

# DOVER AREA SCHOOL DISTRICT

101 EDGEWAY ROAD

DOVER, PA 17315



## REQUEST FOR PROPOSALS FACILITY ASSESSMENT STUDY

Date Due: JANUARY 28, 2025

[www.doversd.org](http://www.doversd.org)

MIRANDA WEAVER, CHIEF FINANCIAL AND OPERATIONS OFFICER

(717) 292-3671

## **PART I: BACKGROUND INFORMATION**

### **A. PURPOSE OF REQUEST FOR PROPOSAL**

The purpose of this Request for Proposal (RFP) is to solicit responses from experienced and capable Firms wishing to perform a comprehensive District Wide Facility Study (Study) for all buildings in the Dover Area School District (the School District). The Study shall be in sufficient detail to provide information that will comply with the applicable Pennsylvania Department of Education standards for such studies. The Study will evaluate conditions at each facility.

The facility study is needed in order to develop a long-range comprehensive facilities improvement plan and to establish current facility project needs. The study shall provide an appraisal as to each proposed plan's ability to meet current and planned educational program needs given facilities included in each respective plan.

The School District intends to select a Firm who demonstrates the highest level of knowledge, experience, technical skills, customer service and cost-efficiency in public school maintenance, repair, renovation and new construction projects. The School District will evaluate proposals and make its selection using its sole discretion. The School District reserves the right to select any responding Firms, to select different responding Firms for different projects, to reject any and all proposals, and to use Firms on projects who have not responded to this RFP.

### **B. THE SCHOOL DISTRICT**

Dover Area School District is located in York County, Pennsylvania. The district spans approximately 42 square miles and is comprised of two subdivisions, Dover Borough and Dover Township. The total district population in the last census was 24,320.

The district employees approximately 500 full and part time employees as Administrators, Teachers, Secretaries, Maintenance/Custodians, Paraprofessionals and Food Service Staff. Dover students attend four elementary buildings, one middle school and one high school. The elementary schools house grades K-5; the Middle School serves grades 6-8; and the High School serves grades 9-12. The total enrollment for 2023-2024 was 3,274 and the 2024-2025 General Fund Budget is \$75,094,971. Additional information may be obtained by visiting the School District's website at [www.doversd.org](http://www.doversd.org).

## C. GENERAL DESCRIPTION OF BUILDING

- Dover Elementary
  - Original Construction: 1952
  - Additions and Renovations: 1982, 2012
  - Number of Classrooms: 41
  - Grades Served: K – 5
- Leib Elementary
  - Original Construction: 1963
  - Additions and Renovations: 1975, 1997
  - Number of Classrooms: 29
  - Grades Served: K - 5
- Weigelstown Elementary
  - Original Construction: 1958
  - Additions and Renovations: 1982, 1990, 2010
  - Number of Classrooms: 36
  - Grades Served: K - 5
  
- North Salem Elementary
  - Original Construction: 1998
  - Number of Classrooms: 46
  - Grades Served: K - 5
  
- Dover Area Middle School
  - Original Construction: 1928
  - Additions and Renovations: 1959, 1974, 1990, 2005, 2020
  - Number of Classrooms: 67
  - Grades Served: 6 - 8
  
- Dover Area High School
  - Original Construction: 2020
  - Number of Classrooms: 98
  - Grades Served: 9 - 12
  
- Maintenance Building
  - Original Construction: 1959
  - Additions and Renovations: 1972, 2014
  
- Middle School Stadium
  - Original Construction: 1975
  - Additions and Renovations: 1990, 2010, 2012
  
- High School Stadium
  - Original Construction: 2020

## D. SCOPE OF SERVICE

The School District intends to develop a facilities improvement plan. The Facilities Improvement Study would include three basic programs of service: 1) Condition Survey; 2) Report Preparation and Cost Estimates; and 3) Reconstruction and Repair Estimates in a priority order established using a logic matrix or a report card style, including upgrading of present facilities for conformance with current building codes and Pennsylvania State Board of Education guidelines. Please include in the study such alternates as constructing a new middle. The method used for recommendations should be logical, flexible and take into consideration building codes and Pennsylvania State Board of Education guidelines. Recommendations in a priority order established using a logic matrix, including upgrading of present facilities for conforming with current building codes and Pennsylvania State Board of Education guidelines. Depending upon the results of the Study, the School District may consider future construction projects.

1. Condition Survey: A complete physical survey of all Dover Area School District buildings is expected to be completed to ascertain existing conditions. Meetings will also be held with facility personnel and administration to review building concerns. The following will be included in the surveys:
  - a. Building Exterior
  - b. Building Interior
  - c. Infrastructure items – key internal and external systems
  - d. Site
  - e. Athletic Fields and Grounds
  - f. Electrical
  - g. HVAC
  - h. Plumbing
  - i. ADA recommendations for improvement
  - j. School safety and security
  - k. Kitchen improvements
  - l. Playground equipment
  - m. Energy efficiency rating
  - n. Anything considered to be relevant to this study
2. Report Preparation and Cost Estimates: The results of the surveys and interviews will be tabulated on master schedules which will identify and quantify all conditions on a graded basis. Cost estimates for capital improvement, reconstruction/rehabilitation, new construction and upgrading of present facilities are required.
3. Reconstruction and Repair Recommendations: A priority schedule using a logic matrix will be used to assign priorities to the recommendations.

After completion of the above phases, all of the data will be compiled into a final report and the selected Firm or Firms will be required to present to the Board of School Directors at a public meeting mutually agreed upon by the District and the Firm.

With regard to any construction projects for which the selected Firm provides services, it is expected that the Firm will provide as part of its Basic Services all usual and customary structural, mechanical, civil (including landscape design) and electrical engineering services.

#### **E. TIMELINE**

The tentative schedule for the selection process is:

- Advertise by November 19, 2024
- Pre-proposal mandatory meeting will be on December 10, 2024 at 10:00 a.m. in the District's Administration Office located at 101 Edgeway Road, Dover, PA 17315
- Deadline for RFP questions is January 7, 2025 at 11:00 a.m.
- RFP response due by January 28, 2025 at 11:00 a.m.
- Review of proposals/selected finalist interviews – February 2025
- Presentation to the School Board by selected firm – March 11, 2025 Board Meeting
- Potential School Board Approval of Firm – March 18, 2025 Board Meeting

#### **F. DESIGN SUB-CONSULTANTS**

The focus of the RFP process is to engage the best Firm. The Firm will identify its proposed sub-consultants for each project prior to entering subcontracts with them. However, the Firm will not enter a subcontract with any sub-consultant to which the School District objects

## G. INSURANCE REQUIREMENTS AND LIMITS

The selected Firm shall acquire and maintain throughout the projects (and professional liability insurance for five years thereafter) the greater of (a) its current policies, or (b) the following minimum levels of insurance:

### Commercial General Liability

Each Occurrence	\$1,000,000
Fire Damage	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Aggregate	\$2,000,000

### Automobile Liability

Bodily Injury and Property Damage	\$1,000,000
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### Workers' Compensation

Per state requirements

### Professional Liability

Per Claim	\$2,000,000
Aggregate	\$2,000,000

Insurance shall be with a company legally permitted to operate in Pennsylvania, listed on the Pennsylvania Insurance Department's approved list, and with a financial strength rating of at least A- by AM Best. Certificates indicating that such insurance is in effect shall be delivered to the School District upon the School District's request with the School District to be named certificate holder and additional insured.

## H. RESPONSES TO RFP

Responses to this RFP shall include a Qualifications Proposal and a separate Fee Proposal, as described in Part II of this RFP. The School District intends to first evaluate the merits of the Qualifications Proposal, and then review the Fee Proposal. The School District intends to utilize the Fee Proposal submitted by the Firm selected through this RFP process in all written agreements entered with the Firm.

## I. RFP QUESTIONS/AMENDMENT(S)

Any questions regarding the RFP shall be submitted by email to Miranda Weaver, Chief Financial and Operation Officer at [mjweaver@doversd.org](mailto:mjweaver@doversd.org) and Thomas Fluke, Director of Facilities at [tjfluke@doversd.org](mailto:tjfluke@doversd.org). The email must identify the person's name and firm and in the subject line say "RFP for Facility Assessment Study." Deadline for all questions will be January 7, 2025 at 11:00 a.m. All responses to questions and any amendments to the RFP will be compiled in a Google document that will be shared with all attendees of the pre-proposal walkthrough meeting.

**J. NO SCHOOL DISTRICT RESPONSIBILITY FOR COSTS OF RESPONSE**

The School District expressly disclaims any responsibility to any party with regard to any costs incurred responding to this RFP or participating in the RFP process.

**K. GENERAL CONDITIONS**

The School District reserves the right to cancel this RFP or reject any and all proposals submitted as well as to waive any information as is determined to be in the best interest of the School District. Omission of any information may be sufficient cause for rejection of the proposal. The School District shall not be legally bound until such time as an agreement in writing is executed by both the proposing Firm and the School District.

**PART II: INSTRUCTIONS FOR SUBMITTING A PROPOSAL**

**A. REQUIRED INFORMATION**

Submit a complete response to the RFP using the format outlined in this Part II.

Responses shall include a Qualifications Proposal and a separate Fee Proposal, as described below. The School District intends to first evaluate the merits of the Qualifications Proposal, and then review the Fee Proposal.

Proposals shall be submitted to Miranda Weaver, Chief Financial and Operations Officer, Dover Area School District, 101 Edgeway Road, Dover, PA 17315. Proposals must be received January 28, 2025 at 11:00 a.m. Faxed or emailed responses will not be considered.

One (1) original and five (5) copies of the Qualifications Proposal and the Fee Proposal shall be submitted in a sealed envelope. The outside of the envelope containing the Qualifications Proposal and the Fee Proposal shall be marked, "QUALIFICATIONS/FEE PROPOSAL – FACILITIES ASSESSMENT STUDY" and shall bear the proposing firm's name and address.

The contents of the response from the selected firm will, at the option of the School District, be included in written agreements to be entered between the School District and the Firm.

No information submitted in response to this RFP should be considered confidential, trade secret or proprietary.

## **B. QUALIFICATIONS PROPOSAL**

The Qualifications Proposal shall be indexed with Tabs 1 through 6, as follows:

Tab 1	General Summary of the Firm
Tab 2	Principals and Employees to Provide Direct Services
Tab 3	Distinguishing Characteristics
Tab 4	Three (3) Selected Facility Assessment Projects
Tab 5	Five (5) Selected Public School Projects
Tab 6	Additional Information

### **Tab 1: General Summary of the Firm**

The General Summary of the Firm should include the following information:

1. Identify your office location, and the roadway mileage from your office to the School District's Administration Office at 101 Edgeway Road, Dover, PA 17315. Provide the name, title and contact information for the individual the School District should contact regarding the response to the RFP.
2. Explain your firm's professional experience, including experience in the design of K-12 public education facilities and with the PlanCon process.
3. Describe the types of services your Firm is capable and experienced to provide, and also describe design services the firm customarily provides through sub-consultants.
4. Explain your firm's experience in obtaining LEED and Green Globes certification.

### **Tab 2: Principals/Employees Providing Direct Services**

1. Identify the principals of the Firm, describe their educational and professional background and experience, and specify any role they will play in directly providing services to the School District.
2. Identify employees of the Firm who will provide direct services to the School District, specify the role each will play, state their titles within the firm, and describe their educational and professional background and experience.



### Tab 3: Distinguishing Characteristics

Explain what distinguishes you from other Firms in providing the services identified in this RFP. What makes you the best choice for this School District? Describe the technical experience of the Firm. Describe your ability to respond expeditiously. Describe the ability of the Firm to furnish the necessary staff to perform the services required by the School District.

### Tab 4: Three (3) Selected Facility Assessment Projects

Provide information on three (3) previously-completed facility assessment study projects, as follows:

Please include the following for each project:

1. Name of school district and name of the project.
2. Project description including number of buildings studied.
3. Date of final completion.
4. Study cost.
5. Contact information for the school district where the project was performed. Including a contact name, address, phone number and email.

### Tab 5: Five (5) Selected Public School Projects

Provide information on five (5) previously-completed school projects, as follows:

1. One repair/replacement project under \$300,000.
2. One repair/replacement project over \$300,000.
3. One renovation project under \$2,000,000.
4. One renovation project over \$2,000,000.
5. One new school construction project.

Please include the following for each project:

6. Name of school district and name of the project.
7. Project description including square footage, if applicable.
8. Pre-construction cost estimate.
9. Construction start date.
10. Date of final completion.
11. Project bid cost.
12. The cost of non-owner generated change orders.
13. Contact information for the school district where the project was performed. Including a contact name, address, phone number and email.
14. No more than six pictures of each project.

## Tab 6: Additional Information

1. Identify any litigation, arbitration or mediation where your Firm has been a party over the past ten years, and for each, summarize the key issue(s), explain the result and date achieved, identify the owner and all parties to the dispute, and provide a contact name and information for the owner.
2. Identify any circumstances over the past five years where your Firm has either paid money in excess of \$10,000 or agreed to have money in excess of \$10,000 withheld from payment, due to a claim alleging that the conduct of the Firm or its consultants caused damage, and for each, summarize the key issue(s), explain the result and date achieved, identify the owner and all parties to the dispute, and provide a contact name and information for the owner.
3. Three (3) references of public-school officials who are not listed at Tab 4, including the project(s) on which your firm worked with each reference.
4. List all of your firm's current ongoing public-school projects, including the name of the District, the District's Business Manager/CFOO and contact information, the nature of the project and its current status.
5. A statement confirming that the responding firm has the capacity to comply with all requirements (including all technology requirements) identified in the RFP, or specifying any exceptions to that statement.

## **C. FEE PROPOSAL**

The School District intends to utilize the Fee Proposal submitted by the Firm selected through this RFP process in all written agreements entered with the Firm. The Firm's Fee Proposal shall include a fee for Basic Services covering services by the Firm and for structural, mechanical, civil (including landscape design) and electrical engineering services, with the exception that in the event a particular project involves an extraordinary degree of civil engineering and/or landscape design services, the School District will consider requests to pay for such services as an Additional Service beyond the Basic Fee.

The Fee Proposal shall provide the following information:

1. Fee Proposal cover sheet, providing the following information:
  - Name of Firm
  - Street address of Firm's main office
  - Contact person
  - Phone number
  - Fax number
  - Email contact information
  - Website address

2. State the current hourly rates to be charged for Additional Services.
3. State a not-to-exceed fee to perform a facility study of the School District's buildings as identified in this RFP. The fee shall include all compensation and other payments due to the Firm (e.g., labor, overhead, profit, direct costs, reimbursements for mileage, phone, printing, etc.) in the performance of the basic services as outlined in this RFP. Submittal of a proposal by your Firm shall be a representation that you understand the scope of the project.