

THE SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
50 E EAGLE RD
HAVERTOWN, PA 19083

REQUEST FOR PROPOSAL

The School District of Haverford Township invites
qualified vendors to submit proposals for
FEASIBILITY STUDY SERVICES

SUBMISSION OF PROPOSALS

The vendor shall submit two (2) signed copies (1 original, 1 photocopy) of the completed proposal in a sealed envelope clearly marked "FEASIBILITY RFP".

Proposals are due by 1:00 p.m. - Friday, May 20, 2022

Mail or deliver proposal to the following address:
The School District of Haverford Township
Attention: Business Manager
50 E Eagle Rd
Havertown, PA 19083

MANDATORY PRE-PROPOSAL MEETING

There is a mandatory meeting scheduled for 3 PM Tuesday May 10, 2022 in the Oakmont Administrative Building Board Room located at 50 E Eagle Rd, Havertown, PA 19083.

TENTATIVE TIME SCHEDULE

Initial Review of Proposals-May 23 through Jun 3, 2022
Final Review – June 6 through Jun 10, 2022
Contract Awarded by Board-June 16, 2022

Prospective Audit Representative:

Attached is The School District of Haverford Township's Request for Proposal (RFP) for Feasibility Study Services. The purpose of this RFP is to find a qualified firm(s) to provide an assessment of the physical condition of the district buildings that comprise The School District of Haverford Township, review the current demographics study and addendum (issued this school year) that includes enrollment projections and geographic housing trends, and perform a capacity study on the existing buildings including expansion options, if necessary.

Qualified firms include those firms with extensive local school district experience. The studies can be performed by one firm and/or firms may bid on portions of the RFP as they deem appropriate to their services. The successful firms need to coordinate and share their results with each other to provide the district with a complete picture of future growth. We require that the bidder is clear on what is included in their proposal and what items are omitted from their proposal. All bidders agree to work with other bidders to achieve the complete feasibility study requirements. The School District of Haverford Township reserves the right to award the bid in sections as the Board deems appropriate. The School Board will not be required to make an award entirely on the basis of the lowest proposal in dollars and reserves the right to reject any and all proposals and/or to modify the terms of the proposals to protect the interests of the District. In the event such modifications are unacceptable to the contractor, such contractors shall be released from any obligation to the District.

There is a mandatory meeting scheduled for 3 PM Tuesday May 10, 2022 in the Oakmont Board Room located at 50 E Eagle Rd, Haverford, PA 19083. The meeting is to review the proposal requirements and to provide basic information about the district facilities and current enrollment.

RFPs are due May 20, 2022.

The School District of Haverford Township will plan to make the service award at their public meeting on June 16, 2022.

You may also call the Business Office with questions until the deadline to submit the RFP.

Martha Kew, Business Manager

The School District of Haverford Township

The School District of Haverford Township
50 E Eagle Rd
Havertown, PA 19083
Business Office
(610) 853-5900 X 7103

REQUEST FOR FEASIBILITY STUDY SERVICE PROPOSALS

1. Proposal Invitation

The School District of Haverford Township is soliciting written proposals from area firms for feasibility study services.

A meeting has been set for 3 PM May 10, 2022 at The School District of Haverford Township for participants to discuss the feasibility study proposal with the Superintendent, Director of Facilities, and the Business Manager.

Proposals must be received by The School District of Haverford Township no later than May 20, 2022, at the following address:

**The School District of Haverford Township
Business Manager
50 E Eagle Rd
Havertown, PA 19083**

Clearly write on the outside envelope: "Feasibility Proposal".

It is expected that the Board will take action at its regular meeting on June 16, 2022.

Any questions concerning this request should be directed to:

Martha Kew, Business Manager
(610) 853-5900 X 7103

**THE SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
PROPOSAL FOR
FEASIBILITY STUDY SERVICE**

The School District of Haverford Township
50 E Eagle Rd
Havertown, PA 19083
(610) 853-5900 X 7103

The undersigned hereby proposes to furnish Feasibility Study for The School District of Haverford Township as per the prices quoted on the attached bid response form(s) pages. The undersigned certifies to have read and fully understand the specifications and offers to furnish the services in exact accordance with the specifications and at the prices quoted.

In submitting this Proposal, the undersigned agrees:

- a. To hold the Proposal, open until 90 days after Proposal opening.
- b. To accept the provisions of the Proposal.
- c. To enter into and execute a Contract and to furnish insurance required by the Proposal Documents.
- d. To accomplish the work in accordance with the Proposal Documents.
- e. To complete the work by the time stipulated in the Proposal Documents.

The undersigned acknowledges that the terms, conditions, and specifications of this Request for Proposals are understood and unconditionally accepted.

NAME: _____

SIGNATURE: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL: _____

CONTACT: _____

PHONE: _____

NON-COLLUSION AFFIDAVIT

Bid Description: **THE SCHOOL DISTRICT OF HAVERFORD TOWNSHIP – FEASIBILITY STUDY SERVICES RFP**

State of: _____

County of: _____

I state that I am _____ (*title*) of _____ (*Name of firm*) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the prices(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) _____ (*Name of firm*), its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ (*Name of firm*) understands and acknowledges that the above representations are material and important, and will be relied on by The School District of Haverford Township in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from The School District of Haverford Township of the true facts relating to the submission of bids for this contract.

(*Signature, Name and Company Position*)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS ____ DAY
OF _____, 20____

(Notary Public)

My Commission Expires: _____

(Seal)

**THE SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
PROPOSAL FOR
FEASIBILITY STUDY SERVICE PROPOSAL**

TOTAL PROPOSAL PRICE FOR FEASIBILITY STUDY PROPOSAL:

Broken out as follows:

Engineering Study/Architectural Study: \$ _____

Year 3 Updates of Study: \$ _____

**THE SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
PROPOSAL FOR CONTRACTED
FEASIBILITY STUDY SERVICE PROPOSAL**

List of Pennsylvania Public and Private School Entity Clients

School District: _____

Address: _____

Town/State: _____

District Representative (print name) _____

District Representative (phone, fax, e-mail)_____

School District: _____

Address: _____

Town/State: _____

District Representative (print name) _____

District Representative (phone, fax, e-mail)_____

School District: _____

Address: _____

Town/State: _____

District Representative (print name) _____

District Representative (phone, fax, e-mail)_____

Proposal Specifications

A. District Scope

The School District is located in Delaware County (County), and consists of approximately 10 square miles. There are presently over 49,000 people residing in Haverford Township.

Haverford Township Parks and Recreation Department offers many sports for a variety of ages all year round. The township community library is a major literacy center with programs for children, teenagers, and adults. Organizational resources available to the School District of Haverford Township include but are not limited to: Rotary and Optimist Clubs and the Haverford Township School District Educational Foundation. Haverford, which is a member of the Delaware County Chamber of Commerce and the Main Line Chamber of Commerce, maintains partnerships with local universities and colleges, businesses, service organizations, realtors, community groups and senior citizen organizations.

The School District of Haverford Township is comprised of seven schools: one high school, one middle school, and five elementary schools. Approximately 6,653 students attend the School District of Haverford Township's schools. The School District of Haverford Township offers many opportunities for students in academics, art and music, service organizations and athletics.

B. Feasibility Services Requested

The consultant shall assemble a team of specialists to provide the following:

- a. Assessment of Facility Physical Conditions - 7 school buildings, 1 administrative building, 1 maintenance shop, 1 ground shop, and 1 maintenance and transportation facility
 1. An in-depth analysis of each facilities physical condition including useful life of each building's components such as, but not limited to the HVAC, plumbing, electrical, roofing, food service equipment, code compliance, ADA/accessibility requirements, energy efficiency and compliance, and safety & security systems etc.
 2. A floor plan and a site plan of each building.
 3. Documentation of Code Violations or recommendations for improvement.
 4. ADA accessibility recommendations for improvement.
 5. Statement of energy efficiency and recommendations for improvement.
 6. An inspection for structural soundness.
 7. Recommended schedule for replacement or repairs (Schedule of priorities).
 8. Estimated cost: To be generated for each identified deficiency.
 9. Information to be delivered in electronic form, such as Microsoft Excel or Access, so that data can be sorted and grouped in various ways.
- 2) Enrollment Projections/Building Capacity – Review enrollment projections. Calculate building capacity and confirm that sufficient capacity exists for the expected student population.

- 3) Educational Program – Review the current and planned educational program with Administration to assess areas of need and identify opportunities for the future.
- 4) Facility Recommendations – Based on the building analysis and needs, provide a list of short- and long-term prioritized solutions for the District’s consideration.
- 5) Cost Analysis – Include cost estimates for specific upgrades to be utilized as a capital planning tool.
- 6) Recommendations – Generate a final report to contain multiple costs and options for the District’s considerations. The report should contain the following sections: Building Evaluations, Proposed Scope of Work, and Procurement Options.
- 7) Study of Expansion Options
 - a. Provide a report on Options for the renovation and/or expansion of each building, **if merited** as a result of the enrollment and capacity study.
- 8) Provide Schematic plans, which graphically depict the Options.
- 9) Provide the estimated costs of the Options.
- 10) Provide the rational, pro and cons of each Option.
- 11) Executive Summary
 - b. A summary depicting the consultant team findings.

C. Information Requested from the Proposer

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified.

- 1) Letter of Transmittal

Limit to one or two pages.

 - a. Briefly state the proposer’s understanding of the work to be done and make a positive commitment to perform the work within the specified time period.
 - b. Give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses, and telephone numbers.
- 2) Profile of the Proposer

Statement of Qualification and Experience shall be submitted to:

**The School District of Haverford Township
Business Manager
50 E Eagle Rd
Havertown, PA 19083**

The submittal shall include:

 - a. Name of Firm, Address of Firm, Telephone Number & Fax Number. Name and title of Contact Person and Names of Officers in the Firm.
 - b. Firm Profile: Provide a brief overview of your firm including the number of years your firm has been providing architectural/engineering services and experience with Facilities Feasibility studies, as well as other work performed.
 - c. Consultants: Identify and provide information on consultants that would be engaged as part of the project team.
 - d. School District Clients: Provide a list of school districts for which “the firm” has completed similar feasibility studies.
 - e. Education Experience: Provide a list of education projects designed by the firm. Include dates and project costs.

- f. Resumes: Provide resumes of the key personnel that will be assigned to the project. Include educational background, experience and a list of similar studies and a list of school projects for which the individual has experience.
- g. Time Frame: Provide an estimate of the time that will be required to complete the feasibility study.
- h. Compensation: Provide an estimate of compensation expected to complete the study along with a list of reimbursable expenses. (The district would prefer to see an hourly rate with a “not to exceed” amount attached.) Compensation shall include the cost to update this study within three years.
 - 1. Based on an evaluation of the proposal, a short list of firms will be invited for an interview. Final scoping and price negotiations will be initiated with the firm that is considered to be the most qualified following the interview.

D. General Conditions

- 1) The School District of Haverford Township is not responsible for any costs incurred by the proposing firm in responding to these terms. The School District of Haverford Township reserves the right to cancel this request for Statements of Qualification and experience and the proposal process or to reject any and all Statements of Qualifications and Experience submitted as well as to waive any information as is determined to be in the best interest of The School District of Haverford Township. The School District of Haverford Township shall not be legally bound until such time as an agreement in writing is executed by both the proposing firm and The School District of Haverford Township.

E. Evaluation of Proposal

Proposals will be evaluated in terms of the following criteria:

- 1) The volume and success of PA School District feasibility study experience. Success is defined as positive references and no additional fees.
- 2) The firm’s technical experience, as evidenced by sample feasibility study reports of other school districts, which may be submitted with the proposal.
- 3) The team’s experience and professional qualifications.
- 4) The cost of the study.
- 5) Other supportive documentation as submitted.

F. General Specifications

1) FAMILIARIZATION

Each vendor is required to examine the entire proposal, including the specifications and attachments.

2) EMPLOYEES

For all work to be completed, the vendor will provide qualified personnel.

- a. The vendor agrees to provide with verification of every requirement as outlined by the Pennsylvania Department of Education, and this contract, i.e., but not limited to criminal background checks, child abuse clearances, and FBI clearances. The contractor shall comply with Act 153 of 2014 – Criminal

Background Checks and Child Abuse and Act 168 of 2014 – Employment History Review.

- b. The vendor is responsible for the behavior and actions of their employees, particularly with regard to adherence policies and regulations of the School District. Violations of those policies and/or regulations by the technician shall be considered violation of those policies and/or regulations by the vendor who employs the technician. Such violations of policies and/or regulations may, at the option of the School District, operate as cause for the termination of a contract.
- c. Use of tobacco, drugs or alcoholic beverages on school property is prohibited at all times. Vendors will enforce The School District of Haverford Township policies including the requirement that there is no smoking allowed at any time on school property within the School District. Refer to Board Policy Schedule B.

3) REGULATIONS AND COMPLIANCE

The vendor must comply with the regulations of the Pennsylvania Department of Education, the laws of the Commonwealth of Pennsylvania, all federal laws and the policies, rules and regulations of The School District of Haverford Township.

4) INDEPENDENT CONTRACTOR

It is understood that the vendor is an independent contractor and not an officer, agent or employee of the School District while engaged in carrying out and complying with any of the terms and conditions of the contract.

5) NON-TRANSFERABLE CONTRACT

The contract shall not be transferred, subcontracted or assigned without the prior approval of the Board and the written consent of the School District.

6) FORFEITURE

- a. If the contractor fails to perform satisfactorily, or to furnish safe and adequate personnel and equipment, or otherwise fails to comply with the terms of the contract, the School District may cancel the contract without prior notice and procure services elsewhere. The School District may in its sole discretion offset subsequent payments.

7) PAYMENT

The School District agrees to pay the successful vendor upon completion of the feasibility study.

8) INSURANCE

- a. The contractor agrees that, prior to the effective date of the contract, said contractor will file with the School District evidence of a Public Liability Insurance Policy, issued by a company authorized by law to insure in Pennsylvania and with an AM Best rating of A or better. Verification of the rating, in writing, must be submitted to the District prior to the effective date of the contract. This policy shall be in effect for the duration of the contract in amounts not less than \$1,000,000; 2,000,000 aggregate. The Certificate of Insurance should indicate that The School District of Haverford Township and its Board of Directors are Additional Named Insured on the policy. The coverage must be in effect for the duration of the contract and shall run

concurrently with the effective dates of the contract. Proof of this insurance shall be communicated to the District's Business Office annually.

- b. The contractor will, at his expense and prior to the effective date of the contract, provide The School District of Haverford Township with valid and collectible evidence of Business Automobile and Liability Insurance for each vehicle in an amount not less than \$1,000,000. The Certificate of Insurance should indicate that The School District of Haverford Township and its Board of Directors are Additional Named Insured on the policy. The coverage must be in effect for the duration of the contract and shall run concurrently with the effective dates of the contract. Proof of this insurance shall be communicated to the District's Business Office annually.
- c. Worker's Compensation insurance, in accordance with statutory limits, will be required on all employees of the contractor who will be involved in any aspect of the operations in performing this contract with the School District. The Certificate of Insurance should indicate that The School District of Haverford Township and its Board of Directors are Additional Named Insured on the policy. The coverage must be in effect for the duration of the contract and shall run concurrently with the effective dates of the contract. Proof of this insurance shall be communicated to the District's Business Office annually.
- d. These certificates shall contain a provision that the coverage afforded under the policies will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the School District.
- e. Each party will immediately notify the other of any accident or condition which arises out of or touches upon the work performed by the contractor on School District business, so as to handle potential problems on a timely basis in the best interest of both parties.

9) INDEMNIFICATION

In addition to the insurance requirements included as part of the specifications, the contractor shall also defend, indemnify and hold harmless the School District from and against any and all claims, suits, judgments, and demands whatsoever, including without limitation to costs, litigation expenses, counsel fees, and liabilities with respect to injury to, or death of, any person or persons whatsoever, or damage to property of any kind by whosoever owned, arising out of or caused or claimed to have been caused in whole or in part by the acts or omissions of the contractor, its agents or employees, in the performance of the contract and further agrees to indemnify the School District against any such claims allegedly caused in whole or in part, whether or not it be the fact, by reason or negligent instructions or directions given or purportedly given by any of the School District representatives with respect to the performance of the contract.

10) DISCRIMINATION PROHIBITED

Discrimination Prohibited-According to Section 62, Pa. C. S. A. § 3701, the contractor agrees that:

- a. In the hiring of employees for the performance of work under this contract, no contractor, or any person acting on behalf of the contractor, shall by reason of gender, race, creed or color discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates. No contractor, or any person on their behalf, shall in any manner discriminate against or intimidate any employee

hired for the performance of work under this contract on account of gender, race, creed or color;

- b. This contract may be canceled or terminated by the School District and all money due or to become due hereunder may be forfeited for a violation of the terms or conditions of the contract.

11) HUMAN RELATIONS ACT

The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 P.1.744) (43 P.S. Section 951, et. Seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, religious creed, ancestry, age, sex, national origin, handicap or disability by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of the Act as amended that are made part of this specification.

12) AWARD

The School Board will not be required to make an award entirely on the basis of the lowest proposal in dollars and reserves the right to reject any and all proposals and/or to modify the terms of the proposals to protect the interests of the District. In the event such modifications are unacceptable to the contractor, such contractors shall be released from any obligation to the District. The Board shall consider all matters arising out of this contract not specifically provided for therein.

13) SUPPLEMENTAL INFORMATION

Each bidder is required to submit the following information along with their proposal:

- a. Client list comprised PA school districts; include name of school district, contact information.
- b. Proof that the contractor is financially solvent: submit most recent annual financial statements with comparison statements from previous years.