



Request for Information

Architectural Services

For

Allentown School District

Responses Due by 4:00 pm, Friday, June 20, 2025

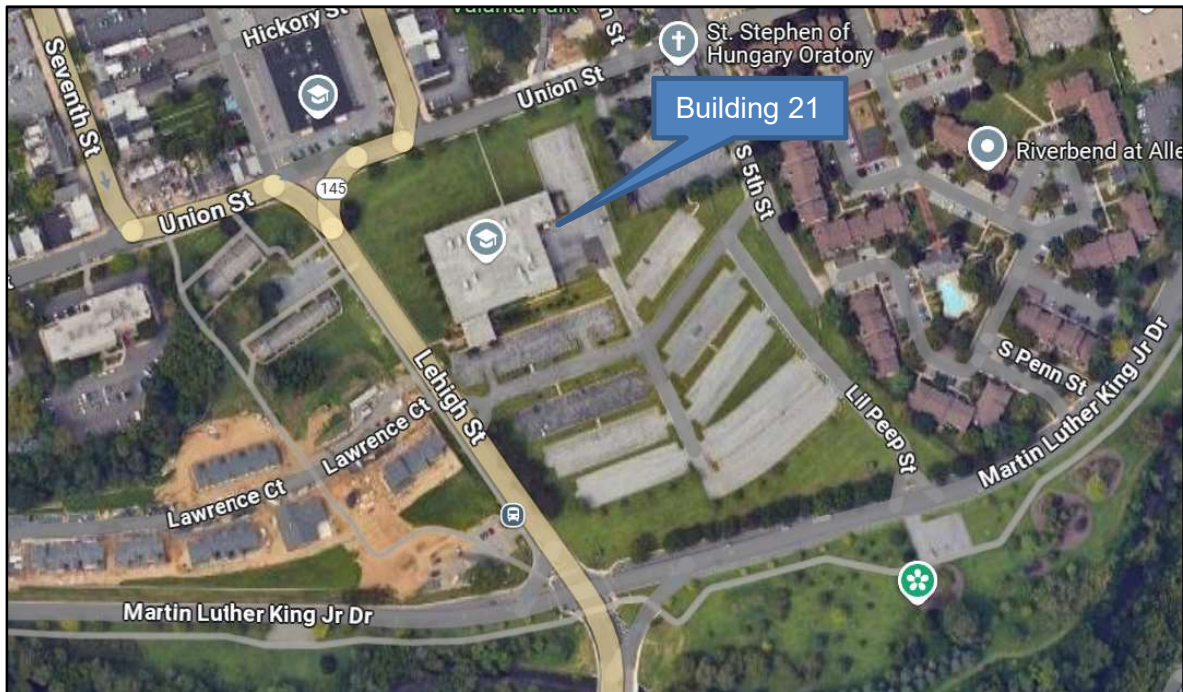
REQUEST FOR INFORMATION

Architectural Services

Allentown School District

Allentown School District (“ASD”) is inviting responses from qualified architectural firms in preparation for an Invitation to Bid on improvements to our existing Building 21, located at 265 Lehigh Street, Allentown, PA., 18012.

Site Location



All responses can be sent electronically in PDF format by email to the following:

RFP@allentownsd.org

Responses must be received no later than 4:00 pm, Friday, June 20, 2024. The Allentown School District is not liable for any cost incurred by any person or firm responding to the RFI.

Questions prior to the submittal of the RFI are to be directed to:

Ali Nastah
Director of Procurement
RFP@allentownsd.org

Ali Nastah is the only contact for this project. Contacting other administrators, School Board Members, or staff members as part of this process is not acceptable and is grounds for potential elimination from consideration. **All questions must be submitted via email** by no later than Thursday, June 12, 2025 to the above noted email address. An addendum will then be posted on the District’s website at: www.allentownsd.org/offices/financial-operational-services/bids-and-rfps

Request for Information

1. Provide the following background information about your company.
 - a. Name of Firm:
Address:
Telephone Number:
Fax Number:
Name and Title of Contact:
Company Officers Names:
 - b. Provide resumes of key personnel who would be assigned to this project and the school districts they have worked for with your firm.
 - c. List the professional Consultants your firm would use with this project:
2. Provide a brief overview of your firm including the number of years your firm has been providing similar professional services.
3. Provide a list of clients for which you have completed similar projects for reference.
4. Has your firm provided similar services for a public-school facility over the past five (5) years? If yes, please list the projects and contact person(s) and identify if new construction or renovation.
5. Construction Philosophy
 - a. How would you suggest that a Board of Education decide the “Best” facility option from several being considered?
 - b. Comment on the relationship of education practices to facility design.
 - c. How do you ensure that all interest groups have an opportunity to provide input during the study?
6. Please state why your firm should be selected by the District.
7. Provide an organization chart of your proposed team. Provide a resume for each member of your listed staff, including education, licenses, educational project experience, and any special expertise or unique qualifications.
8. Please provide your fee structure.

END OF REQUEST FOR INFORMATION – ARCHITECTURAL SERVICES

Addendum 1
Q&A

Q: Is there a description of the scope of services and/or intended improvements to be made to Building 21 that can be made available to us?

A: No, the Request for Information (RFI) is intended to solicit a myriad of professional responses based on information requested within the RFP. Scope for the intended improvements to Building 21 will be developed with the selected architect.

Q: Does the school district have a budget for the proposed work at Building 21?

A: No, a budget will be developed in concert with the development of scope of services with the selected architect.

Q: Can you provide a summary of the Architectural Services to be requested as part of the forthcoming Invitation to Bid? Will it be for a preliminary study or full-service design, documentation, and construction activities? That clarity of scope will influence our response to several prompts within the Request for Information, including: similar projects performed for other school districts, professional consultants to be engaged, key team members, the organization chart, and fee structure.

A: The Request for Information (RFI) is intended to solicit a myriad of professional responses based on information requested within the RFP. The professional service to be rendered will be negotiated with the selected architect.

Q: My team and I would like to visit the facility if that is possible.

A: A site visit at this time is not necessary, as we are simply soliciting information as requested in the Request for Information.

Q: As we prepare our response to your RFP, a visit to the existing building would be helpful as well as learning a bit more about the planned scope of work. Can you elaborate on the district's educational goals for the building and what physical modifications you feel we should plan for?

A: Request for Information (RFI) is intended to solicit a myriad of professional responses based on information requested within the RFP. Scope for the intended improvements to Building 21 will be developed with the selected architect.