

**AVON GROVE SCHOOL DISTRICT  
REQUEST FOR PROPOSAL AND CONCEPT DESIGN  
FROM ARCHITECTURAL DESIGN FIRMS  
FOR THE  
PROPOSED AVON GROVE SCHOOL DISTRICT BUILDING PROGRAM PROJECT**

**May 09, 2018**

The Avon Grove School District (the “AGSD”) invites selected independent architectural design firms (each, a “Firm”) licensed in the Commonwealth of Pennsylvania to submit proposals to provide complete planning, design, and construction administration services for the Avon Grove School District Building Program in Chester County, Pennsylvania (the “Project”).

**A. PROPOSALS**

Sealed envelopes clearly marked “*Proposal for Design Services for the Avon Grove School District Building Program*” containing the Step 1 proposal (the “Proposal”) must be received by the AGSD on or before the date and time noted in Section C. Interviews may be conducted by the AGSD, in its discretion, and additional information may also be requested.

Mail or deliver twelve (12) copies of the Proposal, including the Fee Submission in the format outlined in this Request for Proposal (this “RFP”), to:

**Dan Carsley, Business Administrator/CFO**  
Avon Grove School District  
375 South Jennersville Road  
West Grove, PA 19390  
Tel: 610-869-2441  
E-mail: [dcarsley@avongrove.org](mailto:dcarsley@avongrove.org)

The AGSD is also separately contracting with a professional firm for construction management services to provide design and construction phase project management services. All questions concerning this RFP or the Project must be submitted in writing to Dan Carsley ([dcarsley@avongrove.org](mailto:dcarsley@avongrove.org)) on or before the date and time noted in Section C. An addendum will be issued to all Firms should one be required.

**Do not contact anyone else regarding this RFP except for the person listed above.**

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**The selection process will be a minimum two-step process.**

**Step 1:**

The first phase will be to provide a complete written response to all of the information contained in this RFP including proposed fees, the Firm's qualifications, and previous experience on similar projects (see Section E). **This RFP also requires that the Firm specifically review the options that the AGSD has considered thus far and that are included for information in this RFP.**

The purpose of the review will be to provide validation and/or input on the scope of each option the ideas and costs. The Firm shall also provide a description or supporting information to validate or improve, any of these options as part of its submission.

**Step 2:**

A short list of Firms will be chosen and requested to prepare a concept plan of the option(s) selected by the AGSD. The concept plan shall be in the form of a written submission, sketches, drawings, and any other information to support the design concept.

The design being considered by the AGSD shall be pragmatic, durable, easy to maintain, and must meet the **educational specifications and program** outline included in this RFP.

The Firm may also be requested to make a formal presentation at a public meeting.

The minimum scope of services desired is defined in this RFP. The proposal submitted can identify any additional or recommended services. The AGSD shall have the right to modify this scope as it deems necessary.

***There will be a meeting on the date and time noted in Section C at the project site(s) to provide an opportunity to see the site and building, and to ask questions.***

**B. BACKGROUND & DESCRIPTION**

The AGSD is in the process of planning a new High School Facility on a greenfield site located at Sunnyside Road, West Grove, Pennsylvania 19390. In addition, the AGSD intends to renovate the existing High School Facility for use as a Middle School. This information is subject to revision during plan development. The proposed overall schedule is:

Design Phase, Reviews, Budgeting, Scheduling, Approvals and Value Engineering	12-16 months
Bidding and Procurement	2-3 months
Construction Phase High School	TBD

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The following attachments include information on the Project:

- i. Attachment A – Avon Grove School District Building Program list of Capital Improvements
- ii. Attachment B – Educational Specifications & options selected
  - a. New High School Building
  - b. Renovation / Addition to existing High School for conversion to Middle School
- iii. Attachment C – Draft AIA Document B132™ – 2009 Standard Form of Agreement between OWNER and Architect, Construction Manager as Advisor Edition as modified by OWNER (**subject to review and modification by the AGSD and its solicitor**)
- iv. Attachment D – Draft AIA Document G202 – 2013 Project Building Information Modeling Protocol Form for new High School Project (**subject to review and modification by the AGSD and its solicitor**).

Wherever Attachment A through Attachment D are listed individually or collectively, such Attachment or Attachments are subject to review and modification by the AGSD and its solicitor.

The Firm is requested to review all attachments and prepare a proposal submission in compliance with all criteria listed in the attachments. In addition, the Firm is requested to confirm its agreement and ability to meet the schedule and its agreement with the cost breakdowns listed for each option. **Please identify any recommendations to the Project timeline, budget, and scope as part of the submission.**

***NOTE: The AGSD reserves the rights to retain and develop any design solutions submitted as part of the proposal process and during the formal interview process.***

### **C. SELECTION SCHEDULE**

The tentative schedule for the selection process is:

Issue RFP to selected Firms	May 9, 2018
Meeting at 375 South Jennersville Road, West Grove, Pennsylvania for walkthrough of sites and to ask questions	May 16, 2018 at 10:00 a.m.
Deadline for RFP Questions from Firms	May 25, 2018
Submit Step 1 Proposals to the AGSD	May 31, 2018 before 2:00 p.m.
Step 1 Proposal Screenings by AGSD	June 4, 5, 6, 2018
AGSD notify select firms for Step 2	June 6, 2018
Submit Step 2 submissions to the AGSD	June 18, 2018 before 2 p.m.
Step 2 Presentation with the AGSD Board	June 19, 2018

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The above dates and times are subject to change at the AGSD's discretion.

**D. RESPONSIBILITIES OF THE AVON GROVE SCHOOL DISTRICT**

- i. The AGSD will be responsible for all municipal agency approval fees and state agency approval fees. The selected Firm shall be responsible for the overall coordination of all consultants for necessary land development and construction permits.
- ii. The AGSD will provide any traffic studies required for the Project.
- iii. The AGSD will provide independent consultants for hazardous materials abatement or other environmental issues.
- iv. The AGSD will provide site geotechnical analysis based on the preliminary plan and on test borings plan prepared by the selected Firm.

**E. INSTRUCTIONS FOR PREPARING THE PROPOSAL**

It is understood that the AGSD reserves the right to reject any or all Proposals, or part thereof or items therein, and to waive technicalities required for the best interests of the AGSD. Omission of any information may be sufficient cause for rejection of a Proposal. It is further understood that some of the items that will be considered in selecting a Firm include, but are not limited to:

- i. Competency and responsibility of the Firms submitting Proposals.
- ii. Past experience with similar new school and renovation projects and references from present and past clients.
- iii. Response to and comments on the two options provided as part of this RFP.
- iv. Design concept and solution(s) submitted to address the AGSD's program needs and provide the AGSD with an understanding of the Firm's approach to addressing the AGSD's needs.
- v. Personnel and consultants assigned to the Project and their qualifications.
- vi. Fees.
- vii. Track record on previous public school projects including budget, timelines, and change orders. (List a minimum of five public school projects.)

It is further understood that by requesting these Proposals, the AGSD is not incorporating the public bidding process into this solicitation and nothing contained herein shall create any contractual rights or obligations by and between the AGSD and any person or entity responding hereto.

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The AGSD intends to review and evaluate all Proposals received on the basis of various factors, including, but not limited to, the professional qualifications, staffing, special skills, resources, professional and business reputation, fee and cost structure and other features of the Proposals and attributes of those Firms presenting Proposals in response to this RFP. As proposals for professional services, the AGSD is not constrained to select the Proposal from the lowest responsible bidder, and expressly reserves the right to evaluate Proposals on such factors, both objective and subjective, as the AGSD deems relevant and material in its absolute discretion, without being bound to award the contract solely or even primarily on the basis of cost.

Proposals shall contain the information listed below and shall be tabbed as follows.

**Section 1. Organization, Staffing, and Qualifications**

1. Provide a Project team organization chart depicting the Firm's team members, including names, titles, and specific responsibilities of team members. Indicate the specific personnel that will remain directly involved in the Project from schematic design to construction and project completion. Describe how the Firm will keep the specific personnel on the Project.
2. Provide the following information for personnel in the Firm and other consultants (*i.e.*, mechanical, electrical, plumbing, civil, structural, landscaping, food service, technology, acoustics, etc.) that will have responsibility for the Project:
  - The address of the specific office which will have responsibility for performing the work.
  - The number of personnel by discipline presently employed, at the office specified above. If personnel are qualified in several disciplines, list the personnel only once under their primary discipline. Write in any additional disciplines, (*e.g.*, CAD personnel, etc.), and the number of personnel in each.
  - Provide resumes for all personnel who have major project responsibilities. Each resume must include: a) name and title, b) the Project assignment or role that the person will fulfill in relation to the Project, c) the name of the company with whom the individual is currently associated, d) years of relevant experience with present company and other companies, e) the academic degree(s) achieved, the discipline covered and the year achieved, f) professional registrations, field of registration and year acquired, and g) a synopsis of experience, training or other experience which reflects upon the individual's potential contribution to the Project.
  - Through narrative discussion, show reason why the Firm believes it is especially qualified to undertake the Project. Discuss any unique qualifications that the Firm possesses which would benefit the AGSD in the execution of the Project.

**Section 2. Understanding of the Construction Program**

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The Firm shall in a clear and concise manner state its understanding of the Project and the role of the Firm with the construction manager, the AGSD, and the AGSD's solicitor in the Pre-Design, Schematic Design, Design Development, Construction Documents, Bidding, Construction Contract Administration, and Post Construction Phases. The description must demonstrate that the Firm has a complete understanding of the Project.

**Section 3. Design Approach**

The Firm shall describe its approach in designing the Project. Include a complete description of the work to be accomplished, with a detailed outline of the various design functions and design products that will be produced in each phase of the Project, and address the Firm's proposed interaction with the construction manager, the AGSD, and the AGSD's solicitor for reviews, value engineering, and constructability.

**Section 4. Project Control**

The Firm shall indicate what techniques are planned to assure the approved budget for the Project will be maintained. An estimated Project cost needs to be included with the Proposal in the event that the Firm proposes changes to the information provided.

**Section 5. Project Schedule**

The Firm shall review the schedule listed in Section B and comment regarding the feasibility of meeting the schedule.

**Section 6: Review, Validate, or Provide Additional Option(s) for the Project**

The first phase (Step 1) will be to provide a complete written response to all of the information contained in this RFP including proposed fees, the Firm's qualifications, and previous experience on similar projects. **This RFP also requires that the Firm specifically review the two options that the AGSD has considered thus far and that are included for information in this RFP.**

The purpose of the review will be to provide validation and/or input on the scope of each option, the ideas and costs. The Firm shall also provide a description or supporting information to validate and provide comments for any of these options.

**Step 2**

**THIS SECTION IS ONLY REQUIRED TO BE SUBMITTED IF THE FIRM IS SELECTED FOR STEP 2.**

**Section 7: Schematic Design Concept and Solution(s):**

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The Firm shall review the preliminary program scope and budget approved by the AGSD and develop design concept and solution(s) to the Project and provide the AGSD with an understanding of the Firm's approach to addressing the AGSD's needs. The concept and solution(s) presented will be considered in the selection of a Firm. The Firm understands that whether or not a Firm is selected for the Project, the AGSD reserves the right to retain and develop any concepts, solutions, designs, and ideas presented as part of the proposal process.

**7.1 Parameters for Consideration**

1. The traffic flow patterns should be considered in the solution.
2. The AGSD wants to pursue sustainable, efficient, and cost-effective solutions that result in a program driven solution.
3. The design being considered by the AGSD shall be pragmatic, durable, easy to maintain, and must meet the education specifications and program outline included in this RFP.
4. The Project budget and program requirements must be met.
5. Integration of creative and efficient learning opportunities.
6. The existing High School will be vacant during the renovation period. Options presented must address how disturbance of the existing Middle School will be limited.
7. Compliance with all local, state, PlanCon, and code requirements.
8. Proposals can offer any suggested changes to educational specifications, program, budget, or other parameters.

**7.2 Options to be Developed.**

**7.3 Any creative option meeting the program needs.**

**Section 8. Other Information**

- The Firm shall indicate whether, as a single entity or as a member of a joint venture, the Firm has been the subject of any litigation through the discharge of its professional services. If so, provide a detailed description of the litigants, the subject matter, and the disposition of the litigation.

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- The Firm shall identify the percentage (in terms of projects) of Pennsylvania school district projects and also any other relevant projects.
- The Firm shall identify how the Firm specializes in school district projects and provide project examples.
- The Firm shall include a list of a minimum of five (5) recent, and relevant, similar public school projects, and include the following information:
  - a) School District name and phone number
  - b) Project name and scope: New ☐ Renovation ☐ Both ☐
  - c) Contact name, title and phone number
  - d) Actual square-foot costs (construction costs only)
  - e) Budgeted cost of the project
  - f) Final cost of the project
  - g) Size of building and associated other scope
  - h) Number of change orders and dollar value of all change orders
  - i) Number of change orders due to any Firm design issues
  - j) Actual project start and completion dates in comparison to the original project schedule
- The Firm shall include a brief description of their experience with LEED projects and sustainable design.

**Section 9. Fee Proposal – To be in a separate sealed envelope**

- The fee proposal shall include all compensation and other payments due to the Firm (e.g., manpower, overhead, profit, direct costs, reimbursables for mileage, phone, etc.) in the performance of the basic services as outlined in this RFP and Attachment C.
- *The fee proposal in the Attachment C will be a fixed fee.*
- The fee proposed will be paid monthly with maximum amounts as per Attachment C.
- Include all design and construction administration fees, if any and broken out separately to pursue LEED Silver Level Certification as part of the base fee.
- In addition, list all other anticipated categories of costs that are not included in the proposal listed above such as bid documents and printing, etc. Include the Firm's estimated total cost for each category.
- Include the attached FEE SUBMISSION PAGES, signed and submitted with the Proposal in a separate sealed envelope.

**F.** Submittal of a Proposal by a Firm shall be a representation that the Firm understands the scope of the Project.

**G.** The Firm shall provide those insurances as specified in this RFP and as specified in the Attachment C under Article 2, Section 2.6.



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The Firm shall provide certificates of insurance for Comprehensive General Liability on an occurrence basis in an amount of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate. The Firm shall provide a per project endorsement to its Comprehensive General Liability Policy aggregate. The Firm shall provide Automobile Liability insurance with a minimum combined single limit of liability of One Million Dollars (\$1,000,000) and Workmen's Compensation Insurance at statutory limits and Employers Liability with a policy limit of not less than One Million Dollars (\$1,000,000). There shall be no deductibles applicable to the General Liability and Automobile Liability policies. The Firm shall also provide Professional Liability insurance covering the Firm's negligent acts, errors and omissions in its performance of professional services with policy limits of not less than Two Million Dollars (\$2,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate with the terms, conditions, and provisions of the Professional Liability insurance subject to final review and approval of the AGSD. The Firm shall also provide umbrella or excess liability policy of Five Million Dollars (\$5,000,000). In addition to the certificates of insurance, the Firm shall also submit other appropriate evidence (*e.g.*, copy of the policies) that the required insurances have been issued to the Firm. The terms, conditions, and provisions of the Professional Liability insurance shall be subject to final review and approval of the AGSD.

**H. SCOPE OF SERVICES**

The scope of services desired is defined in this RFP and Attachment C. Firm must identify any items that are not acceptable as part of the Proposal submission. The AGSD shall have the right to modify this scope, as it deems necessary. The terms of Attachment C shall be subject to review and modification by the AGSD and its solicitor. The selected Firm shall:

1. Together with its consultants, participate in web-based project documentation and record keeping.
2. Comply with the Project schedule from award of design contract including schematic design and working drawings through to advertisement to bid and award of construction contract.
3. Perform any additional surveys of the entire property and adjacent properties to supplement survey provided as part of this RFP.
4. Develop and present at least three (3) conceptual plans for review by the AGSD. These plans may be completely different than any proposal or presentation plans prepared in response to this RFP by the Firm.
5. Provide schematic design services, including attendance at design meetings by all professional representatives that may be required (site, architectural, M/E/P, food

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service, acoustics, etc.) with the AGSD and construction manager to evaluate and define the scope of the Project and design concepts.

6. Provide as an option, all building design and submissions required to obtain, at a minimum, LEED Silver Certification, maintain a checklist for record keeping purposes of each point and any associated costs.
7. Conduct field surveys required to complete the necessary plans and specifications. Existing drawings of the site are included with this RFP. The Firm will be required to conduct additional investigations and surveys to verify the information and gather supplemental data as required to complete the Project design and approvals.
8. Verify the original budget prepared by the construction manager and confirm and comply with cost estimate budgets provided through the design phase. Provide information and assist with construction cost estimates in order to ensure budget requirements are maintained.
9. Provide interior design services including furniture layouts, material, and color selection as required for the Project. Prepare and provide drawing layouts for bidding furniture and equipment as required for the Project. The AGSD may purchase some or all moveable furniture and equipment independently. The Firm and its consultants shall actively participate and provide information required for value engineering studies. Please provide this as an alternate in the Firm's proposed fees.
10. Provide information for life cycle and value engineering for building systems, make changes and cooperate as required with the AGSD and the construction manager for all project value engineering and the AGSD criteria items through the course of the Project. The AGSD shall make final determination on all value engineering decisions.
11. Prepare the Firm's color renderings of concepts and of approved design as requested by the AGSD.
12. Provide complete progress drawings and specifications at 30%, 60%, and 90% for review and comment by the construction manager and make progress reports at the AGSD's Board meetings or other meetings as requested by the AGSD and its representatives. The submittal drawing format shall include .dwg files of 2D documents and 3D models from each discipline plus a full set of 2D. pdf's.
13. The AGSD is committed to utilizing the tools of **Building Information Modeling (BIM)** to execute the design, construction, and management of its new facilities, and the upgrade of its existing facilities and infrastructure. It is the AGSD's intent

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to facilitate the use of BIM technologies and workflow to achieve the following goals:

- 13.1 Develop a high-performance building.
  - 13.2 Facilitate a collaborative project environment between all stakeholders from Project inception to completion.
  - 13.3 Execute coordinated Project documents using 3D modeling and parametric features of BIM.
  - 13.4 Improve system coordination and the execution of design intent in the field, streamline construction process and minimize change orders.
  - 13.5 Utilize 4D Technology and process to better manage transition from design to construction and virtually simulate construction process with various trades to avoid conflicts in the field.
  - 13.6 Utilize 5D technology and processes to develop building life cycle cost projections, and more accurate project cost estimates.
  - 13.7 Incorporate as-built information into facility management tools.
  - 13.8 Establish a technology platform and provide continuous support to incorporate future technologies.
  - 13.9 Use BIM as information and communication tools for facility managers and staff.
14. Mandatory BIM Project requirements shall include the modeling, visualization, documentation and analytic processes of the building design, which shall assist in validating the scope and cost of the Project.

The Firm shall develop an outline of what is expected and shall be responsible for monitoring the process assuring that expectations are met. The Firm shall take the lead. The Firm shall develop a BIM Project execution Plan (PxP) which provides a detailed plan for how BIM will be executed on the Project. The plan shall outline the planning, programming, design, preconstruction, construction and closeout phases. The plan shall also outline how the information will be developed, distributed and organized between project team members and other entities during the construction process. It shall specify project closeout as it relates to project deliverables. The Firm shall include BIM analysis such as, but not limited to: site analysis, solar analysis, green building analysis, energy analysis, phasing simulation, quantity takeoffs for estimating purposes, structural analysis, clash detection, constructability, and post construction facility management. The PxP will outline the responsibility for providing the referenced analysis and the milestones for it to occur. The PxP shall further outline the Level of Detail (LOD) requirements, file formats, and software versions to be used, coordination between disciplines, milestone archiving etc., as outlined in Attachment D, AIA Document G202 – 2013. The Firm shall demonstrate the benefits to using BIM on the Project to the AGSD.

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15. In Accordance with Attachment D, AIA DOCUMENT G202-2013, a set of reproducible archive Conformed Construction Documents, As-Designed Record Drawings, and As-Constructed Record Drawings reflecting the changes in the work made during construction, shall be submitted to the construction manager and the AGSD.
16. The Firm shall prepare schematic and conceptual drawings, working drawings, bid drawings, a project manual which will include bid instructions, bid forms, bond forms, sample contractor agreement forms, general supplementary conditions, specifications for the entire Project scope, including site, structural, mechanical, electrical, plumbing, food service, teledata and all other documents required for contractors to bid and build the Project. The project manual shall be submitted to the construction manager and the AGSD's solicitor for review and modification prior to the Project being put out for bid. The construction manager shall provide the Division 00 and 01 portions of the project manual including bid instructions, bid forms, bond forms, sample contractor agreement forms, general/supplementary conditions to include in the bid documents. The Firm shall review and provide comments on all specification sections prepared by the construction manager.
17. The Firm shall conduct bi-weekly design team meetings with participation from the AGSD, the construction manager, the Firm, and all consultants including civil engineer, mechanical engineer, structural engineer, and consultants as required. Meeting minutes from these meetings shall be prepared by the construction manager and distributed to all attendees within two days after the meeting.
18. The Firm shall conduct regular meetings to obtain the AGSD and all stakeholder input at the schematic, design development and for construction documents. Firm shall issue all minutes with actions plans from each meeting.
19. Coordinate all work to incorporate and prepare full Project requirements, including all required Project phasing prepared by the construction manager and coordinating any hazardous materials abatement work or work of other independent consultants.
20. The Firm shall review all Project requirements and criteria with the construction manager and the AGSD including site, program needs, architectural parameters, mechanical, electrical, technology, food service, plumbing and other facility requirements throughout the Project on a regular basis (a minimum of every two weeks) through pre-design and design phases. Various options and comparisons including use of spaces, cost, impact and life cycle will be reviewed. The Firm shall provide the necessary professionals and information for the decision-making process.

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21. The facility must be designed to accommodate future needs and overall site master planning with regards to site improvements and building systems.
22. The AGSD has attached a preliminary program and scope (Attachment A, B, C, and D). The final program needs are to be developed by the Firm and will require review and adjustment during the programming and schematic design phase. The Firm is responsible to prepare the final program and scope for review and approval by the AGSD.
23. The Firm and its consultants shall perform any additional surveys necessary for design, plan submission to approval agencies and preparation of bid documents. Prepare all land development and site approval drawings and documents required by state, county, township and municipal agencies for project approval. Any traffic study information required will be furnished by the AGSD.
24. The Firm and its consultants shall attend all meetings with state, county, city and municipal agencies necessary for Project approval.
25. Prepare all Project bid documents incorporating all drawings including site development drawings and specifications prepared by civil engineering consultant and respond to questions from bidders including participation at mandatory pre-bid conferences.
26. The Firm, in performing all of the above services, shall include the services of a registered architect, licensed civil engineer for all supplemental surveys and land development plan preparation and all site approvals, licensed mechanical engineer, licensed plumbing engineer, licensed electrical engineer, technology consultant, licensed structural engineer, registered landscape firm, acoustic consultant and food service consultant. The Firm shall be responsible to coordinate all design and approvals for the Project.
27. Incorporate identified alternate bids and alternate bids developed during design to give the AGSD options with regard to bids and budget control
28. Prepare, distribute and track any necessary addenda to clarify contractor questions and construction documentation.
29. Review bids and assist the construction manager in making recommendations to the AGSD for award.
30. The Firm shall provide conformance drawings that include all addenda items clouded and numbered for distribution to the AGSD, the construction manager and contractors within two weeks after receiving bids.

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31. Review AIA AGSD/Contractor Agreements for the anticipated prime contracts (General Contractor, HVAC, Electrical, Plumbing, Food Service and Fire Suppression). **The AIA AGSD/Contractor** Agreements shall be prepared by the construction manager and submitted to the AGSD's solicitor for review and modification prior to submitting the agreements to the prime contractors for bidding. All solicitor review comments shall be reviewed and discussed by and with the Firm.
32. Provide construction administration services as stated in the agreement, and as supplemented herein, including review and approval of contractor's submittals and shop drawings, and return same in a timely fashion.
33. Services for shop drawings and submittal reviews shall be provided at no additional cost to the AGSD and without any time limits or number of reviews.
34. Review and approve, in conjunction with the construction manager, requests for payment submitted by the contractors on a monthly basis.
35. The Firm and mechanical engineer must attend and participate in bi-weekly construction meetings and must ensure that the respective design professionals are available to address contractor's questions including interpretation of drawings and specifications. Meeting minutes from these meetings shall be prepared by the construction manager and distributed to all attendees within two days after the meeting.
36. The Firm, mechanical engineer, electrical engineer, plumbing engineer, food service consultant, technology consultant, civil engineer, structural engineer and all other consultants must provide site observation visits as required to ensure that construction is in conformance with the design documents and when requested by the AGSD or the construction manager at no additional cost to the AGSD and without limits on the number of visits.
37. Provide final walk-through of completed facility and prepare all necessary punch lists by respective professionals as noted above.
38. The Firm shall have the primary responsibility for preparing all PlanCon forms (A through J). The AGSD and the construction manager will provide support information for financing and cost information. The Firm shall also participate in all presentations including Act 34 hearings.

**I. FEE SUBMISSION**

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1. The undersigned has verified that the fee submitted in accordance with this RFP is complete and understands that the AGSD will not be responsible for any errors or omissions on the part of the undersigned in preparing this proposal.
2. In submitting this Proposal, it is understood that the right is reserved by the AGSD to reject any or all Proposals and waive all informalities in connection herewith.
3. The undersigned declares that the person or persons signing this proposal is/are fully authorized to sign on behalf of the Firm listed and to fully bind the Firm listed to all the Proposal's conditions and provisions thereof.
4. The undersigned understands and agrees that by requesting Proposals, the AGSD is not incorporating the public bidding process into the solicitation; that the AGSD has full and complete discretion to reject or accept any Proposal for any reason; and that nothing contained in this RFP shall create any contractual rights or obligations by and between the AGSD and any person or entity responding hereto.
5. Submit the fee as a percentage of the construction cost.

*The Firm understands the fees below will be used as a basis to negotiate a fixed fee with the selected Firm.* The Firm understands that the fee will only be paid for actual services performed and in accordance with Attachment C for maximum fee and the Firm must receive approval of each phase from the AGSD before proceeding to next phase.

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- (i.) The fee for Civil Engineering/Land Development Design shall be

\_\_\_\_\_dollars (\$\_\_\_\_\_.00)

This fee does not include design for offsite improvements or a traffic study if such is required.

Provide any adjustments for each of the options:

- (ii.) The total fee including the above item (i) shall be \_\_\_\_\_% of the estimated construction cost of \$\_\_\_\_\_ million for a **new construction**. This fee shall include all of the scope of services in this RFP.

Printing costs for the AGSD, contractors and approval agencies, as well as any delivery service fees (UPS, etc.) shall be an additional reimbursable expense to the Firm. Mileage, travel, phone and copies for use on the project by the Firm and consultants shall not be a reimbursable expense and shall be included as part of the fee.

- (iii.) The total fee including the above item (i) shall be \_\_\_\_\_% of the estimated construction cost of \$\_\_\_\_\_ million for **renovation option**. This fee shall include all of the scope of services in this RFP.



**AVON GROVE SCHOOL DISTRICT  
REQUEST FOR PROPOSAL AND CONCEPT DESIGN  
FROM ARCHITECTURAL DESIGN FIRMS  
FOR THE  
PROPOSED AVON GROVE SCHOOL DISTRICT BUILDING PROGRAM PROJECT**

Respectfully submitted, this \_\_\_\_\_ Day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

Person(s) to be contacted should clarification of any part of this Proposal be necessary.

Signature \_\_\_\_\_

Name Typed \_\_\_\_\_

Title \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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