

CHAPPAQUA CENTRAL SCHOOL DISTRICT

REQUEST FOR PROPOSALS

**ARCHITECTURAL/ENGINEERING/BUILDING CONDITION
SURVEY SERVICES**

February 2020

***Chappaqua Central School District
66 Roaring Brook Road
Chappaqua, NY 10514***

**REQUEST FOR PROPOSAL
ARCHITECTURAL/ENGINEERING/BUILDING CONDITION SURVEY SERVICES**

INTRODUCTION

Chappaqua Central School District is currently soliciting proposals for qualified architectural/engineering services for the purpose of development, design and implementation of various projects for the remaining 2019-20 school year and the 2020-2021 school year and may be extended annually for up to four additional years pending written approval by the District. We anticipate such projects as including, but not limited to, repairs, renovations and new construction.

Submission Deadline:

Proposals must be received by Chappaqua Central School District no later than 2:00 p.m. on Monday, February 21, 2020.

Purpose of this Request for Proposal

The Chappaqua Central School District is soliciting proposals from qualified architect/engineering services firms for the provision of professional services associated with various projects, including the building condition survey.

Scope of Work:

Architect/Engineering services are to include, but are not limited to:

- Preparation and submission of required NY State Education Department documents
- Development of Cost Estimates
- Pre-design Services
- Schematic Design Services
- Preparation of Construction Documents
- Preparation of Bid Specifications
- Construction Administration Services
- Field Supervision (When Necessary)
- Post Construction/Closeout
- Construction Services
- Building Condition Survey Services

As Needed Projects

The District will need architect/engineering services for as needed projects. Not all services will require SED filing.

Proposal Format and Contents:

NOTE: Consultant proposal should be based on provision of industry standard services and deliverables similar to the requirements under an AIA form agreement.

The detailed proposal shall:

1. Provide general background information about the firm, including the firm's history, present capacity, in-house disciplines and an organization chart.
2. List the firm's principal owners/partners and key personnel and their backgrounds including resumes, qualifications and related project experience of staff members who will be assigned to work on District projects. Indicate if the firm is a partnership, professional corporation, individual, joint venture, or other form of organization.
3. Describe the firm's capability to provide evaluation of needs assessment, programming, space planning, cost estimating, and design and construction administration services. For any services provided by outside consultants, provide key personnel and their backgrounds including resumes, qualifications and related project experience for each proposed consulting firm.
4. Describe the typical scope of services the firm has provided for similar school districts.
5. Provide evidence of insurance coverage as set forth in the "Insurance Requirements" section below.
6. Provide completed compensation schedule which is provided in this RFP.
7. Describe any experience in representing owners in the avoidance, analysis, and/or resolution of construction claims.
8. Include in the firm's submission consideration of the seven (7) items listed below:
 - Proximity of the architectural firm's offices with respect to the Chappaqua area.
 - If the firm does not have in-house capabilities to complete all design work associated with the projects, sub-consultant firms that will provide those services shall be identified as part of the proposal. The proposal shall include information about providing architectural, structural, electrical, plumbing, mechanical, geotechnical, landscape architecture services, and cost estimating as necessary.
 - If invited to interview, it is anticipated that the persons representing the architectural firm and any sub-consultants will be the same persons assuming the lead roles in District projects.

- The proposal should demonstrate familiarity with New York State and State Educational requirements.
 - Demonstrate what means of quality control the firm has implemented.
 - Describe the firm's current workload with regard to the firm's capacity to add another client.
 - Project Cost Control – Previous record in meeting budgets and the proposed plan for controlling costs on a project.
9. Provide a brief conclusive summary of why the firm (or team) should be selected by the District. Append any other additional information that you feel would be relevant in the evaluation of the firm's proposal.
10. Provide the names, addresses and telephone numbers for a minimum of five (5) references from New York school districts.

Proposal Evaluation Criteria:

1. **Experience and Qualifications of the Firm:** Consideration will be given to firms demonstrating strong capabilities, experience and reputation in undertakings similar projects associated with construction, partial re-construction and renovation of educational facilities. Similar experience will be understood to include, but not be limited to:
 - A minimum of ten (10) years experience in the provision of a full range of architectural and engineering services on projects associated with school districts in New York State.
 - Previous experience of work involving educational facilities, awards or commendations, cost effective performance, and demonstrated ability.
2. **Proposals shall be evaluated based upon the following:**
 - A. Professional Qualifications
 - B. Prior experience, particularly with New York State school districts
 - C. Total proposed price for the District
 - D. Proposer's demonstrated capabilities
(financial solvency, location, past experience working with school districts and working with Facilities Planning Department of SED to get projects approved.)
 - E. Length of time in business
 - F. Client references
 - G. Staffing

The District intends to select individuals or agencies that, in their opinion, best meet the District's needs, and not necessarily the firm(s) whose fees are the lowest.

Right to Reject Proposals:

The District reserves the right to reject, without prejudice, any and all proposals received under this Request for Proposal, to request additional information from all proposers and to negotiate the terms of the engagement.

Each firm responding to this RFP must provide one (1) original and five (5) additional copies of the proposal. Finalists may be required to meet with District officials and/or the Facilities Committee.

Questions Regarding This RFP or Request for a Pre-Proposal Walk-Through:

Questions concerning this RFP and the procedures for responding, or a request to visit the school district, should be directed to **Joseph Gramando, Director of Facilities and Operations at (914) 238-7210 ext. 1201.**

Insurance Requirements:

The Contractor, at its sole cost and expense, shall provide the District with the following insurance coverage:

The Contractor selected by the District is to maintain the following minimum insurance coverage:

- 1) Professional liability insurance (errors and omissions) in an amount no less than \$2,000,000.00
- 2) Worker's compensation in amounts required by law.
- 3) General liability insurance in a single limit amount of no less than \$1,000,000.00

Coverage's shall be maintained without interruption throughout the duration of this service agreement.

Submission Packet:

Information and Documents

1. Proposal should be clearly identified on the envelope as follows:

Architect/Engineering/Building Condition Survey Services

2. Proposal should be sent to: **Mike Trnik, Purchasing Agent
Chappaqua Central School District
66 Roaring Brook Road
Chappaqua, NY 10514**
3. Proposals must be received no later than 2:00 p.m. on February 21st, 2020
4. Include one (1) original and five (5) copies of proposal with submission.
5. Each proposal packet must contain the following documents:
 - a. Proposal narrative listed under "Proposal Format and Contents"
 - b. Completed "Proposal Sheet" (attached)
 - c. Completed "Statement of Non-Collusion" (attached)

CHAPPAQUA Central School District

PROPOSAL SHEET

Architectural/Engineering Proposal

Date: _____

Name of Firm: _____

Address: _____

Telephone #: _____ Email: _____

Compensation Schedule (A & B):

A. Architectural/Engineering Services:

Projects vary in scope and complexity and therefore this impacts the amount of time and effort required to complete a specific project scope. The compensation schedule should indicate the maximum percentage. Upon review of the specific scope, the time required to complete the project might be less, therefore, the firm and the district may negotiate a fixed sum. Reimbursable expenses should not be included in the compensation schedule below. District will reimburse expenses that include all printing and mailing costs associated with each project, as requested by the district, required to secured all permits, and as required by public bidding.

Category	1	2	3	4	5
Construction Budget	Under \$500,000	\$500,000 to \$1,000,000	\$1,000,000 to \$2,000,000	\$2,000,000 to \$4,000,000	Over \$4,000,000
Percentage (Please fill in)					

B. Building Condition Survey (2020 Calendar Year):

Please provide a structure of how your firm charges for this service:

District owns 6 educational buildings (6 schools) and two administrative buildings. Total square footage is approximately 905,000 square feet.

Proposed structure: _____
(if you require additional space, please feel free to provide a separate sheet)

Signature

Name/Title

Date

**CCSD RFP # 2020-2: ARCHITECTURAL/ENGINEERING/BUILDING CONDITION
SURVEY SERVICES**

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;

(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_____