

POCANTICO HILLS CENTRAL SCHOOL DISTRICT
REQUEST FOR PROPOSALS
BUILDING CONDITION SURVEY

INTRODUCTION

This request for proposal (RFP) is to solicit professional services from qualified architectural/engineering (A/E) firms to perform a Building Condition Survey, School Facility Report Card, Rating System and develop a five (5) year Capital Improvement Program in accordance with all current State Education RESCUE regulations.

PART 1 – GENERAL INFORMATION AND SUBMISSION FORMAT

1.1 ISSUING OFFICE AND RESPONSE SUBMITTALS:

All response submittals are to be delivered to:

Mrs. Lisa Raymond
Assistant Superintendent for Business
Pocantico Hills Central School District
599 Bedford Road
Sleepy Hollow, New York 10591

BIDS MUST BE SUBMITTED TO THE BUSINESS OFFICE AT 599 BEDFORD ROAD, SLEEPY HOLLOW, NY. BIDS SUBMITTED ELSEWHERE IN THE DISTRICT WILL NOT BE CONSIDERED RECEIVED. Bids must be received no later than 2:00 p.m. on Wednesday, January 8, 2020. Submissions received after that time will not be considered.

1.2 RFP CONTACT PERSON

Prospective proposers shall examine the Solicitation Documents carefully and before submitting a proposal, shall submit to the individual listed above, in writing, any questions, or requests for clarification of any ambiguity or correction of any inconsistency or error in the documents. The Pocantico Hills Central School District response to such a written request shall be issued in a written addendum to the RFP and shall be binding to all proposers. Only written addenda issued by the Pocantico Hills Central School District shall be binding. No officer, employee or agent of the Pocantico Hills Central School District is authorized to clarify or amend the solicitation documents by any other method, and any such clarification or amendment, if given, is not binding on the Pocantico Hills Central School District.

All inquiries regarding this solicitation must be submitted in writing, email or mail, to:

Mr. Donald Booth, Jr.
Pocantico Hills Central School District
599 Bedford Road
Sleepy Hollow, NY 10591

1.3 RFP/CONTRACT AWARD TIMETABLE (ANTICIPATED)*

Issuance Date:	December 14, 2019
Response Due Date:	January 8, 2020
Short List Selection:	January 15, 2020
Interviews:	If required, will be scheduled.
Final Selection:	January 28, 2020

- The above dates are for informational purposes only. Efforts will be made to adhere to the above schedule, however, the Pocantico Hills Central School District reserves the right to alter or make changes as needed. The proposer should use these dates to prepare your schedule.

PART 2 – SELECTION PROCESS

2.1 RESPONSIVE EVALUATION CRITERIA

The most suitable A/E for this project will be chosen by the Pocantico Hills Central School District personnel based on the merits of the response to the RFP for consulting services. The short list of proposers for final consideration will be derived by the evaluation of the following criteria:

2.1.1 Experience and Qualifications of the Firm

Demonstration of prior successful and relevant work experience of the respondent will be required, including a list of other Building Condition Surveys completed. At a minimum, three (3) references from other NYS School Districts shall be included. Services must have been performed within the last five (5) years. The depth and variety of the firm's disciplines and management of its work force Organization by task will be evaluated. A very strong, successful history with the New York State Education Department Office of Facilities Planning is required.

2.1.2 Experience and Qualifications of Personnel

Include the title and resume of each person that will be assigned to the Pocantico Hills Central School District contract. The personnel identified in the RFP shall be assigned to this contract. Their availability to perform this work and response to Pocantico Hills Central School District must be demonstrated in a timely manner.

2.1.3 Experience and Qualifications of Sub-Consultants

Sub-consultants, if proposed, must be listed and will be held to the same requirements as the prime responder.

2.1.4 Responsiveness

Demonstration of personnel availability and proposed response time will be required. A single point of immediate contact must be established.

2.1.5 Fast Track Capability

Pocantico Hills Central School District is comprised of one (1) building totaling 108,080 square feet. The successful proposer must demonstrate the means and methods it will employ, staffing and the estimated time required to complete the above in the time allotted. Alternate schedules may be considered.

2.1.6 Cost

PART 3 – PROPOSAL SUBMISSION REQUIREMENTS/FORMAT

All proposals submitted must be organized in the following format and contain the following information:

- 3.1 A letter of transmittal introducing the firm shall describe its origin, current ownership and management, and include an executive summary of the firm's qualifications. The letter shall also include the following:
- Legal organizational name and address of the prime consultant;
 - Legal organizational name and address of sub-consultant(s), if applicable;
 - Name, title, office telephone number, cellular number, fax number, and email address of the person to be contact regarding the content of the Proposal.

The transmittal letter shall be signed by the person authorized to bind the Proposer contractually.

- 3.2 Demonstration of the ability of the responder to meet each of the evaluation criteria listed in Part 2 of this RFP. Sections shall be clearly labeled and responses in order. All pages must be numbered.
- 3.3 Include at least three (3) references from other NYS School Districts. Services must have been performed in the State of New York within the last three (3) years. Provide the following information:
- Owner
 - Name & location of project
 - Type of services provided
 - State and completion date
 - Contact name and telephone number

PART 4 – COST PROPOSAL SUBMISSION REQUIREMENTS

- 4.1 The Pocantico Hills Central School District requests a cost proposal for the described services. The cost proposal should be based on the following:
- a. A total (not to exceed fee) is to be included for each of the items of work listed in Appendix A Cost Proposal. The fee must include costs for all staffing including, inspection team, review team, data input, personnel and all support staff as required to fulfill the requirements of the NYSED regulations. Support staff to include, but not limited to office staff, secretarial personnel, etc.
 - b. The fee proposals shall be submitted in an opaque, sealed envelope separate from all other related documents. One original and one copy of the fee proposal are to be submitted.

- 4.2 Expenses – Detail all expenses. List all out of pocket expenses, if any, that will be billed against this contract and the approximate rate to be billed. Show proposed mark-ups, if applicable. Provide detailed cost estimate of expenses.

PART 5 – SCOPE OF WORK

- 5.1 The project scope is attached hereto as Appendix A. The scope provides a description of professional services to be completed. The scope of services to be provided by the consultant for this project is broadly described as providing administrative, managerial and related services to the Pocantico Hills Central School to complete:
1. Building Condition Survey and Submission to SED (Note: additional specific requirements listed in Appendix A, scope of work)
 2. Safety Rating System
 3. School Facility Report Card
 4. Develop a five (5) year Capital Improvement Program

PART 6 – AGREEMENT FOR SERVICES

- 6.1 The successful respondent will be required to enter into an agreement with the Pocantico Hills Central School District.
- 6.2 Consultants will provide to the Board of Education prior to the commencement of any work evidence of insurance coverage in the following amounts:
1. General liability: \$1,000,000
 2. Professional liability: \$1,000,000
 3. Automobile liability: \$1,000,000
- 6.3 The Pocantico Hills Central School District reserves the right to:
1. Award the contract based on initial proposal received.
 2. Review proposal costs with proposer and award contract on revised proposal.
 3. Reject any or all proposals.
 4. Cancel this RFP at any time. In no event shall the Pocantico Hills Central School District be responsible for any expenses incurred in preparing the proposal.

APPENDIX A – PROJECT DESCRIPTION AND SCOPE OF WORK

1.0 DESCRIPTION OF FACILITIES

The Pocantico Hills Central School District is comprised of one (1) occupied building and one (1) Olympic size swimming pool. The total square footage of all occupied spaces is approximately 108,080 square feet.

2.0 DESCRIPTION OF SERVICES

The professional services provided by the selected A/E shall be all-inclusive and shall include licensed architectural, structural, mechanical, electrical and building security.

The consultant is expected to fulfill requirement of the “Amendments to Regulations of the Commissioner of Education,” regarding 155.1 Requirements of the RESCUE Regulations. Specifically 155.4 Uniform Code of Building Inspections, Safety Rating, and Monitoring, Sub Paragraph A(1) Building Condition Survey and Sub Paragraph B(1) through (4) Safety Rating System and as amended to date.

Building Condition Survey: including but not limited to thorough field work/assessment, compilations, NYSED electronic and hardcopy submissions:

1. Other services and systems or work that would benefit the district in determining future capital projects and/or maintenance of the school district facilities. (i.e., preventive maintenance items and/or computerized database systems)
2. The review of facilities shall be conducted by collecting data: room by room, system by system, building by building and site by site.
3. School Facility Report Cards – Complete Report Cards based on data obtained from the Pocantico Hills Central School District.
4. Five Year Capital Plan – based on the Pocantico Hills Central School District data and in the format approved by NYSED. Estimates should be based on “sensible construction” and not as “stand-alone” projects.
5. One hard copy in 3 ring binders and one .pdf file shall consist of the following:
 - a. Table of contents
 - b. Executive summary
 - c. BCS estimate by building, listing SED No., building name, initial cost, escalated costs year 2-5, contingency cost, incidental cost, and total cost. Each line item shall have corresponding BCS Item No./Rating/Priority. Ratings shall be S-Satisfactory, U – Unsatisfactory, NF – Non-Functioning, CF – Critical Failure.
 - d. The aforementioned shall be broken into the following subcategories: Site & Utilities, Building Envelope, Interior Spaces, Plumbing Systems, HVAC Systems, Fire Safety Systems, Electrical Systems, Accessibility, and Indoor Air Quality.
 - e. Each building shall include colored key plans with legends indicating: Original building and additions, floor finishes, ceiling finishes, roof material and install date.
 - f. Photos of exterior and interior. Photos of areas of concern.
6. Updated key plans delivered electronically in .pdf and auto cad format.

3.0 COST PROPSAL

A cost proposal in total not to exceed price for all the services requested above.

Include hourly rates for A/E services, Principal, Senior Engineer, Registered Architect (or other classification of employee) for services performed within the contract, and for any additional work which may be performed outside of the school of this proposal.

