

Architect of Record & Enhanced Construction Administration Services
PROPOSAL AND CONDITIONS

The Mifflinburg Area School District (“District”) is requesting proposals from professional engineering firms for Architect of Record and Enhanced Construction Administration Services, the duties of which are summarized in the Request for Proposals (“RFP”). Such proposals shall be submitted to Mrs. Renee M. Jilinski via email at rjilinski@mifflinburg.org. This invitation to submit a proposal shall expire on Monday, August 12, 2024 at 2:00 pm.

1. Indicate in the subject line of the email submission:
“Architect of Record & Construction Administration Services”.
2. Firms are requested to submit clarifications in writing concerning any provisions of the specifications and duties and responsibilities set forth in the RFP.
3. The Mifflinburg Area School District reserves the right to waive any informalities in the proposal and shall have full authority to reject any of such proposals furnished by the firms, which in the opinion of the school district are not in strict compliance and conformity with the purpose and duty of the Architect of Record, in the best interest of the school district. The decision of the school district shall be final without exception or appeal.
4. All proposals shall be effective for one hundred twenty (120) days following the receipt of the proposals, and no proposal shall be withdrawn prior to the deadline for submission as stated above.
5. Enclosed as Attachment is the “Request for Proposals” including the building list (6 Pages including this cover).
6. Clearances: the successful contractor shall provide the following clearances for workers/employees who will be performing services on site in the district: Act 24, Act 34, Act 151, as amended, and Act 114 / FBI background check.
7. The District prefers a local presence with a main office of service within approximately a two-and one-half hour drive of the District.

Request for Proposals

Architect of Record & Enhanced Construction Administration Services for

MIFFLINBURG AREA SCHOOL DISTRICT

RFP Issue Date: July 23, 2024

ISSUED BY:

Mrs. Renee M. Jilinski, Business Administrator

Proposals received by the date and time listed herein will be considered. One (1) electronic version (Adobe PDF preferred) of each Proposal shall be delivered to:

Mrs. Renee M. Jilinski via email: rjilinski@mifflinburg.org – No later than August 12, 2024 at 2:00 p.m.

General Information

GI-1 Purpose

This Request for Proposals (RFP) provides interested professional consultant(s) with sufficient information to prepare and submit proposals for consideration by the District to perform Architect of Record services.

GI-2 Issuing Office

This RFP is being issued by the office listed below. The issuing office is the sole point of contact for this RFP. Please refer all inquiries to:

Name: Mrs. Renee M. Jilinski
Title: Business Administrator
Email: rjilinski@mifflinburg.org
Phone: (570) 966-8207

Any addenda will be made available to registered RFP holders. Questions must be submitted in writing by email by the date & time indicated below to the issuing office representative listed above.

From the issue date of this RFP until a determination is made regarding the selection of a Respondent, all contacts concerning this RFP must be made through the issuing office. Only information supplied by the issuing office, including responses to questions regarding the RFP, should be used in preparing proposals. Any and all other contacts or information received regarding the subject prior to the release of this RFP should be disregarded in preparing responses. Any violation of this condition is cause for the District to reject a proposal. If it is later discovered that any violations have occurred, the District may reject the proposal.

GI-3 Schedule

Request for Proposals Released	July 23, 2024
Deadline for Questions	August 5, 2024 at 2 p.m.
Deadline for Proposals	August 12, 2024 at 2 p.m.
Interviews (if Required)	As Necessary

Board Review	September 5, 2024
Board Approval	September 10, 2024
Contract Start	October 1, 2024

GI-4 Scope

This RFP contains instructions governing the responses to be submitted and the material to be included therein, a description of the services to be provided, requirements which must be met to be eligible for consideration, and contract terms and conditions.

GI-5 Pre-Proposal Site Visit

Pre-proposal site visits are not required. Contact Mr. George Boyer, Supervisor of Buildings and Grounds at (570) 966-8247 or gboyer@mifflinburg.org to arrange pre-proposal site visits if interested. Site visits will be provided only if time permits.

GI-6 Rejection of Proposals / Waiver of Irregularities

The District expressly reserves the right to reject any or all responses received as a result of this RFP, in whole or in part, with or without cause, even if all stated requirements are met. The District expressly reserves the right to waive any informalities or irregularities in the proposals at its sole discretion. The District expressly reserves the right to cancel this solicitation at any time prior to the execution of any contract, for any reason.

GI-7 Contract

The selected Respondent will be required to sign a form of agreement mutually acceptable to the selected Respondent and the District.

GI-8 Incurring Costs

The District is not liable for any costs or expenses incurred by Respondents in the preparation or submission of their proposals or for attendance at any conferences or meetings related to this RFP.

GI-9 Prime Respondent/Subcontracting

The selected respondent will be considered a prime professional with respect to any work awarded. Any use of subconsultants must be approved in writing by the District. Subconsultants and their services within the proposal must be clearly noted within the response.

GI-10 Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFP.

GI-11 Disclosure of Proposal Contents

Respondents' proposals are subject to Right to Know requests and are therefore not confidential.

GI-12 Addenda to the RFP

If it becomes necessary to revise any part of this RFP, addenda will be provided via email to all registered RFP

holders and will be posted on the District's website.

GI-13 Response Date

To be considered, proposals must be received by the issuing office on/before the due date and time.

GI-14 Proposals

To be considered, proposals must consist of a complete response in the format stated herein. For this RFP, the proposal, as submitted, must remain valid during the entire solicitation, award, and contract finalization process.

GI-15 Interviews

Respondents who meet the initial qualification criteria may be required to interview. All costs associated by such presentations will be borne by the respondent.

GI-16 Contract Award

The District expressly reserves the right to (a) award a single contract for all services, (b) award multiple contracts for various services, or (c) not award a contract. The District expressly reserves the right to accept that proposal or that combination of proposals which is in the best interest of the District, in part or in whole. This RFP shall not result in an exclusive rights contract. The District reserves the right to engage additional consultants for select work. The District reserves the right to negotiate all contract terms and conditions.

The District reserves the right to make an award without further discussion of the proposals submitted. Therefore, the proposal should be submitted initially on the most favorable terms from both a price and experience standpoint. The District also reserves the right to reject any and all proposals received. It is understood that all proposals submitted will become a part of the official file on this matter without obligation to the District, and that all proposals and attachments shall become public record upon their receipt by the District.

GI-17 Place of Performance

Respondent's address and place of business, with visits to school district facilities as required to complete the scope of work is preferred to be the main office of business within approximately a two- and one-half hour or less drive to the District.

GI-18 Period of Performance

The District expects to award a contract with task assignment. Individual task assignments will incorporate their own schedules. The District intends to issue a contract based on a time increment mutually agreeable to the District and selected respondent. Renewal provisions shall be at the sole option of the District dependent upon continuity of all terms and conditions of the contract, including rates.

GI-19 Clearances

The selected Respondent shall provide background clearances for all personnel who will perform work at District facilities in accordance with CPSL, PA School Code, and other relevant laws.

GI-20 Evaluation Criteria

Proposals will be evaluated on a “Best Value” basis, considering relevance of:

1. Evidence in proposal that the submitting firm clearly understands the scope of the services to be performed
2. Respondent’s firm and team experience on contracts of a similar nature
3. Qualifications of the firm’s staff
4. Size, structure, and proximity of the firm
5. References and rate structure

Facilities Description

FD-1 Background

The District’s facilities include four schools, one maintenance building, and two athletic complexes. The District’s facilities are in good condition. Information on facilities is provided below.

Building Name	Address	Year Built	Additions (A)/ Renovations (R) Years	Total Sq. Ft²	Athletic Fields	Notes
Mifflinburg Area School District Administrative Office	178 Maple Street Mifflinburg, PA 17844	1978		3,135		
Mifflinburg Area High School	75 Market Street Mifflinburg, PA 17844	1953		135,755	Football, Softball, Tennis Court	Grades 9-12
Mifflinburg Area Middle School	100 Mabel Street Mifflinburg, PA 17844	1973	Bus Garage 1990 (5,280 ft ²)	131,171	Track & Field	Grades 6-8
Mifflinburg Area Intermediate School	250 Mable Street Mifflinburg, PA 17844	2005	(A) 2012	116,928	Lacrosse, Baseball, Field Hockey	Grades 3-5
Mifflinburg Elementary School	115 Shipton Street Mifflinburg, PA 17844	1985		76,433		Grades K-5

Scope of Services and Form of Proposal

SS-1 Project Description/Scope of Work

The selected respondent will be on-call to the District for engineering consulting services, conditions assessments, feasibility studies, engineering design, bid-phase services, and construction administration or enhanced construction administration.

Anticipated tasks to be individually assigned include:

- A. Conducting condition assessments of one or more facilities, including:
 - Roof Systems
 - Building Exterior/Envelope
 - Structural Systems
 - Architectural Finishes

- Mechanical, Electrical & Plumbing Systems including Lighting and Fire Protection
 - Fire Alarm and Life-Safety Systems
 - HVAC
 - Security Systems
 - Building Grounds & Site
 - Energy/Utility Audits
- B. Assisting the District in developing a Long-Term Facilities Plan (five-to-ten-year outlook).
- C. Developing scope summaries and recommending budgets for capital plan projects.
- D. Providing necessary services as requested and assigned by the District to design/engineer, procure, and construct upgrades, improvements, repairs, renovations and new construction projects.

SS-2 Form of Proposal

Respondent's proposal shall provide the information in the following sequence and format:

- A. Include a cover page listing this RFP title, responding firm name, address, primary point of contact name and contact information (including email).
- B. Provide a brief history of responding firm's business, including date founded, in-house engineering disciplines offered, licensed staff by discipline, number of employees, and office location(s).
- C. Provide a list of similar Architect of Records contracts performed in the last five years and described the services perform and projects undertaken.
- D. Describe the engineering services provided in-house and provide information on licensed staff. Provide an organization chart including services provided through subconsultants.
- E. Describe the engineering services provided by subconsultants. List specific subconsultants that would be employed to assist in services to the District and the number of continuous years your firm has worked with each subconsultant.
- F. List any non-engineering services also provided in house that would be of use to the District.
- G. List three references for public school open-end/architect of record services provided within the past five years (name, title, district, telephone and email).
- H. Provide resumes of the key personnel who will be involved in providing architect of record services.
- I. Describe the recommended process for facilities assessment and project scope development. Discuss project assignment (to individuals within your firm and subconsultants), project reporting and fee structure.
- J. Describe the responding firm's experience scoping and managing multi-prime public bid contracts and various methods of project procurement, including hybrid approaches using more than one method of procurement.
- K. Provide and maintain proof of professional liability insurance coverage. The minimum coverage requirement is \$1,000,000 per occurrence.
- L. Include respondent's rate schedule and approach to pricing for services, including hourly costs by staff type, reimbursable costs, and sub-consultant mark-up.

(End of RFP)