

**Mount Carmel Area School District**

600 West Fifth Street  
Mount Carmel, PA 17851

**Request for Proposals  
For  
Architectural/Engineering Services**

Corrina Lesko  
Business Manager  
570-339-1500

## A. Introduction

The Mount Carmel Area School District is soliciting proposals to provide architectural/engineering services for the following:

1. Stadium Bleachers and Fencing
  2. High School and Elementary School Sidewalks
  3. High School and Elementary School Gym Floors
  4. High School and Elementary School Bathroom upgrades
  5. High School Baseball Field upgrades
  6. High School Auditorium upgrades
  7. High School Locker Room upgrades
  8. High School Wrestling Room upgrades
  9. Seal coating and painting of parking lots
10. Architectural firms responding to this request must submit their written proposal as identified herein. Proposals are due on or before April 5, 2024 and are to be delivered in a sealed envelope to:

Corrina Lesko  
Business Manager  
Mount Carmel Area School District  
600 West Fifth Street  
Mount Carmel, PA 17851

It is understood that the owner (Mount Carmel Area School District) reserves the right to reject any or all proposals or part thereof or items therein, and to waive any or all technicalities required for the best interest of the Mount Carmel Area School District. Omission of any information may be sufficient cause for rejection of the proposal. It is further understood that competency and/or responsibility of firms submitting proposals will receive consideration prior to the awarding of the contract.

## B. Criteria for Selection

Firms responding to this RFP must prepare their responses to the following items in the exact order listed below. Firms will be chosen on their credentials and experience with similar public school projects.

1. Name of firm, address, telephone number, fax number.
2. Name, title, phone and fax numbers of contact person.
3. How long has your firm provided architectural/engineering services to Pennsylvania public school clients?
4. Include a list of Pennsylvania public school districts (not projects) where you have provided architectural/engineering services similar to those required by the Mount Carmel Area School District.
5. Identify any legal proceeding (arbitration, complaint or court action) filed by an owner against your firm for any project for which you provided architectural/engineering services during the last 5 years.
6. Provide an organizational description of your in-house design team including architects, engineers and other pertinent staff members. List all key members of the team you propose will perform work for this project. Include resumes for all team members and their role in recent educational projects.
7. Provide the same type of description for all outside agencies that will provide assistance to your firm during the project.
8. Describe your position on each of these common problem areas found in school construction:
  - a. Quality control
  - b. Change orders
  - c. Meeting timelines
  - d. Cost estimating

9. Summarize the strengths of your organization that would benefit the Mount Carmel Area School District during this and future projects.
10. Provide a fee structure for all of the following that apply:
  - a. Feasibility study (if necessary)
  - b. Architectural planning
  - c. Any other pre-construction services
  - d. Construction management
  - e. Cost estimating
  - f. Engineering services
  - g. Other services you may recommend
11. Include a sample of the standard contract you intend to use should your firm be selected as the successful firm.