



# Brandywine Heights Area School District

200 W. Weis St.

Topton PA 19562

## Request for Proposals Facility Assessment Study

Date Due: 11:00am on May 25, 2018

## BACKGROUND INFORMATION

### A. PURPOSE OF REQUEST FOR PROPOSAL

The purpose of this Request for Proposal (RFP) is to solicit responses from experienced and capable architectural and engineering firms wishing to perform a comprehensive Facility Study of our District. The Study shall be in sufficient detail to provide information that will comply with the applicable Pennsylvania Department of Education standards for such studies. The Study will evaluate conditions at each facility.

The School District intends to select an architectural or engineering firm who demonstrates the highest level of knowledge, experience, technical skills, customer service and cost-efficiency in public school maintenance, repair, renovation and construction projects.

The School District will evaluate proposals and make its selection using its sole discretion. The District reserves the right for any future construction projects:

- to select any responding firms
- to select different responding firms for different projects
- to reject any and all proposals
- to use other firms on projects who have not responded to this RFP.

### B. THE SCHOOL DISTRICT

The Brandywine Heights School District encompasses approximately 52.2 square miles and is comprised of District, Rockland and Longswamp Townships and the Borough of Topton. The Brandywine Heights Area School District is located in the northeastern quadrant of Berks County, about ten miles from the City of Reading. The District borders Lehigh County and is within commuting distance of the Allentown/Bethlehem metropolitan area.

### C. GENERAL DESCRIPTION OF BUILDINGS

The following is general information on the School District's buildings:

#### Elementary

a.	Construction Date	1960
b.	Renovation dates	2016, 1990, 1981
c.	Square Footage	63,500
d.	Grades	K-3
e.	Approx. Enrollment	400

**Intermediate/Middle School**

- a. Construction Date 1954
- b. Renovation dates 2017, 2011, 1994, 1966
- c. Square Footage 165,500
- d. Grades 4-5/6-8
- e. Approx. Enrollment 550

**High School**

- a. Construction Date 2002
- b. Renovation dates None
- c. Square Footage 169,000
- d. Grades 9-12
- e. Approx. Enrollment 460

**D. SCOPE OF SERVICES**

Currently, the School District foresees the need for services on the following anticipated projects:

Elementary Office Reconfiguration - This project includes the creation of a secure entrance and complete reconfiguration of all areas within the office suite.

The District intends to develop a facilities improvement plan based on the submitted Facilities Improvement Study. The Facilities Improvement Study should include three basic programs of service; A) Condition Survey; B) Report Preparation and Cost Estimates; and C) Reconstruction and Repair. Recommendations in a priority order established using a logic matrix, including upgrading of present facilities for conformance with current building codes and Pennsylvania State Board of Education guidelines.

Depending upon the results of the Study, the School District may consider future construction projects.

The before mentioned programs of service are detailed as follows:

A. Condition Survey: A complete physical survey of all 3 facilities is required. Meetings will also be held with key personnel and administration to review facility concerns. The following will be included in the surveys:

1. Building Exterior
2. Building Interior
3. Site
4. Athletic Facilities (indoor and outdoor)
5. Electrical
6. HVAC
7. Plumbing
8. ADA recommendations for improvement
9. Kitchen improvements
10. Security improvements (entrances, barriers, exterior lights, etc.)
11. Other areas identified by the District or Firm

B. Report Preparation and Cost Estimates: The results of the surveys and interviews will be tabulated on master schedules which will identify and quantify all conditions on a graded basis. Cost estimates for capital improvement, reconstruction and upgrading of present facilities shall be provided.

C. Reconstruction and Repair Recommendations: A priority schedule will be used to assign priorities to the recommendations based on need and available economic resources.

The facility study must include:

- One report for each facility
- Facility benchmarking analysis using the EPA/DOE Portfolio Manager tool and comprehensive 2 year energy modeling
- Identifying data related to electric, natural gas, heating oil and water consumption
- An online portfolio manager account that must be turned over to the District at the completion of the project.

After completion of the above phases, all of the data will be combined into a report for each of the facilities. The selected Firm shall present the final report to the Board of School Directors at a public meeting mutually agreed upon by the District and the Firm.

With regard to any construction projects for which the selected Firm provides services, it is expected that the selected Firm will provide as part of its Basic Services all usual and customary structural, mechanical, civil and electrical engineering services.

**E. TIMELINE**

The tentative schedule for the selection process is:

- Mandatory pre-proposal meeting & facility tour May 10 @ 1:00 p.m.
- Deadline for RFP questions May 18 @ 3:00 p.m.
- Receive responses to RFP May 25 @ 11:00 a.m.
- Selected finalist interviews May 30 @ 10:00 a.m.
- Tentative School Board approval June 11

**F. DESIGN SUB-CONSULTANTS**

The focus of the RFP process is to engage the best architect or engineering Firm. The Firm will identify its proposed design sub-consultants for each project prior to entering subcontracts with them. However, the Firm will not enter a subcontract with any sub-consultant to which the School District objects.

**G. INSURANCE REQUIREMENTS AND LIMITS**

The selected Firm shall acquire and maintain throughout the projects (and professional liability insurance for five years thereafter) the greater of (a) its current policies, or (b) the following minimum levels of insurance:

**Commercial General Liability**

Each Occurrence	\$1,000,000
Fire Damage	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Aggregate	\$2,000,000

**Automobile Liability**

Bodily Injury and Property Damage	\$1,000,000
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**Workers' Compensation**

Per Claim	\$2,000,000
Aggregate	\$2,000,000

Per state requirements Professional Liability

Insurance shall be with a company legally permitted to operate in Pennsylvania, listed on the Pennsylvania Insurance Department's approved list, and with a financial strength rating of at least A- by AM Best. Certificates indicating that such insurance is in effect shall be delivered to the School District upon the School District's request with the School District to be named certificate holder.

**H. RESPONSES TO RFP**

Responses to this RFP shall include a Qualifications Proposal and a separate Fee Proposal, as described in Section II. The School District intends to first evaluate the merits of the Qualifications Proposal, and then review the Fee Proposal.

The School District intends to utilize the Fee Proposal submitted by the selected Firm through this RFP process in all written agreements entered into.

**I. RFP QUESTIONS/AMENDMENT(S)**

Any questions regarding the RFP shall be submitted by email to Michael Wetzel [micwet@bhasd.org](mailto:micwet@bhasd.org) and CC: Brian Pawling [bripaw@bhasd.org](mailto:bripaw@bhasd.org)

The email must identify the person's name and Firm. Deadline for all questions will be 3:00pm on May 18, 2018.

All responses to questions and any amendments to the RFP will be emailed to all registered parties.

**J. NO SCHOOL DISTRICT RESPONSIBILITY FOR COSTS OF RESPONSE**

The School District expressly disclaims any responsibility to any party with regard to any costs incurred responding to this RFP or participating in the RFP process.

**K. GENERAL CONDITIONS**

The School District reserves the right to cancel this RFP or reject any and all proposals submitted as well as to waive any information as is determined to be in the best interest of the School District. Omission of any information may be sufficient cause for rejection of the proposal. The School District shall not be legally bound until such time as an agreement in writing is executed by both the proposing Firm and the School District.

**L. BACKGROUND CHECKS**

The successful Firm must provide background checks for all employees and subcontractors that will be on site.

- Act 151 PA Child Abuse Clearance
- Act 34 PA Criminal Record Check
- Act 114 Federal Criminal History Check

## Section 2 - INSTRUCTIONS FOR SUBMITTING A PROPOSAL

### A. REQUIRED INFORMATION

Submit a complete response to the RFP using the format outlined in this section. Responses shall include a Qualifications Proposal and a separate Fee Proposal, as described below. The School District intends to first evaluate the merits of the Qualifications Proposal, and then review the Fee Proposal.

Proposals shall be submitted to the name and address listed on the RFP cover. Proposals must be received by 11:00am on May 25, 2018. Faxed or emailed responses will not be considered.

One (1) original and five (5) copies of the Qualifications Proposal and one (1) original and five (5) copies of the Fee Proposal shall be submitted in separate, sealed envelopes. The outside of the envelope containing the Qualifications Proposal shall be marked, "QUALIFICATIONS PROPOSAL – FACILITIES ASSESSMENT STUDY" and shall bear the proposing Firm's name and address. The outside of the envelope containing the Fee Proposal shall be marked "FEE PROPOSAL – FACILITY ASSESSMENT STUDY AND SERVICES" and shall bear the same name and address as the Qualifications Proposal.

The contents of the response from the selected Firm will, at the option of the School District, be included in written agreements to be entered between the School District and the Firm.

No information submitted in response to this RFP should be considered confidential, trade secret or proprietary.

### B. QUALIFICATIONS PROPOSAL

The Qualifications Proposal shall be indexed with Tabs 1 through 6, as follows:

- Tab 1 General Summary of the Firm
- Tab 2 Principals and Employees to Provide Direct Services
- Tab 3 Distinguishing Characteristics
- Tab 4 Three (3) Selected Facility Assessment Projects
- Tab 5 Five (5) Selected Public School Projects
- Tab 6 Additional Information

**Tab 1: General Summary of the Firm**

The General Summary of the Firm should include the following information:

1. Identify your office location, and the roadway mileage from your office to the School District. Provide the name, title and contact information for the individual the School District should contact regarding the response to the RFP.
2. Explain your Firm’s professional experience, including experience in the design of K-12 public education facilities and with the PlanCon process.
3. Describe the types of services your Firm is capable and experienced to provide, and also describe design services the Firm customarily provides through sub-consultants.

**Tab 2: Principals/Employees Providing Direct Services**

1. Identify the principals of the Firm, describe their educational and professional background and experience, and specify any role they will play in directly providing services to the School District.
2. Identify employees of the Firm who will provide direct services to the School District, specify the role each will play, state their titles within the Firm, and describe their educational and professional background and experience.

**Tab 3: Distinguishing Characteristics**

Explain what distinguishes you from other Firms in providing the services identified in this RFP. What makes you the best choice for this School District? Describe the technical experience of the Firm. Describe your ability to respond expeditiously. Describe the ability of the Firm to furnish the necessary staff to perform the services required by the School District.

**Tab 4: Three (3) Selected Facility Assessment Projects**

Provide information on three (3) previously-completed facility assessment study projects, as follows:

Please include the following for each project:

1. Name of school District and name of the project.
2. Project description including number of buildings studied.
3. Date of final completion.
4. Study cost.
5. Contact information for the school District where the project was performed. Include a contact name, address, phone number and email.

**Tab 5: Five (5) Selected Public School Projects**

Provide information on five (5) previously-completed school projects, as follows:

1. One repair/replacement project under \$300,000.
2. One repair/replacement project over \$300,000.
3. One renovation project under \$2,000,000.
4. One renovation project over \$2,000,000.

5. One new school construction project over \$15,000,000.

If you are unable to provide information on 5 school related projects, please detail why and include information on comparable public works projects.

Please include the following for each project:

1. Name of school District and name of the project.
2. Project description including square footage if applicable.
3. Pre-construction cost estimate.
4. Construction start date.
5. Date of final completion.
6. Project bid cost.
7. The cost of non-owner generated change orders.
8. Contact information for the school District where the project was performed. Include a contact name, address, phone number and email.
9. No more than six pictures of each project.

**Tab 6: Additional Information**

Include the following items:

1. Identify any litigation, arbitration or mediation where your Firm has been a party over the past ten years, and for each, summarize the key issue(s), explain the result and date achieved, identify the owner and all parties to the dispute, and provide a contact name and information for the owner.
2. Identify any circumstances over the past five years where your Firm has either paid money in excess of \$15,000 or agreed to have money in excess of \$15,000 withheld from payment, due to a claim alleging that the conduct of the Firm or its consultants caused damage, and for each, summarize the key issue(s), explain the result and date achieved, identify the owner and all parties to the dispute, and provide a contact name and information for the owner.
3. Three (3) references of public school officials who are not listed at Tab 4, including the project(s) on which your Firm worked with each reference.
4. List all of your Firm's current ongoing public school projects, including the name of the District, the District's business manager and contact information, the nature of the project and its current status.
5. A statement confirming that the responding Firm has the capacity to comply with all requirements identified in the RFP, or specifying any exceptions to that statement.

**C. FEE PROPOSAL**

The Fee Proposal submitted in response to this RFP should be based upon the listed terms. The School District intends to utilize the Fee Proposal submitted by the Firm selected through this RFP process in all written agreements entered into.

The Fee Proposal shall include a fee for Basic Services covering services by the Firm and for structural, mechanical, civil (including landscape design), plumbing and electrical engineering services.

The Fee Proposal shall provide the following information:

1. Fee Proposal cover sheet, providing the following information:
  - Name of Firm
  - Street address of Firm’s main office
  - Contact person
  - Phone and fax numbers
  - Website
  - Email contact information
2. State the current hourly rates to be charged for Additional Services and the scope of those services.
3. State a not-to-exceed fee to perform a facility study of the School District’s three facilities as identified in this RFP. The fee shall include all compensation and other payments due to the Firm (e.g. labor, overhead, profit, direct costs, reimbursable costs for mileage, phone, printing, scanning prints, etc.) in the performance of the basic services as outlined in this RFP. Submittal of a proposal by your Firm shall be a representation that you understand the scope of the project. In order to minimize interruption to our education process, all interior walkthroughs should be completed prior to school starting on August 21, 2018.
4. Elementary Office Project – provide a construction estimate and design cost for the Elementary School secure entrance and office reconfiguration project. This shall include a fee for design and engineering costs associated with the proposed office layout as outlined in the walkthrough. A drawing of the proposed layout(s) shall be included in the documentation. The project is projected to start June 1, 2019. All bids need to be received and reviewed by January 18, 2019. The proposed award date for the project is our February Board Meeting.