



REQUEST FOR PROPOSAL

**CONDITIONS AND SPECIFICATIONS
For
ARCHITECTURAL SERVICES**

Proposals Due:

No later than 12:00 EST on Thursday, March 12, 2026

TABLE OF CONTENTS

Table of Contents	2
Purpose of Proposal	3
Scope of Service	3
Minimum Qualifications	3
Proposal	4
Interviews	5
Contract & Contract Period	5
Main Point of Contact	5
Evaluation Process	5
Response Date for Proposal	6
District Contact	6
RFP Addenda	6
Supporting Documentation	7
Informality of Bid and Acceptance	7
Acceptance by the District	7
Execution of this Request for Proposal	7
Definition of “Architect”	7
Instructions to Bidders	8
Exhibit A – Indemnification and Insurance Requirement	10
Exhibit B – Termination Clause	14
Exhibit C - Non-Collusion Affidavit	15
Exhibit D - Iran Divestment Act Certification	17
Exhibit E – Debarment and Suspension Certification	18
Exhibit F – Certificate of Corporate Authority	19
Exhibit G - Vendor Information Sheet	20
Exhibit H – EEO / Non-Discrimination Compliance Statement	21
Exhibit I – Addenda Acknowledgement Form	22

REQUEST FOR ARCHITECTURAL SERVICES PROPOSAL

Purpose of Proposal

The Allentown School District is seeking proposals from qualified respondents for Architect of Record services.

Scope of Service

The Allentown School Board is requesting proposals from licensed architectural firms interested in providing services as the Architect of Record for the District for a three (3) year term commencing July 1, 2026, to June 30, 2029. At the conclusion of this initial agreement term, the District may choose to issue another RFP for professional services or extend the term of the current services of the firm for an additional 1-year agreement amendment extension if agreed to by both the firm and the Allentown School District.

As Architect of Record, the architect shall provide all professional and consulting architectural services and technical direction as requested by the Board including, but not limited to, preparation of designs and specifications, estimation/calculation of construction costs, obtaining permits and approvals from state, county and local agencies, submission of plans and documentation to such agencies as may be required, development of specifications, review and approval of plans, responses to bids, and all services related to the pre-construction, construction and closeout phases of designated projects. The Architect shall prepare district-wide facility studies as needed. Because services, at times, involve emergency situations, the professional will be expected to return a phone call or emails within 48 hours. The professional will also be expected to be available to provide advice to the Board and administrators during non-business hours including attendance at meetings when requested.

The Architect shall work cooperatively with the District's On-Call Construction Management Firm (SiteLogIQ) in the bidding, award and closeout of the projects. The Architect shall assist the Board in recommending professional services, such as engineers and other experts.

Minimum Qualifications

1. Must be certified to provide architectural services in the State of Pennsylvania. Professional licenses and certifications should be provided.
2. Must have a minimum of five (5) years of experience in providing architectural services to school districts with comparable student populations and/or number of school buildings.
3. Must be experienced in obtaining permits and approvals from various State, County and local regulatory agencies.
4. Must maintain staff, or be able to contract with, Pennsylvania licensed or certified professionals including but not limited to architects, civil engineers, land surveyors, planners, environmental scientists and construction clerks.

5. Must maintain an office within sufficient proximity to the District to ensure timely response to urgent matters.
6. Must have project managers with at least five (5) years of school experience.

Proposal

The proposal shall include the following items:

1. Cover Letter – Provide a cover letter explaining the Proposer’s understanding of Architect of Record Services and a narrative as to why it is qualified to undertake the services described herein. An individual authorized to contractually bind the proposal shall sign the cover letter.
 - a. Firm Overview – describe the organization of the firm, including ownership, office locations, years in practice, and staffing capacity.
2. Experience
 - a. Narrative - Describe your Architect of Record experience with districts. Including preferably districts with 12 or more schools.
 - b. Completed Projects - Describe completed K-12 school projects (up to 10). Include a project summary, year completed, and construction cost. Include photographs, renderings and drawings as necessary to describe project scope and design innovations applied. Include projects that demonstrate the Proposer’s experience in occupied, existing buildings.
 - c. References - Provide a minimum of three references from the school districts for whom you have provided services within the last three (3) years. Include the district name contact name, phone number and email.
3. Key Team Member Qualifications
 - a. Provide resumes of all Key Team Members who will perform required tasks, including their experience, education, licenses and other relevant qualifications.
 - b. Include PA licenses for all team leadership.
4. Description of Services - Services to be provided by the Proposer with an explanation of how the services will be provided, as well as those services that will be subcontracted.
5. Additional Information – Provide a description of any particular area(s) of expertise the Proposer may possess that have not been included in the response provided above.
6. Required Forms and Certificates
 - W-9 including FEIN

- Non-Collusion Affidavit
 - Iran Divestment Act Certification
 - Debarment C Suspension Certification
 - Certificate Of Corporate Authority
 - Insurance Certification Checklist including Proof of Coverage
 - Vendor Information Sheet
 - EEO / Non-Discrimination Compliance Statement
 - Addenda Acknowledgment Form (if applicable)
7. Fee Structure
- a. Hourly Rate Schedule
 - b. Schedule of Fees as a % of construction cost

Interview

The Board of School Directors and/or the District Administration reserves the right to interview any or all the applicants submitting a proposal in its discretion. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Board reserves the right to request clarifying information subsequent to the submission of the proposal.

Contract and Contract Period

The term of contract for this RFP will be from July 1, 2026, through June 30, 2029.

If selected, a contract will be executed between the District and the Proposer, which will incorporate the terms and conditions of this RFP, together with other standards, and mutually agreed contract terms. If a contract that is acceptable to the District cannot be prepared, the District reserves the right to resubmit this RFP and to solicit proposals from other third parties.

Main Point of Contact

Dr. Robert W. Whartenby, Ed.D. Chief Operations Officer
Office: (484) 765-4005
Email: whartenbyr@allentownsd.org

Evaluation Process

Each Proposal shall be reviewed to determine responsiveness. A responsible proposal is complete and addresses all requirements of the RFP. The proposals will be evaluated by members of the School Board and such other members of the administration as may be called upon based on their level of interaction with the District Architect based upon information supplied by each Professional in response to this RFP.

A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the proposals are opened. The contract, if awarded, shall be awarded to the firm who submits the most advantageous proposal. including based on the following criteria, without limitation:

Technical Criteria and Qualifications

- Ability to meet all minimum qualifications
- Methodology of work to be performed
- Understanding of scope and services
- Documentation of past performance
- Proposal complete and responsive to the specific RFP requirements

Management Criteria

- Project management
- History/Experience with similar school districts
- Availability of personnel
- Qualifications and experience of personnel
- References from past or current clients

Cost Criteria

- Fees and/or hourly rates proposed
- Assurance of performances

The District reserves the right to reject any or all proposals as a whole or in part.

Response Date for Proposals

Proposals must be submitted in a single PDF file. No proposal received after the deadline will be accepted. Please send via email, no later than 12:00 p.m. on Thursday, March 12, 2026, to rfp@allentownsd.org. **All questions must be submitted via email** by no later than Thursday, March 5, 2026, 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

District Contact

Requests for any information concerning this solicitation are to be referred to Department of Procurement at rfp@allentownsd.org or 484-765-4245.

RFP Addenda

In the event that modifications or additions to the RFP become necessary, such items will be posted on the District’s website at www.allentownsd.org under Offices > Financial Services > Bids and RFPs.

Supporting Documentation

All documentation submitted with the proposal will become the property of Allentown School District.

Informality of Bid and Acceptance, Rejection or Selection of Proposal

The Allentown School District expressly reserves the right to reject any or all proposals (in whole or in part, with or without cause, even if all stated requirements are met), to waive any informalities or irregularities in the proposals, and to accept that proposal or the combination of proposals which is in the best interest of the Allentown School District, in part or in whole. The District reserves the right to negotiate terms and conditions.

Acceptance by the District

It is anticipated that the School Board of Director will consider the proposals at the March 26, 2026, School Board Meeting. An interview by phone or in person with the review team may be required.

In determining the award to the proposing architectural firms, the following will be considered:

1. Evidence is in the proposal that the submitting firm clearly understands the scope of the services to be performed.
2. Technical experience of the firm.
3. Qualifications of the firm's staff.
4. Size, structure and proximity of the firm.
5. Costs quoted to perform the specified services.

Execution of this "Request for Proposal"

The proposal must be signed by an official authorized to bind the respondent, and it must contain a statement to the effect that the proposal is firm for a period of at least 120 days from the date of receipt.

Proposals must be accompanied by the RFP of the Allentown School District, *which is to be incorporated therein by reference*. The District shall review the proposals pursuant to the criteria stated herein.

Definition of "Architect"

For the purposes of this Request for Proposal, the term "Architect" refers to a professional architectural firm capable of providing comprehensive architectural services, including but not limited to planning, programming, design, documentation, and construction administration. The selected Architect must employ or subcontract appropriately licensed professionals in architecture and related disciplines, including structural, mechanical, electrical, plumbing, civil, and specialty consultants as required for the scope of work. All architectural services shall be performed under the responsible charge of individuals licensed to practice architecture in the Commonwealth of Pennsylvania.

In addition to the services referenced in the evaluation process section, the selected Architect of Record (AOR) may be required to perform, at a minimum:

- **Assessment & Planning**
 - Conduct site visits, existing-conditions assessments, feasibility studies, and programming analyses.
 - Provide architectural evaluations, master planning input, conceptual layouts, cost opinions, and preliminary design recommendations.
 - Coordinate with District stakeholders to align project scope with educational specifications and operational needs.
- **Design Development**
 - Prepare architectural drawings, outline specifications, renderings, space plans, and design narratives.
 - Lead and coordinate the work of engineering and specialty consultants (civil, structural, mechanical, electrical, plumbing, technology, life safety, etc.).
 - Ensure integration of building systems within the overall architectural design.
 - Maintain alignment with applicable building codes, accessibility standards (ADA), and Pennsylvania regulatory requirements.
- **Construction Documentation**
 - Produce sealed architectural construction documents suitable for bidding, permitting, and construction.
 - Coordinate and incorporate consultant drawings into a complete bid package.
 - Manage regulatory submissions including municipal land development approvals, building code review, state agency approvals, and other applicable authorities having jurisdiction.
- **Bidding & Procurement Support**
 - Prepare addenda and respond to bidder requests for information (RFIs).
 - Assist the District in bid review, contractor evaluation, and recommendation for award.
 - Provide clarification of design intent during procurement.
- **Construction Phase Services**
 - Review shop drawings, product data, and submittals for conformance with design intent.
 - Attend construction meetings and conduct periodic site observations.
 - Review and respond to RFIs.
 - Evaluate and make recommendations regarding change orders.
 - Prepare punch lists and review corrective work.
 - Certify substantial completion and final completion documentation as required.

Instructions to Bidders

1. Respondents may submit questions concerning this Request for Engineering Proposal (RFP) in writing to the Procurement Department via email rfp@allentownsd.org. Written questions and answers shall become public record and will be shared via addenda on the RFP listing at Allentownsd.org. After submission of proposals and closing thereof, no information will be furnished until an award has been made.

2. The Respondent's proposal must disclose the firm's experience in as much detail as possible.
3. 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.
4. The District reserves the right to conduct personal interviews of any or all respondents prior to award. The District will not be liable for any costs incurred by the respondent in connection with such an interview.
5. The District reserves the right to conduct pre-award negotiations with any or all respondents.
6. Any proposal received after the time specified for receipt will not be considered.
7. Proposals may be withdrawn or modified in person by a respondent or the firm's authorized representative, provided their identity is made known and they sign a receipt for the proposal, before the time proposals must be received as stated previously in this RFP.
8. Afterward, if it is determined that the Architect's work was unacceptable, because it did not meet the Standards, Programs, Activities, and Functions, the Architect may, at the written request of the District, be required, to provide value engineering or redesign at its own expense and resubmit a revised design or assessment. Failure to submit acceptable work in a timely manner shall constitute sufficient grounds for the District to withhold payment and to pursue all lawful recourse.
9. The Architect may be terminated at any time upon thirty (30) days written notice by either party without cause. However, if the Architect fails to comply with any of the terms specified in this Article due to gross negligence or irreprehensible harm to the District, the District may terminate this contract with seven (7) days' notice.

End of Request for Proposal

Exhibit A
Allentown School District – Request for Proposal for Architectural Services

INDEMNIFICATION AND INSURANCE REQUIREMENTS

1. Indemnification

- (a) [COMPANY] agrees to defend, indemnify and hold harmless the ALLENTOWN SCHOOL DISTRICT and its agents and employees, from and against any and all demands, claims, suits, causes of action, damages, losses, penalties, and/or expenses, including attorney's fees, arising out of or resulting from [COMPANY's] performance of the work required by the [COMPANY], regardless of whether such demand, claim, suit, cause of action, loss, penalty, or expense is incident to or arises out of conditions or omissions permitted or acts performed by any indemnitee.
- (b) The [COMPANY] agrees to assume the entire responsibility and liability for all damages or injury to all persons, and to all property, arising out of or in any manner connected with the execution of the Work under this Agreement for Sale and Purchase of Property and to the fullest extent permitted by law, the [COMPANY] shall defend and indemnify the ALLENTOWN SCHOOL DISTRICT from all such claims including without limitation claims for which the ALLENTOWN SCHOOL DISTRICT may be or may be claimed to be liable by reason of its own independent negligence.
- (c) The COMPANY agrees to assume its entire responsibility and liability for all damage or injury to all persons, whether its employees or otherwise, and to all property arising out of or in any manner connected with the execution of the "work" under this contract.
- (d) Specifically, [COMPANY] also agrees to indemnify the ALLENTOWN SCHOOL DISTRICT from liability for ALLENTOWN SCHOOL DISTRICT's own negligence which results in harm to [COMPANY's] employees.
- (e) The [COMPANY's] obligation under this section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the [COMPANY] under worker's or workmen's compensation acts, disability benefits acts or other employee benefit acts.
- (f) The [COMPANY] shall defend and indemnify the ALLENTOWN SCHOOL DISTRICT from all such claims, including without limitation, claims for which the ALLENTOWN SCHOOL DISTRICT may or may be claimed to be liable in whole or in part, and legal fees and disbursements paid or incurred to defend any such claims, as well as legal fees paid or incurred in connection with enforcing the provisions of this section.
- (g) The [COMPANY] further agrees to obtain, maintain and pay for such general liability insurance coverage as will ensure the provisions of this section and other contractual indemnification assumed by the [COMPANY] in the contract.

2. Insurance

- (a) Contractor shall purchase and maintain insurance as outlined in following section (3), which will provide primary liability coverage to Contractor and ALLENTOWN SCHOOL DISTRICT for claims which may arise out of or result from Contractor's operations under the Contract, including without limitation (i) claims because of bodily injury, occupational sickness or disease, or death, whether to Contractor's employees or others and whether or not under a workers' compensation or other similar act or law for the benefit of employees; and (ii) claims because of injury to or destruction of tangible property, including loss of use resulting therefrom.
- (b) Certificates of insurance from the insurance carrier, or their authorized agent, with the appropriate additional named insured endorsement attached showing ALLENTOWN SCHOOL DISTRICT as an additional named insured for primary liability coverage and stating the limits of liability and expiration date which are reasonably acceptable to ALLENTOWN SCHOOL DISTRICT shall be filed with and accepted by ALLENTOWN SCHOOL DISTRICT before operations are begun.
- (c) Please have your insurance representative prepare and forward an acceptable Certificate of Insurance to:

Attn.: Robert W. Whartenby, Ed.D., COO
ALLENTOWN SCHOOL DISTRICT
31 S. Penn Street, Allentown, AP 18102

3. Insurance Requirements

- (a) Commercial General Liability.
 - (i) Minimum acceptable limit of coverage is \$1,000,000 per occurrence, \$2,000,000 aggregate, \$2,000,000 products and completed operations.
 - (ii) Coverage must be written on a Standard ISO General Liability form (CG0001) and must not contain any specific exclusions relating to contractual, products/completed operations liability, contractor's protective liability, and explosion, collapse, and underground (XCU) property damage hazard.
 - (iii) Depending on the nature and scope of work, higher limits may be required.
- (b) Business Auto Liability Insurance.
 - (i) Minimum acceptable limit of coverage is \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
 - (ii) Coverage must include owned, hired, and non-owned vehicles.
- (c) Workers' Compensation.
 - (i) Must provide benefits as mandated by the state worker's compensation statute.
 - (ii) Minimum acceptable employers' liability limit is \$500,000 for bodily injury by accident and \$500,000 for bodily injury by disease.

- (d) Excess Liability Insurance with a minimum acceptable limit of coverage of \$1,000,000 (or the final limit decided to be appropriate) per occurrence and aggregate. Such coverage shall be excess of the general liability insurance, business auto liability insurance, and employer's liability as required by this Addendum. ALLENTOWN SCHOOL DISTRICT must be named as additional insured.
- (e) If professional services are involved - Professional (E&O) Liability Insurance with minimum acceptable limits of \$1,000,000 per claim, \$3,000,000 aggregate.
- (f) If any work involves or includes handling, transporting, disposing or performing work or operations with hazardous substances or constituents, contaminants, waste, toxic materials, or any potential pollutants – Environmental/Pollution Liability Insurance with minimum acceptable limits of \$3,000,000 per occurrence. ALLENTOWN SCHOOL DISTRICT must be named as additional insured.
- (g) If contractor is providing web-based/cyber services or has access to owner's computer systems, websites, networks or other online content, Cyber Liability and Data Breach coverage shall be provided. Policy should include 3rd party privacy liability, network security liability, media liability & data breach coverage, with minimum limits of \$2,000,000 per claim, through the term of this agreement and for at least one (1) year after. ALLENTOWN SCHOOL DISTRICT must be named as additional insured.

4. Other Insurance Requirements

- (a) Contractor shall purchase insurance from and maintain in an ALLENTOWN SCHOOL DISTRICT or companies with an A.M. Best rating of "A" or better and lawfully authorized to do business in the jurisdiction in which the work is located.
- (b) Coverage must be written on an "occurrence" basis and shall be maintained without interruption from date of commencement of work until completion. Contractor is responsible to pay any and all deductibles and/or self-insured retentions that may apply to the required insurance.
- (c) The Contractor shall continuously provide up-dated and current certificates(s) of insurance throughout the term of the project as coverage expires.
- (d) ALLENTOWN SCHOOL DISTRICT **must** be named as "additional insured" with regards to general liability, cyber, auto liability and pollution liability (if applicable).
- (e) Cancellation Clause: The certificate of insurance must provide a thirty (30) day notice of cancellation.
- (f) Contractor's coverage naming the ALLENTOWN SCHOOL DISTRICT as additional insured shall include an Endorsement specifying that the Contractor's coverage is primary to any other coverage available to the ALLENTOWN SCHOOL DISTRICT, including, without, limitation, coverage maintained by the ALLENTOWN SCHOOL DISTRICT wherein the ALLENTOWN SCHOOL DISTRICT is the named insured, and that no act or omission shall invalidate the coverage.

- (g) Contractor shall require all COMPANYs (of every tier) to meet the same insurance criteria as required of the Contractor. The COMPANYs' insurance must name the ALLENTOWN SCHOOL DISTRICT as additional insureds. The Contractor shall maintain each COMPANY's certificate of insurance on file and provide such information to the ALLENTOWN SCHOOL DISTRICT for review upon request.
- (h) Contractor is responsible to pay any and all deductibles and/or self-insured retentions that may apply to the required insurance.
- (i) Failure of Contractor to obtain and maintain the required insurance shall constitute a breach of contract and Contractor will be liable to ALLENTOWN SCHOOL DISTRICT for any and all cost, liabilities, damages, and penalties (including attorney's fees, court, and settlement expenses) resulting from such breach, unless ALLENTOWN SCHOOL DISTRICT provides Contractor with a written waiver of the specific insurance requirement.
- (j) None of the requirements contained herein as to the types, limits, or ALLENTOWN SCHOOL DISTRICT's approval of insurance coverage to be maintained by Contractor are intended to and shall not in any manner, limit, qualify, or quantify the liabilities and obligations assumed by Contractor under the Contract Documents, any other agreement with ALLENTOWN SCHOOL DISTRICT, or otherwise provided by law.
- (k) Failure of Contractor to provide insurance as herein required or failure of ALLENTOWN SCHOOL DISTRICT to require evidence of insurance or to notify Contractor of any breach by Contractor of the requirements of this Section shall not be deemed to be a waiver of any of the terms of the Contract Documents, nor shall they be deemed to be a waiver of the obligation of the Contractor to defend, indemnify, and hold harmless the indemnified parties as required herein. The obligation to procure and maintain any insurance required is a separate responsibility of Contractor and independent of the duty to furnish a copy or certificate of such insurance policies.

Exhibit B
Allentown School District – Request for Proposal for Architectural Services

TERMINATION CLAUSE

Vendor Violation or Breach of Contract Terms

In addition to other terms stated in the Contract, Vendor at no cost to the District shall promptly correct any errors, omissions or defects in any product, services, or other item Vendor is required to deliver. The District reserves the right to reject any item reasonably determined by the District as containing errors, omissions or defects or otherwise failing to conform to the Contract. If Vendor fails to make corrections within a reasonable time, in addition to any other remedies available at law or in equity, District may at its option: (1) Make corrections and offset the cost of correction against any balance remaining owed to Vendor, and Vendor shall reimburse the District for any cost in excess of the balance. (2) Terminate the Contract, in which case Vendor at no cost to District shall remove any tangible items provided to date. (3) Accept delivery not in accordance with the Contract, instead of requiring removal or correction, in which case the contract sum will be reduced as appropriate and equitable. Such adjustment shall be affected whether or not final payment has been made. Duties and obligations imposed by the Contract and the rights and remedies available thereunder shall be in addition to and not in limitation of duties, obligations, rights and remedies otherwise imposed or available by law or in equity. No action or failure to act by the District shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing. *This term shall apply without regard to the Contract amount.*

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

District Termination for Cause and for Convenience

In addition to other terms stated in the Contract, District reserves the right by written notice to terminate the Contract effective on a future date specified in the notice, with or without cause. Cause means violation or breach of any Contract terms. If the Contract is terminated without cause, the District shall pay the Vendor for any product, services, or other item Vendor is required to deliver and which has been satisfactorily delivered prior to termination. If the District has paid the Vendor for goods or services not yet provided as of the date of termination, the Vendor shall immediately refund such payment(s). *This term shall apply without regard to the Contract amount.*

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

Exhibit C

Allentown School District – Request for Proposal for Architectural Services

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti Bid-Rigging Act, 62 Pa.C.S.A. § 4501 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. The member, officer or employee of the bidder who makes the final decision on prices must execute this Non-Collusion Affidavit and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids is unlawful and may be subject to criminal prosecution. The person who signed the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the Bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with the term in the bidding process and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

State of _____:

County of _____ :S.S.

I state that I am _____ (Title) of _____ (Name of my Firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. _____, its affiliates, subsidiaries, officers directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ (Name of Firm) understands and acknowledges that the above representations are material and important and will be relied on by The Allentown School District in awarding the contract(s) for which this bid is submitted. I understand that my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Allentown School District of the true facts relating to the submission for this contract.

SWORN TO AND
SUBSCRIBED BEFORE ME
THIS _____ DAY

(Names and Company Position)
of _____, 20 ____.

My Commission Expires:

Notary Public

Exhibit D
Allentown School District – Request for Proposal for Architectural Services

IRAN DIVESTMENT ACT CERTIFICATION

The undersigned hereby certifies that:

- 1. The proposer is not engaged in investment activities in Iran as defined under the Pennsylvania Iran Divestment Act of 2014.
- 2. The proposer is not listed on the Pennsylvania Department of General Services Iran Divestment List.
- 3. The proposer understands that providing false certification may result in termination of any contract awarded and may subject the proposer to legal penalties.

Firm Name: _____

Authorized Signatory: _____

Title: _____

Signature: _____

Date: _____

Exhibit E
Allentown School District – Request for Proposal for Architectural Services

DEBARMENT & SUSPENSION CERTIFICATION

The undersigned certifies, to the best of his/her knowledge and belief, that:

- 1. Neither the proposer nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in public contracts by any federal or state agency.
- 2. The proposer will notify the School District immediately if its status changes.
- 3. Any contract awarded may be terminated for cause if this certification is found to be false.

Firm Name: _____

Authorized Signatory: _____

Signature: _____

Date: _____

Exhibit F
Allentown School District – Request for Proposal for Architectural Services

CERTIFICATE OF CORPORATE AUTHORITY

I, _____, Secretary of

_____ (Firm), certify that:

1. The Board of Directors has authorized _____
(Name and Title) to execute proposals, contracts, and related documents on behalf of the firm.
2. This authorization remains in effect until revoked in writing by the firm.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal this
_____ day of **2026**.

Signature of Corporate Secretary: _____

Printed Name: _____

Title: _____

Corporate Seal (if applicable)

Exhibit G
Allentown School District – Request for Proposal for Architectural Services

VENDOR INFORMATION SHEET

Legal Firm Name: _____

DBA (if applicable): _____

Federal Tax ID (EIN): _____

Business Address: _____

City/State/Zip: _____

Primary Contact Person: _____

Phone: _____

Email: _____

Attachments (check all included):

W-9

Certificate of Insurance

Proof of PA Business Registration

Other: _____

Signature: _____

Date: _____

Exhibit H
Allentown School District – Request for Proposal for Architectural Services

EEO / NON-DISCRIMINATION COMPLIANCE STATEMENT

The proposer certifies compliance with all applicable federal and state non-discrimination laws, including but not limited to:

- Pennsylvania Human Relations Act
- Title VI and Title VII of the Civil Rights Act
- ADA and Section 504
- Equal Employment Opportunity requirements
- All other applicable equal opportunity statutes

Firm Name: _____

Authorized Signature: _____

Date: _____

Exhibit I
Allentown School District – Request for Proposal for Architectural Services

ADDENDA ACKNOWLEDGMENT FORM

The proposer acknowledges receipt of the following addenda to the RFP:

- Addendum No. _____ Date: _____
- Addendum No. _____ Date: _____
- Addendum No. _____ Date: _____

Firm Name: _____

Authorized Signature: _____

Date: _____