

**PENNS VALLEY AREA SCHOOL DISTRICT
REQUEST FOR PROPOSALS
LAND DEVELOPMENT/ENGINEERING & DESIGN SERVICES**

The Penns Valley Area School District seeks land development planning as well as engineering and design services to complete a master plan for land usage at both Penns Valley Area Jr./Sr. High School and Penns Valley Elementary/Intermediate School. Planning will include a consideration of traffic flow, parking, as well as current and future curricular and extracurricular programming. The engineer will also be required to create a subdivision plan for submission to the County for approval and provide all services for required HOP permitting.

Project Description:

The Penns Valley Area School District has purchased approximately 115 acres of land adjacent to the District's Spring Mills campus, containing the Penns Valley Area Jr./Sr. High School, Penns Valley Elementary/Intermediate School and the District's current athletic fields. The District has the need for improved and additional traffic entry and egress, parking areas, and curricular and extracurricular programming. The District is seeking an engineering firm to develop and design a master plan to maximize utilization of a portion of the available 108 acres closest to the existing campus footprint. Firms submitting an RFP are required to visit the site. The site visit shall be scheduled by August 10, 2018 with the Project Contact as listed below.

Scope of Services:

While additional subjects may emerge during the design process, at a minimum the services and master plan should include:

1. **Community Meetings** - Hold community meetings to seek input into land usage and master planning needs.
2. **Concept Drawings** - Site plan, sections and illustrative perspectives describing the overall design at completion. The organization shall work with District representatives to develop the conceptual plan.
3. **Program Areas** - List of features and full descriptions along with square footages.
4. **Infrastructure Elements** - Diagram and narrative of anticipated utility infrastructure (storm water, water, sewer, electricity, etc.).
5. **Access Elements** - Diagram and narrative of anticipated means of access (arrival, circulation, parking, sidewalks etc.).
6. **Designs and Specifications** - Detailed designs and specifications based on conceptual drawings to provide the following:
 - a. **Subdivision Plan** - Services and surveys to create subdivision plan for submission to the County for approval as required
 - b. **HOP Permitting** - Services and surveys to complete all traffic studies and HOP Permit(s) as required.

Submittal Requirements:

Please provide the following with your proposal:

Cover Letter

Understanding of the project opportunities and challenges

Project approach

Project schedule

Experience of the firm with similar projects

Project team and relevant experience of the key individuals that will work on the project

Client references for projects led by the proposed Project Manager

Proposed costs and fees

Selection Process and Award

The tentative schedule for the Penns Valley Area School District's Selection Process is as follows:

- ❖ RFP Due: August 22, 2018
- ❖ Short-listed Firms Notified: August 24, 2018
- ❖ Short-listed Firms Interviewed: August 28 - September 4, 2018
- ❖ Firm Selected: September 19, 2018

Deadline for Proposals:

Please submit three (3) hard copies of the proposal to the Project Contact by Wednesday, August 22, 2018 by 3:00 p.m.

Project Contact:

Robert Miller, Director of Facilities

Penns Valley Area School District

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