new sites should be purchased, and when a bond referendum should be held.

c. The Facilitation Process has consultant leading the facilitation process. The process will allow detailed exploration of options to better utilize facilities through boundary process, grade configuration, or feeder systems. The consultant will create a process that integrated the following elements: Board of Education, Administration, Committee, Community, and Consultants. The process will include maps, charts, and discussions to provide a comprehensive recommendation to the Board of Education.

d. Facilitation/Presentations are provided when requested and within the parameters stated in the Work Product section.

e. Maps assist the District in providing map products in various formats so the general public can comprehend issues such as boundaries, school sites, growth, or other issues the map is visually depicting.

7.2 Client Deliverables Defined. The following are data or services to be provided by the client.

- a. Data download of Official Count Student download in a dbf format – After Sept 20 Count to include the following data fields:
 - Student ID Number
 - Address
 - City
 - State
 - Zip
 - Grade
 - School Attending
 - Building Name
 - Catchment
 - Ethnicity
- b. Database showing the distribution of transfer students by grade and facility.
- c. The following Douglas County data with the extensions of dbf, prj, sbn, sbx, shp, and shx are requested:
 - Address Point
 - Street File
 - County Boundaries
 - County Plats
 - County Subdivisions
 - Property Polygons (Parcels)
 - School District Boundary
 - School District Attendance Area
 - Public School Point Data
 - Private School Point Data
 - Zip Codes
 - Planimetric Data (Streams, Utilities, Contours, Buildings, Vegetation, Water)
- d. Other GIS or data files as needed to complete the reports, studies, or analysis
- e. Digital files produced by the client that will assist in completing the scope of services or any special projects.

7.3 Deliverables Date. Below are the dates for the Deliverables the Consultant will provide the Client:

- a. Enrollment Analysis and Maps:
 - December 2023
- b. Facility Master Plan
 - April 2024
- c. Facilitation/Presentations
 - Additional Committee or other Board Meetings – Option for District

8. Pricing Terms.

8.1 Payment. The Statement of Work will be performed for one school year (2023/24), and will be paid in the following manner:

a. 2023/24 School Year

- Upon completion of the Enrollment Analysis Client will pay Consultant Twenty Thousand and no/100 (\$20,000).
- Upon completion of the Boundary Analysis Client will pay Consultant Eight Thousand Dollars and no/100 (\$8,000.00).
- Upon completion of the Boundary Public Facilitation client will make payment to the consultant for Five Thousand Dollars and no/100 (\$5,000.00) for each meeting attended. Total number of meetings and schedule is to be determined and approved by both client and consultant.

b. The above breakdown does not include the cost of all expenses associated with the final production of the work and the Deliverables. These expenses will be charged to the District not to exceed Five Hundred Dollars and no/100 (\$500.00) per report listed in 7.1.a and 7.1.b.

8.2 Additional Costs. If the District is unable to provide the data as stated in 7.2, the consultant will charge the client reasonable cost associated with obtaining the data.

8.3 Additional Services. Any additional services or optional work related to this Statement of Work shall be authorized in a writing signed by Client prior to initiation and referencing this Statement of Work and compensated at the following rates per hour unless otherwise negotiated by both parties:

- a. Principal - \$175.00
- b. GIS Analyst - \$125.00
- c. Project Manager - \$100.00
- d. Zoom meeting - \$1,500.00
- e. In-person meeting - \$5,000.00 (travel included)

9. **Consultant Content.** Consultant Content shall consist of at least the following:

- 9.1 Enrollment Projection Model
- 9.2 Population Projection Model
- 9.3 Analysis Work Products

10. Work Product.

10.1 Enrollment Analysis

- a. Includes detailed analysis of the District enrollment
- b. Information about the residential development activity expected in the District
- c. 5-Year Enrollment Forecast
- d. Tables with a mid-projection for each facility in the District
- e. Maps that identify future growth areas

- f. Maps of current boundary
- g. Table depicting by facility enrollment for the five-year projection time frame

10.2 Boundary Analysis and Report

- a. Provides redistricting options that are based on the SFM enrollment projections generated in the Enrollment Report.
- b. Benchmark each option with respect to the boundary criteria the Board approves.
- c. Could examine grade configuration or building consolidation
- d. Validate the proposed feeder system and create new attendance areas
- e. Generate maps with appropriate tables depicting future enrollment for new attendance areas

10.3 Boundary Public Facilitation Process

- a. Utilize the data and maps generated in 10.2 to facilitate a public process
- b. Meetings could be Committee, Staff and/or Community
- c. Includes meeting preparation, time for meeting, follow-up communication or tasks, and travel expenses
- d. Assist the District in understanding the possible solutions for the enrollment change to include, better utilization of existing facilities, the timing when new facilities or additions should be built, when new sites should be purchased, and when a bond referendum should be held.
- e. Validation of community values to be introduced or integrated into the planning process

10.4 Facilitation/Presentations

- a. Board Member, Public Workshop, and Staff Meetings – maximum 1
- b. Aforementioned meetings use determined by client; the consultant may request additional meetings beyond the maximum number allotted that if the client agrees will be an additional expense stated in 8.3.

11. Client Content. Client Content may consist of the following elements:

- 11.1 Digital student data for each student with at minimum the fields of address, grade, gender, and ethnicity.
- 11.2 Digital shape-file of parcels in the District.
- 11.3 Digital street centerlines file for all streets in the District that has the appropriate fields for accurate geocoding.
- 11.4 Digital shape-file of all school sites in the District.
- 11.5 Digital shape-file of the current school boundaries for each attendance area.
- 11.6 City and County Future Planning Maps of the area within the District.
- 11.7 Any other data, images, programming, photographs, illustrations, graphics, audio clips, video clips, or text needed and requested by Consultant.

12. Provisions of the Attachment. USD #497 – Contractual Provisions is incorporated and made a part of this contract.

[Remainder of page left blank intentionally. Signature pages follow.]

The parties have executed this Statement of Work by their duly authorized representatives as of _____, 20____.

CONSULTANT

RSP & ASSOCIATES, LLC

By: _____

Title: _____

Date: _____

CLIENT

Unified School District 497, Douglas County, State of Kansas

By: _____

Title: _____
School District Administrator

Date: _____