

**Mount Pleasant Central School District  
825 Westlake Drive  
Thornwood, New York 10594**

**REQUEST FOR PROPOSALS ARCHITECTURAL  
and ENGINEERING SERVICES**

The objective of this Request for Proposals (“RFP”) is to solicit proposals for the provision of professional architectural and engineering services on an ongoing basis for a period of 3 years from the signing of the contract, with option to renew, based upon mutual agreement. Currently anticipated projects are more fully described in Exhibit “A”.

Specifically, the selected firm will be expected to perform services in accordance with any or all of the terms of the agreement to be signed by the District and the successful proposer. As part of the RFP, Proposers should identify in detail the manner in which the services to be required will be accomplished.

**Overview:**

The Mount Pleasant Central School District (“Mount Pleasant CSD” or the “District”), located in central Westchester County approximately 30 miles north of New York City, is a public school district with a Kindergarten-Grade 12 enrollment of approximately 2000 students. The District’s facilities include a K-2 school, a 3-5 school, and a campus for the 6-8 and 9-12 schools with some shared facilities:

Administration Building 825 Westlake Drive Thornwood, New York 10594	6,808 sq. ft.
Westlake MS/HS Campus 825 Westlake Drive Thornwood, New York 10594	217,000 sq. ft.
Columbus Elementary School 580 Columbus Avenue Thornwood, New York 10594	63,800 sq. ft.
Hawthorne Elementary School 225 Memorial Drive Hawthorne, New York 10532	69,929 sq. ft.

The District is currently soliciting proposals for the provision of all architectural, engineering and construction related services by New York State licensed professional firms for various renovation projects as described in Exhibit “A”. The Board reserves the right to award this contract at its discretion and in the best interests of the District.

The contact person in the district for this proposal is Andrew Lennon, Director of Business Administration, Mount Pleasant Central School District, 825 Westlake Drive, Thornwood, New York 10594 phone: (914) 773-7892 or fax: (914) 769-3733.

**Purpose of this Request for Proposal:**

The selected architectural firm will enter into a contract with the District to perform professional design and construction related services at the direction of the District. The selected firm will be required to provide architectural, structural, mechanical, electrical, plumbing and landscape services either through in-house staff and/or sub-consultants. The District reserves the right to independently hire other design professionals, and the selected Firm may be required to coordinate services.

**Timetable:**

The District is expected to undertake the selection process according to the following schedule:

- Notice of RFP to potential firms & posting online                      December 21, 2018
- RFP’s available for pick-up    January 2, 2019
- Proposer’s Site Visit    January 16, 2019
- Deadline for submission of RFP    January 25, 2019
- Interview with finalists    on or about Jan. 31, 2019
- Selection of firm    on or about Feb. 7, 2019
- Execute contract with firm    Upon Board approval

**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. Describe the typical scope of services your firm has provided for similar school districts.
5. Provide the total construction cost, by year, for work which your 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 the attached contract at Exhibit “B”.
7. Provide a detailed management plan explaining how your 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 your firm has been involved in with school building projects during the past ten (10) years, including any currently pending actions.
11. Include in your firm's submittal consideration of the six (6) items listed below:
  - Proximity of the architectural firm's offices with respect to the Mount Pleasant area.
  - 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.
  - 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.
  - The proposal should demonstrate familiarity with New York State and State Educational requirements.
  - Demonstrate what means of quality control you have implemented.
  - Describe your current workload with regard to your capacity to add another client.
  - 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 your firm (or team) should be selected by the District. Append any other additional information that you feel would be relevant in the evaluation of your proposal.
14. Provide the names, addresses and telephone numbers for a minimum of five (5) references.

**Pre-Proposal Conference and Walk-Through Site Visit:**

A pre-proposal conference and walk-through tour of each District facility will be conducted on **January 16, 2019 at 11:00 AM.**, meeting first at District Administration Building, 825 Westlake Drive, Thornwood, New York 10594. 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 e-mailing Andrew Lennon at [alennon@mtplcsd.org](mailto:alennon@mtplcsd.org) prior to January 14th, 2019. Please provide the name, address and telephone number of the representative who will be attending the pre-proposal site visit.

**Submission Deadline:**

Deadline for submission of proposals is **January 25, 2019 at 11:00 a.m.** Proposals must be received by mail or in person by the Mount Pleasant Central School District no later than 11:00 a.m. on January 25,

2019.

Any proposals received after this deadline will be returned unopened to the firm. All proposals and accompanying documentation become the property of the Mount Pleasant Central School District.

Each firm shall submit one (1) original proposal and one (1) copy of the proposal in a sealed envelope as follows:

**Submittal Packet:**

Proposal should be clearly identified on the envelope as follows:

**Mount Pleasant CSD / RFP  
Architectural and Engineering Services**

Proposal should be mailed to:

**Andrew Lennon, Director of Business Administration  
825 Westlake Drive  
Thornwood, New York 10594**

Or delivered in person to:

**Andrew Lennon, Director of Business Administration  
District Office  
825 Westlake Drive  
Thornwood, New York 10594**

Proposals must be received *no later than 11:00 a.m. on January 25, 2019.*

**Questions Regarding This RFP:**

Questions concerning this RFP and the procedures for responding should be in writing and sent via e-mail to [alennon@mtpcisd.org](mailto:alennon@mtpcisd.org) or regular mail sent to the following address: Mount Pleasant Central School District, 825 Westlake Drive, Thornwood, New York 10594, ATTN: Andrew Lennon. Responses will be distributed to everyone who picked up the RFP.

**Modification or Withdrawal of Proposals:**

Any proposal may be withdrawn or modified by written request of the Proposer, provided that such request is received by the Director of Business Administration at the above address prior to the date and time set for receipt of proposals.

**Selection Procedure:**

Proposals will be evaluated based on responsiveness to this RFP, technical qualifications and anticipated cost. Those firms considered to be most qualified may be invited to the district for an interview.

**Proposal Evaluation Criteria:**

Proposals will be evaluated and scored on the basis of the responsiveness to this RFP, technical qualifications, overall experience level and cost of services.

- 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 financials
- ✓ 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 size of work force, current workload, in house staff capabilities, CAD 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 your firm in relationship to the Southern Westchester region.
- ✓ The selected firm must include a portfolio that demonstrates at least \$30 million in completed school projects. Selected firm must provide documentation describing past projects and the ability of the firm to implement projects promptly.

**Right to Reject Proposals:**

This RFP does not commit the 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 District intends to award on the basis of the best interest and advantage to the District, and reserves the right to accept or reject any or all proposals received as a result of this RFP in part or in its entirety, 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 District to do so. The District may select as the successful proposer that proposal which, in the District's sole discretion and with whatever modifications the District and the proposer may mutually agree upon, best meets the 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 District, in its sole discretion, shall enter into a contract with the proposer that is selected as the successful vendor.

**Interviews:**

The District shall determine in its sole discretion which firms, if any, that it will interview. Selected firms submitting proposals conforming in all aspects to this RFP may be interviewed by a selection committee. Finalists chosen by the committee may be required to provide additional copies of their proposal response as needed. During an interview candidates should be prepared to discuss various options that will meet the district's needs. Any selected finalist firms will be presented to the Board of Education for final selection.

**Contractual Agreement:**

Upon selection of a firm, the successful proposer will be expected to perform its services in accordance with any and all of the terms of the successful bid and the agreement signed by the District and the successful proposer.

**Extension of Contract:**

If the Board of Education is satisfied with the services of the firm(s) selected and/or the need arises, the District reserves the right to add additional projects to the scope of services under the same or similar

terms and conditions set forth herein. Future projects may include classroom additions, auditorium renovations, major infrastructure upgrades, and site work.

**Affirmation:**

An affirmation that no conflict of interest exists between the firm and the District, the Board of Education members or the District's Administrators must be made by the firm and the selected staff.

**Fee:**

Proposals submitted pursuant to this RFP shall include hourly rates for all personnel required to perform the services set forth herein, including for the Proposer's personnel and for any project consultants to be used for services not provided in-house.

Upon District decision to proceed with a particular project, consultant shall submit a detailed scope of services and "not to exceed" fee based on the quoted rates for approval by the Board prior to commencement of the work. In addition to cost, the scope of services shall include the proposed methodology and deliverables as appropriate for the particular project.

**Mount Pleasant Central School District**  
**825 Westlake Drive**  
**Thornwood, New York 10595**  
**Phone (914) 769-5500      Fax (914) 769-3733**

**BUILDING CONDITION SURVEY**  
**Architectural & Engineering Services – RFP opening January 25, 2019**

All inclusive cost per square foot for completion of BCS:      \$\_\_\_\_\_sq. ft.

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Proposal Submitted by:

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**HOURLY RATE SHEET  
Architectural & Engineering Services – RFP opening January 25, 2019**

Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

**ARCHITECTURAL PERSONNEL**

**LANDSCAPE ARCHITECTURAL PERSONNEL**

TITLE	ALL INCLUSIVE HOURLY RATE	
Principal .....	\$	\$
Project Architect.....	\$	\$
Project Manager (if Prime).....	\$	\$
Senior Architectural Designer.....	\$	\$ _____
Junior Architectural Designer.....	\$	\$
Architectural Technician.....	\$	\$
CAD Draftsperson.....	\$ _____	\$

**STRUCTURAL ENGINEERING PERSONNEL**

**ELECTRICAL ENGINEERING PERSONNEL**

TITLE	ALL INCLUSIVE HOURLY RATE	
Principal.....	\$	\$
Project Engineer.....	\$	\$
Project Manager (if Prime).....	\$	\$ _____
Senior Designer.....	\$	\$
Junior Designer.....	\$	\$
Engineering Technician.....	\$	\$
CAD Draftsperson.....	\$ _____	\$

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**HOURLY RATE SHEET (continued)**  
**Architectural & Engineering Services – REP opening January 25, 2019**

**MECHANICAL ENGINEERING PERSONNEL**

**PLUMBING ENGINEERING**

TITLE	ALL INCLUSIVE HOURLY RATE	
Principal.....	\$	\$
Project Engineer.....	\$	\$
Project Manager (if Prime).....	\$	\$ _____
Senior Designer.....	\$	\$
Junior Designer.....	\$	\$
Engineering Technician.....	\$	\$
CAD Draftsperson.....	\$ _____	\$

**GEOTECHNICAL ENGINEERING PERSONNEL**

TITLE	ALL INCLUSIVE HOURLY RATE	
Principal.....	\$ Project	_____
Engineer.....	\$	_____
Engineering Technician.....	\$	_____
CAD Draftsperson.....	\$	_____

**COST ESTIMATORS**

TITLE	ALL INCLUSIVE HOURLY RATE	
Principal.....	\$ Senior	_____
estimator.....	\$ Junior	_____
estimator.....	\$	_____

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 Proposal Submitted by:

\_\_\_\_\_  
 Name of Firm

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

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

## **EXHIBIT A**

### **Building Condition Survey**

During the 2019-2020 school year the architectural firm shall perform all physical inspections required to complete the survey which shall be conducted by a team that includes one or more licensed architect and /or engineer. 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:

1. The building site, including utilities, paving, playgrounds and playfields
2. Roofing
3. Exterior elements of the building, including walls, doors, windows and fire escapes
4. Building structural elements
5. Building interior finishes, doors and hardware
6. Electrical systems, including service and distribution, lighting and communications, technology, infrastructure and cabling
7. Plumbing, including water distribution system, drainage systems and fixtures
8. Heating and cooling systems, including boilers, furnace terminal units, and control systems
9. Ventilation systems
10. Air conditioning systems, including refrigeration, terminal units, and control systems
11. Special construction, including stairs and elevators
12. Fire protection and security systems, including alarms, detection and fire protection
13. Environmental features, including appearance, cleanliness, acoustics, lighting quality, thermal comfort, humidity, ventilation and space adequacy

Based upon the findings of the survey, a sortable listing of each item for each building with the price to repair each item in each building will be provided to the District. 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 a close to uniform as possible.

### **Capital Projects**

The 2018-2019 voter approved budget contains a \$1,600,000 allocation (inclusive of all costs including construction, professional fees and all related expenses) for the following proposed projects:

- Westlake High School – Track Resurfacing
- Westlake High School – Theatrical Rigging Replacement
- Hawthorne Elementary / Columbus Elementary – Classroom Reconfigurations to address space needs

### **Other Potential Projects**

The Mount Pleasant Central School District community is experiencing enrollment and demographic changes which will impact classroom capacity. Additionally, the modernization of academic, athletic and physical education programs will require facilities enhancements in the near future. In the wake of a successful a \$39.6-million capital bond referendum in 2016 the district is currently addressing significant infrastructure, health and safety items throughout our existing facilities.

The Board of Education is now evaluating the facilities needs going forward. With the assistance of the

district's Facilities Advisory Committee, district administration is in the process of updating a 5-year capital plan which will outline anticipated projects in the years to come. As such, the scope of services and required deliverables for said projects will be determined as appropriate on a project by project basis.

**EXHIBIT B**  
**Required Insurance**

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Architect must effectuate the naming of the Owner as an unrestricted additional insured on the Architect's insurance policies, with the exception of workers' compensation and professional liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract.
2. The policy naming the Owner as an additional insured shall:
  - Be from an A.M. Best Rated "secured" New York State licensed insurer.
  - Contain a 30-day notice of cancellation.
  - State that the organization's coverage shall be primary coverage for the Owner, its Board, employees and volunteers.
  - The Owner shall be listed as an additional insured by using endorsement CG2010 11 85 or equivalent. The certificate must state 19 that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
3. The Architect shall indemnify the Owner for any applicable deductibles.\
4. Required Policy Limits:
  - Commercial General Liability Insurance \$1,000,000 per occurrence/\$2,000,000 aggregate
  - Automobile Liability \$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
  - Workers' Compensation and N.Y.S. Disability Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.
  - 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.
  - Excess Insurance On a "Follow-Form" basis, with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate.
5. The Architect acknowledges that failure to obtain such insurance on behalf of the Owner constitutes a material breach of contract. The Architect is to provide the Owner with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the Owner to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the Owner.