

TUNKHANNOCK AREA SCHOOL DISTRICT

41 PHILADELPHIA AVENUE

TUNKHANNOCK, PA 18657

RFP ID #:2017-1

SUBMISSION DEADLINE: 12PM on May 11, 2017

Bidders Meeting: May 1, 2017 at 2PM in Central Administration Building

Deadline for Final Submission of Questions: May 5, 2017

Note: Questions can be submitted prior to the Bidder's Meeting on May 1, 2017; however, NO questions will be provided and/or circulated prior to this date.

**REQUEST FOR PROPOSAL**

Engineering services for the renovation and improvements to existing buildings for the purpose of consolidating schools in the Tunkhannock Area School District.

**BACKGROUND**

The intent of this RFP is to have the firms under consideration specifically address the services required and provide a well-considered price proposal for those services. The owner is looking for a "turnkey" approach, where the architecture firm will provide the following:

1. Oversight and input to a conceptual plan for each building, incorporating the latest thinking in the field concerning office requirements.
2. Review / input on Recommendations relative to the installation of different building systems (e.g., heat pumps vs. VAV).
3. Specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
4. Assist with selection of construction firms that should be given an opportunity to bid on the project based on their reputation for quality, their experience, their reputation for on-time and on-budget performance, and their financial credibility.
5. Preparation of necessary bid documents to be sent to construction firms for the project.
6. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as in preparing (from a business perspective) an appropriate contract.

7. Regular site observations of the contractor and subcontractors during the construction phase to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
8. Assistance, where necessary, with the government approval process (i.e., permits).  
immediately
9. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
10. This project is expected to be completed by August 1, 2018. The buildings involved will be available for inspection between the dates of May 10, 2017 and May 20, 2017. Please call to make an appointment.

As this proposal covers renovations and additions to an existing building, please answer the questions providing information to support improvements, additions, and renovations.

1. Provide the following information:
  - a. Name of firm
  - b. Complete address
  - c. Contact person
  - d. Telephone number
  - e. Fax number
  - f. Internet address
  - g. E-mail address
2. Provide a General Statement of Qualifications that responds to the project background information given above.
3. Personnel
  - a. List the professional and support positions and number of personnel in each position where applicable.
  - b. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the engineering project manager identified as leader of the project team, provide the name and phone number of three clients with whom he/she has worked.
  - c. List professional consultants / subcontractors outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their expertise.

4. Project work
  - a. Submit a list of all education-related projects your firm currently has in progress and the status of each.
  - b. For your last five projects (with special emphasis on public works), provide the following:
    - 1) Name of project
    - 2) Client contact
    - 3) Owner's total initial budget
    - 4) Total project cost
      - i. Number of change orders
      - ii. Total cost of change orders
    - 5) Date of bid
    - 6) Scheduled completion date
    - 7) Actual completion date
  - c. List your three best projects and the project personnel, including consultants, for those projects.
  - d. Describe the exceptional features of facilities designed by your firm.
  - e. Explain your firm's educational facilities expertise.
5. Special Design Concerns
  - a. Efficient energy usage is a concern of the district. Describe how your firm incorporates this aspect of design into its work. Provide examples.
  - b. Provide examples of design concepts to reduce construction cost and time.
6. Architectural/Engineering Service

Outline the design schedule you would implement to meet the expected construction and occupancy dates. Describe the methods you would use to maintain this schedule.
7. Construction Costs
  - a. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
  - b. List the steps in your standard change order procedure.

8. Legal Concerns

- a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a health care client or any of the same you have filed against a health care client.
- b. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by any client other than a health care client or any of the same you have filed.
- c. Explain your General Liability Insurance coverage.
- d. Explain your Professional Liability Insurance coverage.

9. Fees

- a. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
- b. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

**SUBMISSION PROCEDURE**

Proposals conforming to the requirements above must be received by

Heather McPherson, Superintendent  
Tunkhannock Area School District  
41 Philadelphia Avenue  
Tunkhannock, PA 18657

by courier or US mail no later than the deadline specified above. Three (3) copies of the proposal must be submitted. Proposals must state that they are valid for a period of ninety (90) days from the proposal deadline. Proposals must be submitted in in sealed opaque containers marked

“Engineering Proposal, TASD Consolidation Project”