

West Chester Area School District
Spellman Administration Building
HVAC Upgrade & Building Reorganization and Renovation RFP

Requests for Proposal (RFP) Advertisement

The West Chester Area School District is soliciting Requests for Proposal (RFP) from select Architectural firms to provide comprehensive architectural and engineering services to provide planning, design, engineering, and construction-phase support services for the renovation and improvements at the Spellman Administration building which is located at 782 Springdale Drive, Exton, PA in West Whiteland Township. It is the intent of the School District to execute an agreement with an architectural or engineering firm to provide these services.

Proposals shall be submitted in five (5) bound copies by Sections and an electronic pdf version of the submission on a USB flash drive, to:

Wayne F. Birster, Jr.
Director of Facilities and Operations
West Chester Area School District
1181 McDermott Drive
West Chester, PA 19380

In order to be considered, proposals must be received by the School District no later than 2:00 pm, Monday, November 30, 2026.

Late submissions will not be accepted. The District is not responsible for delivery delays.

The cover of the envelope must include clearly "RFP Professional Services – Spellman Administration HVAC Upgrade & Building Reorganization and Renovation – [Firm Name]"

Questions must be submitted in writing to Damon Gonzaga – dgonzaga@wcasd.net and copied to Katrina Loftus – kloftus@wcasd.net, by **Friday, November 20, 2026, at 4:00pm**. Questions will be answered via addendum.

All emails with questions will receive an acknowledgement of their email from the District. The School Board reserves the right to accept or reject any or all Bids for any or no reason, to waive informalities and irregularities, and to make or not make awards in the best interest of the West Chester Area School District.

Mrs. Karen Avagliano Board Secretary

End of RFP Advertisement