



**March 5, 2026
Addendum #1
FOR IMMEDIATE ATTENTION**

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposal:

RFP #024-0-2026/SB

Division-Wide School Capacity and Utilization Study

For Delivery To:

Newport News Public Schools

Proposals Due:

March 17, 2026 at 2:00 PM EST

The above is hereby changed to read:

1. **Update to Section I. Purpose to include NNPS Early Childhood Centers:** The purpose of this Request for Proposal (RFP) is to obtain a qualified firm to conduct a division-wide school capacity, five-year enrollment projection, and utilization study in order to provide building capacity summaries by identifying functional capacities by grade (Elementary School, Middle School, High School), Early Childhood Centers, and Special Programs for each school site.
2. **Drawings/Plans of Facilities:** To ensure confidentiality and safety of our facilities, NNPS can provide a share link to view drawings/plans of facilities to Offerors interested in responding to this RFP. Please email Shannon Bailey at shannon.bailey1@nn.k12.va.us with the subject line "Drawings RFP 024-0-2026/SB" to request access.
3. **GIS Map:** Please access using the following link. <https://maps.nnva.gov/viewer/>
4. **List of all School Facilities:** Please access using the following link. <https://sbo.nn.k12.va.us/schools/>
5. **Facilities Master Plan:** Please access using the following link. <https://nnps-odp.data.socrata.com/stories/s/awfi-kbcr>
6. **Update to Section H. Proposal Submission Requirements:** Proposal submissions shall only be submitted electronically via eVA. In person or by mail submission is hereby deleted in this section and changed to read as follows:

All proposals shall be submitted electronically online via eVA using the Bidder's established eVA Supplier Account. The entire proposal response including any / all attachments and any / all addenda must be submitted electronically via eVA no later than the closing date and time stated in the solicitation posting. Faxed or emailed proposals will not be accepted.

7. **Pre-Proposal Agenda and Attendee List:** Please see the following.



Optional Pre-Proposal Conference Agenda

February 26, 2026 at 11:00 AM EST

RFP #024-0-2026/SB Division-Wide School Capacity and Utilization Study

Location: Zoom Virtual Meeting

Introductions:

Shannon Bailey - Director of Procurement
Rusty Fairheart - Chief Operations Officer
Wade Beverly - Executive Director Plant Services
Shay Coates - Executive Director Transportation
John Payne - Transportation Information Systems Analyst

Prospective Offerors in attendance:

Paul Klee – FGM Architects
Kerriane Wolf – Woolpert (formerly Cooperative Strategies)
Preston Smith – Business Information Services
Justin Warren – Manhattan Strategy Group
TJ Horwood – Manhattan Strategy Group
Ying Zhang – Manhattan Strategy Group

Optional Pre-Proposal Conference: This conference is held to answer any questions regarding the RFP. Any changes determined necessary as a result of this conference will be formally addressed by the issuance of an addendum on eVA and the NNPS Purchasing webpage. Attending is not mandatory, but it is advisable.

- 1. Purpose:** The purpose of this Request for Proposal (RFP) is to obtain a qualified firm to conduct a division-wide school capacity, five-year enrollment projection, and utilization study in order to provide building capacity summaries by identifying functional capacities by grade (Elementary school, Middle school, High school), Early Childhood Centers and Special Programs for each school site. Additionally, the firm should advise Newport News Public Schools (NNPS) on potential adjustments to school boundaries across the school division. Estimated time frame for contract award is April 2026.

NNPS invites any qualified Offeror to submit a proposal. Offerors responding to this request must be responsible, regularly engaged in providing the services requested in the Statement of Needs of this RFP and possess ample resources for providing this type of service.

- 2. Contact with NNPS Staff:** Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this RFP or any subject related to this RFP is expressly **prohibited** except with the prior knowledge and permission of the Purchasing Agent. All questions and communication shall only be made with the Procurement Officer facilitating the RFP.



3. **RFP Deadline:** Offeror shall ensure its Proposal is submitted in eVA no later than the Closing Date and Time shown on the cover page of this RFP. Proposals received after the specified date and time (time stamped 2:01 P.M. or later) will not be considered. **Proposals are due March 17, 2026 at 2:00 PM EST, unless otherwise changed in a subsequent addendum.**
4. **Deadline for Questions:** Offerors must submit questions regarding the RFP in writing to the Issuing Office to Shannon.bailey1@nn.k12.va.us with the subject line “**RFP 024-0-2026/SB Questions**” no later **than March 2, 2026 at 2:00 pm EST**. Necessary replies will be issued to all prospective Offerors as addenda that shall become part of the contract documents. Oral discussions do not form a part of the Proposal documents.
5. **RFP Submission:** Newport News Public Schools provides an option to submit electronic copies of the requested proposal through electronic means. All proposals must be submitted electronically online via eVA using the Bidder’s established eVA Supplier Account. The entire proposal response including any / all attachments and any / all addenda must be submitted electronically via eVA no later than the closing date and time stated in the solicitation posting. Faxed or emailed proposals will not be accepted.

If you wish to redact any information, submit trade secrets or other proprietary information under separate cover in a sealed envelope clearly marked “PROPRIETARY” or your firm can submit a redacted version of your proposal submission marked “REDACTED.”

6. **Evaluation of Proposals:**

- Methodology and Approach: 30 points**
- Capabilities and Skills: 20 points**
- Experience and Past Performance: 15 points**
- Price: 25 points**
- Quality of Overall written proposal/oral presentation: 10 points**

7. **Terms and Conditions:** Please review and pay close attention to the General and Special Terms and Conditions of the RFP and the Proposal Submission Requirements.
8. **Turn over to Evaluation Committee and take questions from Prospective Offerors**

All other provisions of the RFP shall remain unchanged.

Sincerely,
Shannon Bailey, VCCO, VCO
Director of Procurement
shannon.bailey1@nn.k12.va.us
757-591-4560 x10752

Name of Firm

Signature/Title

Date