

ALLEGHENY VALLEY SCHOOL DISTRICT

**REQUEST FOR PROPOSAL
FOR PROJECT MANAGEMENT SERVICES**

Part I: Proposal Information

A. General Information

The Allegheny Valley School District is inviting your firm to submit a Proposal for project management services for the DEMOLITION of Colfax Elementary School located on Colfax Street in Springdale, Pennsylvania. A general description of the project is included in Part I, Section B, and a specific scope of services is included in Part II.

Project management firms responding to this Request for Proposal must submit their responses as specified in Part I, Section C and in Part III.

Proposals due by: Friday October 11th, 2024, 1PM E.S.T, prevailing time

Sealed proposals should be addressed and delivered to:

Dr. Hamsini Rajgopal, Director of Finance
Allegheny Valley School District
300 Pearl Avenue
Cheswick, PA 15024

Questions concerning this Request for Proposal can be directed to:

Dr. Hamsini Rajgopal, Director of Finance
By phone: 724-274-5300 or email to: hrajgopal@avsd.school

Respondents are instructed not to contact individual School Board members. Failure to comply with this instruction may result in disqualification.

If your firm is selected for an interview, the order will be randomly selected. Each firm will be given the opportunity to make a presentation about the firm's capabilities not exceeding thirty (30) minutes. Subsequently, time will be allotted for questions and answers from the Board to the prospective firm.

All firms submitting proposals in response to the RFP are expressly advised that neither the issuance of the RFP, nor the submission of a proposal to the AVSD, shall commit the AVSD to enter into any contract with or otherwise engage or utilize the services of any firm. AVSD reserves

the right to reject any and all proposals, to negotiate modifications to proposals, to accept any proposal or portion thereof, to waive any irregularity. In addition, AVSD will not enter into any agreement with a firm submitting a proposal until all necessary investigations are made into the responsibility and qualifications of the at firm, as well as its ability to timely and satisfactorily perform the services described in this RFP. The lowest fixed price cost proposal shall not solely determine which firm, if any, is selected. Proposals submitted to AVSD will not be opened publicly.

B. Project Description: Demolition

Project Name: Demolition of Colfax Elementary School

Construct. Budget: \$404,000

Tentative Schedule*: PM Selection: Complete by October 2024

Demolition: October 2024

Close-out: 180 days from NTP

* Schedule is subject to change.

C. Submittal Requirements

The proposal should be submitted in a bound format with section dividers corresponding to the sections that follow. Respondents are instructed to adhere to this format and to provide one (1) original proposal and twelve (12) copies.

1. Provide the following information about your firm:

- Name of firm
- Address of main office and any branch office(s)
- Telephone number and fax number of each office
- Name and title of contact person
- Names of officers in firm and an organization chart of sponsoring office
- Act 33, 34, and 151 Clearances of any individual to be assigned on project

2. Provide the following information:

- An overview of your firm’s financial status
- Certificates of Professional Liability Insurance

If your firm is selected for an interview, you may be required to provide a financial statement from your CPA, attesting to your financial solvency.

3. Please provide a brief overview of your firm including the number of years the firm has provided construction management services.

4. Provide a description of the methodology your firm will use to substantiate and document any savings achieved by your participation.
5. Provide a listing of public school management projects that your firm has completed within the past five (5) years. Please include any current projects.

Provide the following information for each project:

- Name of project
 - Name and location of school district
 - Name, title, and telephone number of school district contact
 - Name, address, telephone number of project architect
 - Project description including size in square feet
 - Number of prime contractors
 - Project schedule including start and completion dates
 - Construction document estimate and actual bid total
 - Final construction costs including change orders
6. Provide a resume for the proposed project manager including education, general experience, public school construction experience, and their proposed role in the project.
 8. Provide exhibits of the following items that have been used by your firm on a current or previous public school construction management project:
 - A typical project manager's monthly project report
 9. Provide any other information or sample documentation that your firm desires AVSD to consider.

--End of Part I--

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Part II: Scope of Services

The scope of services is enumerated in the draft agreement appended hereto.

Upon selection as Project Manager, firms will be expected to execute a contract with AVSD in the form of the appended agreement, subject to modifications necessary to reflect any reduction in the scope of services selected by AVSD to be provided. Consequently, any comments or requested additions or modifications to the form agreement must be identified within the firm's proposal.

--End of Part II--

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Part III: Fee Proposal

A. Submit a Lump Sum Fee Proposal in the following format:

Name of Firm: _____ proposes to provide project management services to Allegheny Valley School District on the Colfax Elementary School Scope of Services described in Part II of the Request for Proposal for Demolition Management Services, for a fixed fee of:

\$ _____

C. Provide a Fee Schedule of hourly rates for additional Services that may be required on the Project. The hourly rates shall be inclusive all of mark-ups and shall remain effective for the anticipated Project duration.

D. Reimbursable Expenses

The Lump Sum Fee Proposal is intended to include any and all expenses associated with the provision of services. Reimbursable expenses for additional services will be identified and quantified if and when additional services are authorized.

--End of Part III--

-- End of RFP--