



Chappaqua Central School District

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CHAPPAQUA CENTRAL SCHOOL DISTRICT

REQUEST FOR PROPOSALS

CCSD RFP #2020-9

**ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
FOR A SINGLE POINT OF ENTRY AT HORACE GREELEY
HIGH SCHOOL**

June 2020

Chappaqua Central School District

REQUEST FOR PROPOSALS

CCSD RFP #2020-9

ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR A SINGLE POINT OF ENTRY AT HORACE GREELEY HIGH SCHOOL

July 2020

Overview

The Chappaqua Central School District is accepting proposals from design firms to provide design services for a Single Point of Entry at the Horace Greeley High School, Chappaqua, New York. Firms must submit a proposal to the District by 2:00 p.m. on July 9, 2020.

Scope

The District is seeking an experienced design firm to design a Single Point of Entry at the Horace Greeley High School, prepare the SEQRA, New York State Education Department, and bidding documents, help select contractor(s), and supervise the construction of the project.

Description of the Project

Horace Greeley High School is a public, four-year secondary school serving students in grades 9-12. The school campus is made up of 11 buildings, all are named by letter. Buildings such as the Gym (A Building), Cafeteria (H Building), and Auditorium (B Building) are referred to as such and not by their letter names.

Horace Greeley High School is in need of a rework of its current infrastructure to allow for the creation of a single point of entry for the entire high school. In addition, the gym, which is now a stand-alone building, must be attached to the main building to create an inside access from the gym into the main building. This will allow for greater control over vetting school visitors, mitigate unwanted entry into high school buildings and improve building security.



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Responders to the Proposal should take into account of green, sustainable options, where applicable, while keeping the District's security and safety a priority. District is seeking a design team to design this structure that is creative, innovative, state-of-the-art and cohesive to the existing campus. Finally, the Proposal should be cost effective for the District, keeping in line with the Board of Education's priority on budget consciousness.

Site Visit

Proposers are required to visit the Horace Greeley High School site before submitting a proposal. Appointments can be made by contacting Joe Gramando, Director of Facilities at (914) 238-7200 ext. 1201. Please see enclosed proof of visitation sheet. Proof of visitation sheet must be signed by both the vendor and the School District Operations & Maintenance representative and then submitted as part of the proposal.

The District has not set a target date to begin the construction of this project.

RFP Requirements

The proposal should clearly address the following areas:

- 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
- Estimated pricing structure for the construction of this project (for District's budgeting purpose for this project)
- Architectural and engineering design services and construction management fee structure for this project (the fee must be valid for the duration of the project)



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Evaluation of Proposals

THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR ANY PARTS OF PROPOSALS. THE BOARD OF EDUCATION RESERVE THE RIGHT TO AWARD PARTIAL CONTRACT, OR AWARD PORTION OF THE CONTRACT TO MULTIPLE FIRMS.

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, the Assistant Superintendent for Business and the Director of Facilities.

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.

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



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All proposals must be received by the Purchasing Agent no later than Thursday, July 9, 2020 at 2 p.m. Any proposals received after this deadline will be returned unopened to the firm. Please note "CCSD RFP # 2020-9: Architectural & Engineering Design Services for Single Point of Entry at Horace Greeley High School" on the submittal envelope and email.

Each firm has the option to submit 1 original proposal and/or an electronic version of the proposal to the following address:

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

And/or

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



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RFP PROPOSAL CHECKLIST

**LIST OF REQUIRED ITEMS TO BE CHECKED OFF AND
INCLUDED IN THE PROPOSAL ENVELOPE AND E-MAIL**

- 1) ☐ COMPLETED AND SIGNED PROOF OF VISITATION FORM
- 2) ☐ FIRM OVERVIEW
- 3) ☐ STATEMENTS OF QUALIFICATION OF THE FIRM (BOTH QUALIFICATION AND EXPERIENCE MUST BE CLEARLY INDICATED)
- 4) ☐ RESUME OF THE DESIGN TEAM AND ENGINEERS SPECIFICALLY DESIGNATED FOR THIS PROJECT
- 5) ☐ SUGGESTED TIMELINE OF THE PROCESS
- 6) ☐ ESTIMATED PRICING STRUCTURE FOR THE CONSTRUCTION OF THIS PROJECT (FOR DISTRICT'S BUDGETING PURPOSE FOR THIS PROJECT)
- 7) ☐ ARCHITECTURAL AND ENGINEERING DESIGN SERVICES AND CONSTRUCTION MANAGEMENT FEE FOR THIS PROJECT (THE FEE MUST BE VALID FOR THE DURATION OF THE PROJECT)
- 8) ☐ COMPLETED AND SIGNED RFP NON-COLLUSIVE CERTIFICATION FORM.

**ALL ITEMS ON THIS LIST MUST BE INCLUDED IN THE
PROPOSAL ENVELOPE AND E-MAIL OTHERWISE RFP WILL
NOT BE ACCEPTED**



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PROOF OF VISITATION FORM

I, _____ of _____ certify that I have
visited Horace Greeley High School along with a school district
representative on _____.
Date

Signature of Vendor Representative

Printed name of Vendor Representative

Signature of Chappaqua Central School District Representative

Printed name of Chappaqua Central School District Representative



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NON-COLLUSIVE CERTIFICATION FORM

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



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- (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



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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_____

