

**REQUEST FOR PROPOSALS
FOR FACILITIES FEASIBILITY STUDY
FOR THE WEST JEFFERSON HILLS SCHOOL DISTRICT, JEFFERSON HILLS, PENNSYLVANIA
15025**

SEPTEMBER 1, 2017

1. PURPOSE

- A. The West Jefferson Hills School District is seeking statements of qualification and experience from Architectural/Engineering firms for a comprehensive District Wide Facilities Feasibility Study.
- B. The study shall be in sufficient detail to provide information that will comply with the applicable Pennsylvania Department of Education standards for such studies.

II. BACKGROUND INFORMATION

- A. The West Jefferson Hills School District provides public education for children in the Pleasant Hills, Jefferson Hills and West Elizabeth Boroughs. Currently, the District operates five schools, an Administration Building and a stadium located at the current high school.
- B. In addition to the school buildings above, the school district operates a maintenance building and several sports fields, and is currently constructing a new Thomas Jefferson High School to be open in the Fall of 2018.

III. SERVICES TO BE PROVIDED BY THE CONSULTANT

- A. The consultant shall assemble a team of specialists to provide the following:
- B. Assessment of Physical Conditions of each Facility
 - 1. An in-depth analysis of each facility's physical condition including useful life of each building's components such as, but not limited to, HVAC, plumbing, electrical, roofing, food service equipment, 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.
- C. Study of Enrollment Projections Including Future Housing Development
 - 1. Provide an overview of the school district that considers such factors as geography, population, and wealth. Are there any distinguishing characteristics that will have an impact on facilities, such as geographically-separate population centers?
 - 2. Meet with local municipal planners, regional planners, and realtors. Analyze zoning maps, available land, and infrastructure to project the location and quantity of future housing development.
 - 3. Review and incorporate the existing Demographic Study which was completed in May 2017.
 - 4. Study population trends, birth rates, and migration patterns, as needed, in addition to the Demographic Study completed in 2017.

5. Recognize and project trends in non-public school enrollment including charter schools, cyber schools, and home-schooled students.
 6. Provide a review of the reliability of five- to ten-year enrollment projections from PDE.
- D. Study of Capacity as it Relates to Enrollment Projections and Educational Program
1. Establish or confirm enrollment capacities for each school building
 2. Prepare a comparison of projected enrollments to building capacities.
 3. Provide an analysis of each building's capacity as it relates to the educational program and if each building provides the educational spaces dictated by that educational program.
- E. Study of Expansion Options
2. 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. Options for renovation, realignment, and consolidation and/or construction. A three, five and ten-year plan with options at each level is required.
 3. Provide the estimated costs of the Options.
 4. Provide the rational, pros and cons of each Option.
- F. Executive Summary
A summary depicting the consultant team's findings.

IV. PROPOSAL REQUIREMENTS

- A. Proposal received no later than September 19, 2017. They are to be delivered to:
- Ryan Snodgrass, Director of Facilities
835 Old Clairton Road
Jefferson Hills, PA 15025
- B. The submittal shall include:
1. Name of Firm, Address of Firm, Telephone Number & Fax Number of Firm. Name and title of Contact Person, and Names of Officers in the Firm.
 2. 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.
 3. Consultants: Identify and provide information on consultants that would be engaged as part of the project team.
 4. School District Clients: Provide a list of school districts for which "the firm" has completed similar feasibility studies.
 5. Education Experience: Provide a list of education projects designed by the firm. Include dates and project costs.
 6. PlanCon Experience: Provide a statement of experience regarding the Pennsylvania Department of Education's PlanCon Process
 7. Resumes: Provide resumes of the key personnel that will be assigned to the project. Include educational background, experience, a list of similar studies and a list of school projects for which the individual has experience.

8. Time Frame: Provide an estimate of the time that will be required to complete the Feasibility Study.
9. 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 of the Option to update this study within three years if the District so chooses.

VI. GENERAL CONDITIONS

The West Jefferson Hills School District is not responsible for any costs incurred by the proposing firm in responding to these terms. West Jefferson Hills School District reserves the right to cancel this request or reject any and all proposals submitted. The West Jefferson Hills School District shall not be legally bound until such time as an agreement in writing is executed by both the proposing firm and the West Jefferson Hills School District.