

STATEMENT OF WORK NO. RSP 00366

Pursuant to that certain Professional Services Agreement, dated as of this 18th day of August, 2022 (“Agreement”), by and between RSP & Associates, LLC. (“Consultant”), and Platte County R-3 School District, Platte County, State of Missouri (“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: Boundary Analysis, Enrollment Analysis, Facilitation and or Presentations, Facility Staffing Analysis, 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 Facilitation/Presentations

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 will provide a description of the status of a particular project within 72 hours.

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. Jay Harris, Superintendent,
Platte County R-3 School District Board of Education, or designee

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 final work product will be provided in hard copy unless otherwise notified by the consultant. Digital products in a pdf format that the client will receive are the enrollment analysis presentation and maps included in the analysis.

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 final product has analysis that projects the enrollment at each facility for the next five years with current boundaries. Enrollment Analysis will include projections by building and by grade for 5-year projection and a 10-year enrollment forecast. 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. Facilitation/Presentations are provided when requested and within the parameters stated in the Work Product section.

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 Official Count to include the following data fields:

- Student ID Number
- Address
- City

- State
 - Zip
 - Grade
 - School Attending
 - Building Name
 - Catchment
 - Date of Birth
 - Date Assigned to the District
- b. Database showing the distribution of transfer students by grade and facility.
- c. The following Platte County GIS data with the extensions of dbf, prj, sbn, sbx, shp, and shx:
- Address Point
 - Street File
 - County Boundaries
 - County Arc Boundary
 - County Plats and Subdivisions
 - Property Lines
 - Property Polygons
 - Property Point
 - School Districts
 - School District Attendance Area
 - Public School Point Data
 - Private School Point Data
 - Zip Codes
 - Buildings
 - Centerline
- d. The cities of Platte and Kansas City data with the extensions of dbf, prj, sbn, sbx, shp, and shx as requested:
- Infrastructure (Water, Sewer, Electricity, and Gas)
 - Zoning Attributes
 - Long Range Planning attributes
- e. Other GIS or data files as needed to complete the reports, studies, or analysis
- f. Digital files produced by the client that will assist in completing the scope of services.

7.3 Deliverables Date. Below is the tentative deliverable review date for the products RSP & Associates will provide the client:

- a. Enrollment Analysis:
- 2022/23 – January 2023

8. Pricing Terms.

8.1 Payment. The Statement of Work will be performed for the 2022/23 school year and is paid in the following manner:

- a. 2022/23 School Year
 - Upon completion of the Enrollment Analysis client pays consultant Seventeen Thousand Dollars and 00/100 (\$17,000.00).
 - Enrollment Analysis will include projections by building and by grade for a 5-year projection, and a 10-year enrollment forecast.
 - If the client is unable to provide the requested data as stated in 7.2, the consultant will charge the client the cost associated with obtaining the information in 7.2.
- b. Printing
 - Printing expenses will be charged to the client not to exceed Five Hundred Dollars and no/100 (\$500.00) per analysis listed in 7.1. Where possible the consultant may choose to utilize the client's printing resources.

8.2 Additional Services. Any additional services shall be authorized in writing by Client prior to initiation and compensated at the rate:

- a. Analyst \$100.00 per hour
- b. Developer \$125.00 per hour
- c. Planner \$150.00 per hour
- d. Education Planner \$150.00 per hour
- e. Principal Planner \$175.00 per hour

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. Will examine the District past and current enrollment.
 - b. Will utilize the Student Forecast Model (SFM) methodology
 - c. Will factor in all types of residential products
 - d. Will examine information about the residential development activity expected in the District.
 - e. Will provide a 5-Year Enrollment Forecast.
 - f. Will include projections by building and by grade and 10-year enrollment forecast.
 - g. The final work product will have table with a likely enrollment projection for each facility in the District, as well as other graphics, and maps to help illustrate what is happening in the District.

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

- a. Digital student data for each student with at minimum the fields of address, grade, gender, and ethnicity.
- b. Digital shape-file of parcels in the District.
- c. Digital street centerlines file for all streets in the District that has the appropriate fields for accurate geocoding.
- d. Digital shape-file of all school sites in the District.
- e. Digital shape-file of the current school boundaries for each attendance area.
- f. City and County Future Planning Maps of the area within the District.
- g. Any other data, images, programming, photographs, illustrations, graphics, audio clips, video clips, or text necessary for the completion of the project.

[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

PLATTE COUNTY R-3 SCHOOL DISTRICT

By: _____

Title: _____

Date: _____