



# Pace School

## **Request for Proposals (RFP)**

### **Feasibility Study for Building Expansion**

Pace School | Pittsburgh, Pennsylvania

#### **1. Introduction**

Pace School is an Approved Private School (APS) in Pennsylvania dedicated to empowering students with complex needs—including autism spectrum disorders, behavioral challenges, and mental health disabilities—to lead safe, healthy, and productive lives.

Pace has operated in its current facility for almost 25 years. While our programs have expanded, our building has undergone minimal changes. To ensure our ability to serve current and future students effectively, Pace School is seeking qualified firms to conduct a Feasibility Study for Building Expansion.

#### **2. Background**

Pace School's mission is to empower students with complex needs to lead safe, productive, and healthy lives. As one of only 33 Approved Private Schools (APS) in Pennsylvania, Pace provides specialized education for students with severe disabilities, including mental health challenges, behavioral needs, and autism spectrum disorders. These students often face difficulties that public schools are not equipped to address.

Our students represent some of the most vulnerable learners in the Commonwealth. Pace School delivers a comprehensive, trauma-informed educational model rooted in behavioral interventions, therapeutic supports, and individualized programming to ensure they receive the high-quality education and care they deserve.

### **3. Project Purpose**

The feasibility study will determine the viability, scope, and strategic direction for expanding Pace School's physical facilities. This includes assessing current building capacity, identifying opportunities for expansion, and factoring in projected needs for student and staffing growth over the next five years.

### **4. Project Goals & Objectives**

1. Evaluate current facility capacity.
2. Analyze space needs based on projected growth.
3. Develop options for expansion or reconfiguration.
4. Consult with architects and engineers.
5. Provide cost estimates and timeline projections.
6. Deliver a final feasibility report.

### **5. Scope of Work**

The feasibility study should include facility and condition assessments factoring in enrollment and staffing projections, space utilization analysis, site analysis, stakeholder interviews, conceptual design options, cost estimates, risk assessments, and recommendations.

### **6. Deliverables**

- Initial Assessment Summary
- Up to Three Conceptual Options
- Cost & Timeline Estimates
- Final Written Report
- Presentation to Leadership Team

### **7. Proposal Requirements**

- Cover Letter
- Firm Overview & Qualifications
- Project Approach & Methodology
- Proposed Team
- Relevant Experience
- Proposed Timeline
- Cost Proposal
- References

## **8. Evaluation Criteria**

Proposals will be evaluated on mission understanding, relevant experience, team strength, approach practicality, cost effectiveness, and past performance.

## **9. Project Timeline**

- RFP Issued: February 10, 2026
- Questions Due: February 27, 2026
- Responses Provided: Within 48 Business Hours
- Proposal Deadline: March 13, 2026
- Firm Selected: March 20, 2026
- Study Begins: March 23, 2026 (or mutually agreed upon date)
- Final Report Due: July 31, 2026

## **10. Budget**

Respondents should provide a detailed cost proposal aligned with the project's scope and industry standards.

## **11. Submission Instructions**

Submit electronically to:

Steven Reubi - CFO

Email: [sreubi@paceschool.org](mailto:sreubi@paceschool.org)

Subject Line: "Pace School Feasibility Study RFP Submission".

## **12. Questions**

Direct all questions to:

Steven Reubi

Email: [sreubi@paceschool.org](mailto:sreubi@paceschool.org)