



196 Main Street, New Paltz, New York 12561 • Tel. (845)256-4020 • Fax (845)256-4025

### **Notice of Request for Proposals**

**(Additions made on 10/5/2012 in the first section are in RED).**

The New Paltz Central School District in accordance with Section 103 of Article 5-A of the General Municipal Law hereby invites the submission of sealed proposals to the New Paltz Central School District for:

#### **ARCHITECTURAL AND ENGINEERING SERVICES**

A formal proposal is available on the District's website at [www.newpaltz.k12.ny.us](http://www.newpaltz.k12.ny.us) and upon request at the offices of the New Paltz Central School District, 196 Main Street, New Paltz, New York 12561.

Sealed proposals clearly marked RFP for Architectural and Engineering Services will be received by the District until **3:00 p.m., the 23<sup>rd</sup> day of October 2012.**

The District reserves the right to reject any and all proposals in whole or in part to waive any and all informalities, and to disregard all non-conforming, non-responsive, or conditional proposals.

The contact person for this proposal, Mr. Richard Linden may be contacted at 196 Main Street, New Paltz, New York 12561. Proposers are expressly cautioned to submit all questions regarding this RFP in writing only. **Questions may be submitted by e-mail to [rlinden@newpaltz.k12.ny.us](mailto:rlinden@newpaltz.k12.ny.us).** Your cooperation in this matter is requested.

**Two optional meetings have been set where firms may meet with the Districts Facilities and Operations Supervisor and may tour the District Facilities. The dates for these are Tuesday, October 9, 2012 and Wednesday, October 10, 2012. Both meetings will start at 1:30PM in the Transportation Building, 130 South Putt Corners Road, New Paltz NY, 12561.**

#### **1. Introduction**

The New Paltz Central School District invites firms to submit proposals to perform Architectural and Engineering Services. The Board of Education wishes to create a comprehensive facilities master plan which may include options of consolidating campuses. It is expected the selected firm will work closely with the District's Facilities Committee to determine the final scope of the project.

## **2. Description of Project**

The New Paltz Central School District is considering renovations and/or additions to some of its buildings. In developing long-term facility plan; we are considering options of staying with four campuses or consolidating to three or two campuses. A long-term four-campus model must be developed as a baseline for comparison to any consolidation approaches. In addition, the short-term needs of all of the buildings must be addressed.

We encourage and welcome design solutions which feature innovation and recommendations that offer cost savings, either in design and construction or in life cycle operating costs. An emphasis should be made to provide energy saving solutions. Such proposals and recommendations may differ from the program's criteria but must satisfy the program's fundamental mission requirements and objectives.

### **Proposal Requirements**

1. To provide services for the evaluation of the District buildings and recommend options for consolidation at the most reasonable cost to the New Paltz Central School District and in accordance with the Manual of Planning Standards by the State Education Department, and the Functional Program and/or Scope of Work prepared by the District and all applicable codes. The final report to the Board would include a comparison of the projected capital costs, operating costs/savings and timetables for a Two Building option (consolidate two buildings), Three Building Option (consolidate one building), Four Building Option (keep all current buildings with renovations and minor improvements). The report would also cover short term capital projects(s) that may need to be undertaken while the planning and construction of the long-term plan is being implemented.
2. Provide the District as part of the evaluation process professional opinions on the following:
  - a. Structural Evaluations
  - b. Mechanical Infrastructure
  - c. Electrical Systems
  - d. Roofing Systems
  - e. H.V.A.C. Systems
  - f. Code Compliance
  - g. Long Term Use
3. The need for the services of specialty consultants shall be separately identified and their fees shall be included in the fee proposal. Examples - environmental, acoustics, soil investigation.
4. Ameresco, Inc., is completing an energy performance contract with the New Paltz Central School District. All proposals should work to take advantage of improvements that have already been made and build off the energy efficiency model. All building management systems should work harmoniously.

5. In addition to the above evaluations provide professional insight as to how the buildings may be renovated to qualify as a LEED project, to include:
  - a. Alternative Energy Sources
  - b. Use of Sustainable Materials
  - c. Alternative Building Configurations
6. To advise the District Superintendent and the Board on what portions of each project option would qualify for state aid and to what degree.
7. Make formal presentations to the Superintendent, Board and various groups (including, but not limited to, District Staff, parents, students, business community, and the general public) as requested. The presentation is expected to have renderings of the proposed options, in addition to the capital and operational cost impacts.
8. Once the district Superintendent and the Board decide on best plan to bring forward to the community for approval, it is expected that a final iteration of the chosen Building Option will be needed to incorporate any public input into the design. This shall be included in the fee proposal.
9. Provide the name and qualifications of the Principal of the firm and the Architect of record for this project and assure that those individuals are knowledgeable about school construction in New York State. In the event that the Principal or Architect of record leaves the firm before completion of the project, the Architectural firm will provide similarly qualified individuals to complete the work related to this project at no additional expense to the District and such substitution is subject to the District's approval. The New Paltz Central School District will be notified of the intent of the Principal or Architect's record to leave, if known by the Architectural firm in advance, at least two weeks before the individual leaves the firm, or as soon as possible after the person actually leaves.
10. The Architectural firm will also provide the name(s) of the replacement Principal or Architect of record within three (3) business days of the departure of the original or previous individual. (Note: As there can only be one Architect or Engineer of Record, the Architectural Firm must outline how the need for consistency in certifying original plans and specifications, modifications of those plans and specifications, and the statement required upon substantial completion of the project will be handled in the event that the original Architect leaves before the project are completed.)
11. Designate a Project Manager and submit the name for approval by the New Paltz Central School District. The Project Manager, approved by the District, shall be responsible for coordinating all services to be provided for the Project by the Architect and shall give priority to this Project at all times. The Architect shall not change the person designated and approved as the Project Manager without the prior approval of the District; said approval by the District shall not be unreasonably withheld. If the Project Manager or other personnel assigned to the Project does not cooperate fully with the District, the Architect shall replace them at the request of the District.
12. Provide your firm's insurance limits and any consultant insurances, if consultants are part of your proposal.

## **Proposal Evaluation Criteria**

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

1. **Experience and Qualifications of the Firm (Proposer):** Consideration will be given to proposers demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP, and providing authoritative documentation of their financial soundness and stability. Similar experience will be understood to include, but not be limited to:
  - a. At least 10 years experience or the equivalent in the provision of architectural and/or engineering services on projects involving New York school district renovations, alterations and/or additions.
  - b. At least 10 years experience or the equivalent in the provision of engineering consulting services on projects involving New York school district renovations, alterations and/or additions.
2. **Ability to Implement District Projects Promptly:** Preference will be given to proposals demonstrating an ability to carry out the tasks and responsibilities outlined in the proposal in a prompt and efficient manner. The capability of the architectural firm and consultants to progress and complete the work will be evaluated taking into consideration size of work force, current workload, in house staff capabilities, CAD capability and the like.
3. Level of client satisfaction determined from supplied references.
4. Experience and availability in the immediate geographic area.
5. Experience and qualifications of the professional staff to be assigned to this project.
6. Proposed methodology and demonstrated understanding of the project requirements and School District needs, including the need for a team effort with the School District and other construction professionals.
7. Demonstrated knowledge of:
  - a. SED Project Application and Approval Process
  - b. SED Office of Facilities & Management Services Forms
  - c. Application and Certificate for Payment (Form AIA Document G702CMA)
  - d. Green Building Design and S.E.D. CHPS knowledge and experience.
  - e. S.E.D. Change Order Process.
8. Cost

## **RFP PROCEDURES**

### **A. Information and Documents**

Questions concerning the RFP and the procedure for responding should be directed to Mr. Richard Linden, Assistant Superintendent for Business.

**B. Submission of Proposals**

Respondents should submit an original and ten (10) copies of their proposal. Proposals must be received no later than 3:00 p.m. on October 23, 2012 at the District Office, New Paltz, New York 12561. To prevent opening by unauthorized individuals, your proposal should be clearly identified on the envelope wrapper as follows: “ARCHITECTURAL AND/OR ENGINEERING PROPOSAL.”

**C. 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 Assistant Superintendent for Business at the above mentioned address prior to the date and time set for receipt of proposals.

**D. Right to Reject Proposals**

This RFP does not commit the New Paltz Central School District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure a contract for services. The New Paltz Central School District intends to award a contract on the basis of the best interest and advantage of 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.

**PROPOSAL FORMAT AND CONTENTS**

Proposals must be submitted in the format outlined in this section. Each of the described parts and sections must be completed in full (except if those sections are described as optional). Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The New Paltz Central 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 parts and 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.

**A. Proposer Background and Qualifications**

Section A of the proposal must contain the following information about the Proposer and any independent contractor with which the Proposer intends to work on the project.

**PART I:** Part I should describe the overall make-up of the project team, and a detailed statement as to how the Proposer intends to meet the needs of the School District. Proposers should include a chart depicting the management structure envisioned for the project.

PART II: Part II should provide information about the Proposer and each independent sub-consultant, if applicable. (Addresses, telephone/fax numbers, names of each contact person and lead person.)

PART III: Describe the prior relevant experience of the Proposer and member of the project team, and independent sub-consultants, if any. For each include the information listed below:

1. Customer's name
2. Total project capital cost
3. Type of contract
4. Name & telephone number of reference for the project.
5. Brief description of the project's scope of services and status (including type of facility at which project was implemented, whether the project was timely completed and whether significant problems occurred that affected project performance.) The right to call the reference and/or visit the project sites provided by the Proposer will be presumed by the School District.

PART IV: LEED Certification

1. Provide the number of individuals assigned to this project that are LEED Certified.
2. Provide a listing of projects where your firm applied for and received acknowledgement of LEED Accreditation .
3. Provide your opinion of the various levels of green building design and their relative impact on design cost and overall building cost per square foot.
4. Provide your approach as to how your firm will maximize green building design for the New Paltz Central School District's project while still maintaining the overall project budget
5. Provide your firm's experience with the S.E.D. CHPS program.

PART V: Include any additional information about the project team, its personnel, financial condition, or qualifications regarded as being pertinent.

## **B. Financial Background Information**

Section B of the RFP must contain information concerning the financial background of the Proposer and any independent contractors to be engaged by the Proposer, to include total annual volumes in revenue for the past two years.

## **C. Cost**

Submit your firms cost for the services outlined above with a separate listing for any reimbursable expenses along with a maximum.

**CONFLICT OF INTEREST CERTIFICATION**

**\*THIS FORM MUST BE SIGNED AND NOTARIZED – SUBMITTED WITH PROPOSAL\***

Name of Proposer \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date of Proposal \_\_\_\_\_

The Proposer above declares and certifies:

First That the said Proposer is of lawful age and the only one interested in this bid, and that no one other than said Proposer has any interest herein.

Second That this Proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud.

Third That no member of the Board of Education of the New Paltz Central School District nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education is directly or indirectly interested in this Proposal or in the supplies, materials, equipment, work or services to which it relates, or in any portion of the profits thereof.

Fourth That said Proposer has carefully examined the instructions, schedules and specification prepared under the direction of the Board of Education, and will, if successful in this proposal, furnish and deliver at the services proposed and within the time stated, all materials, supplies, apparatus, good, wares, merchandise, services, or labor for which this Proposal is made.

Fifth The following non-collusive certification applies to this Proposal.

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_ 2012

\_\_\_\_\_  
(Person, Firm or Corporation)

\_\_\_\_\_  
Notary Public or Commissioner of Deeds

\_\_\_\_\_  
(Authorized Signature)

Commission Expires \_\_\_\_\_