

TAMAQUA AREA SCHOOL DISTRICT

138 WEST BROAD STREET

PO BOX 112

TAMAQUA, PA 18252

REQUEST FOR PROPOSALS (RFP)-FEASIBILITY STUDY

DUE DATE MAY 29, 2019 BY 11:00 AM

CONNIE LIGENZA

BUSINESS ADMINISTRATOR/BOARD SECRETARY

conligenza@tamaqua.k12.pa.us

570-668-2570 x1060

Part 1: Background Information

Purpose of RFP

We intend to solicit responses from experienced and capable architectural firms wishing to perform a feasibility study for four school buildings and one administration building. Please include grounds; fields and stadium as an alternate. The study must be in sufficient detail to comply with the application Pennsylvania Department of Education standards for schools. Conditions will be evaluated at each building.

The school district intends to select an architectural 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. It is our intent to work with the selected firm on future projects that arise from the study. However, we may choose to not engage in services with the selected firm or to use other firms in addition to the selected firm on different projects.

The district will evaluate proposals and make its selection using its sole discretion. We reserve the right to select any firm, to select different firms for different projects, to reject any and all proposals and to use architectural firms who have not responded to this RFP.

The School District

Tamaqua Area School District is comprised of the following municipal subdivisions: Tamaqua Borough, Rush Township, Walker Township, West Penn Township and Schuylkill Township. We currently own two elementary schools, one middle school, one high school and one administration building. Our student enrollment is approximately 2,150.

Our Buildings

Building	Con Date	Renovations	Grades	SQ FT	Enrollment
Tamaqua Elementary	1979	2011	K-5	79,000	633
West Penn Elementary	1958	2011	K-5	40,800	291
Tamaqua Middle School	2000		6-8	160,000	535
Tamaqua High School	1968	2003, 2009	9-12	132,000	658
Tamaqua Administration	1930	1988	na	6,000	na
Notes: ESCO projects in 2011 at TE and WPenn; 2009 for HS; 2003 HS Science Labs					

Architectural Services:

We would like a study on the buildings listed in the table above. Our intent is receiving a facilities plan that will include the following: condition survey, report preparations and cost estimates and reconstruction and repair estimates. The method used for recommendations should be logical, flexible and take into consideration building codes and Pennsylvania State Board of Education guidelines.

Condition Survey:

A complete survey of the buildings listed above is expected. Part of this process will include meetings with facility personnel and administration to review building concerns. The following should be included: building interior, building exterior, technology infrastructure, site, grounds, fields, facilities, electrical, HVAC, Plumbing, ADA and school safety.

Report Preparation and Cost Estimates:

The results of surveys and interviews should be tabulated and presented in a schedule that will identify and quantify all conditions on a graded basis. Cost estimates for capital improvement, reconstruction and upgrading present facilities are required.

All data will be compiled into a final report and the selected firm or firms will be required to present to our Board of Education. The architect should provide as part of the services usual and customary structural, mechanical and civil engineering services.

Timeline:

The tentative schedule is:

Pre-Proposal meeting and building tours: Admin Building: May 8, 2019 12:00-4:00pm

(REQUIRED)

Deadline for RFP questions: May 24, 2019 @ 12:00pm

RFP responses due: May 29, 2019 @ 11:00am

Shortlist of finalists: June 5, 2019

Presentation to board: June 14, 2019-7:00pm

Selection: June 21, 2019

Design Sub-consultants:

The focus of the RFP process is to engage the best architect. Before entering into any agreement for future projects the architect must disclose all sub-consultants that will be used. The district reserves the right to refuse the use of any it deems unsatisfactory.

Insurance Requirements:

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 & Property Damage:	\$1,000,000
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Workers' Compensation:	\$1,000,000
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Professional Liability:

Per Claim: \$2,000,000

Aggregate: \$2,000,000

Insurance will be with a company legally permitted to operate in Pennsylvania, listed on the Pennsylvania Department of Insurance approved list, and have a financial strength rating of A- by AM Best. The district will be named as insured upon document delivery.

Responses to RFP:

Responses should include a qualifications proposal and a separate fee proposal.

Agreements: The district intends to enter into an agreement with the architect selected. This agreement in no way guarantees future projects. The district reserves the right to cancel the RFP or reject any and all proposals received.

Required Information:

An original and five copies of the qualifications and fee proposal are required. The qualifications proposal should include: General summary of the firm, principals and employees to provide direct services, distinguishing characteristics, three selected facility projects, five selected public school projects and additional information if needed. Please disclose any litigation, arbitration and mediation that your firm has been a party to in the last ten years including owner contact information, outcome and general information.

The fee schedule should include a not to exceed figure to address the feasibility study for the buildings requested in the RFP. State the percentage of the cost of the work to be charged as a fee for basic services on new construction-identify any sliding scale based on project cost. Include the hourly rates to be charged for additional services.

Advertisement

Tamaqua Area School District

The Tamaqua Area School District is soliciting proposals for a feasibility study. The RFP is available on the district's website (www.tamaqua.k12.pa.us) or by contacting the Business Administrator at conligenza@tamaqua.k12.pa.us. All proposals are due on or before May 29, 2019 by 11:00 am in the administration building located at 138 West Broad Street, PO Box 112, Tamaqua, PA 18252. There will be a mandatory meeting and tour held at the same location on May 8, 2019 at 12:00-4:00pm.

Connie Ligenza

Business Administrator/Board Secretary

April 18, 2019