

Request for Proposals
Mt. Lebanon School
District
Pittsburgh, Pennsylvania
Mt. Lebanon School District is hereby soliciting proposals from qualified professional architectural firms to provide consultation and professional engineering services for the design and construction of a new grandstand and bleacher system at the District's high school stadium. Sealed proposals will be received by the Mt. Lebanon School District, Pittsburgh, Pennsylvania until the 31st day of August 2023 at 9:00 a.m., local time. The grandstand bleacher system will be for the home side (west) grandstand bleachers only. The new grandstand and bleachers shall replace the District's existing system. The current system is approximately 270 ft. long and 40 ft. wide. The architect's services shall include normal structural, mechanical, electrical, plumbing, fire protection, handicap accessibility and IT data and communications design and engineering services for a complete and acceptable project. Design shall comply with all applicable building codes and regulations. Architectural services shall include preparation of a milestone schedule for design and construction, plans for the demolition and disposal of the existing structure, construction cost estimates, meetings with the owner and design team, assisting the owner with permitting and municipal approval, assistance with the solicitation and review of bids and construction administration. As well as the bleacher's use for seating at sporting events this grandstand will also include a new Press box for coaches, media, scorekeepers etc. The design for the underside of the grandstand will replace the existing workshops for the District's skilled tradesmen including but not limited to, a bus maintenance garage, HVAC, plumbing, paint, carpentry, and electrical shops. This area shall also include restrooms, lockers, storage and a breakroom for meals. Proposals shall be formatted according to the sections below in an effort to ease evaluation by the District.

A. Architectural and Engineering Firm Information

- Name of Firm
- Address
- Street/City/Zip
- Contact Person
- Phone/Fax/Email
- List Names of Corporate Officers and Governing Board
- Name (printed)
- Signature
- Title

B. Structural, Mechanical, Electrical, Plumbing, and Information Technology Engineers Information

- Name of Firm and Engineering discipline
- Address
- Street/City/Zip
- Contact Person
- List Names of Corporate Officers and Governing Board

C. Description of Firm and Related Experience Explain why your firm believes it is qualified to undertake this project and present any unique qualifications that the firm possesses which would benefit the District in the execution of this project. Provide Firm profile and background information, including years in business and number of employees. Provide resumes of key personnel who will be responsible for the scope of work. Provide a team organization chart depicting individual team members (including consultants), with names, titles, and specific responsibilities. Provide a minimum of five (5) similar projects, either currently in design, construction, or constructed, within the past 10 years.

D. References Provide a minimum of five (5) client references each for the submitting firm. References shall be from school districts and similar projects. Submit construction documentation and photos of the projects during construction for review. References may include Letters of Recommendation, but must include name of main client contact, title, company, business address, contact phone number, and contact email.

E. Fee Provide a detailed fee proposal for the services to be provided. Identify any reimbursable expenses not included in the basic fee. Payments for any reimbursable expenses and any additional services of consultants shall be at cost and without markup.

Proposals shall be addressed to: Facilities Department, Mt. Lebanon School District, 7 Horsman Drive, Pittsburgh, PA 15228. Proposals should be clearly marked "Sealed Proposal for Mt. Lebanon High School Stadium Grandstand and Bleachers – Do not open until 9:00 a.m. August 31, 2023. Any proposal received after the cut-off due date and time will not be opened. The District will not be responsible for mail delays. Proposals are to be submitted in a sealed envelope bearing the firm's name and plainly marked as stated. Firms must submit twelve (12) bound copies of their proposal. Any firm wishing to view, tour or visit the existing grandstand system can call the facilities office on school days between the hours of 7:30 a.m. and 2:30 p.m. at (412) 344-2092 to schedule a time to do so. Firms must comply with all state anti-kickback regulations pertaining to work associated with this project and will be required to submit an executed anti-collusion statement with their proposal. The Mt. Lebanon School District reserves the right to waive any defects, errors, omissions, mistakes or informalities and to accept any proposal that is deemed to be in the best interest of the school district and to reject any or all proposals. This request for proposals is not a solicitation of bids and, therefore, a contract award will not be based solely upon the amount of the fee proposed. The District reserves the right to engage in negotiation with any responding firm that would result in the modification of its proposal. The District is not responsible for any costs incurred by firms responding to this RFP. The District shall not be legally bound to any responding firm until such time as a written agreement is executed by both the firm and the District and is approved by resolution of the District's Board of School Directors.

Mt. Lebanon School District
Richard Marciniak, P.E. Director of Facilities/PM
Kimberly Walters, Secretary
Board of School Directors