

# DANVILLE AREA SCHOOL DISTRICT

733 Ironmen Lane

Danville, PA 17821



REQUEST FOR PROPOSALS (RFP)

FACILITY ASSESSMENT STUDY

Date Due: May 1, 2024 by 11:00 a.m.

Michael Sokoloski  
Business Manager  
570-271-3268

**PART I: 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 / Engineering firms wishing to perform a comprehensive District Wide Facility Study (Study) for all buildings in the Danville Area School District (the School 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 building to include safety, capacity, useful life, and expansion of Athletic Fields to the recently purchased 20 acre property across from the Primary School Building, and the option to consolidate up to all district students to the High School Complex. Additionally, this study could propose future land acquisitions to meet the needs of any such proposed plans.

The facility study is needed in order to develop a long-range comprehensive facilities improvement plan and to establish current facility project needs. The study shall provide an appraisal as to each proposed plan's ability to meet current and planned educational program needs given facilities included in each respective plan.

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 new construction projects. The School District will evaluate proposals and make its selection using its sole discretion. The School District reserves the right to select any responding architectural firms, to select different responding firms for different projects, to reject any and all proposals, and to use architectural firms on projects who have not responded to this RFP.

**B. THE SCHOOL DISTRICT**

The Danville Area School District spans two counties in east-central Pennsylvania. In Montour County it encompasses the boroughs of Danville and Washingtonville and includes the township of Cooper, Derry, Liberty, Mahoning, Mayberry, Valley, and West Hemlock. In Northumberland County it encompasses the Borough of Riverside and Rush Township.

The School District presently owns one primary school, one intermediate school, one middle school, one high school, one maintenance and warehouse building, and a vacant 20 acre farm property across from the Primary School Building. The School District has approximately 2,250 students. Additional information may be obtained by visiting the School District's website at [www.danvillesd.org](http://www.danvillesd.org).

### C. GENERAL DESCRIPTION OF BUILDINGS

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

DANVILLE AREA SCHOOL DISTRICT SCHOOL FACILITIES				
Building	Original Construction/ Renovation Dates	Addition/ Renovation Date	Grades	2023-24 Enrollment <sup>(1)</sup>
<b>Primary Schools:</b>				
Danville Primary School.....	2011	---	Pre-K-2	587
<b>Intermediate Schools:</b>				
Liberty Valley Intermediate.....	1966	2022	3-5	498
<b>Middle School:</b>				
Danville Middle School.....	1958	2012	6-8	519
<b>High School:</b>				
Danville High School.....	1975	2018	9-12	642

<sup>(1)</sup>As of February 2024.

### D. SCOPE OF ARCHITECTURAL SERVICES

Please include in this study the following elements as required by the Pennsylvania Department of Education to meet PlanCon district-wide facility study guidelines.

1. An overview of the school district that considers such factors as geography, population, wealth. The overview must include:

a. Population and wealth statistics, a map showing the general location of the school district in the state or geographic region, a map of the school district showing the general location of all existing buildings and owned sites in the school district and information on any distinguishing characteristics, such as geographically separate population centers, that will have an impact on facilities.

2. An overview of the school district's educational program. The overview must address for all grades (K-12):

a. Instructional practices or planned curriculums by grade structure (elementary, middle, secondary, etc.) and special facility needs, if applicable, needed to support planned curriculums.

3. An analysis of projected enrollment. The analysis must include:

a. Likely enrollment for each grade structure ten years into the future and a discussion of the reliability of the enrollment projections

4. An analysis of each building's condition. The analysis must address:

- a. Building's physical condition projected useful life of each building's major components (electrical, HVAC, plumbing, etc.), code violations, universal accessibility, student safety, Energy Portfolio Surveys and the cost to upgrade each building to current standards, and/or consolidation of students to a main campus approach.
5. An analysis of construction options. The analysis must address:
  - a. Alternatives available to the district based on the above analysis, cost estimates for each alternative, the pros and cons for each alternative, a summary page depicting options and costs and Energy Portfolio Surveys. Also, the cost to provide additional Athletic fields and parking on the 20 acre property across from the Primary School Building.
6. Documentation regarding the author's credentials including education, registration or licensure and experience for each author.

The School District intends to develop a facilities improvement plan. The Facilities Improvement Study would include three basic programs of service: 1) Condition Survey; 2) Report Preparation and Cost Estimates; and 3) Reconstruction and Repair Estimates, and the option of consolidation and new additions to the district campus located at the High School. Please include in the study such alternates as constructing a new elementary or a new high school on the main campus and/or additions to either the current high school and/or primary school. The method used for recommendations should be logical, flexible and take into consideration building codes and Pennsylvania State Board of Education guidelines. Recommendations in a priority order established using a logic matrix, including upgrading of present facilities for conforming with current building codes and Pennsylvania State Board of Education guidelines.

1. Condition Survey: A complete physical survey of all Danville Area School District buildings is expected to be completed to ascertain existing conditions. Meetings will also be held with facility personnel and administration to review building concerns. The following will be included in the surveys:
  - a. Building Exterior
  - b. Building Interior
  - c. Technology Infrastructure
  - d. Site
  - e. Athletic Fields and Grounds with expansion of fields and additional parking
  - f. Electrical
  - g. HVAC
  - h. Plumbing
  - i. ADA recommendations for improvement
  - j. School safety and security
  - k. Anything considered to be relevant to this study

2. 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/rehabilitation, new construction and upgrading of present facilities are required.
3. Reconstruction and Repair Recommendations: A priority schedule using a logic matrix will be used to assign priorities to the recommendations.

After completion of the above phases, all of the data will be compiled into a final report and the selected firm or firms will be required to present to the Board of School Directors Project Committee. With regard to any construction projects for which the selected architect provides services, it is expected that the architect will provide as part of its Basic Services all usual and customary structural, mechanical, civil (including landscape design) and electrical engineering services.

#### **E. TIMELINE**

The tentative schedule for the selection process is:

Advertise by Wednesday, March 13, 2024.

Pre-proposal mandatory meeting will be on Wednesday, March 27, 2024 at 10:30 a.m. in the district's Administration Office located at 733 Ironmen Lane, Danville, PA 17821

Building tours will be provided that day. If necessary, additional building tours will be provided by appointment only and must be completed by April 10, 2024.

Deadline for RFP questions is Wednesday, April 17, 2024 at 11:00 a.m.

RFP response due by Wednesday, May 1, 2024 at 11:00 a.m.

Review of proposals/interviews – Month of May 2024.

Potential School Board Approval of Firm – June 12, 2024 Board Meeting

#### **F. DESIGN SUB-CONSULTANTS**

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

Notwithstanding the previous statement, in response to this RFP, the architect may (if it wishes) identify its preferred sub-consultants, and discuss its working relationship with them. However, no additional services shall be provided without prior written authorization.

**G. INSURANCE REQUIREMENTS AND LIMITS**

The selected architect 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 state requirements

Professional Liability

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

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 and additional insured.

**H. RESPONSES TO RFP**

Responses to this RFP shall include a Qualifications Proposal and a separate Fee Proposal, as described in Part II of this RFP. 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 architect selected through this RFP process in all written agreements entered with the architect.

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

Any questions regarding the RFP shall be submitted by email to Michael Sokoloski, Business Manager, at [msokoloski@danvillesd.org](mailto:msokoloski@danvillesd.org). The email must identify the person's name and firm and in the subject line say "RFP for Facility Assessment Study." Deadline for all questions will be Wednesday, April 17, 2024 at 11:00 a.m. All responses to questions and any amendments to the RFP will be posted on the School District's website at [www.danvillesd.org](http://www.danvillesd.org). It is the responding firm's responsibility to check the website periodically to obtain such responses and any amendments to the RFP.

**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.

**PART II: INSTRUCTIONS FOR SUBMITTING A PROPOSAL**

**A. REQUIRED INFORMATION**

Submit a complete response to the RFP using the format outlined in this Part II.

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 Michael Sokoloski, Business Manager, Danville Area School District, 733 Ironmen Lane, Danville, PA 17821. Proposals must be received Wednesday, May 1 at 11:00 a.m. Faxed or emailed responses will not be considered.

One (1) original and eleven (11) copies of the Qualifications Proposal and one (1) original and eleven (11) 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 - ARCHITECTURAL SERVICES" 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 ARCHITECTURAL 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 Architect.

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's administration office at 733 Ironmen Lane, Danville, PA 17821. 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 architectural services your firm is capable and experienced to provide, and also describe design services the firm customarily provides through sub-consultants.
4. Explain your firm's experience in obtaining LEED and Green Globes certification.

### 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 architectural 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. Including 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 \$10,000,000.
4. One renovation project over \$10,000,000.
5. One new school construction project.

Please include the following for each project:

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

Tab 6: Additional Information

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 \$10,000 or agreed to have money in excess of \$10,000 withheld from payment, due to a claim alleging that the conduct of the architect 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 (including all technology requirements) identified in the RFP, or specifying any exceptions to that statement.

**C. FEE PROPOSAL**

The School District intends to utilize the Fee Proposal submitted by the architect selected through this RFP process in all written agreements entered with the architect. The architect's Fee Proposal shall include a fee for Basic Services covering services by the architect and for structural, mechanical, civil (including landscape design) and electrical engineering services, with the exception that in the event a particular project involves an extraordinary degree of civil engineering and/or landscape design services, the School District will consider requests to pay for such services as an Additional Service beyond the Basic Fee.

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 number
  - fax number
  - email contact information
  - website address

2. State the percentage of the Cost of the Work to be charged as a fee for Basic Services on new construction – identify any applicable sliding scale based on the project cost.
3. State the current hourly rates to be charged for Additional Services.
4. State a not-to-exceed fee to perform a facility study of the School District's buildings 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, reimbursements for mileage, phone, printing, 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.