

**Pelham Union Free School District
18 Franklin Place
Pelham, NY 10803**

REQUEST FOR PROPOSAL

ENVIRONMENTAL CONSULTING SERVICES

I. ABOUT THIS RFP

The Pelham Union Free School District has an approved Bond Project currently being developed by the District's Architect. The objective of this RFP is to solicit proposals for professional environmental consulting services for the three (3) upcoming District wide projects listed below:

- Complete demolition of the existing Hutchinson Elementary School
- Prospect Hill Elementary School Alterations and Elevator Addition
- Pelham Memorial High School / Middle School Alterations and Masonry Repairs
 - Alterations to the Middle School Roof and Facade
 - Alterations to the High School- Administrative office conversions to Classrooms
 - Glover Field upgrades

The requested services will be to provide material testing, review and coordinate materials already tested, assist the Design Team in the development of abatement documents, and monitor the removal of asbestos containing materials, lead based materials, and PCB's that will be affected by the work associated with a Bond approved by the Voters on May 15, 2018. The proposal response should follow the format presented in this RFP.

All work on this project shall be performed in accordance with the applicable Code Sections of the Title 12 NYCRR Part 56 as well as all applicable Federal and Municipal Regulations regarding asbestos abatement. Collection and analysis of air samples shall be as required by ICR-56 and any NYSDOL site-specific variances obtained for this project. The proposal should provide for the collection and laboratory analysis of the required air samples on a cost per sample basis. To maintain compliance with the requirements of 56-4.3, analysis of the air samples shall be by "an independent laboratory conforming to the requirements of 12 NYCRR 56-4.2". The sampling frequency will be as specified in Title 12 NYCRR Rule 56; Subpart 56-4 and the NYS DOL Applicable Variance or Site-Specific Variances utilized in the conduct of this project.

II. THE SELECTION PROCESS

1. Schedule

The Pelham UFSD anticipates proceeding with the selection process according to the following schedule:

Deadline for submission of proposals:	by December 4, 2018 at 1:00 pm
Selection of contractor and issuance of Letter of Intent:	on or about January 4, 2019

2. Site Visits

Representatives of the Proposers may make site visits by making appointments with:

John Condon
Director of Facilities
Pelham UFSD
jcondon@pelhamschools.org
914-738-9140 x 1145

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3. Proposal Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Qualifications of the Proposer: The successful proposer should demonstrate strong skills (both field and office) in developing accurate building surveys and have significant experience and reputation in projects similar to those described in this RFP. Experience can be exhibited in the resumes of the proposed staff as well as the work experience of the proposing entity (individual or firm). Similar experience will be understood to include, but not be limited to:

1. A history of providing environmental consulting services with an emphasis on strong experience on projects of similar size and/or scope as the project described in this RFP;
2. A history of providing services during the pre-construction and construction phases on projects of similar size and/or scope as the project described in this RFP;
3. A history of providing cost estimating services for the developed scope of work on project of similar size and/or scope as the project described in this RFP.
4. The proposal should provide for NYSDOL certified personnel to perform project monitoring and third party air sampling.

4. Project Manager Requirements

The Person(s) assigned to perform the duties and responsibilities of the Consultants' Project Manager which are set forth in this RFP should be available daily on an as-needed basis, to provide the services required. The person(s) so assigned should possess an extensive knowledge of the environmental abatement process, with an emphasis on field activities, to perform these duties adequately. A minimum of ten (10) years' experience in similar project is required.

5. Insurance Requirements

When the proposal is submitted, the proposer will include a certificate of insurance. The Proposer will provide and maintain insurance coverage for claims under Worker's Compensation Acts; claims for damages because of bodily, including personal injury, sickness or disease, or death of employees or any other person; and from claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom. The proposal shall state the coverages and limits of liability of professional liability insurance that will be maintained for protection from claims arising out of performance services. Certificates of Insurance evidencing the above coverages shall be made available at the Owner's request. The Proposer agrees to indemnify, defend and hold harmless the School District, Architect and Construction Manager and its authorized officers, trustees, agents, and employees (the "Indemnities") from any claim, damage, liability, expense or loss including reasonable attorneys' fees and other costs, except for gross negligence or willful misconduct of the School District, Architect or Construction Manager or its respective shareholders, officers, directors, agents, employees, or consultants, or breach of this Agreement.

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Provide a policy with the following minimum requirements:

- **Commercial General Liability Insurance, 1,000,000 each occurrence, 2,000,000 General Aggregate.**
- **Automobile liability Insurance, 1,000,000 combined single limit**
- **Policy shall name the School District, Construction Manager and Architect as additional insured.**
- **Provide required additional insured endorsements.**

III. RFP PROCEDURES

1. Information

Questions concerning the RFP and the procedures for responding should be directed to:

Teresa May
KG+D Architects
Tel. 914 666 5900
tmay@kgdarchitects.com

Kevin Sawyer
Triton Construction
Tel. 212 388 5700
Mobile 845 821 3354
k-sawyer@tritonconstruction.net

2. Submission of Proposals

Respondents should submit an original and three (3) copies of their proposal at the offices of:

Attn: James Hricay
Assistant Superintendent of Business
Pelham Union Free School District
575 Colonial Avenue
Pelham, NY 10803

Faxed proposals will not be accepted.

The proposal should be sealed and clearly identified on the envelope as follows:

“Environmental Consulting Services Proposal”
Pelham UFSD
Name of Proposing Firm

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3. Right to Reject Proposals

This RFP does not commit the School District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The School District intends to award a contract on the basis of the best interest and advantage to the School District, and reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the School District to do so. The School District may select as the successful proposer that proposal which, in the School District's sole discretion and with whatever modifications the School District and the proposer may mutually agree upon, best meets the School District's requirements whether or not that proposal is the lowest priced. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the School District, in its sole discretion, shall enter into a contract with the proposer that it selects as the successful vendor.

IV. PROPOSAL FORMAT

Proposals must be submitted in the format outlined in this section. This format will allow the evaluation process to proceed efficiently. Each of the described parts and sections must be completed in full (except those sections described as optional). Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The School 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 be labeled with the name of the proposer and the section contained thereon.

PART – A Contractor History & Qualifications

The proposal must contain the following information about the proposer and any independent contractor with which the proposer intends to work on the project.

- 1) This section should describe the overall make-up of the project team. Include a chart depicting the management structure envisioned for the project.
- 2) This Section should provide information about the proposer and each independent contractor, if applicable. (Addresses, telephone/fax numbers, names of contact person and lead person). Individual resumes for each of the individuals on the project team must be included in this section.
- 3) In this Section, the proposer should describe the prior relevant experience of the proposer and members of the project team, and independent contractors, if any. For each include the information listed below:
 - a. Client's name, contact person and phone number
 - b. Architect of Record
 - c. Total project capital cost
 - d. Type of contract

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- e. Brief description of the project's scope of services and status (including type of facility at which project was implemented, the project schedule, cost containment achievements).

PART - B Fee Proposal

Proposals submitted pursuant to this RFP shall include the Proposer's cost to perform the services described in this RFP. Fee proposals should be presented in a dollar format with all relevant unit rates called out (e.g. VAT removal testing air monitoring, staff hourly rates, etc.) All specifications and bid packages shall be written in Word and drawings shall be in AutoCad 2000. All documents shall be transmitted to the School District in paper format.

The fee proposal should specifically define the costs of the following phases as per plans and specifications:

The fee proposal should specifically define the costs if the following phases:

Phase I: Pre-Construction Survey

- A. Perform a review of the district's AHERA management plan and compare to the areas that are expected to be impacted by the proposed work. Based on this comparison and a visual inspection of the areas impacted by the proposed work, identify asbestos containing materials to be affected. All work will be performed in accordance with 40 CFR Part 763. If confirmation sampling is required, it will be performed by a NYS DOL Certified Inspector. Chain of custody forms will be prepared and samples delivered to an independent laboratory for analysis. Friable samples will be analyzed by Polarized Light Microscopy (PLM). The non-friable samples will be analyzed first by Non-Friable Organically Bound (NOB) PLM method of analysis. If inconclusive results are reported, the samples will then be confirmed by transmission electron microscopy (TEM) method of analysis.
- B. Conduct an on-site inspection for the detection of lead based paint on painted surfaced that are expected to be impacted by the proposed work. The lead inspection will be performed essentially in conformance with US EPA and HUD guidelines in accordance with NYSED requirements. The inspection will be performed by an ISEPA certified inspector utilizing a portable XRF instrument.
- C. Conduct an on-site inspection for the detection of materials containing PCB's
- D. Based upon the inspection prepare a detailed cost estimate detailing the abatement work found in the survey.

Phase II: Project Design

- D. Assist the Architect in the preparation of the abatement specifications for each of the referenced school buildings. The asbestos abatement specifications will be prepared in "Construction Specification Institute" (CSI) format in accordance with NYSED

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requirements and will be accompanied with the signature and seal of a New York State Professional Engineer who also retains a current NYS DOL Asbestos Designer's Certificate. Lead abatement specifications will be prepared by a certified lead risk assessor. These abatement specifications will be prepared based upon the information obtained from services A and B.

- E. Assist the owner and the owner's construction manager with The State Education Department Submission and solicitation / evaluation of bids from abatement contractors.

Phase III: Abatement Monitoring

- F. Perform air and project monitoring services as described in NYS ICR 56 Part 17, 40 CFR Part 763, Project Specifications and EPA Regulations during the asbestos abatement project planned at the above referenced district. Project monitoring services will consist of reviewing contractor's submittals and notifications, scheduling of abatement project, documenting the abatement contractors progress, collection of contractor's air monitor's, laboratories certifications and licenses, and preparation of final project report to include descriptions of areas abated, and air monitoring results (including Final Clearance).

V. COMPENSATION

Phase I Services

Project Engineer/ Manager (as needed)	\$	/hour
NYS DOL Certified Asbestos Inspector	\$	/hour
USEPA Lead Inspector	\$	/hour
Friable Phase Light Microscopy (PLM)	\$	/ea
PLM NOB	\$	/ea
TEM Bulk	\$	/ea
X-Ray Fluorescent Lead Paint Analyzer	\$	/ea

Phase II Service

Abatement Specifications (Per Building)	\$	By Architect
Lead Safe Specification/Work Plan (Per Building)	\$	
PCB Identification	\$	

Phase III Services

Project Engineer/ Manager

Monday through Friday (6:00 a.m. – 6:00 p.m.)	\$	/hour
Monday through Friday (6:00 p.m. – 6:00 a.m.)	\$	/hour
Saturday, Sunday, & Holidays (6:00 a.m. – 6:00 p.m.)	\$	/hour
Saturday, Sunday, & Holidays (6:00 p.m. – 6:00 a.m.)	\$	/hour

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Project/Air Monitoring

Monday through Friday (6:00 a.m. – 6:00 p.m.)	\$	/hour
Monday through Friday (6:00 p.m. – 6:00 a.m.)	\$	/hour
Saturday, Sunday, & Holidays (6:00 a.m. – 6:00 p.m.)	\$	/hour
Saturday, Sunday, & Holidays (6:00 p.m. – 6:00 a.m.)	\$	/hour
Phase Contrast Microscopy (PCM) 6hr turnaround	\$	/ea
Phase Contrast Microscopy (PCM) 12hr turnaround	\$	/ea
Phase Contrast Microscopy (PCM) 24hr turnaround	\$	/ea
Transmission Electron Microscopy (TEM) 6hr turnaround	\$	/ea
Transmission Electron Microscopy (TEM) 12hr turnaround	\$	/ea
Transmission Electron Microscopy (TEM) 24hr turnaround	\$	/ea
Other:	\$	/ea
Lead Wipe Analysis	\$	/ea

The assumptions to be utilized in developing the proposal should be as follows:

- A New York State Certified Asbestos removal company will perform abatement in conformance with the available Specifications and Drawings.
- The monitoring company will perform all abatement monitoring in compliance with Title 12 NYCRR Rule 56; Subpart 56-4.
- “Background/Baseline” air sampling will be performed prior to project commencement. Turnaround time will be forty-eight (48) hours.
- Turnaround time for “Work Area Pre” & “Asbestos Handling” Air Samples will be forty-eight (48) hours.
- Turnaround time for “Final Cleaning & Clearance” Air Samples will be three (3) hour RUSH.
- The Owner’s power can be used for the operation of air monitoring equipment.

VI. PROJECT SCHEDULE

It is anticipated that the bulk of the work will take place over the summer of 2019, 2020, and 2021. The contract time period will be from approximately May 2018 through May 2022. This consultant will be expected to maintain their unit costs through May of 2022.

VII. CONTRACT DOCUMENTS PROVIDED:

Included as a part of this bid package are the following documents:

- Attached non-collusive Certification

VIII. LIST OF ATTACHEMENTS

- Schematic Design Drawings and Outline Specifications for New Hutchinson Elementary School
- Schematic Design Drawings and Outline Specifications for Prospect Hill Elementary School Alteration & Addition
- Schematic Design Drawings and Outline Specifications for Pelham Memorial High School / Middle School Alterations & Masonry Repair

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SCHEMATIC DESIGN LINKS

Pelham Memorial High School/ Middle School

https://www.dropbox.com/sh/x1qmpzot266pbdx/AAAUTFAsc-9I7n0dkQc_eSpPa?dl=0

Prospect Hill Elementary School

<https://www.dropbox.com/sh/mmpehb89wbh8p9t/AAB8nN1jN6jG8S5Uuizy-mjPa?dl=0>

New Hutchinson Elementary School

<https://www.dropbox.com/sh/tk71998e09ahfg5/AAA48Rbmfma51UP5CZHblevta?dl=0>

If you have any difficulty accessing the schematic design information, please email Judy Medina at jmedina@pelhamschools.org.

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BID PROPOSAL CERTIFICATIONS

Firm Name _____

Business Address _____

Telephone Number _____ Date _____ Number _____ Fax _____

1. General Bid Certifications

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

2. NON-COLLUSIVE BIDDING CERTIFICATION

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

Statement of non-collusion in bids and proposals to political subdivisions 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 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;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed 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; and
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 any 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 not shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the 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

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same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph (a) 1.

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed to be performed, or goods sold or to be sold, where competitive bidding is required by state, rule regulation, or local law, and where such bid contains the certification referred to in subdivision one of the 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.

Signature
(Authorized) _____

Title _____
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