

**WILLIAMSPORT AREA SCHOOL
DISTRICT**

DISTRICT WIDE FACILITY STUDY

**REQUEST FOR QUALIFICATIONS
APRIL 2019**

**WILLIAMSPORT AREA SCHOOL DISTRICT
2780 WEST FOURTH STREET
WILLIAMSPORT, PA 17701**

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INTRODUCTION

Williamsport Area School District Request for Qualifications

The Williamsport Area School Board requests professional qualifications and experience from Architectural/Engineering firms for a comprehensive District Wide Facility Study. The study shall be in sufficient details to provide information that will comply with applicable Pennsylvania Department of Education standards for such studies.

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 facility's ability to meet current and planned educational program needs. The most recent study undertaken by the district was completed in 2007-2008.

BACKGROUND

Located in north-central Pennsylvania, the Williamsport Area School District provides public education for children in six municipalities in Lycoming County: City of Williamsport and the townships of Hepburn, Lewis, Lycoming, Old Lycoming, and Woodward. The district has four primary K-3 elementary schools, two intermediate 4-6 schools, one 7-8 middle school with an attached district service center, one 9-12 high school, a maintenance and warehouse building, and a bus garage.

REQUEST FOR QUALIFICATIONS

The District is seeking submission of qualifications for an Architectural Firm to prepare the District Wide facility study. Response to this request is required in order to be considered for participation in the eventual Request for Proposal (RFP) process which will follow completion of the Request for Qualifications (RFQ).

SUBMISSION PROCEDURES

1. Written qualification submissions are due prior to May 13, 2019 at 3:00 p.m.
2. Mail five (5) written copies of the submission to:

Wanda M. Erb, Business Administrator
Williamsport Area School District
2780 West Fourth Street
Williamsport, PA 17701

3. Any questions may be submitted in writing to Wanda M. Erb, Business Administrator. Questions must be submitted prior to May 9, 2019.

SUBMISSION REQUIREMENTS

Section 1: Submittal Letter

- Include firm name, business address, and website.
- Provide the main point of contact for the RFQ along with a telephone number and e-mail address.
- Indicate why your firm is qualified to complete the district wide facility study.

Section 2: Firm Overview

- Provide an overview and history of the firm. Include the number of years your firm has been in operation and the number of years you have been providing K-12 design services.
- Provide a listing of office locations with number of employees at each location. List number of registered architects and engineers.
- List the office where the study would be performed.
- Describe the general qualifications of the firm.

Section 3: K-12 Education Experience

- Provide an overview of the firm's K-12 educational experience.
- Provide a listing of district wide facility studies your firm has worked on (or is currently working on) within the past 10 years. Include the date each study was completed.
- Provide a list of all K-12 educational projects the firm has worked on in the past ten years.
- Provide Project Data sheets for ten K-12 Educational Projects completed in the last five years. Please provide the following information:
 - List the school district for each project.
 - List the grade alignment for each project (Elementary, Middle, High, etc.)
 - Provide design capacity - number of students.
 - List type of project (renovations/additions/new).
 - List the size of each project in square footage.
 - Provide the budget and actual construction cost.
 - Provide construction cost per square foot (excluding site work) for each project.
- Provide a list of five K-12 education client references for whom services have been provided within the last five years.
 - Include name, address, and contact person (email address and telephone number).
 - Please include any letters of reference for the listed personnel.

Section 4: Project Team

- List the specific personnel proposed for the project team.
- Provide an organizational chart of the proposed team listing the role of each member in the project. Please include your consultants on the organizational chart.
- Submit resumes of the key personnel.
 - List relevant K-12 experience. If the experience is with a past firm, clearly note that.
 - For each personnel, provide a listing of licenses, affiliations, or other accreditations.
- Provide the name, address and brief description of any consulting or engineering firms that may be employed as partners on this project.
 - Include a listing of relevant K-12 project experience of each consulting firm (Note: The project experience listed must be with the submitting firm).

SELECTION PROCESS

The district will review and evaluate all submissions. Upon completion of the review, a short list of firms will be selected based upon qualifications. The short listed firms will then be issued an RFP specific to the district wide facility study scope of work.

TIMELINE

The tentative schedule for the selection process is as follows:

- Issue RFQ – April 25, 2019
- RFQ Due to WASD – May 13, 2019 by 3:00 p.m.
- WASD Review of RFQ submissions – May 14, 2019 – May 20, 2019
- Short List Firms for RFP – May 22, 2019
- Issuance of RFP, Interviews & Selection of Firm – To Be Determined