



## **Girard College Additional Residence Hall Feasibility Study**

### ***Request for Proposal for Architectural and Engineering Services***

May 8, 2026

Girard College invites your firm to submit a proposal for professional architectural and engineering evaluations services to review options for additional residential space on their campus. The study will consider and compare the cost and feasibility to return up to four existing residence halls on campus into use.

**Confidentiality Notice:** All materials and project information provided for the purposes of this RFP are to be held in confidence and used only to respond to the RFP.

This Request for Proposal contains the following sections:

- I. Project Overview
- II. Scope of Work
- III. Schedule
- IV. Design Team Services
- V. Cost Proposal
- VI. Submission Requirements
- VII. Selection
- VIII. Attachments

### **I. PROJECT OVERVIEW**

Girard College is a 5-day a week boarding school for academically capable students, grades 1-12, from single parent or single guardian families with limited financial resources. All Girard students receive full scholarships to enroll in the school's strong academic program and to live safely on its enclosed 43-acre campus. Girard is working to grow enrollment.

Girard is a college preparatory school with 96% of the graduates accepted at 4-year colleges. Girard also works with students to identify the right fit for a secondary education, entrance into a trade school, the military or other career pathways. Girard is committed to providing education opportunities that inspire students to explore growing careers.

Girard College wishes to evaluate options for additional residential space on campus for students and for staff. The College has four available buildings; Allen Hall, Bordeaux Hall, Banker Hall and the Junior School. This study is to evaluate the feasibility and estimated costs of adding additional residential space in each of the available buildings to determine the best options moving forward.

The buildings are in various states of disrepair and/or have been shuttered for years to decades. The selected team must also compare the options and costs for each building to recommend phasing options that allow Girard college to provide residence space for an additional 30-40 students for the start of the 2027 school year and then another additional 60 students for the start of the 2029-2030 school year. The College intends to increase enrollment to add 100 high school students by 2030.

Girard College needs an RA Apartment for each floor of a residence hall and 1 RA apartment for every 25 students. The design and room distribution needs to allow for gender flexibility. Girard accepts the best students of need each year and does not focus on equal gender acceptance each year.

The feasibility study will be used to determine the appropriate budget for the work, the schedule and the overall scope to advance into the remaining design phases.

## **II. SCOPE OF WORK**

The scope of work for this project includes the following;

1. Meet with Girard College to review their requirements and goals in detail
2. Visit the site to inspect all the buildings
3. Review applicable codes, required approvals and historic requirements
4. Review MEP systems
5. Review Structural conditions
6. Provide conceptual plans for all options
7. Provide estimated costs for all options
8. Prepare a final report that includes condition assessments, conceptual plans and cost estimates for each building as well as an overall recommendation for phasing the renovations to address the enrollment increase.

## **III. SCHEDULE**

Please include an estimated timeline for the feasibility study work as part of your proposal

## **IV. DESIGN TEAM SERVICES**

Your proposal should include all consultants necessary to cover the full scope of design services including:

- Programming
- Architectural Design
- Code review
- Structural Engineering
- MEP Engineering
- FP Engineering
- Civil Engineering
- Lighting design
- Interior Design with FF&E specifications
- Low voltage wireless and IT design
- Security system design
- Cost estimating

Participation of minority and women owned firms is a priority for Girard College. Diversity requirements are outlined in the Girard College Contract exhibit. Please include information in your proposal about the diversity levels of your design team.

## **V. COST PROPOSAL**

Provide a lump sum fee for the work

## VI. SUBMISSION REQUIREMENTS

1. Proposals are due by **June 3, 2026 by 4:00pm**
2. Submit a digital version (pdf format) of your proposal to [kirsti@danbosinassociates.com](mailto:kirsti@danbosinassociates.com)
3. Please send all questions to [kirsti@danbosinassociates.com](mailto:kirsti@danbosinassociates.com). The last day for questions is Friday May 15, 2026.
4. There will be a **mandatory** pre-proposal meeting at the site on Wednesday May 13, 2026 from 10:30am – 12:30pm. PLEASE ALLOW 2 HOURS to walk through all the buildings within this RFP and dress comfortably for walking across campus. You need to bring a Valid Photo I.D. to enter the campus. Please meet on the steps of Allen Hall.
5. Please provide with your proposal;
  - Project approach and staffing plan
  - Resumes for proposed team
  - DBE plan
  - Experience with academic residential projects
  - Cost proposal with hourly rates and estimated reimbursable costs
  - Client references
  - Specific clarifications or exceptions

## VII. SELECTION

Selection will be made based on the following;

- Project team qualifications and experience
- Proposed fees and costs
- References
- Diversity goals and plans

Girard reserves the right to negotiate with and/or interview any or all the bidders.

## VIII. ATTACHMENTS

- A. Supplier Diversity and Inclusion Program
- B. Girard Contract General Conditions
- C. Site Plan
- D. Preliminary Program and Goals Summary
- E. Photos of existing buildings (via link in the email)

Thank you for your interest in this project. We look forward to receiving your proposal.

Sincerely,



Dan Bosin AIA  
Principal, Dan Bosin Associates  
Owner Representative

## **Supplier Diversity and Inclusion Program**

The Board of Directors of City Trusts (the “Board”) recognizes the benefit of and is committed to creating an equal opportunity for all vendors/contractors to participate in the procurement process where diversity and nondiscrimination in its business operations is stressed. The Board will make a good-faith effort to utilize Minority Business Enterprises (“MBE”), Women Business Enterprises (“WBE”), Disabled Business Enterprises (“DSBE), Veteran/Disabled Veteran Business Enterprises (“V/DSVBE”), and Small Business Enterprises (“SBE”) in the performance of contracts, subcontracts and supply contracts and have the maximum opportunity to compete for and participate in the procurement of construction, engineering and professional services and purchase contracts. All efforts to contact and engage small, minority, disabled, veteran, and women vendors will be fair and objective. The Board and its vendors/contractors shall not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, marital status, disability, age or status as a veteran in the award and performance of contracts. The Board also shall give preference to locally owned MBE, WBE, DSBE, V/DSBE and SBE where appropriate.

### Goals

The Supplier Diversity and Inclusion Program’s main objectives include, but are not limited to, the following:

1. Bidders on projects in excess of \$100,000 must submit a plan identifying suppliers that are small or minority-, disabled-, veteran-, or woman-owned business concerns to be used for each commodity or service used as part of the bid.
2. When subcontractors are utilized, primary vendors/contractors must demonstrate in their bid proposal that they used every good faith effort to provide for participation by and obtain bids from small or minority-, disabled-, veteran-, or woman-owned businesses, including the purchase of equipment supplies and labor services, where applicable.
3. For purchase orders issued below the bidding threshold (\$100,000), the utilization of a diverse supplier base will be an objective facilitated by the procurement staff of the entities that the Board administers, including Girard Estate and Girard College.
4. The Board encourages the vendor/contractor to employ an appropriately diverse but locally owned workforce in connection with applicable procurement or project.
5. A reporting of transactions will be performed to monitor the success of the Board’s efforts to partner with a diverse base of suppliers.

Good faith efforts to include and facilitate participation by MBE, WBE, DSBE, V/DSVBE and SBEs shall include, but not be limited to, the following:

1. Dividing the services and materials to be procured into smaller portions, where feasible.

2. Giving reasonable advance notice of specific contracting, subcontracting and purchasing opportunities to such MBE, WBE, DSBE, V/DSVBE and/or SBE as may be appropriate.
3. Soliciting services and materials from a MBE, WBE, DSBE, V/DSVBE and/or SBE.
4. Ensuring that provision is made to provide prompt progress payments to MBE, WBE, DSBE, V/DSVBE and/or SBEs
5. Observance of reasonable commercial standards of fair dealing in the respective trade or business.

Although no set aspirational goals are established for each contract, contractors are encouraged to report their planned utilization of MBE, WBE, DSBE, V/DSVBE and/or SBE in their proposal, which efforts and utilization will be considered in connection with the award of such contracts and made part of the final agreement.

**BOARD OF DIRECTORS OF CITY TRUSTS  
GIRARD ESTATE  
(Owner)**

1101 MARKET STREET – SUITE 2600  
PHILADELPHIA, PA 19107

**GENERAL CONDITIONS**

ACCOMPANYING MAJOR CONTRACT PURCHASES

|     |  |   |
|-----|--|---|
| 1.  | <u>The Contractor's General Obligation</u> .....                 | 1 |
| 2.  | <u>Using Quality Materials</u> .....                             | 1 |
| 3.  | <u>Employing Good Workers</u> .....                              | 1 |
| 4.  | <u>Obtaining Permits and Licenses</u> .....                      | 1 |
| 5.  | <u>Patents and Trademarks</u> .....                              | 1 |
| 6.  | <u>Time Delay</u> .....  | 1 |
| 7.  | <u>Protection of Work and Property</u> .....                     | 1 |
| 8.  | <u>Contractor's Liability</u> .....                              | 2 |
| 9.  | <u>Workmen's Compensation and Liability Insurance</u> .....      | 2 |
| 10. | <u>Superintendence and Supervision</u> .....                     | 2 |
| 11. | <u>Changes in the Work</u> .....                                 | 2 |
| 12. | <u>Uses of Premises</u> .....                                    | 3 |
| 13. | <u>Temporary Light, Power and Water</u> .....                    | 3 |
| 14. | <u>Scaffolding and Hoisting</u> .....                            | 3 |
| 15. | <u>Cutting, Patching and Digging</u> .....                       | 3 |
| 16. | <u>Cleaning Up</u> .....   | 3 |
| 17. | <u>Inspection of the Work</u> .....                              | 3 |
| 18. | <u>Measurements and Examination of Existing Conditions</u> ..... | 4 |
| 19. | <u>Correction of Work</u> .....                                  | 4 |
| 20. | <u>Owner's Right To Do The Work</u> .....                        | 4 |
| 21. | <u>Owner's Right to Terminate the Contract</u> .....             | 4 |
| 22. | <u>Sufficient Notice To The Contractor</u> .....                 | 4 |
| 23. | <u>Trustees Protection</u> .....                                 | 4 |
| 24. | <u>Waiver of Lien</u> .....                                      | 5 |
| 25. | <u>Performance Bond</u> .....                                    | 5 |
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| 28. | <u>Material Safety Data Sheets</u> .....                         | 5 |
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| 31. | <u>Insurance Requirements</u> .....                              | 6 |

# **GENERAL CONDITIONS**

## **1. The Contractor's General Obligation**

The work of this contract is detailed in the specifications and plans (if any). The Contractor shall furnish all labor, materials, plant, tools, and appliances necessary or proper to the contract's completion. The Contractor shall complete the said work to the satisfaction of the Owner, at the price bid, in the manner and within the time fixed in this contract. The Contractor shall assume the risk of any and all loss or damage sustained in the course of the work arising from casualties of every description unforeseen or unexpected conditions encountered, or the actions of the third parties, and no extra compensation shall be payable to the Contractor by reason of such loss or damage.

## **2. Using Quality Materials**

All materials unless otherwise specified, shall be new and the best of their several kinds and qualities. Upon request, the Contractor shall furnish satisfactory evidence of the grade or quality of all materials furnished.

## **3. Employing Good Workers**

The Contractor and or any sub-contractors shall employ only first-class artisans and mechanics, and competent and efficient laborers. If any employee shall fail to perform properly his or her task, either through incompetence or neglect, the Contractor, upon the demand of the said Owner or his agent, shall promptly remove that worker and shall not thereafter employ him or her upon the work.

## **4. Obtaining Permits and Licenses**

- a. The Contractor, at his or her own cost and expense, shall obtain all necessary permits and licenses, and shall pay the costs of all inspections by governmental agencies, and inspection agencies such as The Insurance Service Office, except as may be stated otherwise in the specifications. All of the materials furnished, and all of the work done, shall be furnished and done in strict compliance with all laws, statutes, ordinances, and the applicable rules and regulations of all governmental agencies.
- b. The Contractor shall make all arrangements to have the work inspected by the governing agencies or authorities prior to closing up or concealing of the work.

## **5. Patents and Trademarks**

The contractor shall pay all royalties and license fees. The Contractor shall indemnify and save harmless the Owner, brought against it, him, or her, or them, because of the use of patented appliances, products, processes, construction, design or methods, or the infringement of any patent, trademark or copyright, and shall pay all royalties, charges and penalties which may become due or payable by reason of such use or infringement.

## **6. Time Delay**

Should the Owner cause any delay, by failure to give possession of the site, by changes in the plans and specifications, shall be granted a reasonable extension of the time specified for completion, but shall not be entitled to any payment in recompense for loss or damage allegedly suffered.

## **7. Protection of Work and Property**

- a. The Contractor shall maintain continuous and adequate protection of all the work, and shall protect from damage the building or buildings in which the work is being performed, the structures adjacent thereto and all contents, including furniture, fixtures and installations in the said building, buildings, or structures. At his or her own expense, the Contractor shall repair any such damage, or shall make good any loss the Owner may suffer thereby.

- b. The Contractor shall take all necessary precautions for the safety of his or her own employees and all other persons on, about, or adjacent to, the premises where work is being performed. The Contractor shall obey all laws, statutes and ordinances, and the rules and regulations of all governmental agencies designed to prevent injuries to a person. The Contractor shall post adequate safeguards, erect the proper barriers, and maintain the needed signs, to forestall such injuries.
- c. The Contractor shall provide and maintain guard lights at all barricades, covered passages, railings, obstructions or openings in footways, streets, etc., and at all trenches or pits adjacent to same.
- d. Machinery, equipment, and all other hazards, shall be guarded or eliminated in accordance with safety provisions of the Manual of Contractors of America to the extent that such provisions are not in contravention of applicable law.
- e. Should the Contractor cause damage to the Work or property of any Separate Contractor on the Project, the Contractor shall, after notice to Owner and Architect, resolve the issue with such Separate Contractor. If such Separate Contractor makes any claim against the Owner, or the Architect or initiates litigation on account of any damage alleged to have been so sustained, the Contractor agrees that it will hold the Owner, Architect and Owner's Representative harmless against any such suit, and that it will reimburse to the Owner, Architect and Owner's Representative as the case may be, the cost of defending such suit, including reasonable attorney's fee and if judgment against Owner or Architect arises there from, the Contractor shall pay all judgment cost and interest incurred by the Owner, Architect and Owner's Representative.

**8. Contractor's Liability**

In the performance of this work, the Contractor shall be deemed an independent contractor. He shall protect, indemnify and save harmless the Owner, its officers, agents and employees from any and all claims, demands, suits, actions and causes of actions for injuries to person, or damage to property suffered or sustained during the progress of the work, or arising from, growing out of, or caused thereby, whether such injury or damage be due to the negligence of the Contractor, his or her agents or employees, the nature of the work, or the manner in which it is performed. The term "progress of the work" shall include any work done or materials furnished, whether or not required by the terms of this contract.

**9. Workmen's Compensation and Liability Insurance**

Prior to entry upon the work, the Contractor shall satisfy the said Owner that he and any sub-contractors have complied with the Workmen's Compensation Laws of this commonwealth, and shall maintain throughout the progress of the work a policy or policies of insurance to protect the said Owner and the Contractor from the claims set forth in paragraph 8 above. The said policies shall be in the amount, issued by a company or companies, and of the form and content approved by the said Owner. The Board of Directors of City Trusts must be designated as an additional name insured under such insurance policies.

**10. Superintendence and Supervision**

- a. The Contractor shall keep on the work a competent full-time superintendent who shall have full authority to received and execute orders, and to supply such labor, tools and materials as may be required for the proper performance of the work. The name of the superintendent shall be furnished to the said Owner or his designee prior to the commencement of work and as long as he remains in the Contractor's employ, he shall not be removed without the consent of the Owner.
- b. The Contractor shall give efficient supervision to the work and shall report to the Owner promptly all errors and omissions in the plans and specifications.

**11. Changes in the Work**

- a. The Owner may order extra work, which shall be performed as if included in the plans and specifications, or may make deletions from or other changes in the work to be performed. The amount to be paid for any extra or deducted because of any deletion shall be agreed upon by the Owner and

the Contractor and the amount set forth in the writing in which it is ordered.

- b. No order for any extra work, for any deletion from the work or for any change therein, save of a minor character not involving additional payments, shall be binding upon the Owner unless made in writing and signed by the Owner or his agent. The verbal instructions of any officer, agent or employee of the Owner that depart from the plans and specifications, save as to minor changes as above, shall not be binding on the said Owner.

**12. Uses of Premises**

- a. The Contractor shall confine his apparatus, the storage of materials, and the operations of his workmen, to limits indicated by law, ordinances, permits or directions of the Owner and shall not unreasonably encumber the premises with his materials.
- b. The Contractor shall not load or permit any part of the structure to be loaded with a weight that will endanger its safety.

**13. Temporary Light, Power and Water**

Owner, at its expense, shall provide all the water, and all the electricity for lighting and power needed, in the performance of this contract, and proper toilet facilities for Contractor's employees. The Contractor(s), in keeping with his trade and at his expense, shall furnish all water lines and temporary wiring, and shall keep the toilet facilities in clean and sanitary condition at all times. The water lines shall be maintained free of leaks and other defects. The temporary wiring shall meet the requirements of The Insurance Service Office, whose certificate of inspection and approval shall be filed with the Owner prior to the use of temporary wiring.

**14. Scaffolding and Hoisting**

The Contractor may be required to provide all hoisting means necessary to deliver their workman, materials, tools and related products to the intended work area as the Owner may not have available any internal means to allow or permit the Contractor such access. All hoisting, lifting or elevator type devices shall be properly rated for the intended use, erected per the manufacturer's recommendations and properly secured to the structure as needed. The equipment shall be maintained in a first class operating condition and operated by experienced personnel. If there be more than one prime Contractor on the job, the obligation of this clause shall fall on each of them.

**15. Cutting, Patching and Digging**

- a. The Contractor shall do all cutting, fitting or patching of his work that may be required to make its several parts come together properly, and fit it to receive or be received by work of other contractors who upon, or reasonably implied by, the drawings and specifications for the completed structure. The contractor shall make all necessary repairs to restore the area to match adjacent surfaces to the satisfaction of the Architect or Owner.
- b. Any expense or loss occasioned by defective work shall be borne by the party responsible, as determined by the Owner or his designee.
- c. The Contractor shall not endanger any work by cutting, digging, or otherwise, and shall not cut or alter the work of any other Contractor.

**16. Cleaning Up**

The Contractor shall at all times keep the premises free from accumulations of waste material or rubbish caused by his employees or agents work, and at the completion of the work he shall remove all his rubbish from and about the building, and all his tools, scaffolding and surplus materials, and shall leave his work "broom clean" or its equivalent, unless more exactly specified. In case of dispute, the Owner may remove the rubbish and charge the cost to the Contractor.

**17. Inspection of the Work**

- a. The said Owner or his representative shall have access to the work at all times, wherever it is in preparation or progress, and the Contractor shall provide proper facilities for such inspection. If the specifications, any law, statute or ordinance or the rules and regulations of any governmental agency require any work to be specifically tested or approved, the Contractor shall give the said Owner timely notice of its readiness for inspection, and if the inspector is other than the Owner, timely notice of the date fixed for the inspection.
- b. If any work shall be covered without the approval or consent of the Owner or his agent, it shall be uncovered at the Contractor's expense. Reexamination of questioned work may be ordered by the Owner or his agent and, if so ordered, the work must be uncovered by the Contractor at his expense.

**18. Measurements and Examination of Existing Conditions**

- a. Before ordering any material or doing any work, the Contractor shall verify all measurements at the building and all existing conditions, and shall be responsible for the correctness of same. No extra charge or compensation will be allowed on account of differences between actual dimensions and the measurements indicated on the drawings; any differences which may be found shall be submitted to the Owner for consideration before proceeding with the work. In event of the Contractor's failure to give such notice of error or omission, he shall make good any change to, or defect in his work caused thereby. Figures when given on the drawings govern scale dimensions, larger scale drawings govern those at smaller scale.
- b. The Contractor shall visit and inspect the site of the work. The Contractor must verify the accuracy and adequacy of the condition as represented on the drawings and/or specifications. The existing conditions shall be considered by the bidders in submitting estimates. No claims for extras will be allowed at a later date due to claimed ignorance of such existing conditions.

**19. Correction of Work**

If any of the materials furnished or any of the work done hereunder is rejected by the Owner or his agent as not in conformity with this contract, it shall be replaced or done anew, on forty-eight hours notice, at the cost and expense of the Contractor,. Final Payment shall not release the Contractor from his obligation hereby imposed, and within a year thereafter, unless the specification fix a longer period, he shall replace any material and do anew any work found by the Owner or his agent not in conformity herewith.

**20. Owner's Right To Do The Work**

If the Contractor shall refuse, neglect or fail to prosecute the work vigorously, or to perform any other provision of this contract, and shall not remedy the said default within forty-eight hours after the receipt of notice so to do, the Owner or his agent without further notice being issued may have the said deficiency made good and deduct the cost from the payments due or to come due the Contractor. This shall be without prejudice to the other remedies of the Owner.

**21. Owner's Right to Terminate the Contract**

If the Contractor shall refuse, neglect or fail to prosecute the work vigorously or to perform any other provision of this contract or shall not remedy any default within forty-eight hours after receipt of notice so to do, the Owner may cancel this contract, take possession of all materials, tools and appliances on the site, and finish the work by whatever method he or she may deem expedient. In such case the Contractor shall not be entitled to any payments until the work is finished. If the unpaid balance of the contract price shall exceed the cash outlay of the Owner in finishing the work, plus whatever additional cost may be incurred in supervision, such excess shall be paid the Contractor but if the said outlay and the said cost shall exceed the said unpaid balance, the Contractor shall pay the difference to the Owner on demand.

**22. Sufficient Notice To The Contractor**

A letter addressed to the Contractor at the street number and City shown on the proposal, properly stamped and deposited in the United States mail, shall be deemed "Notice to Contractor".

**23. Trustees Protection**

Nothing contained in these General Conditions or in any other instrument which may form part of the contract shall impose any liability or obligation to perform on the members of the Board of Directors of City Trusts. Any action commenced by the Contractor shall join as defendant The City of Philadelphia, Trustee under the Will of Stephen Girard, Deceased, only.

**24. Waiver of Lien**

The Contractor shall execute a waiver of mechanics lien, in behalf of himself, all subcontractors, laborers and material suppliers, in form satisfactory to the Owner.

**25. Not used**

**26. Not used**

**27. Owner's Right on Premises**

The Owner shall at all times have the right of occupancy and possession of any and all portions of the premises, and may use any portion thereof when it shall be ready for the purpose, without thereby waiving any of the requirements of the contract, and shall also be at liberty to employ other Contractors or workmen in the premises for the purpose of performing work or introducing apparatus not included in the contract. The Owner's right to this election shall not constitute a basis for claim for additional payment or time by the Contractor.

**28. Material Safety Data Sheets**

Contractor shall provide, upon request, copies of Material Safety Data Sheets (MSDS), for any material and products not supplied by Owner, on job site at time of delivery of said material and products, and prior to start of, or any time during, any work function requiring use of said material and products in performance of the work to be done under this agreement.

**29. Non-Discrimination/Sexual Harassment**

- a. In Contractor's performance of this contract, the contractor shall not discriminate nor permit discrimination against any person because of race, color, religion, national origin, or sex. In the event of such discrimination, The Board may forthwith terminate this contract.
- b. Contractor shall comply with all applicable provisions of the state and federal constitution, laws, regulations and judicial orders pertaining to nondiscrimination/sexual harassment and equal employment opportunity, including the following:
  - (i) In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the contract, Contractor or any person acting on behalf of the Contractor shall not, by reason of gender, race, creed, or color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates.
  - (ii) Contractor or any person on their behalf shall not in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the contract on account of gender, race, creed or color.
  - (iii) Contractor shall maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
  - (iv) Contractors shall not discriminate by reason of gender, race, creed or color against any subcontractor or supplier who is qualified to perform the work to which the contract relates.
- b. In accordance with Chapter 17-400 of the Philadelphia Code, Contractor agrees that its payment or reimbursement of membership fees or other expenses associated with participation by its employees in

an exclusionary private organization, insofar as such participation confers an employment advantage or constitutes or results in discrimination with regard to hiring, tenure of employment, promotions, terms, privileges, or conditions of employment on the basis of race, color, sex, sexual orientation, religion, national origin or ancestry constitutes a substantial breach of this contract entitling the Board to all rights and remedies provided in this contract or otherwise available in law or equity.

- c. Contractor agrees to include the immediately preceding paragraphs with appropriate adjustments for the identity of the parties, in all subcontracts with are entered into for work to be performed pursuant to this contract.
- d. The Board shall not exercise its rights under this Section until the expiration of ten days written notice to the Contractor to cure the discriminatory action.

**30. Suspension and Debarment**

To the best of its knowledge and belief, the Contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the Contractor or its principals in the current "List of Parties Excluded From Federal Procurement or Non-procurement Programs" published by the U.S. General Services Administration Office of Acquisition Policy.

The Contractor shall provide immediate written notice to the Owner if at any time the Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the Contractor enter into a covered transaction with another person/company (sub-contractor) at the next lower tier, the Contractor agrees by accepting this agreement that it will verify that the person/company with whom it intends to do business is not debarred, suspended, proposed for debarment or otherwise declared ineligible by any Federal agency.

**31. Insurance Requirements**

Prior to award of job, Contractor shall provider a certificates of insurance evidencing **all** of the following limits of insurance. **Girard College/Girard Estate shall be named as an additional insured.**

Workers Compensation and Employers Liability

Workers Compensation: Statutory Limits

Employers Liability: \$500,000 Each Accident - Bodily Injury by Accident; \$500,000 Each Employee - Bodily Injury by Disease; and \$500,000 Policy Limit - Bodily Injury by Disease.

General Liability Insurance

Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability; \$2,000,000 general aggregate.

Automobile Liability

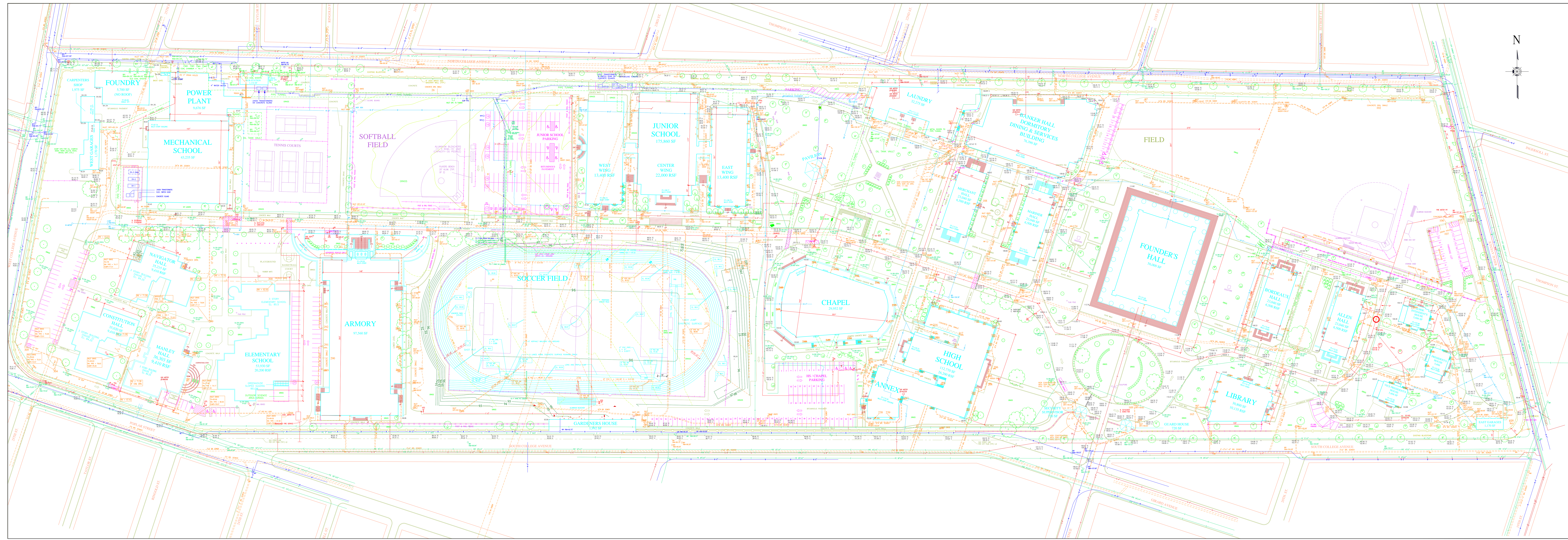
Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability for owned, non-owned and hired vehicles.

**Signature indicates review and acceptance of the General Conditions**

Name \_\_\_\_\_

Company \_\_\_\_\_

Date: \_\_\_\_\_



|               |                                   |
|---------------|-----------------------------------|
| PROJECT:      | GIRARD COLLEGE - CAMPUS SITE PLAN |
| PROJECT #:    | PHILADELPHIA, PA                  |
| SCALE:        | 1"=30'-0"                         |
| REVISION NO.: | 0                                 |
| DRAWN BY:     | MJO                               |
| DRAWING #:    | GC-SP-1                           |

|             |      |
|-------------|------|
| REVISIONS:  |      |
| REV. NO.    | DATE |
| DESCRIPTION |      |

|               |                                   |
|---------------|-----------------------------------|
| PROJECT:      | GIRARD COLLEGE - CAMPUS SITE PLAN |
| PROJECT #:    | PHILADELPHIA, PA                  |
| SCALE:        | 1"=30'-0"                         |
| REVISION NO.: | 0                                 |
| DRAWN BY:     | MJO                               |
| DRAWING #:    | GC-SP-1                           |

|               |                           |
|---------------|---------------------------|
| PROJECT:      | Heat, Light & Power Dept. |
| PROJECT #:    | 2101 S. College Ave.      |
| SCALE:        | Philadelphia, PA 19121    |
| REVISION NO.: |                           |
| DRAWN BY:     |                           |

*Girard College*  
*Residence Hall Feasibility Study*

**Exhibit D: Preliminary Program and Goals Summary**

3.18.26

**Project Goals**

- Evaluate Bordeaux, Banker and Allen Halls as well as the Junior School 2<sup>nd</sup> and 3<sup>rd</sup> floors for use as residence halls.
  - Identify which buildings are better suited for dormitory style living vs. independent living
  - Identify which building can provide 25 additional beds for August 15, 2027
  - Identify which buildings can then be phased to add 25 beds each year by August 15<sup>th</sup> in 2028, 2029 and 2030.
  - Consider flexibility in planning to allow for either female or males in any room
  - Consider options for scaled investment and maintenance/durability as driver for finishes and design
  - Consider opportunities for swing space while construction happening

**Program**

- Dormitory Living
  - Girard utilizes Dorm spaces with 4 per room in bunk beds. Prefers shared private bathroom between (2) rooms and 8 total students at HS level.
  - Need options for independent living layout with flexibility in mind
  - (1) common lounge space per building
  - Common laundry to be provided per building
  - Need (1) Staff apartment by floor (minimum) and accommodate 8 total staff for each 100 students
    - 2 per 25 students and want to spread apartments within the dormitory rooms
  - Provide several 2 bedroom apartments for couples with kids or single parent with child due to children living with a parent who is an RA.
  - Staff get laundry spaces as common laundry now, but willing to consider stacked washer/dryer in their units.
- Independent Living
  - Apartments with 2 bedrooms for 4 students, (1) bathroom and kitchenette in unit with shared living space
  - Include large laundry room at basement so student responsible to do own laundry.

**Phasing for Enrollment Increase**

- School year 2026-27 have space for additional 20 students
- School year 2027-28 – NEED space for additional 25beds
- School year 2028-2029 – NEED additional consistent growth of 25 beds

- School year 2029-2030 – Need space for remaining 50 beds
- All beds must be flexible female/male regardless of dormitory or independent living. Currently separating sexes by building, but willing to consider separately sexes by floor or wing for flexibility due to increase in female enrollment.

## Existing Building Information

- **Allen Hall**

- Vacant since 2015
- Not currently ADA compliant and no elevator
- ⊖ Currently set up with open rooms along the windows with partial height walls that provide visual privacy between clusters of 4 beds. Sinks and dressers are along the corridor wall and then double shower/toilet rooms with dividing doors. The sinks are in the hallway.
- (2) apartments per floor vary in size
- Sprinklered
- HVAC and (Electrical) need to be fully replaced. Electrical can be modified or upgraded, but should not need a full replacement. A new BAS will need to be provided.
- Basement has an exit and natural light so appropriate for lounge space and activity area.
- Plumbing is in fair shape, but needs to be evaluated.
- Old fire pump in the basement should be removed since it is bypassed.
- Roof and envelope need assessment. Windows need to be replaced.
- Tunnel utilities are damaged from water infiltration and need to be repaired.

- **Bordeaux Hall**

- Renovated in 1970 with state of the art layout for 4 students in 2 bedrooms separated by shared bathroom.
- Shuttered for decades and significant water damage, mold, possible ACM
- Sprinklered but system needs replacement
- HVAC, Electrical, Roof, windows and all finishes need to be fully replaced
- There is no BAS system.

- **Banker**

- The cafeteria is located in the building and would need to remain operational during any renovation work.
- The basement needs to be cleaned and refreshed.
- Freight elevator access to all floors
- Plumbing is in poor shape and needs to be fully replaced. Drainage pipes leak often.
- Need HVAC (partial modification/updating required), electrical (fair shape, but modification needed), roof (new as of the last 5 years), all finishes, drop ceilings removed and new provided. Significant water damage.

- Windows in acceptable condition, should be replaced.
- **Junior School**
  - Large dormitory style rooms and large 2-bedroom apartment (there is only one, 2-bedroom apartment, the other three are 1-bedroom for the 3rd) could be made into smaller rooms. The 2<sup>nd</sup> and 3<sup>rd</sup> floors are available. The 2<sup>nd</sup> Floor has an apartment with multiple rooms, while the rest are 1-bedroom.
  - Elevator needs full modification due to discontinued manufacturer support of the control system.
  - Gang bathrooms are not appropriate and need full replacement (3<sup>rd</sup> floor was updated a few years ago and the 2<sup>nd</sup> floor was finished in 2005 and is dated.
  - New roof and windows in good condition
  - Plumbing systems that were installed in the early 1980s need to be replaced, i.e. DHW/DCW supply lines, drainage pipes, roof drains (some original that leak), etc.
  - Sprinklered, need to consider new HVAC and Electrical.
    - HVAC and Electrical in place vary in age and most likely will need modification and some updating, but not full replacement. Increased BAS control of the radiators is needed during the winter.

End of Preliminary Program Summary