



SOUTHERN LEHIGH SCHOOL DISTRICT
5775 MAIN STREET, CENTER VALLEY, PENNSYLVANIA 18034
Telephone: 610-282-1030 Fax: 610-282-2462

Request for Proposal

Request for Proposals for Architectural Services

June 5, 2024

GENERAL INFORMATION

The Southern Lehigh School District (District) is seeking Request for Proposals (RFP) for qualified Architectural and design firms to provide services to transform our High School library space into a collaborative, flexible design to serve as a Future-Ready Learning Hub with new technologies, adaptive library furniture, and a dedicated maker space. This includes creating a meeting area that can transition into a conference space within the Media Center.

Part of the RFP includes repurposing the Board meeting room such as STEM activities, i.e. Robotics. We seek alternative options to address our High School Auditorium as part of a holistic approach to enrich student arts programming and maximize learning environments.

There is no expressed or implied obligation for the District to reimburse responding persons/Vendors for any expenses in preparing proposals in response to this request.

To be considered, six (6) copies of a proposal must be received by the District by 10:00 am, Thursday, August 1, 2023. Proposals should be submitted to Louis J. Pepe, Director of Business Services of Southern Lehigh School District, 5775 Main Street, Center Valley, PA 18034. Electronic submissions should be sent to pepel@slsd.org. Submissions should follow the detailed directions found under Proposal Format and Submission Procedure.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from proposers, or to allow corrections to submit or omissions. The District will require vendors submitting proposals to make oral presentations as part of the evaluation process. Selected vendors will be invited to the August 6, 2024, Southern Lehigh School District Facilities Committee meeting to make the oral presentation.

Submission of a proposal indicates acceptance by the person of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Southern Lehigh School District and the architectural services provider selected.

It is anticipated that the selection will be completed by September 23, 2024.

BACKGROUND

The District is a local governmental unit created by the Commonwealth of Pennsylvania to provide education services to students living within Southern Lehigh. The Board of School Directors governs the District.

The District educates approximately 3,000 students in grades kindergarten through 12th grade. The District has an operating budget in excess of \$75,000,000 and employs approximately 400 full-time and part-time employees.

The District consists of 1 High School, 1 Middle School, 1 Intermediate School, 2 Elementary Schools, and an Administration Building all of which are on one campus except for the elementary schools.

TERM OF ENGAGEMENT

Services are sought for the 2024-2025 school year through the duration of the project(s), commencing upon appointment.

DESCRIPTION OF SERVICES

The District is soliciting proposals for an architect to transform our High School library space into a collaborative, flexible design to serve as a Future-Ready Learning Hub with new technologies, adaptive library furniture, and a dedicated maker space.

Options should include integrated design models at various price points that formalize the project vision, streamline the design process, and attain specific goals.

CONTENT OF PROPOSAL

- Proposal must state the legal name of the Vendor submitting the Proposal, and indicate the Vendor's form of business organization, e.g. sole proprietor, partnership, limited liability company, or professional corporation.
- The Proposal must list the name, professional qualifications, and length of time in practice of each architect who may provide services pursuant to service provider's contract.
- The Proposal should describe how the Vendor proposes to charge for services provided to the School District.
- The Proposal must be signed by a person legally authorized to bind the Vendor submitting the Proposal.
- Statement of Qualifications, including proof of appropriate certification and licenses.
- Provide audited financial statements for the 2 preceding fiscal years.
- Provide two references of clients similar to the school district. References should include name,

title, phone number, and e-mail address.

- Provide information on projects of similar scope completed in the past 5 years.

PROPOSAL SUBMISSION

Six (6) complete sets of the Proposal are to be submitted to the District by 10:00 am, Thursday, August 1, 2023, and clearly labeled as follows:

Louis J. Pepe, SFO
Director of Business Services
Administrative Building
5775 Main Street
Center Valley, PA 18034

Re: Architect Services SLSD HS Library

CONTRACT NOT TO BE ASSIGNED

It is mutually understood and agreed that the Vendor shall not assign, transfer, convey, sublet, or otherwise dispose of the contract, of his right, title, or interest therein, or his/her power to execute such contract to any other person, company or corporation.

INVOICING AND PAYMENT

Billing arrangements shall be made as mutually agreed upon as outlined in the submitted Proposal. Invoice to Southern Lehigh School District 5775 Main St., Center Valley, PA 18034. Payments shall be made within thirty (30) days of receipt of the invoice.

LAWS AND REGULATIONS

The architect services provider shall comply with all laws, ordinances and rules, and regulations which may govern the work as specified in this contract.

INDEMNIFY

The Vendor agrees to indemnify, defend and hold the District, its Board of Education, officers, and employees harmless from and against all liability, claims, actions, proceedings, and suits, of any name and nature, as the same may relate to the services provided by the architect pursuant to this Agreement.

RENEWAL

Renewal may be negotiated for additional one-year terms, by giving written notice of the desire to extend the Agreement with the District at least ninety (90) days prior to termination.

TERMINATION

This contract may be terminated by either party by a thirty (30) day written notice to the other party.

CONTRACT

A contract will be executed between the District and the Vendor, which will incorporate the terms and conditions of this proposal and other standard contractual terms.