

Pelham Union Free School District
Business Office
575 Colonial Avenue
Pelham, New York 10803

REQUEST FOR PROPOSALS

The Board of Education of the Pelham Union Free School District hereby invites the submission of proposals for the following professional services:

Construction Management Services (Post-Referendum)

The terms and conditions of this Request for Proposals (“RFP”) as well as the required proposal forms and certifications may be obtained at the website of the Pelham Union Free School District (“Pelham UFSD” or “District”), www.pelhamschools.org, by selecting “District” from the drop-down menu, and choosing “District Office Requests for Proposal (RFP).” They also may be obtained at the District Business Office located at the above address or by calling 914-738-9140 x1140.

Sealed proposals must be addressed to the attention of James Hricay, Assistant Superintendent for Business, and clearly marked “**Construction Management Services – Post-Referendum.**”

Sealed proposals will be received until 11 a.m. on Friday, June 15, 2018 at the Pelham UFSD Business Office located at 575 Colonial Avenue, Pelham, New York, 10803, at which time and place all proposal packages will be opened publicly.

The Board of Education reserves the right to consider qualifications, experience, and reputation in the construction management services industry, as well as the specific qualifications of a proposer when evaluating proposals received. The Board of Education intends to award on the basis of the best interest and advantage to the Pelham UFSD and reserves the right to request clarifications or corrections to proposals received, to accept or reject any or all proposals received, to negotiate with all qualified proposers, to waive what it deems to be an informality in the RFP process, to waive what it deems to be technical defects, irregularities and/or omissions relating to a specific proposal, to re-advertise and solicit additional proposals or to cancel this RFP, if it is considered in the best interest of the Pelham UFSD to do so.

DATED: June 5, 2018

**Pelham Union Free School District
Business Office
575 Colonial Avenue
Pelham, New York 10803
www.Pelhamschools.org
Phone (914) 738-9140 Fax (914) 738-2384**

**REQUEST FOR PROPOSAL (RFP)
CONSTRUCTION MANAGEMENT SERVICES (POST-REFERENDUM)**

Proposals Accepted Until 11 A.M., June 15, 2018

To Whom It May Concern:

The Pelham Union Free School District is soliciting Proposals for **Construction Management Services (Post-Referendum)** in connection with a recently approved capital projects referendum.

The voters of the Pelham Union Free School District approved two (2) Bond Propositions for capital improvements including:

- Proposition 1
 - Construction of a new Hutchinson Elementary School
 - Renovation at Pelham Memorial High School (PMHS) / Pelham Middle School (PMS)
 - Security and ADA Accessibility Upgrades at Prospect Hill Elementary School
 - Replacement of roof and parapets on the 1964 PMHS / PMS annex and masonry repointing on PMS.

- Proposition 2
 - New installation of artificial turf at Glover Complex – Varsity Field, Field A & Field B
 - Tennis Court replacement
 - Installation of irrigation and renovation of Prospect Hill Field

The total voter approved costs:

- Proposition 1: \$52,900,000

- Proposition 2: \$4,624,892

Appendix A: Capital Construction Project, 2018 Bond Proposition budget detail. **Appendix B:** Describes the services to be provided by person or entity to whom a contract for Construction

Management is awarded by the Board of Education. **APPENDIX C:** Provides a list of the facilities at which the voter approved capital projects will occur.

In addition to completing and submitting all forms specified in this document, written proposals outlining the firm's history and project management philosophy, including present size, in-house disciplines, and special areas of expertise are also encouraged. Of special interest are projects carried out by your firm which are directly relevant to the District's capital projects. A written proposal should include a brief conclusive summary of why your firm should be selected. All submittals shall be considered in the evaluation of each firm's proposal.

Dates and Deadlines

Sealed proposals will be received until Friday, June 15, 2018 at 11 A.M. at 575 Colonial Avenue, Pelham. To be considered, one electronic copy, one original plus nine (9) copies of each proposal must be submitted in a sealed envelope(s) marked as "**Proposal for Construction Management Services – Post-Referendum,**" addressed to:

James Hricay
Assistant Superintendent for Business
Pelham Union Free School District
575 Colonial Avenue
Pelham, New York 10803

No faxed or emailed copy of the proposal will be accepted. It is the proposer's responsibility to ensure that its proposal is received by the District before the deadline, whether sent by mail or by means of personal delivery. All proposals received after the deadline stated in the RFP or any Addenda to the RFP will not be considered and will be returned unopened to the proposer. The proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the District.

The proposals will be reviewed by the District's staff, including but not limited to the Superintendent of Schools, the Assistant Superintendent for Business, the Director of Facilities, and/or the Bond Feasibility Committee. Approximately three finalists will be selected for interviews with the District Bond Steering Committee on June 21, 2018. It is anticipated that the Board will select a consultant at its meeting on July 9, 2018.

THE BOARD OF EDUCATION RESERVES ALL RIGHTS AND MAY REJECT ANY OR ALL PROPOSALS AS IT MAY DEEM APPROPRIATE TO DO. The Board of Education intends to award on the basis of the best interest and advantage to the District and reserves the right to request clarifications or corrections to proposals received, to accept or reject any or all proposals received, to negotiate with all qualified proposers, to waive what it deems to be an informality in the RFP process, to waive what it deems to be technical defects, irregularities and/or omissions relating to a specific proposal, to re-advertise and solicit additional proposals or to cancel this RFP, if it is considered in the best interest of the District to do so.

Required Submissions:

The proposal should be submitted in three (3) parts as described on page eighteen of this Request. The first two parts are to be written or provided by the Proposer in the format they believe to be most responsive to the inquiry. The third part includes all of the attachments listed below and included in this document. *All documents must be completed and submitted in order for the proposal to be evaluated.*

- Attachment 1: Corporation or Partnership Information and List of Sub-Contractors
- Attachment 2: Agreement to Terms of Discussion
- Attachment 3: Proposal Certifications
- Attachment 4: Complete Reference Information
- Attachment 5: Hold Harmless Agreement
- Attachment 6: Additional Proposer's Certification
- Attachment 7: Proposal Form

Respondents should submit one electronic copy, one original plus nine (9) copies of their proposal.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this RFP, unless any and all such exceptions are clearly and specifically noted in the proposal submitted.

Evaluation Criteria

Proposals will be evaluated on the basis of the following criteria:

1. **Experience and Qualifications of the Proposer:** Consideration will be given to proposers demonstrating strong capabilities, experience and reputation with capital projects similar to those included in the propositions recently approved by the District's voters, and providing authoritative documentation of their financial soundness and stability. Such experience will include:
 - a. At least five (5) years' experience in the provision of construction management services on projects of similar size and/or scope as the projects described herein;
 - b. At least five (5) years' experience in the provision of consulting and cost estimating services on projects of similar size and scope as the projects described herein;
 - c. A demonstrated understanding of the project requirements and District needs, including the need for effective collaboration with the District's construction professionals, and a District Bond Steering Committee.
2. **Ability to Implement Project Promptly:** Preference will be given to proposals demonstrating an ability to carry out the tasks outlined in the proposal in a prompt and efficient manner.

- 3. Fee:** The cost of the services will be a consideration, but will not be the primary factor in the selection of a construction management provider.

The District has the right to reject any and all proposals if it deems that such action serves the best interests of the District. This RFP does not commit the District to award a contract or pay any cost incurred in the preparation of a proposal in response to this RFP. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal. The District may select that proposal which, in the District's sole discretion and with whatever modifications the District and the Proposer may mutually agree upon, that best meets the District's requirements.

Any questions regarding the RFP or procedures for responding shall be directed to me via e-mail jhricay@pelhamschools.org. I will respond to questions via e-mail addenda to all proposers who provide email contact information.

Thank you for your interest in the Pelham Union Free School District.

Very truly yours,

James F. Hricay
Assistant Superintendent for Business
Pelham Union Free School District

**APPENDIX A:
CAPITAL CONSTRUCTION PROJECT, 2018 BOND PROPOSITION BUDGET DETAIL
Proposition 1
Construction of a new Hutchinson Elementary School**

Sitework:

| | |
|---------------------------------|--------------|
| Demolition of Modulares | \$ 50,000 |
| Demolition of Existing Building | \$ 855,000 |
| Rock Removal Allowance | \$ 2,500,000 |
| Sitework for New Building | \$ 1,500,000 |
| New Paving & Sidewalks | \$ 450,000 |
| Lighting | \$ 105,000 |
| Misc. Site | \$ 50,000 |
| Reconstruction of Play Areas | \$ 150,000 |
| Subtotal | \$ 5,660,000 |
| Design Contingency | \$ 283,000 |
| Construction Contingency | \$ 594,300 |
| Construction Subtotal | \$ 6,537,300 |
| Escalation to 2019 | \$ 522,984 |
| Project Costs | \$ 1,270,851 |
| Project Total | \$ 8,331,135 |
| Round To: | \$ 8,300,000 |

New Construction:

| | |
|--------------------------|---------------|
| New Building | \$ 21,945,000 |
| Furniture Allowance | \$ 1,250,000 |
| Subtotal | \$ 23,195,000 |
| Design Contingency | \$ 1,159,750 |
| Construction Contingency | \$ 2,435,475 |
| Construction Subtotal | \$ 26,790,225 |
| Escalation to 2019 | \$ 2,143,218 |
| Project Costs | \$ 5,208,020 |
| Project Total | \$ 34,141,463 |
| Round To: | \$ 34,100,000 |
| Total Site & Building | \$ 42,400,000 |

Security and ADA Accessibility Upgrades at Prospect Hill Elementary School

Sitework:

| | | |
|---------------------------|-----------|------------|
| Sitework for New Addition | \$ | 200,000 |
| New Paving & Sidewalks | \$ | 37,500 |
| New Terrace | \$ | - |
| Lighting | \$ | 14,000 |
| Misc. Site | \$ | 50,000 |
| Subtotal | \$ | 301,500 |
| Design Contingency | \$ | 30,150 |
| Construction Contingency | \$ | 33,165 |
| Construction Subtotal | \$ | 364,815 |
| Escalation to 2019 | \$ | 29,185 |
| Project Costs | \$ | 70,920 |
| Project Total | \$ | 464,920 |
| | Round To: | \$ 500,000 |

New Construction:

| | | |
|---------------------------------------|------------------------------|--------------|
| Ground Floor | \$ | 652,000 |
| First Floor | \$ | 180,000 |
| Second Floor | \$ | 180,000 |
| Renovation @ Connection | \$ | 200,000 |
| Elevator | \$ | 150,000 |
| Toilet Room Renovation - Ground Floor | \$ | 175,000 |
| Toilet Room Renovation - First Floor | \$ | 175,000 |
| Toilet Room Renovation - Second Floor | \$ | 175,000 |
| Furniture Allowance | \$ | 50,000 |
| Subtotal | \$ | 1,937,000 |
| Design Contingency | \$ | 193,700 |
| Construction Contingency | \$ | 213,070 |
| Construction Subtotal | \$ | 2,343,770 |
| Escalation to 2019 | \$ | 187,502 |
| Project Costs | \$ | 455,629 |
| Project Total | \$ | 2,986,901 |
| | Total Site & Construction | \$ 3,000,000 |

Replacement of roof & parapets on the 1964 PMHS/PMS annex & masonry repointing on PMS

| | |
|-------------------------------------------------|--------------|
| High School Annex Roof Replacement | \$ 425,000 |
| High School Annex Parapet Replacement / Masonry | \$ 1,750,000 |
| Middle School Masonry Repairs | \$ 250,000 |
| Subtotal | \$ 2,425,000 |
| Design Contingency | \$ 103,092 |
| Construction Contingency | \$ 266,750 |
| Construction Subtotal | \$ 2,794,842 |
| Escalation to 2019 | \$ 234,740 |
| Project Costs | \$ 570,418 |
| Project Total | \$ 3,600,000 |

Renovation at PMHS School

| | |
|-----------------------------------------------|--------------|
| Renovate southwest corner (Business Office) | \$ 563,750 |
| Renovate north side (Superintendent's Office) | \$ 631,250 |
| Renovate east side | \$ 490,000 |
| Convert Room 221 to Science Research | \$ 220,000 |
| Convert Room 222 to Science Lab | \$ 195,000 |
| Science Casework Allowance | \$ 150,000 |
| Furniture Allowance | \$ 280,000 |
| Subtotal | \$ 2,530,000 |
| Design Contingency | \$ 253,000 |
| Construction Contingency | \$ 278,300 |
| Construction Subtotal | \$ 531,300 |
| Escalation to 2019 | \$ 244,904 |
| Project Costs | \$ 595,117 |
| Project Total | \$ 3,901,321 |

Round To: \$ 3,900,000

Total Propostion #1 \$ 52,900,000

Proposition #2

Glover Complex Tennis Court Improvements

| | | |
|-----------------------------------|----|---------|
| Tennis Court removal and repaving | \$ | 250,800 |
| Chain Link Fencing and Gates | \$ | 32,500 |
| Subtotal | \$ | 283,300 |
| Design Contingency | \$ | 28,330 |
| Construction Contingency | \$ | 31,163 |
| Construction Subtotal | \$ | 342,793 |
| Escalation to 2019 | \$ | 27,423 |
| Project Costs | \$ | 66,639 |
| Project Total | \$ | 436,855 |

Varsity, Baseball A, B Turf Installation

| | | |
|----------------------------|----|-----------|
| Selective Site Demolition | \$ | 300 |
| Athletic Field Equipment | \$ | 2,250 |
| Earth moving | \$ | 159,200 |
| Synthetic Grrass Surfacing | \$ | 1,630,000 |
| Infield Skinned Area | \$ | 34,000 |
| Chain Link Fences & Gates | \$ | 213,055 |
| Storm Drainage | \$ | 400,000 |
| Subtotal | \$ | 2,438,805 |
| Design Contingency | \$ | 243,881 |
| Construction Contingency | \$ | 268,269 |
| Construction Subtotal | \$ | 2,950,955 |
| Escalation to 2019 | \$ | 236,076 |
| Project Costs | \$ | 573,665 |
| Project Total | \$ | 3,760,696 |

Prospect Hill Field Irrigation and Improvements

| | | |
|---------------------------|----|---------|
| Selective Site Demolition | \$ | 1,800 |
| Athletic Field Equipment | \$ | 1,700 |
| Earth moving | \$ | 23,000 |
| Infield Skinned Area | \$ | 19,550 |
| Sodding | \$ | 101,080 |
| Storm Drainage | \$ | 5,000 |
| Irrigation | \$ | 125,000 |

Proposer _____

| | | |
|--------------------------|----|---------|
| Subtotal | \$ | 277,130 |
| Design Contingency | \$ | 27,713 |
| Construction Contingency | \$ | 30,484 |
| Construction Subtotal | \$ | 335,327 |
| Escalation to 2019 | \$ | 26,826 |
| Project Costs | \$ | 65,188 |
| Project Total | \$ | 427,341 |

Total Propostion #2 \$ 4,624,892

**APPENDIX B:
SCOPE OF WORK**

The Project will be comprised of two (2) propositions for fee breakdown purposes: Phase 1 (Design/Pre-Construction Services and Procurement Services), and Phase 2 (Construction Services). Each phase will be coordinated with the District, the Architect and Owners Representative (if selected by the District). The services to be provided hereunder shall also include the analysis of the site and building's life-cycle costs, energy modeling and estimated energy consumption in comparison to the existing facility and nationally recognized benchmark standards (e.g., ASHRAE 90.1).

The Project locations are identified in Appendix C. The selected Proposer will review the Sites, and their existing facilities and systems to assist the Architect with the determination of the costs, logistics, phasing and scheduling of the location and design of the demolition of the existing Hutchinson School, construction of a new Hutchinson School, renovation at Pelham Memorial High School (PMHS)/Pelham Middle School (PMS), security and ADA accessibility upgrades at Prospect Hill Elementary School, replacement of roof and parapets on the 1964 PMHS / PMS annex and masonry repointing on PMS, installation of artificial turf at Glover Complex – Varsity Field, Field A & Field B, replacement of existing tennis court and installation of irrigation and renovation of Prospect Hill Field. The selected Proposer will be responsible to attend and present project updates at scheduled meetings of the District and other Town/Village boards as necessary.

The Pelham Union Free School District (“Pelham UFSD” or “District”) is in the process of retaining services of an Architect and its team of consultants (“the Architect”) to provide program evaluation and full-service architectural, interior design and engineering services in relation to the Project. Proposers shall work with the Architect in all aspects of the design and construction of the Project, including, but not limited to, scheduling, budgeting, value engineering, and the evaluation and award of trade contracts and be able to demonstrate its ability to do so. All work shall be performed in accordance with all applicable federal, state and local statutes, regulations and ordinances. In general, the Post-Referendum work expected by the District shall be divided into three (3) phases and shall generally include, but shall not be limited to, the following:

A. Design and Post-Construction Services:

- Coordinate existing condition survey of subject structures as required by the approved design
- Prepare constructability analysis of design documents
- Develop project master milestone schedule
- Analyze and reconcile existing construction budget
- Prepare, update and analyze project cost estimates to reflect ongoing design development
- Identify potential value enhancement solutions for team consideration

- Provide independent project cost estimates based upon current construction costs to be submitted to the District at the completion of the following phases:
 - Design Development
 - Construction Documents/Pre-bid
- Assist with analysis and study of building sustainability strategies
- Work with Architect and District to prepare project General/Supplementary Conditions tailored for each project scope of work and consult with the District's attorney for compliance with front end requirements
- Review design specifications for consistency with design intent and budget
- Review construction documents and provide recommendations (possible value engineering depending on the District budget) prior to establishing bid date
- Coordinate and assist with permitting and NYSED/Agency reviews as required
- Develop site specific safety and logistics and phasing plans
- Consult with the Architect and the District regarding the project program, budget, timetable and advisability of various bidding options.
- Assist the District and/or the Architect in selecting consultants (i.e. testing labs), where appropriate.
- Report regularly to the District on progress of design and construction documents, budgets and schedules.
- Attend meetings as requested.

B. Procurement Services:

- Provide recommendations and package the documents into possible sub-divisions by prime contract category to be included in the contract documents.
- Assist the District and/or the Architect in selecting consultants (i.e. testing labs), where appropriate.
- Develop overall proposal package strategy and maximize proposer interest in coordination with Architect
- Develop and prepare proposal package documents for issuance
- Conduct pre-bid conferences.
- Conduct pre-award conferences with Architect of apparent low bidders to determine proposer understanding of bid documents and capacity/experience to complete work.
- Receive and analyze bids and/or proposals, present formal recommendation for contract awards
- Finalize and award contracts subject to approval by the Board of Education of the Pelham UFSD

C. Construction Services:

- Conduct pre-mobilization meetings with trade contractors.
- Review/approve trade contractor site specific safety planning and loss control plans.
- Develop and maintain final Critical Path Method ("CPM") schedule and report monthly to Pelham UFSD.
- Prepare and maintain a master project schedule to be updated weekly.
- Implement auditable Project cost reporting and control systems.
- Coordinate all utility interruptions with the District.

- On-site, continuous day-to-day inspection and supervision of all work in process including second shift, holiday and weekend work.
- Ensure that contractors follow all applicable laws, statutes, codes and regulations during construction and maintain required exit pathways.
- Coordinate all site stored material locations and contractor staging.
- Coordination of all contractors' activities.
- Act as liaison between contractors, the Architect, the District and their designated representatives.
- Monitor the quality of the work and verify compliance with plans and specifications. Identify poor quality and non-conforming work for correction by contractors.
- Notify Architect and District of any deviation from contract documents.
- To the extent feasible, prevent unauthorized visitors from entering the site.
- Conduct weekly Project team meetings, document and distribute minutes within 3 working days of meeting date.
- Attend Pelham UFSD meetings as requested.
- Record all daily job site activities, including but not limited to listing visitors to the job site, weather conditions and descriptions of occurrences at the job site.
- Maintain documentation and photographs of project progress. The time, date and location of the photographs must be documented.
- Conduct reviews and maintain web-based tracking system for the review and approval of proposals, submittals, bulletins, shop drawings, and requests for information.
- Develop and maintain submittal schedule.
- Manage and coordinate daily activities of trade contractors (Scheduling & Sequencing).
- Assist with the tracking and documentation of LEED or applicable sustainability program.
- Assist in maintaining good relations with surrounding community and implementation of reasonable methods to control dust, noise, lighting, odor, etc. as required by the contract specifications to minimize disturbances.
- Solicit, review and approve construction schedules and initiate corrective actions with contractors to remain on schedule.
- Review and validate any time and material work.
- Review and process contractor payment applications prior to approval by the Architect, and maintain a log of all payments for all trades.
- Provide cost control processes including: subcontractor payment reviews, Proposed Change requests, change order verification and project cost projections.
- Review, process, and make recommendations concerning Change Order requests to Architect and District and respond to subsequent requests for additional documentation or explanation as necessary.
- Maintain formal quality control and quality assurance program.
- Mitigate and resolve potential claims.
- Update and communicate site specific logistics and safety plans.
- Conduct on-going onsite formal safety training and measures.

- Administer trade contracts including amendments and updated insurance and bonding requirements.
- Provide weekly status reports to the Pelham UFSD highlighting any information that may have significant impact on project timing or delivery.
- Coordinate and monitor all required site and material testing during construction. Receive and review of test reports. Provide or recommend a response to any test results failing to meet applicable specifications or requirements.
- Notify Architect in advance of, and coordinate required construction and testing observations to be witnessed by Architect or Engineers.
- Coordinate building occupancies and construction phasing to comply with the needs of the Board of Education.
- Coordinate punch list inspections and verify execution of punch list items, with final acceptance and sign off indicating compliance with the construction documents.
- Assist the District’s personnel in assuming operation of all systems, including scheduling of instructional sessions by the applicable contractor as required in the project documents.
- Coordinate and assemble electronic library of all owner post Project completion activities and documents including, but not limited to, building systems, guarantees, manuals and commissioning results, Building Information Modeling (“BIM”) as-built documentation, warranties and special reports

Workshop Model - CM input requirements:

Preconstruction

- Team alignment and partnering
- Estimating and reconciliation
- Scheduling CPM development
- Building systems evaluations
- Design document reviews
- Procurement planning and development
- Safety and Logistics planning

Construction

- Pre mobilization safety planning
- Project communications
- Quality control/Quality assurance
- Cost control and reporting
- Schedule management and reporting
- M/E/P coordination
- Pre-commissioning verification
- Commissioning support
- Building Turnover and support
- Demolition

Other

- Existing condition surveys as required
- Building Information Modeling (BIM) of M/E/P systems
- Occupied campus planning and communications if required by the design decision
- Community involvement and communications
- Maintain Site Trailer

Other General Requirements

In general, the work that the Pelham UFSD expects the CM to perform shall include, but not be limited to, the following:

- Consultation with all applicable officers, agents, boards, employees and elected officials of the Town of Pelham/Villages of Pelham & Pelham Manor - as required and directed by the District - to confirm the scope and related construction requirements of the Project;
- Work with the Architect to maximize the District's reimbursement from the any other available funding sources;
- Work with the Architect and Pelham UFSD to develop sustainable, energy efficient value-added concepts and value engineering prior to the completion of construction documents to determine feasible option(s);
- Ensure design is compatible with any existing facility and site construction constraints and functions; and
- Utilize A/E construction drawings using Building Information Modeling (BIM) software. The resulting files will become the property of the Pelham UFSD upon completion of the design phase, for use only on the Project.

INSURANCE:

In addition, the Proposer awarded a contract pursuant to this RFP will be required to obtain and maintain the below identified required insurance and to effectuate the naming of the District as an unrestricted additional insured on the Proposer's insurance policies using endorsement CG 2026 or broader, with the exception of workers' compensation and professional liability. If any required policy is written on a claims-made basis, the retroactive date must precede the date of the awarded contract. The policy naming the District as an additional insured shall (a) be issued by an A.M. Best rated "secured" insurer, authorized to conduct business in New York State; (b) contain a 30-day notice of cancellation to the District; and (c) state that the Proposer's coverage shall be primary coverage for the District, its Board of Education, officers, employees and volunteers. The Proposer awarded the contract shall submit certificate(s) of insurance demonstrating compliance with these requirements that states what endorsement is being used to effectuate naming the District, its Board of Education, employees, officers and volunteers as an additional insured. If endorsement other than CG 2026 is used, a copy shall be included with the certificate(s) of insurance. The failure of the District to object to the contents of the certificate(s) of insurance or the absence of same shall not be deemed a waiver of any rights held by the

District. The successful Proposer agrees to indemnify the District for any applicable deductibles required by the Proposer's insurance policies.

Required Insurance:

1) Commercial General Liability Insurance

\$1,000,000 per occurrence/ \$2,000,000 aggregate.

2) Automobile Liability

\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.

3) Workers' Compensation and N.Y.S. Disability

Workers' Compensation at statutory limits for all employees and Employers Liability Insurance for operations in New York State with a policy limit (to the extent permitted by law) of not less than \$1,000,000

4) Professional Errors and Omissions Insurance

\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the Construction Manager performed under the contract for the District. Coverage shall remain in effect for two years following the completion of work.

5) Fidelity Bond

For dishonest acts of the consultant's employees with coverage for computer fraud and fund transfer including client coverage.

6) Excess Insurance

On a "Follow-Form" basis, with limits of \$3,000,000 each occurrence and aggregate.

Proposers acknowledge that the failure to obtain such insurance on behalf of the District constitutes a material breach of the contract resulting from this RFP.

The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). Proposers acknowledge that the procurement of such insurance as required herein is intended to benefit not only the District but also the NYSIR, as the District's insurer.

PELHAM UNION FREE SCHOOL DISTRICT
Business Office
575 Colonial Avenue
Pelham, New York 10803
www.Pelhamschools.org
Phone: (914) 738-9140 Fax (914) 738-2384

APPENDIX C:

LIST OF FACILITIES (ALL LOCATED IN TOWN OF PELHAM, NY)

Hutchinson School

301 Third Avenue
914 738 3640

Prospect Hill School

1000 Washington Avenue
914 738 6690

Pelham Middle School

28 Franklin Place
914 738 8190

Pelham Memorial High School

575 Colonial Avenue
914 738 8110

Glover Field Complex

600 East Sanford Blvd
914-738-9140

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PROPOSAL FORMAT AND CONTENTS

Proposals must be submitted in the format outlined in this section. Each of the three (3) sections described below must be completed in full. The District reserves the right to eliminate from further consideration any proposal deemed to be non-responsive to the requests for information contained herein. Each of the sections described below should begin on a separate page, and each page should state the name of the Proposer in the upper right hand corner.

Section A: Proposer Background, Qualifications, and Proposal Compliance

This section of the proposal must contain a description of the Proposer's capabilities and experience relative to the required services. It should describe the composition of the project team, and a detailed statement as to how the Proposer intends to meet the requirements of the proposal as outlined in the introductory letter for the RFP. This section should describe the prior relevant experience of the members of the project team.

This section should also provide general background information regarding the Proposer - its present capacity, in-house disciplines, organization, experience with the New York State Education Department requirements, experience providing services to public school districts and identification as to whether Proposer is a partnership, professional corporation, individual, joint venture, or other form of entity.

Information similar to that described above should also be provided for each independent contractor that the Proposer plans to use in the provision of services required by the agreement.

Section B: Financial Background Information

This section of the proposal must contain detailed information concerning the financial background of the Proposer and any independent contractors to be engaged by the Proposer, including but not limited to financial statements, annual reports, and the like covering the most recent fiscal year for the Proposer.

Section C: Form of Proposal (Attachments 1 through 7)

Proposals submitted pursuant to this RFP shall include all information requested in Attachments 1 through 7 in substantially the format shown on these Attachments. The District reserves the right, at its discretion, to eliminate from consideration any proposal that does not include all required information.

PELHAM UNION FREE SCHOOL DISTRICT
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575 Colonial Avenue
Pelham, New York 10803
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Phone: (914) 738-9140 Fax (914) 738-2384

SECTION C: Form of Proposal

Attachment 1: CORPORATION OR PARTNERSHIP INFORMATION

FIRM NAME _____

BUSINESS ADDRESS _____

TELEPHONE NUMBER _____

EMAIL _____

| OFFICERS | ADDRESS | TITLE |
|----------|---------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |

SUB-CONTRACTOR INFORMATION

| NAME | ADDRESS | TITLE |
|------|---------|-------|
| | | |
| | | |
| | | |
| | | |

Note: All sub-contractors must be pre-approved by Pelham UFSD. Consultant must notify Pelham UFSD of any additional sub-contractors not listed above.

PELHAM UNION FREE SCHOOL DISTRICT
Business Office
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www.Pelhamschools.org
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SECTION C: Form of Proposal

Attachment 2: AGREEMENT TO TERMS OF DISCUSSION

The District’s receipt or discussion of any information submitted in response to the District’s RFP, and prior to contract award by the District’s Board of Education, including information submitted during discussions after said submittal, will not impose any obligations whatsoever on the District or entitle us to any compensation, except to the extent specifically provided in such written agreement, if any, as may be entered into between the District and the firm. Any such information given, either orally or in writing, is not given in confidence and may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this agreement, whether made as part of or in connection with any information received from us in any fashion, shall be null and void and of no effect.

The foregoing applies to any information, whether or not given at the invitation of the District.

OFFICER OF COMPANY (SIGNATURE)

DATE

TITLE

TELEPHONE NUMBER

COMPANY

FAX NUMBER

ADDRESS

EMAIL

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SECTION C: Form of Proposal

Attachment 3: PROPOSAL CERTIFICATIONS

FIRM NAME _____

BUSINESS ADDRESS _____

TELEPHONE NUMBER _____

EMAIL _____

1. General Certification

The Proposer certifies that he/she will furnish services as described herein at the price herein quoted.

2. Non-Collusive Certification

By submission of this proposal, the Proposer and each person signing on behalf of any Proposer 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 its knowledge and belief:

- a. The prices 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.
- b. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other proposer or to any competitor; and
- c. 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.

SIGNATURE _____

NAME _____

TITLE _____

DATE _____

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SECTION C: Form of Proposal

Attachment 4: REFERENCE SHEET

All proposers will be required to complete this form providing three references of past performance. References should involve projects and/or service situations of similar size and scope to this Request for Proposal. References must have had dealings with the Proposer within the last thirty-six months. The District reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the Proposer before the actual award of the contract. Completion of the reference form is required.

PROPOSER'S NAME: _____

DATE FILED: _____

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ ZIP: _____

OFFICER: _____

CONTACT: _____

EMAIL: _____

FEDERAL ID #: _____

TELEPHONE: _____ FAX: _____

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SECTION C: Form of Proposal

Attachment 4 (continued)

REFERENCE #1:

CONTACT: _____

ADDRESS: _____

CITY/ STATE/ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

BRIEF DESCRIPTION OF PROJECT, INCLUDING COST:

REFERENCE #2:

CONTACT: _____

ADDRESS: _____

CITY/STATE/ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

BRIEF DESCRIPTION OF PROJECT, INCLUDING COST:

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Attachment 4 (continued)

REFERENCE #3:

CONTACT: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ FAX: _____

BRIEF DESCRIPTION OF PROJECT, INCLUDING COST:

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SECTION C: Form of Proposal

Attachment 5: HOLD HARMLESS AGREEMENT

The undersigned hereby agrees to defend, indemnify, and save harmless the Pelham Union Free School District from and against any and all liability, loss, damages, claims for bodily injury and/or property damages, cost and expense, including counsel fees, to the extent permissible by law, that may occur or that may be alleged to have occurred in the course of the performance of this agreement by the Proposer, whether such claims shall be made by an employee of the Proposer or by a third party. The Proposer covenants and agrees that he will pay all costs and expenses arising therefrom and in connection therewith, and if any judgment shall be rendered against the District, in any such litigation, the Proposer shall at his own expense satisfy and discharge the same.

REPRESENTATIVE _____

SIGNATURE _____

TITLE _____

COMPANY NAME _____

DATE _____

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SECTION C: Form of Proposal

Attachment 6: PROPOSER’S CERTIFICATION

The below-signed Proposer affirms the following as true under penalties of perjury:

By submission of this proposal, each proposer and each person signing on behalf of any proposer 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 his/her/its knowledge and belief that the Proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.

Corporate or Company Name _____

By _____
Signature Title

State of _____

County of _____

Sworn before me this

_____ Day of _____, 20____

Notary Public

Seal

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SECTION C: Form of Proposal

Attachment 7: PROPOSAL FORM

1. **Fee Proposal** The scope of work under consideration is listed in Appendix B. Please indicate below your proposed fee.

Fixed dollar fee for post-referendum services as described in Appendix B and relating to the project list shown in Appendix A excluding the reimbursable expenses listed below under Part 2:
\$ _____

2. **Reimbursable Expenses** to be billed at _____ times the amounts expended by the Proposer, employees of the firm, and/or consultants hired by the Proposer for services related to the project.

Please identify reimbursable cost items and services that are anticipated and not included in the Consultant's fee. If possible, please provide an estimate of the additional costs to be incurred.

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SECTION C: Form of Proposal

Attachment 7: PROPOSAL FORM (continued)

3. **Additional Services**, as requested by the District, to be billed at the following hourly rates:

| | |
|-----------------|---------------|
| Partner | \$ _____/hour |
| Associate | \$ _____/hour |
| Other (specify) | \$ _____/hour |
| Other (specify) | \$ _____/hour |

4. Submission of invoices

The Proposer agrees to submit invoices in accordance with the proposed fee schedule shown in this Attachment based on the sum of the construction contracts and percentage of construction work completed, or fee earned as measured by the percentage of construction work completed. A separate invoice shall be presented for each project.

5. Proposal submitted by:

REPRESENTATIVE _____

SIGNATURE _____

TITLE _____

COMPANY NAME _____

PHONE _____ EMAIL _____

DATE _____