WEST CHESTER AREA SCHOOL DISTRICT
782 Springdale Drive, Exton, Pennsylvania 19341 • Phone: 484-266-1000 • www.wcasd.net

Spellman Administration Building

Professional Architectural & Engineering Services

HVAC Upgrade & Building Reorganization and Renovation

RFP Walkthrough: 4:30 pm, Wednesday, November 4, 2026

Agenda Items:

1. RFP Schedule:
    a. Issue Request for Proposal – Tuesday, October 20, 2026
    b. Project Walk-Through – Wednesday, November 4, 2026, at 4:30 pm
    c. Questions due – Friday, November 20, 2026, at 4:00pm
    d. Proposals due – Monday, November 30, 2026, at 2:00 pm
    e. Final Selection and Architectural Contract Board recommendation – January 2027
    f. Design of Spellman Administration Building begins – February 2027
2. Project Schedule

Task	Finish Date
Architectural Contract Approval	January 2027
Design Kick-Off Meeting	February 2027
Master Plan	April 2, 2027
Schematic Design	May 13, 2027
Design Development	July 14, 2027
Construction Documents	September 17, 2027
Construction Bids Due	October 29, 2027
Award of the Construction Contracts	November 2027
Proposed Project Construction Duration	TBD

3. RFP submission
    a. Addendum acknowledged – addendum #1 issued
    b. Five exhibits

i. Fee
ii. Proposal signature
iii. Form of Agreement acknowledgement
iv. Non-Collusion affidavit
v. Addenda acknowledgement

4. 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

5. Budget:

   The approved overall project budget is $3,400,000. The construction budget is $2,400,000.

6. Bid scope:

   a. Evaluation of the existing MEP, including emergency power and sprinkler systems.
   b. Review of the current organization of the existing layout for greater departmental efficiency.
   c. Reconfigure offices and ancillary spaces for better district and departmental efficiency.
   d. Upgrade / replace the HVAC system.
   e. Add additional lunchroom spaces.
   f. Renovate or replace the existing roof.
   g. Replace floor covering as necessary.
   h. Evaluate and renovate toilet rooms

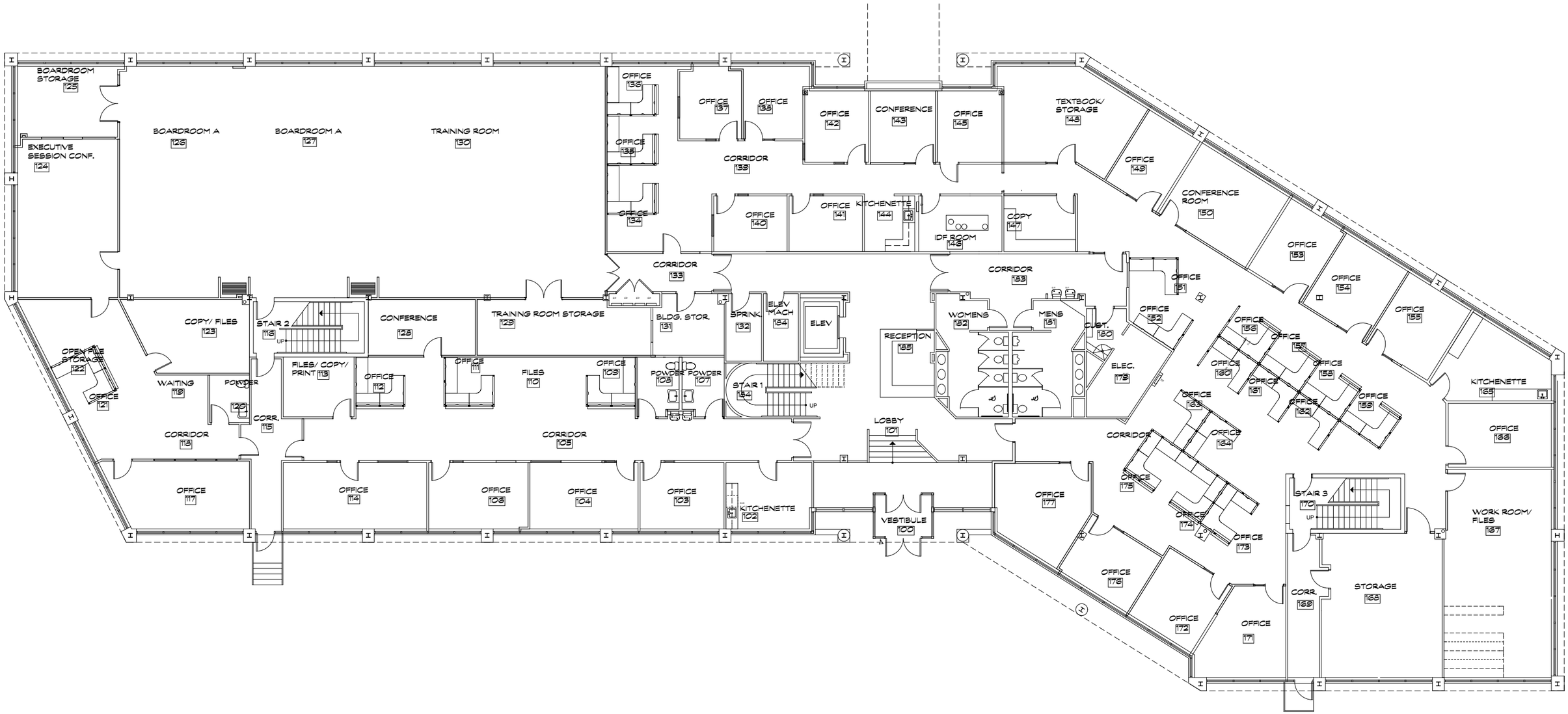
7. Existing Plans

8. Questions must be submitted in writing to Damon Gonzaga – dgonzaga@wcasd.net and copied to Katrina Loftus – kloftus@wcasd.net. Questions will be answered via addendum.

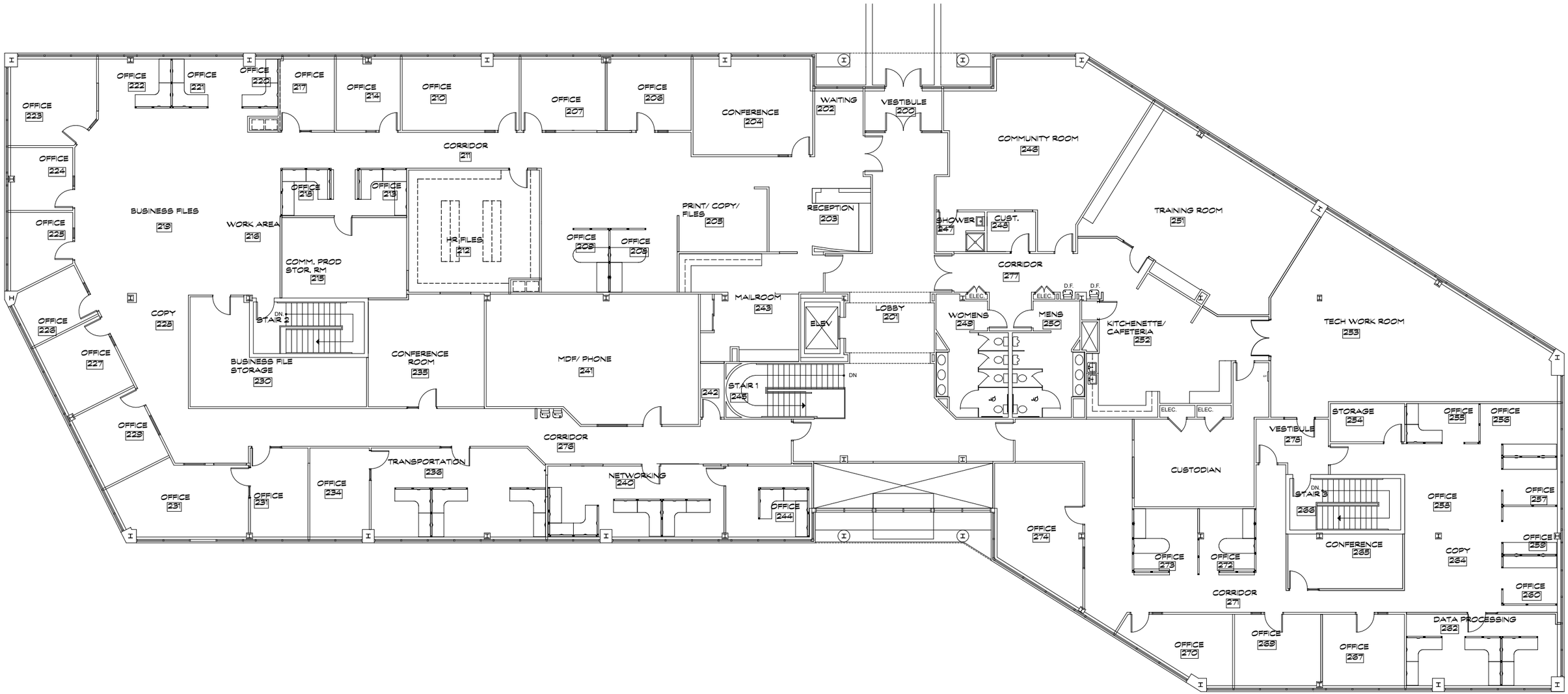
   All emails with questions will receive an acknowledgement of their email from the District. The School Board reserves the right to accept or reject any or all Bids for

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.

9. Questions

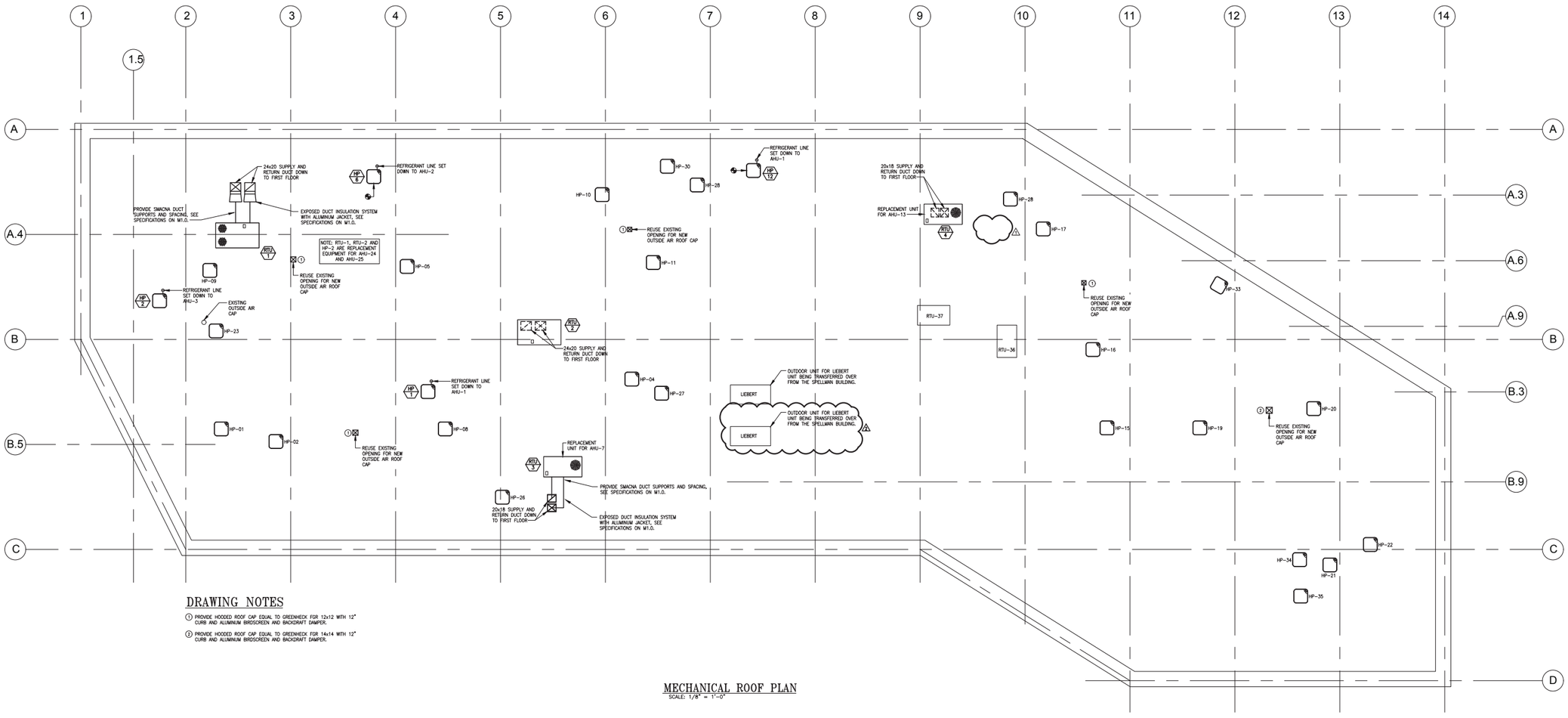

BOARDROOM STORAGE 125
BOARDROOM A 126
BOARDROOM A 127
TRAINING ROOM 130
EXECUTIVE SESSION CONF. 124
OFFICE 136
OFFICE 137
OFFICE 138
OFFICE 142
CONFERENCE 143
OFFICE 145
TEXTBOOK/ STORAGE 146
OFFICE 139
CORRIDOR
OFFICE 134
OFFICE 140
OFFICE 141
KITCHENETTE 144
IDF ROOM 148
COPY 147
OFFICE 149
CONFERENCE ROOM 150
OFFICE 153
OFFICE 154
OFFICE 155
CORRIDOR 133
OFFICE 151
COPY/ FILES 123
STAIR 2 116
UP
CONFERENCE 128
TRAINING ROOM STORAGE 129
BLDG. STOR. 131
SPRINK. 132
ELEV MACH 134
ELEV
WOMENS 182
MENS 181
CUST. 180
OFFICE 152
RECEPTION 185
ELEC. 179
OFFICE 156
OFFICE 157
OFFICE 160
OFFICE 161
OFFICE 158
OFFICE 159
OPEN FILE STORAGE 122
OFFICE 121
WAITING 119
POWDER 120
FILES/ COPY/ PRINT 113
OFFICE 112
OFFICE 111
FILES 110
OFFICE 109
POWDER 108
POWDER 107
STAIR 1 134
UP
KITCHENETTE 165
OFFICE 166
CORR. 115
CORRIDOR 118
CORRIDOR 105
LOBBY 101
OFFICE 163
OFFICE 164
CORRIDOR
OFFICE 175
OFFICE 174
OFFICE 173
OFFICE 117
OFFICE 114
OFFICE 106
OFFICE 104
OFFICE 103
KITCHENETTE 102
VESTIBULE 100
OFFICE 177
STAIR 3 170
UP
WORK ROOM/ FILES 167
OFFICE 176
CORR. 169
STORAGE 168
OFFICE 172
OFFICE 171

FIRST FLOOR



SECOND FLOOR

SEAL



DRAWING NOTES

1. PROVIDE HOODED ROOF CAP EQUAL TO GREENHECK FOR 12x12 WITH 12" CURB AND ALUMINUM BIRDSCREEN AND BACKDRAFT DAMPER.
3. PROVIDE HOODED ROOF CAP EQUAL TO GREENHECK FOR 14x14 WITH 12" CURB AND ALUMINUM BIRDSCREEN AND BACKDRAFT DAMPER.

MECHANICAL ROOF PLAN

SCALE: 1/8" = 1'-0"

PROJECT NAME

WEST CHESTER AREA SCHOOL DISTRICT ADMINISTRATION BLDG

782 SPRINGDALE DRIVE EXTON, PA

CHESTER COUNTY, PA

MARK	DATE	DESCRIPTION
2	2/2/17	ADDENDUM 2
1	1/27/17	FOR BID
	1/17/17	FOR BID

REVISIONS

PROJECT NO: 2016-150
DRAWN BY: MDL
CHK'D BY: DKB
DATE: 10/24/16

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MECHANICAL ROOF PLAN

DRAWING NUMBER

M1.3