

Request for Proposals - Design Services

**State College Area School District
December 21, 2009**

Provide the information to the school district by responding to the following points, in the order stated below. Provide three (3) hard copies of the submitted materials, along with an electronic copy (as a single PDF file and limit the size of that file to 15 MB maximum). The deadline for submission is 4:00 PM on January 15, 2010.

A Program/Scope Statement is attached.

Request for Proposal:

1) Fee: All fees will be stated as “fixed fees” rather than percentages. The district plans on utilizing AIA document B141/Cma as a basis for the final, negotiated contract. Included with the fixed fees should be all costs associated with the necessary local, regional and state approval processes. All fees should include reimbursable expenses as needed for the base services specified.

Phase 1- Schematic Design

Develop a single, best, solution to the attached program/scope for Memorial Field. Included, as part of this phase, will be the following:

- Meetings with the Borough of State College (staff and elected officials as needed) to determine the feasibility of encroaching on, or shared use of, adjacent lands as part of the project

- Meetings with the State College Area School District Board of School Directors and CAC for Facilities to clarify project goals and provide interim guidance on early decision points

- At least one “at-large” community meeting to seek feedback on the project

- Evaluation of storm water issues and preliminary design solutions

-Completion of a traffic impact study and inclusion of any findings in the final design (as required by State College Borough)

Deliverables for this phase shall include at a minimum:

-Schematic Design site plan

-Identify location of restrooms, locker rooms and concession facilities and develop plans to a schematic design level

-Both elevations and renderings of the completed plan

-3-year phasing plan if project were to be completed in multiple phases

-Estimate of probable cost for each phase, as well as probable cost if the project were to be completed as a whole

Fee for Phase 1: _____.

Phase 2- Design Development through Project Execution

After completion of Phase 1, the Board may choose one of several options (reserving the right to not proceed, or proceed with an option not outlined below). If authorized to proceed with one of the suggested options below, please offer your additional fixed fee for each option. (Fees for 2A and 2B will be independent and exclusive of each other).

Phase 2A – Memorial Field Project

Provide a complete design and bid documents for the final Memorial Field project. This project will likely be a phased project. For the purpose of projecting a fee, assume 3 roughly equal phases; each 1 year apart. This price will also include project management and close out services (with the architect not acting as the construction manager).

Fee for Phase 2A:_____.

Phase 2B – West bleacher repair project

Within the scope of the final, approved schematic design, provide bid documents to complete the West Bleacher portion of the Memorial Field project. This price will also include project management and close out services (with the architect not acting as the construction manager).

Fee for Phase 2B:_____.

- 2) Please list the number of meetings included in the above price and the cost for any additional meetings.
- 3) List any additional services or costs that could be incurred, including reimbursable expenses and include a fee schedule. (all indirect costs will be billed 1X, that is, no mark-up).
- 4) Please demonstrate your understanding of the projects by restating the objectives, offering your proposed strategies for development, detailing your insights into the nature of any issues and potential solutions, including the integration of sustainability.
- 5) Please offer a projected timeline and development calendar. Include your preliminary thoughts on the stakeholders in the process and integrate appropriate meetings with those groups into the proposed calendar.
- 6) Identify the approximate percentage of responsibility each team member (or consultant) will have towards the final product (these percentages will total 100%). Additionally, the percentage of time each team member will devote to this project through the course of development (this number will range from 0 to 100% for each team member).