



Chappaqua Central School District

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CHAPPAQUA CENTRAL SCHOOL DISTRICT

REQUEST FOR PROPOSALS

CCSD RFP #2019- 8

ARCHITECTURAL AND ENGINEERING DESIGN SERVICES

August 2019

Chappaqua Central School District

REQUEST FOR PROPOSALS CCSD RFP #2019- ARCHITECTURAL AND ENGINEERING DESIGN SERVICES

August 2019

Overview

The Chappaqua Central School District is accepting proposals from design firms to provide design services for the Plant Sciences & Bioclimatic Center at the Horace Greeley High School, Chappaqua, New York. Firms must submit a proposal to the District by 2:00 p.m. on Wednesday, September 18, 2019.

Scope

The District is seeking an experienced design firm to design the Plant Sciences & Bioclimatic Center, prepare the bidding and New York State Education Department documents, help select the contractor(s), and supervise the construction of the Center.

Description of the Project

The Center will be a climate controlled green house which will be used year-round with a size of approximately 2,000 square feet with two or three climate-controlled zones (to be determined with the design firm that is selected through this RFP process). The site selected is situated on the Horace Greeley High School property at 70 Roaring Brook Road, Chappaqua, NY.

The Center will provide an environment for students to conduct biological, ecological and sustainability research while expanding experiential learning opportunities. The structure would create the opportunity for cross-curricular learning. The environment envisioned will be soil-based, hydroponics and aquaponics.

The District is targeting to begin the construction of the Center during the summer of 2020 and complete the project by June 2021.

RFP Requirements

The proposal should clearly address the following areas:

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- Firm overview
- Statements of qualification of the firm (both qualification and experience must be clearly indicated)
- Resume of the design team and engineers specifically designated for this project
- Suggested timeline of the process
- Pricing structure for the scope of this project (It will be helpful to break down the pricing structure into stages.)

Evaluation of Proposals

THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR ANY PARTS OF PROPOSALS.

All proposals will be opened publicly at the above-mentioned deadline time.

The original copy of all proposals received will be kept on file in the office of the District Purchasing Agent.

Copies will be distributed as follows: Superintendent of Schools, Board of Education, Selected Members of the Facilities Committee, and the Assistant Superintendent for Business.

Scoring criteria will be based on the information each firm provides in the "RFP Requirements" section of this RFP.

Results and Contract Award Process

After the review and evaluation of all proposals, the Board of Education, administrators and consultants may elect to interview a group of selected firms before the award of contract.

It is the intent of the Board of Education to award a contract for Architectural & Engineering Design Services within a reasonable time after the RFP deadline. An award by the Board of Education shall be subject to successful contract negotiations.

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Questions regarding the RFP

Please direct your questions to Michael Trnik, Purchasing Agent at (914)238-7200 Ext. 1013 or mitrnik@ccsd.ws

Proposal Submission Instructions

All proposals must be received by the Purchasing Agent no later than Wednesday, September 18, 2019 at 2 p.m. Any proposals received after this deadline will be returned unopened to the firm. Please note "CCSD RFP #2019-8 Architectural & Engineering Design Services" on the submittal envelope and email.

Each firm shall submit 1 original proposal and 11 copies to the following address:

**Michael Trnik
Purchasing Agent
Chappaqua Central School District
66 Roaring Brook Road
Chappaqua, New York 10514**

An electronic version of the proposal shall also be submitted to:

**Michael Trnik
at
mitrnik@ccsd.ws**

**BOARD OF EDUCATION
Chappaqua Central School District
CHAPPAQUA, NEW YORK 10514**

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NON-COLLUSIVE CERTIFICATION

FIRM NAME_____

BUSINESS ADDRESS_____

TELEPHONE NUMBER_____ DATE OF PROPOSAL_____

Non-Collusive Certification

By submission of this proposal, the vendor certifies that it is complying with Section 103-d of the General Municipal Law as follows:

1. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

“(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly discussed by the bidder and will not knowingly be disclosed by the bidder prior to opening directly or indirectly, to any other bidder or to any competitor;

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(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.”

“(b) A bid shall not be considered for award nor shall award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1), (2), and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more a disclosure within the meaning of subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state of any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.”

Authorized Signature _____

Title _____