



REQUEST FOR PROPOSAL (RFP)

Spellman Administration Building Professional Architectural & Engineering Services VAC Upgrade & Building Reorganization and Renovation

Addendum #1

Owner:
West Chester Area School District
782 Springdale Drive
Exton, PA 19341

October 27, 2026

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

The following information shall become part of the Request for Proposal Documents for the above-mentioned project.

A few of questions were asked, the questions and responses are listed below.

1. We are highly qualified for Administration Building Design and Renovations with a large portfolio of work. We are highly experienced in Private School and Boarding School Work from Master Planning through Academic and Sports Facilities. We have only a few projects that involve public school work. Is the Public-School Work a high level requirement for us to participate in the RFP process? The scoring matrix is not provided. We just want to confirm that our lack of Public-School work would not exclude us straight off the bat.?

Response: No, a lack of Public-School work will not exclude you from this RFP, but some type of school administration office renovation work is preferred.

2. The RFP references specific examples of work for Athletic Fields or Stadium Projects. Is this left over from another RFP? Should this statement be changed to "Administrative/Corporate Office Projects"?

Response: Yes, this is a leftover from the last RFP we advertised. I will make the corrections and post an addendum next week.

3. Confirm the Term "Master Plan" being used is actually the same as "Programming/Concept Design" and that this project is not part of a larger Master Plan that already exists or needs to be generated. We see no other reference to a Master Plan through the RFP.

Response: Yes, the term "Master Plan" is the same as "Programming / Concept Design".

Attachments included with this addendum:

- Revised page 8 of the RFP. Paragraph F. Section 6- Other Information, bullet point 4; revise the last sentence to **"You must provide examples of school administration renovation projects completed or active"**.
- Last sentence on page 8 is revised to **"Please enclose completed Exhibit 1, Exhibit 2, Exhibit 3, Exhibit 4 (attached)"**. Exhibit 4 – Non-Collusion Affidavit was included in the original RFP.
- Exhibit 5 Addenda Acknowledgement

Bidders must acknowledge this and any other issued addendum on Exhibit 5. Any bid that does not acknowledge this and any/all other addenda issued, may be considered a non-responsive bid and may be disqualified.

End of Addendum



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Exhibit 5

ADDENDA

The undersigned hereby acknowledges receipt of, and has included in this Statement of Qualifications all information covered by the following Addenda:

Addendum No.\ Dated

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Addendum No.\ Dated

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_____\

NAME OF FIRM _____

By: _____
Authorized Representative

Title _____

Date: _____

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2. The Architect or Engineer shall provide the actual square-foot costs for the firm's last five public school projects (structures only). Separate by categories of "new" and "renovated construction."
3. The Architect or Engineer shall identify what percentage of work (in terms of projects) is Pennsylvania public school work.
4. The Architect or Engineer shall identify whether the firm specializes in new or renovation school projects. You must provide examples of school administration renovation projects completed or active.
 - a. Include whether the projects were completed on time, ahead of schedule or behind schedule. If the projects are still active, please list the current schedule of the project as it relates to being on schedule.
 - b. Provide the proposed budget and whether the project is on budget.
 - c. Provide the percentage of cost in change orders.
 - d. Provide a list of project owner's contact information.

G. Section 7 – Fee Proposal

1. The fee proposals shall include all compensation and other payments due the Architect or Engineer (e.g. manpower, overhead, profit, direct costs, etc.) in the performance of the basic services as outlined in the attached Agreement for Architectural Services and Attachment "A".
2. The fee proposal for the project shall include the following:
 - Master Plan/Schematic Design Phase
 - Design Development Phase
 - Construction Document Phase
 - Construction Bid/Award Phase
 - Construction Contract Administration Phase
 - Project Close-out Phase

Please enclose completed Exhibit 1, Exhibit 2, Exhibit 3, Exhibit 4 (attached) in this section of your proposal.