

**PELHAM UNION FREE SCHOOL DISTRICT
314 PELHAMDALE AVE
PELHAM, NEW YORK 10803**

**REQUEST FOR PROPOSALS – ARCHITECTURAL & ENGINEERING
SERVICES INCLUDING BUILDING CONDITION SURVEY & FIVE YEAR
CAPITAL PLAN**

This Request For Proposal (RFP) is for the purpose of selecting a qualified and experienced Proposer to provide professional architectural and engineering services.

Proposals will be received until: April 14, 2023, 11:00 A.M.

I. Introduction

A. General Information

Pelham Union Free School District, herein referred to as “the District”, is requesting proposals from qualified Proposer to:

Provide Professional Architectural, Engineering, Testing & Inspection Services.

To be considered, each Proposer shall submit one (1) original proposal and one (1) copy to James Hricay, Assistant Superintendent for Business, at the following address:

PELHAM UNION FREE SCHOOL DISTRICT
BUSINESS OFFICE
314 PELHAMDALE AVE
PELHAM, New York 10803
Attn: Assistant Superintendent for Business

Proposals shall be submitted in a sealed envelope labeled **"Proposal for Districtwide Architectural and Engineering Services."**

All proposals must be received by the Assistant Superintendent for Business no later than April 14, 2023 at 11:00 A.M. Any proposals received after this deadline will be returned unopened. Proposals shall be irrevocable for a minimum period of forty-five (45) days from the date of the proposal opening.

The Board of Education reserves the right to request clarifications or corrections to proposals received, to negotiate with any Proposer submitting a proposal, to reject any or all proposals or any parts of proposals submitted. The District may select the proposal(s) which in whole or part and with whatever modifications the District and the Proposer submitting the proposal(s) may mutually agree upon, in the District's sole discretion best

meets the District's requirements whether or not the selected proposal(s) have the lowest costs.

Inquiries concerning the Request for Proposal may be made to:

James Hricay, Assistant Superintendent for Business

Telephone: 914-738-9140 x 1142

Email: jhricay@Pelhamschools.org

There is no expressed or implied obligation of the District to reimburse respondents for any expenses incurred in preparing proposals, or attendance at an interview, if required, in responding to this request. All proposals and accompanying documentation become the property of the Pelham Union Free School District. Proposals will be made available upon request for public inspection after the award has been made.

Following the notification it is expected that a contract will be executed between the parties that will be approved at a Board of Education Meeting in June 2023.

B. Right to Reject Proposals

Submission of a proposal in response to this Request for Proposal indicates acceptance by the Proposer of the conditions contained in the RFP unless clearly and specifically noted in the proposal and confirmed in the contract between the District and the Proposer. The Pelham Union Free School District reserves the right without prejudice to reject any or all proposals.

II. Proposal Format & Contents

A. Proposal Content

The Pelham Union Free School District is soliciting Requests for Proposals ("RFP") for professional architectural and engineering services by New York State licensed professional firms. The selected firm will be expected to perform design and coordination services for architectural, structural, mechanical, electrical, plumbing, geotechnical, and landscape either through in-house staff and/or sub-consultants for projects described in "Exhibit A". As part of the RFP, proposers should identify, in detail, the manner in which the requested services will be accomplished. The Board of Education reserves the right to award this contract at its discretion and in the best interests of the District.

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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 of the firm including 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. Provide a redacted copy of a Building Condition Survey and Five Year Capital Plan prepared for a similar school district. Describe the typical scope of services the firm has provided for similar school districts.

5. Provide the total construction cost, by year, for work which the firm was the architect of record during the past five (5) years and list the percent that was for public schools. Provide information on a minimum of five (5) similar projects completed for school districts within New York State. The list shall include the school district name, contact person and phone number, project location and description, original estimated construction cost and final actual construction costs, completion date and key personnel involved in the project. Highlight experience with school district projects in the immediate geographic area.

6. Provide evidence of insurance coverage as set forth in "Exhibit B".

7. Provide a detailed management plan explaining how the firm is structured, including capability to evaluate existing conditions, develop a functional program, provide space planning, cost estimating, design and construction related services.

8. Cost estimating will be a required basic service. Provision for this service should be included in the proposal.

9. Describe any experience in representing owners in the avoidance, analysis, and/or resolution of construction claims.

10. Describe any litigation that the firm has been involved in with school building projects during the past ten (10) years, including any currently pending actions.

11. Include in the firm's submittal consideration of the items listed below:

- a. Proximity of the architectural firm's offices with respect to the Pelham area.
- b. 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.
- c. 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.
- d. The proposal should demonstrate familiarity with New York State and State Educational requirements.
- e. Demonstrate what means of quality control the firm has implemented.
- f. Describe the firm's current workload with regard to capacity to add another client.
- g. Project Cost Control – Previous record in meeting budgets and the proposed plan for controlling costs on a project.

12. Provide detailed information concerning the financial background of the proposer and any sub-consultants included in proposal, including, but not limited to, financial statements, annual reports and the like covering the most recent fiscal year.

13. Provide a brief conclusive summary of why the firm should be selected by the District. Append any other additional information that would be relevant in the evaluation of the firm's proposal.

14. Provide the names, addresses and telephone numbers for a minimum of five (5) references.

III Termination of Contract

The contract between the District and the Proposer that is selected is subject to termination by either party with thirty (30) days written notice.

IV. Description of Pelham Union Free School District

A. Contact Person

The principal contact with the District will be the Assistant Superintendent for Business.

B. District Information

The Pelham Union Free School District is located in southern Westchester County in New York State. The District, with a General Fund budget of approximately \$84 million, provides regular and special education. The District has a student enrollment of approximately 2,800 students in grades K-12 which are housed in six (6) school buildings (4 - K-5 elementary buildings, a 6-8 middle school and a 9-12 high school building) and employs approximately 425 full and part-time employees.

The District is governed by a seven (7) member Board of Education.

The Pelham Union Free School District (“PUFSD” or the “District”), located in Westchester County, New York, is a public school district with a Kindergarten through Grade 12 enrollment of approximately 2,800 students. The District’s facilities include the following buildings:

Administration Offices	3,200 sq. ft.	314 Pelhamdale Avenue Pelham, New York 10803
Pelham Memorial HS/ Pelham Middle School	257,580 sq. ft.	575 Colonial Avenue 18 Franklin Place Pelham, New York 10803
Colonial Elementary School	34,312 sq. ft.	315 Highbrook Avenue Pelham, New York 10803
Hutchinson Elementary School	68,275 sq. ft.	48 Fifth Street Pelham, New York 10803
Prospect Hill Elementary School	46,550 sq. ft.	1000 Washington Avenue Pelham, New York 10803
Siwanoy Elementary School	45,400 sq. ft.	489 Siwanoy Place Pelham, New York 10803
Glover Field Complex	8,798 sq. ft.	500 Sanford Blvd. Pelham, New York 10803

V. Timeline Requirements

Request for Proposal Timeline

Due Date for Responses to Request for Proposal: **April 14, 2023 - 11:00 A.M.**

Interviews: **The week of May 1, 2023**

Appointment: **June/July 2023**

VI. Request for Proposal Response Structure

1. Title Page

Title page showing the RFP subject; name of the proposer; the name, address, telephone and e-mail address of the contact person; and the due date and time for proposal submission.

2. Table of Contents

3. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the proposer believes itself to be best qualified to perform the engagement and a statement that the Proposal is a firm and irrevocable offer for service to be rendered.

4. Detailed Proposal of Costs – see Attachment 1

5. Proposer Qualifications and Experience

Proposer shall state size and years of experience

The Proposer shall provide as much information as possible regarding the number, qualifications, and experience, including relevant education, of the specific staff members to be assigned to the District.

6. Proof of Similar Engagements with Other School Districts, and/or Municipalities List the most significant engagement(s) (max of 5) performed in the last five (5) years that are similar to the engagement described in this RFP. Please include scope of work, dates of agreements, name and title of staff assigned, total hours and the name and contact information of principal client contact.

7. Completion of all attachments & certifications.

Pre-Proposal Conference and Walk-Through Site Visit:

A pre-proposal conference and walk-through tour of each District facility will be conducted on April 5, 2023 at 8:00AM, meeting first at Pelham Memorial High School, located at 575 Colonial Avenue, Pelham, New York 10803. The pre-proposal site visit is not mandatory, but it is strongly encouraged. The District reserves the right to amend the RFP based on questions raised at the pre-proposal conference. Firms represented at the pre-proposal conference will receive any such amendments in writing. Please register for the site visit by emailing John Condon, Director of Facilities, at jcondon@pelhamschools.org no later than 2:00PM on April 4, 2023. Please provide the name, address and telephone number of the representative who will be attending the pre-proposal site visit

VII. Evaluation Procedure

A. Evaluation Process

Submitted proposals will be evaluated by the District staff and/or an evaluation committee. During the evaluation process the District may request additional information or clarification from proposers on proposals submitted.

Interviews for this engagement will be held upon the request of and in the best interest of the District. Submission of a proposal in response to the RFP will not automatically result in an interview. The District reserves the right to interview only candidates that are believed to be a proper fit for the District based upon the written proposal.

B. Evaluation Criteria

Proposal Evaluation Criteria:

Proposals will be evaluated based on technical qualifications, overall experience level and cost of services. Those firms considered to be most qualified may be invited to the District for an interview.

- Consideration will be given to firms demonstrating strong capabilities, experience and reputation in undertaking projects associated with school construction and renovation work and that have experience/expertise in major bond proposals and significant infrastructure renovations. 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 educational facilities and fields.
 - Previous experience providing successful delivery under a contract providing services on an as-needed ongoing basis.

○ Previous experience of architectural firm and consultants with similar projects. Particular attention will be paid to previous work involving educational facilities and fields, awards or commendations, cost effective performance and demonstrated ability.

- Documentation of the firm's financial soundness and stability, including audited financial statements for the two prior completed fiscal years
- Level of client satisfaction determined from supplied references.
- Experience in the immediate geographic area.
- Experience and qualifications of the professional staff expected to be assigned to this project.
- Capability of the architectural firm and consultants to progress and complete the work, taking into consideration the size of the workforce, current workload, in house staff capabilities, Computer-Aided Design (CAD) software capability and other firm resources.
- Proposed methodology and demonstrated understanding of the projects and the Owner's needs, including the need for a team effort with the Owner and other construction professionals.
- Proximity of the firm in relationship to the Pelham Union Free School District.
- The selected firm must include a portfolio that demonstrates a construction value of at least \$100 million in completed school construction projects. Selected firm must provide documentation describing past projects and the ability of the firm to implement projects promptly.

EXHIBIT A

Building Condition Survey & Five Year Capital Plan

During the 2023-2024 school year, the architectural firm shall perform all physical inspections required to complete the Building Condition Survey which shall be conducted by a team that includes one or more licensed architects and/or engineers. The survey shall include, but not be limited to, all program spaces and inspection and survey of all building system components as listed by RESCUE for evidence of movement, deterioration, structural failure, probable useful life, need for repair and maintenance, and need for replacement. The survey shall include, but not be limited to:

- The building site, including utilities, paving, playgrounds and playfields (including synthetic athletic surfaces)
- Roofing
- Exterior elements of the building, including walls, doors, windows and fire escapes
- Building structural elements
- Building interior finishes, doors and hardware
- Electrical systems, including service and distribution, lighting and communications, technology, infrastructure and cabling
- Plumbing, including water distribution system, drainage systems and fixtures
- Heating and cooling systems, including boilers, furnace terminal units, and control systems
- Ventilation systems
- Air conditioning systems, including refrigeration, terminal units, and control systems
- Special construction, including stairs and elevators
- Fire protection and security systems, including alarms, detection and fire protection
- Environmental features, including appearance, cleanliness, acoustics, lighting quality, thermal comfort, humidity, ventilation and space adequacy

Fieldwork for the survey will be coordinated with the District. Based on the findings of the survey, a Five Year Capital Plan will be prepared by the architectural firm and submitted to the District. The report must list each item for each building and include the repair cost. Said report will also be provided in electronic format using Microsoft Excel software. Estimates should be based upon “sensible construction” and not necessarily as stand-alone projects. Health, safety and welfare conditions must be indicated and sortable.

The work for each item at each school must be prioritized over a five year period. Each of the five years is to indicate the amount and scope of work proposed for that year. Ideally, the total

amount of work proposed per year for each of the five years will be as close to uniform as possible.

The successful proposer is required to complete and submit all Building Condition Survey forms to the New York State Education Department on behalf of the District.

Other Potential Projects

The District is completing a successful \$57.8 million capital project bond referendum approved May 2018, addressing elementary school replacement, infrastructure, health and safety items throughout our existing facilities.

The Board of Education will be evaluating facilities needs going forward and wishes to update the 5-year Capital Plan in order to identify facilities improvements in the years to come.

It is anticipated that after the completion of the Building Condition Survey that a Facilities Committee will assist the District in prioritizing needs. The participation of the successful proposer in Facilities Committee meetings is critical to informing the Committee of facilities needs. The scope of services and required deliverables for other potential projects will be determined as appropriate on a project by project basis. The District reserves the right to solicit proposals from other qualified firms for the performance of any/all other potential projects identified.

EXHIBIT B

Required Insurance

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the architect hereby agrees to effectuate the naming of the District as an additional insured on the architect's insurance policies, with the exception of workers' compensation and N.Y. State disability insurance.
2. The policy naming the District as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "secured" or better insurer, authorized to conduct business in New York State. A New York licensed insurer is preferred. The decision to accept specific insurers lies exclusively with the District.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers.
 - c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the District for both on-going and completed operations. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the certificate of insurance.
3.
 - a. The certificate of insurance must describe the specific services provided by the architect (e.g., roofing, carpentry, plumbing) that are covered by the liability policies.
 - b. At the District's request, the architect shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the architect will provide a copy of the policy endorsements and forms.
 - c. A fully completed New York Construction Certificate of Liability Insurance Addendum (ACORD 855 2014/05) must be included with the certificates of insurance.
4. The architect agrees to indemnify the District for any applicable deductibles and self-insured retentions.
5. Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate
 - b. **Automobile Liability**
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
 - c. **Workers' Compensation, Employers Liability and NYS Disability Insurance**
Statutory Workers' Compensation, Employers' Liability Insurance and NYS Disability Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable.

- d. **Architects & Engineers' Professional Errors and Omissions Insurance**
\$2,000,000 per occurrence/\$4,000,000 aggregate for the professional acts of the Architect performed under the contract for the Owner. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two (2) years following the completion of work. If the Architect or Engineer is providing environmental services, the errors and omissions policy must be endorsement to include coverage for these services.
 - e. **Excess Insurance**
\$1,000,000 each Occurrence and \$2,000,000 Aggregate. Excess coverage shall be on a follow-form basis.
6. Architect acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The architect is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
7. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The architect further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also NYSIR, as the District's insurer.

EXHIBIT C

Non-Collusive Affidavit

By submission of this proposal, the firm certifies that the firm is complying with Section 103(d) of the General Municipal Law as follows:

Statement of non-collusion in proposals to political subdivision of the state. Every bid or proposal hereinafter made to a political subdivision of the state or any public department, agency or official thereof where competition 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 proposer and affirmed by such proposer as true under penalties of perjury:

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

- 1) The fees in this proposal 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 proposer or with any competitor;
- 2) Unless otherwise required by law, the fees which have been quoted in this proposal have not been knowingly disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
- 3) No attempt has been made or will be made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.”

Name of Firm: _____

Proposal Submitted by: _____

Signature: _____

Date: _____

EXHIBIT D

Fee Structure

**REQUEST FOR PROPOSAL
ARCHITECTURAL & ENGINEERING SERVICES**

BUILDING CONDITION SURVEY & FIVE YEAR CAPITAL PLAN

All inclusive cost for completion of Building Condition Survey & Five Year

Capital Plan: \$_____

Name of Firm: _____

Proposal Submitted by: _____

Signature: _____

Date: _____

EXHIBIT E

Fee Structure

REQUEST FOR PROPOSAL ARCHITECTURAL & ENGINEERING SERVICES

OTHER POTENTIAL PROJECTS - HOURLY RATE SHEET

The following hourly rates are hereby submitted for architectural and engineering services in accordance with the requirements set forth in the RFP for the Pelham Union Free School District. *(Rates for all anticipated sub-consultants, for applicable titles, should be included as part of the proposal.)*

Title	Architectural Personnel	Landscape Architectural Personnel
Principal	\$ /hour	\$ /hour
Project Architect	\$ /hour	\$ /hour
Project Manager (if Prime)	\$ /hour	\$ /hour
Senior Architectural Designer	\$ /hour	\$ /hour
Junior Architectural Designer	\$ /hour	\$ /hour
CAD Draftsperson	\$ /hour	\$ /hour

Title	Structural Engineering Personnel	Electrical Engineering Personnel
Principal	\$ /hour	\$ /hour
Project Engineer	\$ /hour	\$ /hour
Project Manager (if Prime)	\$ /hour	\$ /hour
Senior Designer	\$ /hour	\$ /hour
Junior Designer	\$ /hour	\$ /hour
Engineering Technician	\$ /hour	\$ /hour
CAD Draftsperson	\$ /hour	\$ /hour

Title	Mechanical Engineering Personnel	Plumbing Engineering Personnel
Principal	\$ /hour	\$ /hour
Project Engineer	\$ /hour	\$ /hour
Project Manager (if Prime)	\$ /hour	\$ /hour
Senior Designer	\$ /hour	\$ /hour
Junior Designer	\$ /hour	\$ /hour
Engineering Technician	\$ /hour	\$ /hour
CAD Draftsperson	\$ /hour	\$ /hour

Title	Geotechnical Engineering Personnel
Principal	\$ /hour
Engineer	\$ /hour
Engineering Technician	\$ /hour
CAD Draftsperson	\$ /hour

Title	Cost Estimators
Principal	\$ /hour
Senior Estimator	\$ /hour
Junior Estimator	\$ /hour

Name of Firm: _____

Proposal Submitted by: _____

Signature: _____

Date: _____

Attachment 5 – HOLD HARMLESS AGREEMENT

To the extent permissible by law, he undersigned hereby agrees to defend, indemnify, and hold harmless the Pelham Union Free School District from and against any and all liability, loss, damages, claims for bodily injury and/or property damages, and related costs and expenses, including Counsel fees, caused by an act or omission of the firm in the course of the performance of the awarded agreement, whether such claims shall be made by an employee of the firm or by a third party. The firm covenants and agrees that it will pay all costs and expenses arising therefrom and in connection therewith, and if any judgment shall be rendered against the Owner, in any such litigation, the Firm shall at their own expense satisfy and discharge the same.

REPRESENTATIVE: _____

SIGNATURE: _____

TITLE: _____

FIRM: _____

DATE: _____

**Attachment 6 - SEXUAL HARASSMENT WRITTEN POLICY & TRAINING
CERTIFICATION FORM**

I, _____, being duly sworn, deposes and says that
(Name of Individual Signing this Certification)

I am the _____ of the _____
(Title/Position of Signer) (Name of Firm/Proposer)

and that by submission of this proposal, I certify on behalf of the above-named firm/proposer, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that the above-named proposer has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy, at a minimum, meets the requirements of Section 201-g of the New York State Labor Law.

Signature

Sworn to before me
this _____ day of _____, 20__

Notary Public