



DAUPHIN COUNTY TECHNICAL SCHOOL

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Request for Proposals for Architectural Services

The Dauphin County Technical School (hereinafter referred to as the School) is requesting a submission of proposals to provide Architectural services for expansion.

A. Project Description/Scope of Services

The Project will consist of a comprehensive facility study for proposed renovations, additions, and/or new construction to the Dauphin County Technical School campus. The study shall include, but is not limited to, the following components:

1. Transportation and Site Circulation Analysis

- Analyzing current and future transportation flow with respect to student drop-offs and pick-ups, school bus loading/unloading, staff and visitor parking, service access, and overall site circulation.
- Identifying safety improvements and efficiencies aligned with projected enrollment growth.

2. Site Conditions and Constraints

- Evaluation of topography, environmental constraints, utilities, stormwater management, zoning considerations, and any regulatory or permitting impacts associated with campus expansion or redevelopment.

3. Academic and Instructional Space Planning

- Assessment of current and future academic classroom needs, including general education, special education, and support spaces.
- Evaluation of instructional capacity based on enrollment projections, staffing models, class size requirements, and programmatic needs.
- Identification of opportunities for modernized, flexible, and collaborative learning environments that support integrated academic and career-technical instruction.

4. Career and Technical Education (CTE) & Program Expansion

- Analysis of existing CTE program spaces and identification of needs for program growth, new programs, or modernization aligned with workforce demands.

- Consideration of space requirements for equipment, labs, safety standards, and industry-aligned instructional environments.

5. Staffing, Student Services, and Support Spaces

- Evaluation of space needs for teachers, administrators, counselors, support staff, and related student services, including offices, collaboration areas, and shared resources.
- Assessment of common areas such as cafeterias, libraries/media centers, professional development spaces, and student gathering areas.

6. Phased Development and Long-Range Planning

- Development of short-term, mid-term, and long-term options for renovations, additions, or new construction.
- Identification of phased approaches that minimize disruption to school operations.

7. Cost Estimating and Feasibility

- Preliminary cost estimates for recommended options, including phasing considerations and potential funding strategies.

8. Procurement Support

- Assist in the development of any RFPs and/or bid documents for projects identified as a result of this study, ensuring compliance with all applicable local, state, and federal requirements.

9. Vendor Evaluation Support

- Assist in the review and analysis of submitted vendor responses for any RFPs or bids resulting from this study.

B. Proposals

Sealed envelopes clearly marked “FACILITY STUDY” containing the proposal must be received no later than Monday, February 23, 2026, at 1 p.m. prevailing time. Interviews may be conducted by the School subsequent to the submissions.

Mail or deliver six (6) hard copies of the proposal, including one (1) electronic PDF copy, to:

Mr. Jason Civitello, Administrative Director
Dauphin County Technical School
6001 Locust Lane
Harrisburg, PA 17109

All questions concerning this proposal or project should be submitted in writing to Jason Civitello via e-mail at jcivitello@dcts.org prior to February 23, 2026. An addendum will be posted on the school website at www.dcts.org should one be required.

The scope of services desired is defined in this Request for Proposal (RFP). The School shall have the right to modify this scope, as it deems necessary. The terms of the Agreement between School and Professional Firm (Firm) shall be subject to review and modification by the School's solicitor, with final approval being vested in the Joint Operating Committee.

C. RFP Timeline

The tentative schedule for the selection process is:

- Issue RFP – January 20, 2026
- Advertisement dates – January 20, 27 and February 3, 2026
- Receive responses to RFP – February 23, 2026 at 1 p.m. prevailing time
- Presentation of proposals and interviews - date to be determined, if needed
- JOC approval of Firm – March 11, 2026
- Completion and submission of study – July 1, 2026

D. Feasibility Study Timetable

The School would like to begin the Facilities Feasibility process immediately upon selection of a firm. The selected firm shall work directly with the Administrative Director to develop a realistic timeline for the development of a School Facilities Feasibility Study, as well as refine and clarify the Scope of Services.

E. Firm Expectations

The selected firm would be required to lead School planning committee meetings (approximately once per month) until the Facility Feasibility Study is completed. In addition, the selected firm would be required to attend two or three JOC meetings (held monthly); including the meeting at which the final report is presented. The firm would also be expected to meet with School staff as needed to familiarize themselves with our School, prior facilities & long- range planning efforts, and to collect information and data needed to complete the above functions.

F. Submittal Requirements

Respondents to this RFP shall include the following minimum information in their proposal:

1. Cover Letter

- a. Include firm name, business address, telephone number, fax number, e-mail address, and contact person.

- b. Indicate why your firm should be selected for this project.

2. Firm Profile

- a. General qualifications: describe the general qualifications of the firm(s).
- b. Special qualifications: describe any special or unique qualifications of the firm(s) as they relate to facilities master planning and CTE facilities design.

3. Project Team

- a. List the specific personnel proposed for the project team and submit resumes demonstrating relevant experience of key personnel. Specify the role of each key staff member in the project.
- b. Name, address and brief description of any consulting or engineering firms that may be employed as partners on this project. Include length of existing relationship and possible names of representatives who would work on this project.

4. CTE Education Experience

Provide a list of clients, including name, address, and contact person and telephone number for whom similar or related consulting services have been provided **within** the last five (5) years. Include a short description of the project(s), the name of the lead consultant(s), and other staff members that were assigned and their role(s) in the project. Special emphasis should be placed on projects for Schools with enrollments up to 1,500 students.

5. Proposal Response

Respondents to this RFP shall include the following minimum information in their proposal:

- a. Describe how they will organize and perform the work described in the Scope of Services section. List the names of any firms they may contract with for this project and the specific services to be provided the sub-contracted firm(s). These may include, but are not limited to, structural, mechanical, electrical, plumbing, and civil engineering.
- b. Describe their understanding of the requested services and the planned approach to fulfill the goals of this project. Submittal should include a listing of contemplated tasks for each function.
- c. Include a proposed time schedule (to the best extent possible) to complete the scope of work specified.

6. Fee Proposal

Provide a fee proposal. **Fees shall include all meetings needed to successfully complete this project and ALL related reimbursable costs, including all sub-contracted vendors.**

RFP/BID development and review/analysis may be listed as separate fees since the number of expected projects is not know at this time.

7. Insurance

The selected firm shall, at its sole expense, obtain and maintain in force, a certified copy of their General Liability Insurance, along with Workers Compensation for the company and employees prior to performing any work.

Comprehensive General Liability Insurance: The selected firm agrees to maintain in full force during the term of this contract and until the completion of this project a Comprehensive General Liability Insurance policy where all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$1,000,000 per incident, or the current statutory cap on the State's liability, and fire and extended coverage insurance covering all property, in an amount not less than 80% of the whole replacement value of the property.

Workers' Compensation Insurance: Contractor agrees to maintain in full force and effect Workers' Compensation insurance which provides statutory coverage for Workers' Compensation claims and Employers' Liability insurance subject to minimum limits of:

\$500,000 each accident	Bodily injury by accident
\$500,000 each employee	Bodily injury by disease
\$500,000 policy limit	Bodily injury by disease

or the minimum limits required by the selected firm's umbrella insurer.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than ten (10) days after written notice thereof has been received by the School.

The certificates are required to name Dauphin County Technical School as additional insured and as the Certificate Holder.

G. Proposal Evaluation / Selection Process

The responses will be reviewed by an evaluation panel consisting of individuals selected by the School. Responding firms will bear all costs of this RFP and interviews, if any.

Proposals will be reviewed using the following criteria:

1. Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP.
2. Prior experience, qualifications, references, and past performance, especially with CTE projects, generally.

3. General understanding of the project, project approach, and ability to demonstrate capabilities of achieving a final report that meets all of the requirements.
4. Fee Proposal/Cost: Overall fee / billing rates

At the School's discretion, to further assist in evaluation, some, one, or all of the responding firms and/or individuals may be requested to participate in an oral interview. The interview would be used as another opportunity to clarify any issues within a given response and explore the approaches that may be used to satisfy all requirements for the School.

Upon the completion of the selection process, the School shall notify the firms of the selection and the successful firm to enter into an agreement. Firms shall submit fee proposal with their RFP response. At the School's discretion, it may directly negotiate with any selected firms on a final professional service arrangement. To the extent that a final contract will be awarded to a proposer, it will be awarded to the proposer that provides the best value, not necessarily the lowest priced proposal, to the School as determined by the School in its sole discretion.

The School may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. The School also reserves certain rights, including, but not limited to, the following:

1. Reject any or all of the proposals
2. Issue subsequent Requests for Proposals
3. Cancel the entire Request for Proposal
4. Remedy technical errors in the Request for Proposal process
5. Appoint evaluation committees to review qualifications and proposals
6. Seek the assistance of outside technical experts in evaluation
7. Approve or disapprove the use of particular subcontractors
8. Establish a short list of firms eligible for discussions after review of RFP
9. Negotiate with any, all, or none of the firms
10. Solicit best and final offers from all, some, or one of the firms
11. Award a contract to one or more firms
12. Waive informalities and irregularities in RFP
13. Award without discussion

The awarding of this contract will be based on the quality of services of the best qualified firm regardless of proposed fee amount.

This RFP shall not, in any manner, be construed to be an obligation on the School to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.