



ALLENTOWN ART MUSEUM

New Facility Architect Selection RFP Respondent Questions and Museum Responses

FAQ Issued May 18, 2026

This document compiles questions received from prospective respondents and provided a single set of responses for all interested parties. The intent is to support a clear, fair, and consistent proposal process. Unless expressly modified below, all terms, conditions, deadlines, and requirements in the RFP remain unchanged. No oral statements, informal communications, or individual email responses shall modify the RFP. Only written addenda issued by the Museum shall be considered part of the procurement record.

1. Project Scope, Scale, Budget, and Schedule

Q: What are the anticipated building area, space program, project budget, and schedule for the new facility?

A: The Museum has not predetermined the final building area, detailed space program, total project budget, or full project schedule. The current facility is approximately 60,000 gross square feet, and the Museum anticipates realizing a project of generally comparable institutional scale. Defining an appropriate program, area, phasing strategy, schedule, and budget alignment is a central purpose of the programming, concept design, and schematic design phase now being procured.

Q: Is there an anticipated gross square footage or target building area at this stage?

A: No fixed gross square footage has been established. Respondents should assume that the programming phase will test and confirm the appropriate area based on the Museum's mission, operational needs, site conditions, capital strategy, and long term sustainability.

Q: What key programs should be assumed for the new facility?

A: The final program has not been predetermined. Respondents should rely on the RFP and the Museum's publicly available mission and campaign materials for general context, while recognizing that the program will be developed with the selected team during the scope now being procured.

Q: Is there an established construction budget or project cost range beyond the professional services funding identified in the RFP?

A: No final construction budget or project cost range has been established for respondent use at this stage. The \$775,000 amount referenced in the RFP relates to the current professional services phase. Establishing an informed capital cost framework will be part of the work completed with the selected team.

Q: What are the preferred start and end dates for the concept design and schematic design phases?

A: The Museum anticipates beginning work as soon as practical following selection, contract negotiation, and contract execution. Respondents should propose a realistic schedule for programming, concept

design, and schematic design that reflects the scope, the need for stakeholder alignment, and the Museum's funding and planning requirements.

Q: Is there an aspiration to achieve a particular level of LEED certification or other sustainability benchmark?

A: No specific LEED certification level has been established. Sustainability, resilience, energy performance, operating cost, and long term stewardship goals will be addressed during the programming and design process.

2. Prior Work, Public Context, and Project Background

Q: Will prior feasibility studies or prior design related materials be shared with respondents?

A: Prior feasibility studies and related work products will not be shared during the proposal period. Prior work helped establish the need for a purpose built facility and informed the Museum's overall planning context. Any images or references from earlier work included in the RFP or public materials are for general context only and should not be treated as a fixed program, design direction, or approved project scope.

Q: Can respondents use information from the Museum's public campaign webpage or other publicly available Museum materials to develop their response?

A: Yes. Respondents may review publicly available Museum materials for general institutional context. However, proposals should be based on the RFP, this Addendum, and any future written addenda issued by the Museum. Public campaign language should not be interpreted as a final program, final budget, final schedule, or final design directive.

Q: Can the Museum share the current scope, design progress, or consultant relationships associated with prior planning work?

A: The Museum is not providing separate detail on prior consultant scopes, design progress, or prior consultant relationships during the proposal period. This RFP is for the services described in the RFP, and all respondents will be evaluated using the same stated criteria. Prior familiarity with the Museum or earlier planning work does not guarantee selection.

Q: Will questions regarding prior consultant relationships or the composition of the respondent pool be addressed?

A: Questions regarding prior consultant relationships or the composition of the respondent pool are outside the scope of this procurement process. The Museum is conducting an open process and will evaluate all proposals using the criteria stated in the RFP.

3. Site Information and Site Visits

Q: What is the total area of the proposed building lot?

A: Site documentation, including detailed lot area, will not be provided during the proposal period. Relevant site information will be made available to the selected firm following award, as appropriate.

Q: Will site documentation such as survey, geotechnical, utility, or environmental reports be shared with respondent firms during the proposal period?

A: No. Site documentation will not be provided during the proposal period. Available and relevant documentation will be shared with the selected firm after award.

Q: Will site visits be offered during the proposal period?

A: No site visits will be offered during the proposal period. The Museum may coordinate site access with the selected firm after award.

4. Submission Requirements and Deadline

Q: Is there a required proposal format or page limit?

A: There is no required format and no page limit. Respondents are encouraged to provide a clear, complete, and concise response that allows the Museum to understand the team's qualifications, approach, staffing, schedule, and fee proposal.

Q: What is the proposal submission deadline?

A: The proposal submission deadline is 11:59 PM Eastern Time on Friday, May 22, 2026. The deadline will not be extended.

Q: Will the proposal deadline be extended?

A: No. The Museum appreciates the interest of all prospective respondents, but the submission deadline will remain unchanged in order to preserve the project schedule and provide the same timeline to all respondents.

Q: When will answers to respondent questions be circulated?

A: The Museum is compiling responses to questions received by the stated question deadline and is issuing responses through this written Addendum. This Addendum will be shared with known interested parties and posted or made available through the same general process used for the RFP.

Q: Will answers to questions from other prospective respondents be shared with all interested parties?

A: Yes. Questions have been consolidated and answered through this Addendum so that all known interested parties receive the same information.

5. Team, Licensure, and Qualifications

Q: Is a local architect required to be part of the team?

A: A local architect is not specifically required. The team must include professionals appropriately licensed to practice in the Commonwealth of Pennsylvania where licensure is required for the services being performed.

Q: If the firm has professionals licensed in Pennsylvania, but the firm is not currently registered with the Pennsylvania Secretary of State, is that sufficient?

A: For proposal purposes, respondents should clearly identify Pennsylvania licensure status and any registrations required before contract execution. The selected firm will be responsible for being legally authorized to enter into the contract and perform the required services in Pennsylvania before contract execution.

Q: Are Pennsylvania licensure details required for consultants as well as the architect prime?

A: Respondents should identify Pennsylvania licensure status for the architect prime and for any consultant discipline where professional licensure is required for the services being performed. The architect prime will be responsible for assembling a properly qualified team.

Q: Are consultant qualifications and key staff resumes required?

A: Respondents should identify the consultant disciplines included in the team, key roles, relevant qualifications, and the proposed staffing approach. Full resumes are not required unless the respondent believes they are helpful. Concise biographies or role descriptions are acceptable.

Q: Should relevant project experience be specific to the architect prime, or should consultant projects also be provided?

A: The requested relevant project experience should focus on the architect prime. Respondents may include consultant project examples if they are directly relevant and helpful, but they are not required.

Q: Are any specialist advisers already retained or expected to be contracted separately?

A: The Museum may engage advisers as needed throughout the project. For proposal purposes, respondents should assume they are responsible for proposing the core team needed to complete the scope described in the RFP. Any owner retained advisers will be clarified with the selected firm after award, as appropriate.

Q: Are letters of reference required in addition to reference contact information?

A: No. Reference contact information is sufficient. Letters of reference are not required.

6. Fee Proposal

Q: What is the required format for the fee proposal?

A: Respondents should provide a fee proposal broken out by phase and by discipline. The fee proposal should be clear enough for the Museum to understand the proposed level of effort, consultant distribution, assumptions, exclusions, and any optional services.

Q: Should respondents provide a total fee only, or a fee by phase and discipline?

A: Please provide both a total proposed fee and a breakdown by phase and discipline.

7. Process, Procurement, and Future Phases

Q: Is this an open call or an invited selection?

A: This is an open call. The RFP was publicly posted on the Allentown Art Museum's website.

Q: What grant guidelines govern this competitive process?

A: This procurement is being conducted in connection with applicable public funding and the Museum's grant requirements, including the need for a fair and documented competitive process. All respondents are subject to the same evaluation criteria outlined in the RFP. Additional grant documents are not being issued to respondents as part of the proposal process.

Q: After completion of schematic design, is it the Museum's intention to continue with the selected architect for later phases?

A: The Museum's intention is to build a strong working relationship with the selected architect and team. Continuation into future phases may be considered if the project proceeds, but any future services will remain subject to project cost, fundraising status, funding requirements, Museum approvals, satisfactory performance, and applicable procurement requirements. Selection under this RFP does not guarantee future phases of work.

Q: Will later phases be subject to a separate procurement?

A: The Museum will make future phase procurement decisions based on the scope, funding source, grant requirements, project status, and applicable procurement requirements at that time. No future phase is guaranteed by this RFP unless expressly authorized through a future written agreement.

Q: Does prior work with the Museum provide an advantage in this selection process?

A: Prior work may be considered only as relevant experience or evidence of project understanding. It does not guarantee selection. All proposals will be reviewed using the same criteria stated in the RFP.