

Hempfield School District
Request for Proposals
Architectural Services for High School Project
March 27, 2024

GENERAL

The Hempfield School District (“HSD”) seeks proposals from qualified architectural firms (hereinafter referred to as “Design Professional”) to provide comprehensive professional design services related to its existing High School (hereinafter referred to as the “Work”).

At its February 27, 2024 Building & Grounds Meeting, six representative options were presented (hereinafter referred to as the “Project”):

- Option #1 Renovations addressing Immediate Needs Only,
- Option #2 Light renovations with a 50,000 sf addition,
- Option #3 Full renovation of the existing HS with no addition,
- Option #4 Hybrid Full renovation with replacement of about 60% of the existing building,
- Option #5 A new 420,000 sf building (same size as the existing HS) and athletic fields; and
- Option #6 A new larger building (470,000 sf) and athletic fields.

These options are shared for information purposes only; no option is preferred, and it is the expectation of HSD that the eventual option, one of the six or a wholly new one, will be chosen after thorough analysis and vetting. Upon receipt and review of proposals and following procedures indicated, the HSD intends to enter into an Agreement (“Agreement” to be provided) with a single Design Professional.

BACKGROUND AND SERVICES REQUESTED

HSD seeks a Design Professional Partner. The successful Design Professional will be expected to provide leadership in the creation and execution of an inclusive process that will seek to develop a number of options for consideration (hereinafter referred to as “Process”). HSD has an engaged Executive Team and School Board that will review Concept Phase sketches/drawings and accompanying materials and envisions a Process whereby Community, Staff, and Professional input is included in order to evaluate the options that can be relied upon in making a decision as to the best option moving forward. The submitting Firm is left to make its own determination as to what it will require to complete the Work. In addition to anticipated bi-weekly meetings germane to the Process created by the design professional, said Design Professional should expect to conduct an average of five presentations for the HSD Buildings and Grounds Committee and/or Board that will necessarily include numerous options (with corresponding pros and cons, meaningful costs,

schedules etc.) as may be reasonably expected in order for the HSD to narrow its selections and, ultimately, choose the best option based on programmatic needs and cost constraints.

The successful Design Professional should be comprehensively experienced in providing professional insight, planning, design, engineering, and decision-making processes for the Work contemplated above. The Design Professional shall provide in its proposal any necessary architectural, engineering (Structural, MEP, Acoustical, and Civil), and other professional services customarily and typically rendered in order to complete the Work related to the Project, including assisting in the retention of any necessary third-party testing, geotechnical, survey etc. that may be required. The District has had a positive working relationship with Moore Engineering, Inc (MEP Engineers) and The ELA Group (civil).

ANTICIPATED DESIGN PROFESSIONAL FIRM SELECTION AND SERVICES SCHEDULE

- Receive Response to Request for Proposal – April 17, 2024
- Conduct Interviews with 3 finalists – Week of April 22
- Select Design Professional – Week of April 29
- Board Approval of Final Option – Date to be supplied by Design Professional
- Balance of Design Schedule – Date to be supplied by Design Professional

AVAILABILITY OF EXISTING INFORMATION

In 2020 and again in 2023, the District retained professional design services to provide a District-wide Feasibility Study for HSD based on miscellaneous District needs and requirements related to enrollment, capacity, and its facilities (the “Feasibility Study”). At the February 27, 2024 Building & Grounds Meeting, Fidevia (HSD’s Owner’s Representative) discussed the Feasibility Study and provided HSD with six representative Options for consideration ranging in cost from \$84,724,106 to only address “Immediate Needs” to \$311,535,000 to construct a “Larger High School and Athletic Fields.” Facilities Condition Assessments Report, identifying building priority levels. Based upon information in the Feasibility Study and the Facilities Condition Assessments Report, and discussions with the HSD Administration and School Board, HSD desires to engage in a Process that will result a best option for the future needs of the District. All of the above is provided for information purposes only; the Design Professional is expected to conduct its own investigations necessary to rely upon in performing its Work. A shared link to the 2020, 2023 and other pertinent documents will be provided.

INSTRUCTIONS FOR PREPARING THE RESPONSE TO THE PROPOSAL

One (1) bound copy and an electronic copy of the Proposal Response are requested:

Mrs. Karen Hall (Hard Copy and Electronic)
Chief Financial & Operations Officer
Hempfield School District
200 Church Street
Landisville, PA 17538
Karen_Hall@HempfieldSD.org

Dan Cicala (Electronic only)
Principal
Fidevia
dcicala@fidevia.com

In order to be considered, proposals must be received no later than 3:00 p.m. on April 17, 2024.

Proposals shall be tabbed per the sections noted below:

Section 1 – Organization and Project Team

- 1) Provide seminal firm information as well as identify who is the authorized individual (and his or her contact information) for purposes of communications regarding this RFP
- 2) Provide the firms' organization chart and indicate team members who would be assigned to the Project .. and for each team member, please include resumes and identify his/her specific responsibilities in carrying out the Work.

Section 2 - Process

- 1) Demonstrate the firm's understanding of the Project and explain in detail the Process it proposes to execute the Work.
- 2) The Design Professional is encouraged to comment on the Options indicated above as well as propose other options for consideration based on the Design Professional's experience with other similar projects. The Design professional should also identify concerns it believes needs to be addressed and satisfied in order to develop the options for consideration.

- 3) The Design Professional is expected as part of its Work to provide life cycle costing with regard to the options developed and the District will provide whatever historical information is necessary as to operational costs etc. that it may have in its possession.

Section 3 - Project Schedule

- 1) Based on the Services Schedule above and the Process identified by the firm, prepare a schedule for the delivery of the Work.

Section 4 – Firm Competency

- 1) Identify relevant examples where the firm has performed similar services and provide five references that HSD may contact. Include information to demonstrate the relevancy of these other completed examples to the Project.
- 2) In whatever format desired, indicate reason(s) why this firm believes it is especially qualified to undertake the Project. Discuss any unique qualifications possessed which would be of benefit to the HSD in the execution of the Work.

Section 5 - Fee Proposal

- 1) The Design Professional shall provide a fee structure to perform the Work based on the information in this RFP. Any service(s) for which the firm intends to charge as additional or reimbursable services, as well as any services that should be retained directly by the HSD shall be identified and a budget cost identified. The fee proposal should be broken down in a logical format based on the architect's proposed plan of executing the Work.
- 2) The Design Professional shall break its fee down as it deems appropriate but shall do so in a way that clearly identifies the fee necessary to get HSD to the point that a Final Option can be approved.
- 3) HSD intends to select a Design Professional based on four general criteria: 1) Comfort level, 2) Competency, 3) Fee necessary to get to the selection of a Final Option and 4) Overall Fee for the balance of the Work.

The HSD reserves the right to terminate, suspend, or modify this Request at any time prior to executing any Agreement as the final authority to award a Contract rests solely with the HSD's Board. In the event of termination, suspension, or modification, the HSD shall have no obligation or liability to any firm's preparing or submitting proposals or any other information in response for or related to this RFP. Any questions about this RFP should be directed to Ms. Hall or Mr. Cicala.