

**REQUEST FOR PROPOSALS (RFP)**  
**WILLIAM PENN SCHOOL DISTRICT**  
**FACILITIES MASTER PLAN**

The William Penn School District (WPSD) is seeking proposals to perform a comprehensive Facilities Master Plan that will become part of our 2021-2025 Strategic Plan development. Please include grounds, fields and stadium. The Plan must be in sufficient detail to comply with the applicable Pennsylvania Department of Education standards for schools.

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.

**A. PROPOSALS**

Sealed envelopes clearly marked “FACILITIES MASTER PLAN” containing the proposal must be submitted no later than 11:00 a.m. on Thursday, April 15, 2021. Presentation of proposals may be conducted during the Property Committee Meeting of the Board of School Directors on May 13, 2021. Additional information may also be requested.

Mail or deliver three (3) hard copies of the proposal, including one (1) electronic PDF copy, to: Mr. A. Jeff Cuff, Business Administrator/Board Secretary  
William Penn School District  
100 Green Avenue – Annex  
Lansdowne, PA 19050

All questions concerning this proposal should be submitted in writing to Jeff Cuff at [jcuff@wpsd.k12.pa.us](mailto:jcuff@wpsd.k12.pa.us).

The scope of services desired is defined in this Request for Proposal (RFP). WPSD shall have the right to modify this scope, as it deems necessary. The terms of the Agreement between WPSD and the Professional Firm (Firm) shall be subject to review and modification by the District’s solicitor.

**B. BACKGROUND INFORMATION**

**1) The School District**

William Penn School District is comprised of the following municipal boroughs: Aldan, Colwyn, Darby, East Lansdowne, Lansdowne and Yeadon. WPSD has eight elementary, one middle and one high school (two separate buildings), one administration building and numerous fields. Our student enrollment is approximately 5,000.

## 2) WPSD Buildings

| <b>Building</b>               | <b>Original Build</b> | <b>Renovation</b> | <b>Approximate Sq. Ft</b> | <b>Enrollment</b> |
|-------------------------------|-----------------------|-------------------|---------------------------|-------------------|
| <b>Aldan ES</b>               | <b>1978</b>           |                   | <b>38,000</b>             | <b>234</b>        |
| <b>Ardmore Ave ES</b>         | <b>1930</b>           | <b>1966, 2012</b> | <b>67,800</b>             | <b>551</b>        |
| <b>Bell Ave ES</b>            | <b>1938</b>           | <b>1973</b>       | <b>36,760</b>             | <b>322</b>        |
| <b>Colwyn ES</b>              | <b>1933</b>           | <b>2002</b>       | <b>23,700</b>             | <b>148</b>        |
| <b>East Lansdowne ES</b>      | <b>1941</b>           |                   | <b>28,000</b>             | <b>336</b>        |
| <b>Evans ES</b>               | <b>1963</b>           |                   | <b>41,900</b>             | <b>376</b>        |
| <b>Park Lane ES</b>           | <b>1978</b>           |                   | <b>39,300</b>             | <b>397</b>        |
| <b>Walnut St. ES</b>          | <b>1971</b>           |                   | <b>73,920</b>             | <b>398</b>        |
| <b>Penn Wood MS</b>           | <b>1964</b>           | <b>2003</b>       | <b>101,500</b>            | <b>730</b>        |
| <b>Penn Wood HS<br/>(CSC)</b> | <b>1964</b>           | <b>1981</b>       | <b>84,400</b>             | <b>400</b>        |
| <b>Penn Wood HS<br/>(GAC)</b> | <b>1927</b>           | <b>1981, 2013</b> | <b>144,300</b>            | <b>1,043</b>      |
| <b>Administration Bldg.</b>   | <b>1949</b>           | <b>1977</b>       | <b>19,500</b>             |                   |

## 3) Services

WPSD is requesting a Facilities Master Plan on the buildings listed in the table above and WPSD-owned stadiums, fields and lots. Our intent is to receive 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.

## 4) Condition Survey

A complete survey of the buildings listed above is expected. The following should be included: building interior, building exterior, site, grounds, fields, electrical, HVAC, Plumbing, ADA and school safety.

## 5) Report Preparation and Cost Estimates

The results of surveys should be tabulated and presented in a schedule that will identify and quantify all conditions. 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 School Directors.

**C. TIMELINE**

The tentative schedule is:

- RFP submittals by 11:00 a.m. on April 15, 2021
- Firm presentation to School Board – May 13, 2021

**D. 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 |
|----------------------------------|-------------|

Workers' Compensation:

|             |
|-------------|
| \$1,000,000 |
|-------------|

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. WPSD will be named as insured upon document delivery.

**E. RESPONSES TO RFP**

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

**1) Agreements**

WPSD intends to enter into an Agreement with the firm selected. This Agreement in no way guarantees future projects. WPSD reserves the right to cancel the RFP or reject any and all proposals received.

**2) Required Information**

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.

### **3) Fee**

The fee schedule should include a not-to-exceed figure to address the Facilities Master Plan for the buildings requested in the RFP. Include the hourly rates to be charged for additional services.