

**Pelham Union Free School District  
Business Office  
575 Colonial Avenue  
Pelham, New York 10803  
Phone (914-438-9140 Fax (914) 738-2384**

**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:

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**Environmental Planning Consultant**

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Forms for proposal, certification, conditions, and specifications may be obtained at the Pelham UFSD website ([www.pelhamschools.org](http://www.pelhamschools.org)) by selecting “District” from the drop-down menu and choosing “District Office Requests for Proposal (RFP).” Forms may also be obtained from the Pelham UFSD Business Office located at 575 Colonial Avenue, Pelham, New York 10803 or by calling the Business Office at 914-738-9140 x1142.

In all cases it must be understood that conditions and specifications of the Pelham Union Free School District shall apply. Sealed proposals must be clearly marked, “**Environmental Planning Consultant**”, and will be received until 11:00 a.m. on Thursday, December 14, 2017 at the Pelham UFSD Business Office located at the above address, at which time and place all proposal packages will be publicly opened and subsequently evaluated.

The Board of Education reserves the right to consider qualifications, experience, and reputation in the industry, as well as the specific qualifications of a proposer set out herein, in considering proposals and awarding the contract. The Board of Education reserves all rights and may reject any or all proposals as it may deem appropriate to so do.

DATED: November 30, 2017

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**REQUEST FOR PROPOSAL  
ENVIRONMENTAL PLANNING CONSULTANT**

**Proposals Accepted Until December 14, 2017 at 11:00 AM**

To Whom It May Concern:

The Board of Education of the Pelham Union Free School District is contemplating capital construction to be financed by bond(s).

The projects under consideration are shown in Appendix A, and the names and addresses of the schools are shown in Appendix B.

In addition to completing and submitting all forms in this document, written proposals outlining the firm's history, 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 proposed capital projects. A written proposal should include a brief conclusive summary of why your firm should be selected as the District's Environmental Planning Consultant. All submittals shall be considered in the evaluation of each firm's proposal.

Site maps and floor plans of the District's buildings are available by request from the District Business Office. Please telephone James F. Hricay at 914-738-9140 x1142 or send an email to [jhricay@pelhamschools.org](mailto:jhricay@pelhamschools.org).

**Dates and Deadlines**

Sealed proposals will be received until Thursday, December 14, 2017 at 11:00 A.M. at 575 Colonial Avenue. They should be marked as "Environmental Planning Consultant Proposal" and addressed to:

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

The proposals will be reviewed directly thereafter by the District's staff, including but not limited to the Superintendent of Schools, the Assistant Superintendent for Business, and the Director of Facilities. Initial interviews will be scheduled during the week of December 18, 2017. It is expected that the Board of Education will award the contract at its meeting on January 9, 2018.

THE BOARD OF EDUCATION RESERVES ALL RIGHTS AND MAY REJECT ANY OR ALL PROPOSALS AS IT MAY DEEM APPROPRIATE TO SO DO.

**Submission of Proposal**

When submitting a proposal, it is the responsibility of a principal of the respective firm to complete the following documents in the enclosed RFP:

- Agreement on Terms of Discussion
- RFP Certifications
- Complete references and signatory documents
- Complete Fee Schedules

Failure to adhere to the foregoing may result in the proposal being rejected as non-responsive. The Pelham Union Free School District reserves the right to reject any or all proposals.

**Evaluation Criteria**

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will then have their proposals evaluated for both technical qualifications and price. The following represents the principal selection criteria which will be considered during the evaluation process.

**1. Mandatory elements**

- a. The Environmental Planning Consultant is licensed to practice in the State of New York
- b. The Environmental Planning Consultant has no conflict of interest with regard to any other work performed for the Pelham Union Free School District
- c. The Environmental Planning Consultant adheres to the instructions in the Request for Proposal on preparing and submitting the proposal

**2. Technical Qualifications**

- a. The Environmental Planning Consultant has demonstrated prior experience and satisfactory performance on school district engagements of comparable complexity and scope including experience preparing and processing permit applications and preparation of environmental assessment documents pursuant to the New York State Environmental Quality Review Act (SEQRA or SEQR).

- b. The qualifications and experience of the Environmental Planning Consultant professional personnel to be assigned to the engagements will be considered.
- c. The Environmental Planning Consultant has demonstrated understanding of the project requirements and District needs, including the need for effective collaboration with the District staff, its Board of Education and its Bond Feasibility Consultants.

**3. Price**

Cost will be considered, but will not be the primary factor in the selection of an Environmental Planning Consultant. The District has the right to reject any and all proposals if it deems that such action serves the best interests of the District.

Any questions or clarifications needed regarding the RFP shall be directed to me via e-mail (jhricay@pelhamschools.org). I will respond 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*

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

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### **ANTICIPATED SCOPE OF SERVICES**

Pelham Union Free School District seeks an Environmental Planning Consultant to identify and assess the environmental impacts associated with a proposed bond project that may include the construction of a new school building and demolition of an existing school building on the same school campus, expansion and renovation of two other school buildings and renovations to the other school buildings in the District. See Appendix A for a complete list of potential projects.

Specifically, the Environmental Planning Consultant shall provide the following services as follows:

- Assist the Board of Education of the Pelham Union Free School District in classifying the type of action proposed under the New York State Environmental Quality Review Act (SEQR).
- Complete Part 1 of the SEQR Full Environmental Assessment Form for the proposed project;
- Identify all agencies involved and/or interested in the proposed project;
- Assist in establishing a lead agency for the proposed project;
- Assist the Board of Education with completing Parts 2 and 3 of the SEQR Full Environmental Assessment Form for the proposed project;
- Assist the Board of Education in determining the significance of the identified environmental impacts of the proposed project;
- Analyze and prepare reports on identified impacts as needed (e.g. construction and traffic impacts);
- Assist the Board of Education in the preparation of a SEQR Negative Declaration, Positive Declaration and/or Environmental Impact Statement (EIS) to the extent applicable to the proposed project;
- If an EIS will be prepared, assisting the District with facilitation the scoping and preparation of the EIS and addressing comments received with respect to the EIS.
- Attend and participate in public presentations/meetings as required by the District.

Please provide pricing including and excluding the facilitation of the EIS process and preparation of an EIS.

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**AGREEMENT ON 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 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 Consultant. 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. This letter is not intended, however, to grant to the District the right to use any material which is the subject of valid letters patent.

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

**Proposer** \_\_\_\_\_

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**REQUEST FOR PROPOSAL (RFP) CERTIFICATIONS**

FIRM NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE OF PROPOSAL: \_\_\_\_\_

**GENERAL RFP CERTIFICATION**

The proposer certifies that he/she will furnish services as described on this proposal.  
The proposer certifies that he/she is duly qualified to provide the services requested.  
The proposer will execute an agreement as appropriate and as negotiated by the District's attorney and agreed to by the Board of Education.

\_\_\_\_\_  
Signature

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**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 those described in Appendix A. 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: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: STATE: ZIP: \_\_\_\_\_

OFFICER: \_\_\_\_\_

CONTACT: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FEDERAL ID #: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_



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**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**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposer** \_\_\_\_\_

**REFERENCE #3:**

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: STATE: ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**BRIEF DESCRIPTION OF PROJECT, INCLUDING COST**

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**FEE SCHEDULE: ENVIRONMENTAL PLANNING SERVICES**

**1. Fee Proposal For SEQR Process**

Provide a detailed cost proposal to complete the SEQR process for the proposed Hutchinson School replacement and demolition of the existing Hutchinson School building.

**2. Additional Services, as needed and defined by the District, to be billed at the following hourly rates:**

Partner/Principal	\$_____ /hour
Project Manager	\$_____ /hour
Senior Planner / Designer	\$_____ /hour
Senior Environmental Specialist / Traffic	\$_____ /hour
Environmental Scientist / Planner	\$_____ /hour
Graphics / Production	\$_____ /hour
Technicians / Administrative	\$_____ /hour
Other (specify)	\$_____ /hour
Other (specify)	\$_____ /hour
Other (specify)	\$_____ /hour

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submission of invoices**

The Environmental Planning Consultant agrees to submit monthly invoices based on labor and material expenditures.

Proposal Submitted by:

\_\_\_\_\_  
Architect (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Fax

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
E-Mail

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**APPENDIX A:  
SCOPE OF WORK**

- The construction of a new school building and the demolition of an existing school building on the same school campus. (Hutchinson School)

**Possible additional projects under consideration:**

- Handicapped accessibility and the addition of elevators at two elementary schools (Prospect Hill School and Siwanoy School)
- Cafeteria/multipurpose room additions at three elementary schools (Colonial School, Prospect Hill School and Siwanoy School)
- Air conditioning at three elementary schools (Colonial School, Prospect Hill School and Siwanoy School)
- Boiler replacements at four schools (Colonial School, Prospect Hill School, Siwanoy School and Pellham Memorial High School)
- Rooftop air conditioning unit replacements at the Pelham Middle School
- Selected field renovations (Glover Complex and Prospect Hill School)
- Property acquisition adjacent to Colonial School
- Electrical upgrades at three schools (Colonial School, Prospect Hill School and Siwanoy School)
- Renovation of existing offices into six classrooms at Pelham Memorial High School
- Playground improvements (Colonial School and Siwanoy School)
- Renovate / upgrade High School Science Labs
- Proposed addition to Prospect Hill School

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**APPENDIX B:  
LIST OF DISTRICT FACILITIES:**

**Colonial School**  
315 Highbrook Avenue  
Pelham, NY 10803

**Hutchinson School**  
301 Third Avenue  
Pelham, NY 10803

**Prospect Hill School**  
1000 Washington Avenue  
Pelham, NY 10803

**Siwanoy School**  
489 Siwanoy Place  
Pelham, NY 10803

**Pelham Middle School**  
28 Franklin Place  
Pelham, NY 10803

**Pelham Memorial High School**  
575 Colonial Avenue  
Pelham, NY 10803