

# REQUEST FOR PROPOSAL

## *Architectural Design and Engineering Services*

### Primary Request for Proposal Contact:

*Paul Cessar*

*Business Manager*

Slippery Rock Area School District

201 Kiester Road

Slippery Rock, PA. 16057

**724-794-2960**

**[Paul\\_Cessar@slipperyrock.k12.pa.us](mailto:Paul_Cessar@slipperyrock.k12.pa.us)**

## Purpose:

Slippery Rock Area School District (SRASD) is located in northern Butler County. It is SRASD's intent to enter into an ongoing, long-term contract for **Architectural Design and Engineering Services** consisting of a feasibility study, preliminary design, final design, and construction management services. The purpose of the Request for Proposal (RFP) is to obtain information that we will deem pertinent to our decision making process and to collect such information in a uniform format.

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***Paul Cessar***

***Business Manager***

Slippery Rock Area School District

201 Kiester Road

Slippery Rock, PA. 16057

724-794-2960 ext. 1003

[paul\\_cessar@slipperyrock.k12.pa.us](mailto:paul_cessar@slipperyrock.k12.pa.us)

## Due Dates and Schedule of Events:

All times expressed in this RFP are local time in Pennsylvania.

A written confirmation of the vendor's Intent to Respond to this RFP is required by the date indicated below. Submit your Intent to Respond via email to the Primary RFP Contact, and include the name, title, telephone number, and email of the person that should be contacted regarding the proposal. Addenda or other information related to this RFP will be transmitted to the primary RFP contact.

Proposals are due by the date and time indicated below. Any proposals received after the specified time will be considered non-responsive, and will not be evaluated for award. To facilitate review by the SRASD evaluation team, **please submit four (4) hard copies and a PDF file of your proposal**. Proposals submitted via email or fax will not be accepted. Any questions please direct to ***Paul Cessar*** before ***10/23/2018***.

RFP Release	<b><i>9/20/2018</i></b>
<b>Intent to Respond due</b> (email)	<b><i>10/16/2018</i></b>
<b>Proposals due</b> (4 hard copies & PDF file)	<b><i>10/31/2018, at 3:00 pm, Pennsylvania time</i></b>
Anticipated announcement of award	<b><i>1/15/2019</i></b>

## Proposal Format:

Proposals submitted in response to this RFP will be incorporated into the final agreement between SRASD and the selected vendor. The submitted proposals should include each of the following sections. Detailed requirements for each of the listed sections are contained in the remainder of this section.

1. Executive Summary
2. Scope of Services
3. Pricing
4. Billing/Invoicing
5. Additional Services
6. References

### Executive Summary:

1. Name, title, telephone number, and email of the person authorized to negotiate the contract and clarify services in proposal on behalf of the organization.
2. Firm Information:
  - (a) Firm description – Concise one (1) page description of the firm, its organization, size, location, and current workload.
  - (b) Firm experience – Brief description of similar projects in which the firm has been involved, particularly for K-12 institutions. Include references (name, title, phone number) for these projects.
3. Team Information:
  - (a) Internal team. Identify all internal team members who will be assigned to the Project, and with respect to each person, his or her (a) professional resume, (b) past experience, (c) past collaboration with other team members, (d) proposed role in this project, and (e) time to be spent directly on this project.  
Specifically identify the Project Manager, Principal in Charge, and Principal Design Manager to be assigned to this project. The Project Manager, Principal in Charge and Principal Design Manager are required to attend the second interview if firm is selected to participate.
  - (b) External Team. Identify third parties you expect to engage to assist you with respect to the Project, and with respect to each other. Identify their (a) expertise, (b) past experience, (c) past collaboration with your firm and with the members of your proposed internal and external team, and (d) their proposed role for the Project.

4. Cost Management Experience:  
Cost management of recent projects. Provide a table showing all recent institutional construction projects over \$5 million, indicating original estimate, bid results, and final costs. Please include construction completion dates.
5. Accessibility to SRASD offices in Slippery Rock, Pennsylvania

**Scope of Services:**

The services provided by the vendor will include the following:

1. Feasibility Study
2. Detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
3. Preparation of necessary bid documents to be sent to construction firms for projects.
4. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as in preparing with District input, an appropriate AIA Contract.
5. Regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
6. Assistance, where necessary, with the government approval process (i.e., federal grants, permits).
7. Final sign-off of projects, assuring that the final projects represent what was originally conceptualized and captured in the working drawings.

**Pricing:**

The Design Firm will be responsible for all architectural and engineering services as defined in the AIA Contract Document B101: Agreement Between Owner and Architect, as modified by the District's legal counsel.

1. District Wide Feasibility Study
2. Compensation for Basic Services – High School Addition & Renovations
3. Other

List hourly fee schedule

- (a) Architect
- (b) Drafter/Designer
- (c) Civil Engineer
- (d) Civil Drafter
- (e) Structural Engineer
- (f) Structural Drafter
- (g) Other Services

**Billing/Invoicing:**

1. Vendor shall submit an invoice on a pre-determined basis to Accounts Payable with all applicable information.
2. Vendor cannot bill for services in advance and the account will be set up on Net 30.

**Additional Services:**

Describe any additional services that your company can provide and fees for such services, if applicable.

**References:**

Provide three reference letters from other school districts using your services. Please provide three contact names and phone numbers.

**Evaluation Criteria:**

SRASD will use a three step interview process to select the vendor whose proposal provides the greatest value and provides the most comprehensive services.

Those interviews will follow the guidelines listed below:

1. Selected entities shall be invited to give a 15-20 minute presentation to the Board of Directors. There will be limited questions from the Board.
2. The Board will select five to six entities to be invited back for a one hour interview to discuss the overall concept of what the District desires and the ability of the design professional to provide the necessary services.
3. The last interview will take place with two to three of the remaining firms invited back for a 90 minute interview where they will discuss at length what their firms can offer the District for the Design Study, Preliminary Design, and Final Design. At this time a design schedule will be discussed and your monetary compensation proposal will be discussed.

Evaluation will also consider the extent to which the proposal demonstrates the vendor's ability to deliver the services needed.

**Declarations:**

SRASD reserves the right to:

1. Reject any or all proposals and discontinue this RFP process without obligation or liability to any potential vendor.
2. Accept other than the lowest priced proposal.

3. Award a contract on the basis of initial proposal received, without discussions or requests for best and final offers.
4. Request best and final proposal from less than all of the potential architectural firms.