



**WALLINGFORD-SWARTHMORE SCHOOL DISTRICT
REQUEST FOR PROPOSALS FOR
ARCHITECTURAL AND ENGINEERING SERVICES**

The Wallingford-Swarthmore School District is requesting Proposals from Architectural and Engineering firms that have experience with large school construction projects. The following pages respond to questions received from interested firms.

Responses to Questions Received by September 12, 2025

School Tour

In response to requests from architectural firms, the district will host two scheduled tours of Strath Haven High School. The tours will take place on Thursday, September 18 at 3:00 PM and Friday, September 19 at 3:00 PM. Participants should check in at the main office upon arrival and ask for Bob Maloney, who will be leading the tour.

- 1. Please confirm Consultant shall include site boundary and topo survey services, as well as geotechnical investigation services.**

Yes, they need to be included.

Are sports fields part of the base scope of the project? Is power to the field and any outbuildings, as well as the field, part of the project?

Sports fields are not included in the base scope of the project but may be considered as an alternate. The existing outbuildings and scoreboards currently have power. As part of the athletic field alternate, conduit should be installed from the main building to the field area to support future infrastructure needs, such as lighting, scoreboard upgrades, or other utilities.

- 2. Please confirm the district does not require the Consultant to engage Hazardous Material or Environmental Engineering sub-consultants.**

The District has its own environmental consultant.

- 3. Is the main building going to be occupied during construction of the addition?**

Yes.

- 4. Is the Consultant required to design, plan, and engineer any temporary facilities?**

We intend to work closely with the selected architectural firm to explore alternative solutions that eliminate the need for temporary facilities. If no viable alternatives are identified, the District will proceed with temporary modular classrooms as a last resort. As such, the Consultant should be prepared



to advise on and potentially design, plan, and engineer temporary facilities, but only if they are deemed necessary through collaborative planning.

5. Is there a Food & Beverage Program as part of the base project?

No. However, the District might include the renovation of the cafeteria as an alternate.

6. On pages 3 & 4, the RFP states, “Proposer will execute an AIA B132 Standard Form of Agreement between Owner and Construction Manager.” We assume this is incorrect and that the agreement will be the AIA B101 Standard Agreement Between Owner and Architect, or similar. Please confirm.

Because we will have a Construction Manager separate from an Architect, we will use the B132 Standard Form. However, in this case, it will be between the Owner and the Architectural Firm.

7. General Conditions, Item D. states, “Consultant shall secure and pay for all permits, governmental fees, and licenses necessary and legally required for the proper execution and completion of its services, unless otherwise specified by the district.” Please confirm this does not include any construction-related building permits or permits typically secured by the CM or Contractor and paid for by the Owner.

Yes, it is correct that the scope of this work does not include any construction-related building permits or permits typically secured by the CM or Contractor and paid for by the Owner.

8. For the existing renovation scope of work, the RFP explicitly mentions roofing. Should an enclosure conditions assessment be included in the Pre-design/programming phase to assess the other envelope systems?

The district has one roofing assessment report from 2020 and is currently in the process of having an updated one completed this month.

9. The RFP mentions AIA B132. Has a CM been selected?

We anticipate that a CM will be selected by the end of September.

10. Should efforts related to supporting LEED Silver be included in the base fee or be broken out as an additional service?

The District has not explicitly determined that this project will result in LEED Silver designation. We are seeking sustainable design solutions as described in the RFP, and such solutions should be included in the base fee. If a firm were to include efforts to support LEED Silver, such fees should be broken out as an additional service.

11. The RFP mentions infrastructure upgrades, including fire alarm, fire protection, electrical, lighting, and HVAC. Is any further information available detailing the specifics of this scope?



The District has based the infrastructure upgrade scope outlined in the RFP on a series of comprehensive reports that informed its 10-year capital improvement plan. To provide additional clarity and detail, these reports are publicly available on the District's website at [this location](#). Please see below for the direct links to each report.

[Retro Commissioning HS part 1 of 4](#)

[Retro Commissioning HS part 2 of 4](#)

[Retro Commissioning HS part 3 of 4](#)

[Retro Commissioning HS part 4 of 4](#)

- 12. The original project schedule included 13 months for design; however, it appears the schedule has been shortened to 8 months. Is there any flexibility with the duration of the design schedule?**

There is potential flexibility. Once the Construction Manager (CM) and Architect are formally engaged and the schematic design phase begins, the schedule will be reassessed in light of the project's scope, complexity, and any constraints identified during early planning. This reevaluation will help determine whether adjustments to the design duration are necessary to ensure quality and alignment with project goals.

- 13. Will existing plans of the school be provided in digital format (CAD or BIM), or should the proposal include laser scanning and surveying to provide existing condition drawings?**

Firms should plan to include laser scanning and surveying in their proposals to develop updated existing condition drawings. If the District is able to digitize existing plans (in CAD or BIM format), they will be posted to [this location](#) on the District's website as soon as possible. However, to ensure comprehensive documentation, scanning and surveying should be considered part of the base scope.

- 14. Can the District provide the Proposers with higher resolution planning diagram files from the July 9, 2024, presentation?**

This document is publicly available on the District's website at [this location](#). Please see below for the direct link to the report.

[SHHS Proposed Floor Plans](#)