



REQUEST FOR PROPOSAL FACILITIES ASSESSMENT STUDY

Avonworth School District ("District") is soliciting proposals from Architectural and/or Engineering Firms ("Firm") to create a Capital Maintenance Plan ("CMP") that covers the buildings, land, athletic fields, mechanical systems, electrical systems, plumbing, and project proposals. A facility study is necessary to develop a long-range, comprehensive CMP and to identify current facility project needs. The study will provide an appraisal of each facility's ability to meet current and planned educational and extracurricular program needs.

The District intends to select a firm that demonstrates the highest level of knowledge, experience, technical skills, and cost efficiency in public school maintenance, repair, renovation, and construction projects. The District will evaluate proposals and make its selection using its sole discretion. The School District reserves the right to select any responding firms, to select different responding firms for various projects, to reject all proposals, and to use architectural / engineering firms on projects that have not responded to this RFP.

A non-mandatory pre-proposal meeting for the RFP will be held on Monday, September 15, 2025, at 9:00 AM at the District's Administrative Offices, 258 Josephs Lane, Pittsburgh, PA 15237. This meeting will include an overview of the RFP and an opportunity to visit the facilities. Firms should plan for approximately two to two-and-a-half hours.

The District will post any addenda to the RFP to the District's website (provide link). Firms must periodically review this site to determine if any addenda have been posted.

Interested firms should submit an electronic and hard copy of their proposal by 3:00 PM Eastern Standard Time on Monday, September 29, 2025, to:

Ms. Jennifer Sheridan, Director of Finance
Avonworth School District
258 Josephs Lane
Pittsburgh, PA 15237
412-369-9738
Email: jsheridan@avonworth.k12.pa.us

Questions can be directed to [Jennifer Sheridan](#) via email only. Questions and answers will be provided to all interested parties.



A. SELECTION PROCESS SCHEDULE (all dates are subject to change)

- September 8, 2025 Issue RFP
- September 15, 2025 On-Site Meeting & Review of Facilities, 9:00 AM
- September 29, 2025 Due Date - Response to RFP
- October 6, 2025 Interview of Potential Candidates
- October 14, 2025 School Board Approval of Contract
- October 15, 2025 Award Contract
- November 2025 CM Services Begin

B. SCHOOL DISTRICT OVERVIEW

Fast Facts

The total student enrollment is approximately 1,960.

The 2025-2026 budget is \$42,957,698.

ASD employs approximately 220 people, with approximately 144 of them being teachers.

Encompasses 10.54 square miles.

Our Schools to be Included in Study

Avonworth Primary Center

Avonworth Elementary School

Avonworth Middle/High School

- Central Administrative Offices

Properties/Fields to be Included in Study

High School Baseball Field

District Maintenance Building Behind High School

Lenzner Field - High School Football Stadium

- Mayernik Fieldhouse/Concession Stand; Bleachers; Press Box, Track, Turf Field, Storage Shed, Pavilion

Lance Corporal Patrick B. Kenny Memorial Field

- Baseball/Football Field (grass), Bathroom/Storage/Concession Building; Storage Building; Tunnel to Parking

Please refer to Exhibit A for more detailed information.

C. RESPONSES TO RFP

One (1) electronic copy and one (1) hard copy of a firm's response to this RFP should be submitted to Ms. Jennifer Sheridan.

The submission must include:

Tab 1 – Brief Overview of Firm

Tab 2 – Organization, Staffing, and Staff Qualifications

Provide a project team organization chart depicting team members, including names, titles, and specific responsibilities of team members. Indicate the personnel that will provide expertise in all the Professional Services needs, including HVAC, electrical, plumbing,



roofing, technology, site infrastructure, civil, structural, architectural, codes, and, in particular, overall knowledge of facility engineering and management.

Provide the following information for personnel:

- A. The specific primary project manager and backup project manager assigned to the Owner. Provide a brief overview of their skills and experience in delivering the services and identify their availability.
- B. Provide brief resumes for all personnel who will have significant responsibilities as part of the Services. Each resume must include a) name and title; b) the project assignment or role that the person will fulfill concerning the services; c) years of relevant experience; and d) a synopsis of experience, training, or other experience which reflects upon the individual's potential to contribute to the services requested.
- C. The address of the office that the specific personnel work from.

Tab 3 – Services/Project Experience

The Firm shall identify a minimum of three clients for whom a similar scope of services was provided. Information to be included is as follows:

- A. Client reference, including name and contact information.
- B. How many years the service has been provided.
- C. A specific list of services that are provided.
- D. Specific examples of solutions or services provided that have resulted in improved facilities management for the Client.
- E. The techniques planned to ensure that both the approved budgets and schedules for proposed projects will be maintained/

Tab 4 – Public Project Expertise

- A. The Firm shall identify what percentage of work (in terms of projects) is public work.
- B. The Firm shall identify how it specializes in public projects and facilities engineering support. Provide examples as appropriate.
- C. The Firm shall indicate whether, as a single entity or as a member of a joint venture, it has been the subject of any litigation through the discharge of its professional services. If so, provide a detailed description of the litigants, the subject matter, and the disposition of the arbitration or lawsuit.

Tab 5 – References

Provide references for all services/projects listed in Tab 3 and any other pertinent references. Include the project name, reference name, title, and phone number.

Tab 6 – Fee Proposal

Please submit a fee proposal along with a detailed breakdown of costs by phase. If applicable, please include a fee proposal for any additional recommended work. The District intends to utilize the Fee Proposal submitted by the Firm selected through this RFP process in all



written agreements entered into. The District reserves the right to negotiate the final terms of any proposal submitted.

The Fee Proposal shall include the following:

1. Fee Proposal cover sheet, providing the following information:
 - a. Name of Firm
 - b. Street address of the Firm's main office
 - c. Contact person
Phone and fax numbers
 - d. Website
 - e. Email contact information
2. State current hourly rates to be charged for potential Additional Services and the scope of those services.
3. State a not-to-exceed fee to perform a facility study of the School District's facilities 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, reimbursable costs for mileage, phone, printing, scanning, prints, 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.

Include the Following Facility Assessment Fee Proposal Options:

The District requests that the Firm's facility assessment study proposal provide three options for conducting the study, along with the respective cost for each.

1. Study of Avownorth Elementary School, Lenzner Field, and Lance Corporal Patrick B. Kenny Memorial Field.
2. Study of Avonworth Primary Center, Avonworth Elementary School, Lenzner Field, and Lance Corporal Patrick B. Kenny Memorial Field.
3. Study of Avonworth Middle/High School, Avonworth Primary Center, Avonworth Elementary School, Lenzner Field, and Lance Corporal Patrick B. Kenny Memorial Field.

D. SELECTION CRITERIA

Proposals will be evaluated by district administration, and a recommendation to contract will be made to the Avonworth School District Board of School Directors.

The evaluation of proposals may include, but is not limited to, the following:

- A. How well the Firm understands the nature of the work and the approach proposed to provide the services best to serve the interests of the Avonworth School District.
- B. Background and demonstrated performance of the individuals proposed by the Firm to perform services.
- C. Background and demonstrated performance of the Firm on previous projects, including timeliness, change orders, and project completion at or under budget.
- D. References.
- E. Fee Structure.



Although the proposals may include evaluation of the above criteria, the selection will be based on several criteria and is not limited by any obligation to award the agreement solely on the basis of cost, as the services requested are professional services that require specialized expertise.

E. GENERAL CONDITIONS

District reserves the right to cancel this RFP or reject any or all proposals submitted, as well as waive any information as is determined to be in the best interest of the District. The District expressly disclaims any responsibility to any party concerning any costs incurred responding to this RFP or participating in the RFP process and shall not be legally bound until such a time as an agreement in writing is executed by both the proposing firm and the District. Further, although this RFP includes general information regarding the proposed terms and the selection process, the District reserves the right to require additional terms and conditions as part of the final agreement between the parties.

F. PROJECT DESCRIPTION

Facility Condition Assessment:

A building-by-building facility condition inspection by the firm's staff, including architects, engineers, and consultants, to ascertain existing conditions. This includes buildings at two fields owned by the District. Meetings may be held with facilities personnel and administration to review building concerns. The following will be included in the surveys: code compliance, deferred maintenance, potential hazards, and compliance with depreciation/replacement schedules for heating and cooling systems, ADA issues, and other facility concerns.

Phase 1: Assessment of Facilities

The firm will conduct a physical and visual survey of the District's facilities to assess the condition of the following systems and provide a clear, comprehensive inventory of facility components and systems. All assessments are to be based on visual observations and non-destructive testing, and shall include all accessible areas, including crawl spaces, attic spaces, basements, and other similar areas. Surveys shall be conducted by licensed professionals and technical staff experienced in Architectural, Structural, Civil, Mechanical, Electrical, and Plumbing Systems. Firms shall assess each component and system, identifying those that require work to function correctly and reliably, comply with relevant codes and laws, including building codes and the ADA, and meet industry standards.

Inventory shall be organized by categories (e.g., HVAC, Plumbing, security, etc.) and should include information such as manufacturer, type, age, and condition of the system. An inventory of building systems shall be provided in the form of a report, accompanied by narrative documents to document the conditions of components and systems for information that cannot be adequately captured in the database. The list below is not all-inclusive of the systems to be surveyed, but provides an outline of the Level of Development required for the surveys.

1.0. Building Exterior Envelope:

- 1.0.1. Types and conditions of masonry facades, metal wall panels, windows, exterior doors and frames, exterior insulating finishing systems, gutters and downspouts, exterior painted surfaces, caulking, etc.



- 1.0.2. Roofing Systems: Area location, square foot size, manufacturer, roof system type, insulation type, year installed, warranty year and expiration date, original installer of roofing system, and current condition of each area.

1.1. Building Interior:

- 1.1.1. Types and conditions of finishes, including floors, bases, walls, ceilings, and soffits.
- 1.1.2. Types and conditions of interior doors, frames, and hardware.
- 1.1.3. Types and conditions of visual display boards, casework, window treatments, and building signage.
- 1.1.4. Conditions of special areas such as stage areas, gyms, cafeterias, and music rooms are included in the building interior survey.
- 1.1.5. ADA Accessibility issues.

1.2. Site Features, including fields, fencing, utilities, stadiums, bleachers, fuel oil tanks, etc.:

- 1.2.1. Types and conditions of grass athletic fields, practice fields, soft play areas, hard-paved playgrounds, turf athletic fields, and related fencing.
- 1.2.2. Condition of the stadium and supporting facilities, including field houses, maintenance buildings, storage buildings, press boxes, and fixed sports equipment and bleachers.
- 1.2.3. Overall assessment of site storm systems and general site drainage.
- 1.2.4. Parking Areas: Number of lots, number of faculty, visitor, handicapped, and student parking spaces, and the current condition of each.
- 1.2.5. Condition of concrete sidewalks, curbs, and aprons.

1.3. Electrical, including communication systems, security, and fire protection systems:

- 1.3.1. Types and conditions of electric service, service type, voltage, switchgear manufacturer and size, transformers quantity, size, and location, and emergency power systems.
- 1.3.2. Types and conditions of elevators and wheelchair lifts, including manufacturer, type, number of floors served, area served, whether the unit meets current accessibility codes, and year installed.
- 1.3.3. Types and conditions of communication systems, including telephone systems, data networks and cabling, cable television, intercom/paging systems, and clock systems.
- 1.3.4. Types and conditions of security and fire protection systems, security system manufacturers, system types, access control systems, video surveillance systems, fire protection providers/monitoring companies, and system types.
- 1.3.5. Types and conditions of lighting systems, lighting controls, specialty lighting, and Wi-Fi systems.

1.4. HVAC Systems, including controls:

- 1.4.1. Types and conditions of boilers, year installed, quantity of each, input/output MBH of each, make, model, fuel type, and efficiency rating.
- 1.4.2. Types and conditions of chillers, including unit number, manufacturer, model



number, serial number, and equipment size (in tons).

1.4.3. Automatic Temperature Controls/Building Management Systems manufacturer and type, with year of installation.

1.4.4. Types and conditions of air handling systems, terminal equipment, exhaust and ventilation systems, and dehumidification systems.

1.5. Plumbing - domestic water systems and fire suppression systems:

1.5.1. Types and conditions of domestic hot water systems, including manufacturer, year, heater fuel type, size, number of circulating pumps, and system set points.

1.5.2. Types and conditions of domestic water systems, piping types, and areas served by sprinkler systems.

1.5.3. Condition of plumbing fixtures, kitchen equipment, and sanitary systems, if present.

1.6. A standard "Building Survey Form" shall be issued to the District to obtain information regarding operational concerns at the facilities. Meetings will be held with facility personnel and administration to review building concerns.

Phase 2: Preparation of Report and Cost Estimates

Create building-specific schedules for replacement and repairs. The schedule should note both cyclical renewal needs and non-cyclical repairs and upgrades.

2.1. The results of the surveys shall be tabulated on a master all-inclusive listing, which will document each improvement, repair, or reconstruction identified. Cost estimates for capital improvements of the present facilities shall be provided.

2.2. The all-inclusive list shall be designated to facilitate easy updates in the future, assisting the Owner in planning for future component or system replacements. It should be filterable by facility, component, system type, urgency, or priority.

2.3. Digital photographs shall be used to complement and support written information, as well as to document conditions of components and systems.

Phase 3: Firm shall provide reconstruction and repair recommendations

3.1. A priority schedule using a logic matrix shall be used to assign priorities to the recommendations. Items shall be presented with priority ranking and cost estimates for each recommendation at each facility. The matrix will be reviewed with the District's personnel, with final priorities determined by the District. This information shall be compiled into a database, which shall be in the form of spreadsheets.



Background Checks:

The successful Firm must provide background checks for all employees and subcontractors who will be on-site.

- Act 151 Child Abuse Clearance
- Act 34 PA Criminal Record Check
- Act 114 Federal Criminal History Check



Exhibit A

<p style="text-align: center;">Avonworth High / Middle School 304 Josephs Lane, Pittsburgh, PA 15237 Building Completion: 1970 Middle School Addition: 2000, 2024 Dr. Thomas Ralston Learning Lab: 2018 Renovations: 2024 Approx. 143,000 Sq. Ft., 43 Acres</p> <p>Also to include:</p> <ul style="list-style-type: none"> ● Maintenance Building ● Baseball Field 	<p style="text-align: center;">Avonworth Elementary School 1320 Roosevelt Rd, Pittsburgh, PA 15237 Building Completion: 1960 HVAC: 2015 Approx. 71,000 Sq. Ft., 2 Acres</p>
<p style="text-align: center;">Avonworth Primary Center 1310 Roosevelt Rd, Pittsburgh, PA 15237 Building Completion: 2014 Approx. 84,000 Sq. Ft., 3.2 Acres</p>	<p style="text-align: center;">Avonworth Central Administrative Offices 258 Josephs Ln, Pittsburgh, PA 15237 Building Completion: 1970 Renovations: 2025 Approx. 3,000 Sq. Ft.</p>
<p style="text-align: center;">Avonworth Lenzner Field - High School Football Stadium 321 Grandview Road, Pittsburgh, PA 15237 Building Completion: unknown Additions: 2000 Pressbox</p> <p>Also to include:</p> <ul style="list-style-type: none"> ● Mayernik Fieldhouse/Concession Stand (Approx. 8,000 Sq. Ft.) ● Bleachers ● Press Box ● Track ● Turf Field ● Storage Shed ● Pavillion 	<p style="text-align: center;">Lance Corporal Patrick B. Kenny Memorial Field 50 Memorial Drive, Emsworth, PA 15202 Building Completion: 1956 Approx. 2,600 Sq. Ft., 5 Acres</p> <p>Also to include:</p> <ul style="list-style-type: none"> ● Bathroom/Storage/Concession Building ● Storage Building ● Baseball/Football Field ● Tunnel to Parking

