

**PELHAM UNION FREE SCHOOL DISTRICT
314 PELHAMDALE AVE
PELHAM, NEW YORK 10803**

REQUEST FOR PROPOSALS – DISTRICTWIDE PLAYGROUND MASTER PLAN

This Request For Proposal (RFP) is for the purpose of selecting a qualified and experienced Proposer to provide Districtwide Playground Master Plan Services.

Proposals will be received until: November 8, 2022, 11:00 A.M.

I. Introduction

A. General Information

Pelham Union Free School District, herein referred to as “the District”, is requesting proposals from qualified Proposer to:

Provide Districtwide Playground Master Plan Services

To be considered, each Proposer shall submit one (1) original proposal and nine (9) copies to James Hricay, Assistant Superintendent for Business, at the following address:

PELHAM UNION FREE SCHOOL DISTRICT
BUSINESS OFFICE
314 PELHAMDALE AVE
PELHAM, New York 10803
Attn: Assistant Superintendent for Business

Proposals shall be submitted in a sealed envelope labeled "**Proposal for Districtwide Playground Master Plan.**"

All proposals must be received by the Assistant Superintendent for Business no later than November 8, 2022 at 11:00 A.M. Any proposals received after this deadline will be returned unopened. Proposals shall be irrevocable for a minimum period of forty-five (45) days from the date of the proposal opening.

The Board of Education reserves the right to request clarifications or corrections to proposals received, to negotiate with any Proposer submitting a proposal, to reject any or all proposals or any parts of proposals submitted. The District may select the proposal(s) which in whole or part and with whatever modifications the District and the Proposer submitting the proposal(s) may mutually agree upon, in the District’s sole discretion best meets the District’s requirements whether or not the selected proposal(s) have the lowest costs.

Inquiries concerning the Request for Proposal may be made to:

James Hricay, Assistant Superintendent for Business

Telephone: 914-738-9140 x 1142

Email: jhricay@Pelhamschools.org

There is no expressed or implied obligation of the District to reimburse respondents for any expenses incurred in preparing proposals, or attendance at an interview, if required, in responding to this request. All proposals and accompanying documentation become the property of the Pelham Union Free School District. Proposals will be made available upon request for public inspection after the award has been made.

Following the notification it is expected that a contract will be executed between the parties that will be approved at a Board of Education Meeting in December 7 2022.

B. Right to Reject Proposals

Submission of a proposal in response to this Request for Proposal indicates acceptance by the Proposer of the conditions contained in the RFP unless clearly and specifically noted in the proposal and confirmed in the contract between the District and the Proposer. The Pelham Union Free School District reserves the right without prejudice to reject any or all proposals.

II. Proposal Requirements

A. Proposal Content

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the proposer to provide Playground Master Plan Services that reinforce high quality, safe, positive playgrounds and play spaces that are ADA compliant. The proposal should be prepared to simply and economically, provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. The submitted proposal should include:

- A statement demonstrating the proposer's understanding of the work to be done, the commitment to perform the work, and the reason the proposer believes it is best qualified to perform the services.
- General background information regarding the proposer - its history/experience, present capacity, in-house disciplines and an organization chart.
- Identification as to whether proposer is a partnership, professional corporation, individual, joint venture, or other form of organization.

- Description of experience providing similar services to school districts and/or municipalities
- Names and resumes of personnel to be assigned to the District providing their experience servicing school districts and/or municipalities. It is fully expected that the personnel indicated will be those assigned.
- If the proposer does not have in-house capabilities to complete all design work associated with the projects, identify sub-consultant that will provide those services. The proposal shall include information about providing addition professional services (eg. engineering, landscape architect etc.)
- Information on a minimum of three (3) completed projects for school districts and/or municipalities. 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.

Pelham UFSD RFP Districtwide Playground Master Plan

III Termination of Contract

The contract between the District and the Proposer that is selected to provide Districtwide Playground Master Plan is subject to termination by either party with thirty (30) days written notice.

IV. Description of Pelham Union Free School District

A. Contact Person

The principal contact with the District will be the Assistant Superintendent for Business.

B. District Information

The Pelham Union Free School District is located in southern Westchester County in New York State. The District, with a General Fund budget of approximately \$84 million, provides regular and special education. The District has a student enrollment of approximately 2,800 students in grades K-12 which are housed in six (6) school buildings (4 - K-5 elementary buildings, a 6-8 middle school and 9-12 high school building) and employs approximately 425 full and part-time employees.

The District is governed by a seven (7) member Board of Education.

V. Timeline Requirements

Request for Proposal Timeline

Due Date for Responses to Request for Proposal: **November 8, 2022 - 11:00 A.M.**

Interviews: **The week of November 14th, 2022**

Appointment: **December 2022**

VI. Request for Proposal Response Structure

1. Title Page

Title page showing the RFP subject; name of the proposer; the name, address, telephone and e-mail address of the contact person; and the due date and time for proposal submission.

2. Table of Contents

3. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the proposer believes itself to be best qualified to perform the engagement and a statement that the Proposal is a firm and irrevocable offer for service to be rendered.

4. Detailed Proposal of Costs – see Attachment 1

5. Proposer Qualifications and Experience

Proposer shall state size and years of experience

The Proposer shall provide as much information as possible regarding the number, qualifications, and experience, including relevant education, of the specific staff members to be assigned to the District.

6. Proof of Similar Engagements with Other School Districts, and/or Municipalities List the most significant engagement(s) (max of 5) performed in the last five (5) years that are similar to the engagement described in this RFP. Please include scope of work, dates of agreements, name and title of staff assigned, total hours and the name and contact information of principal client contact.

7. Completion of all attachments & certifications.

VII. Evaluation Procedure

A. Evaluation Process

Submitted proposals will be evaluated by the District staff and/or an evaluation committee. During the evaluation process the District may request additional information or clarification from proposers on proposals submitted.

Interviews for this engagement will be held upon the request of and in the best interest of the District. Submission of a proposal in response to the RFP will not automatically result in an interview. The District reserves the right to interview only candidates that are believed to be a proper fit for the District based upon the written proposal.

B. Evaluation Criteria

Proposals will be evaluated using the below criteria. Proposers meeting the Proposal Requirements as listed in Section II-A of this RFP will have their proposals further evaluated. The following represents the criteria which will be considered during the evaluation process:

1. The proposer has demonstrated prior experience and satisfactory performance on school district and/or municipal engagements of comparable complexity and scope.
2. The qualifications and experience of the proposer personnel to be assigned
3. The proposers understanding of the project and District needs, including the need for effective collaboration with the District staff, its Board, and greater community.
4. Fees to be charged
5. Reference checks
6. Oral Presentations / Interview
7. Final Selection

The District will select the proposal based upon the procedures and criteria herein.

Attachment 1

Form of Proposal

Proposer must provide detailed cost information (fee structure) as outlined in Option 1, Option 2 and/or Option 3.

Proposing Firm

Name _____

Address _____

Telephone _____ Fax _____

Company Web Address _____

Contact E-mail Address _____

Printed Name of Responding Partner _____

Authorized Partner Signature _____

OPTION 1 (include additional sheets as may be necessary)

A. Pricing for all Districtwide Playground Master Plan

OPTION 2 (include additional sheets as may be necessary)

A. Proposer may recommend an alternate pricing structure for the services requested.

Attachment 2 – NON-COLLUSIVE PROPOSAL CERTIFICATION

By submission of this proposal, the proposer certifies that he/she/it is complying with Section 103-d of the General Municipal Law. By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal 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 proposal 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 proposer or with any competitor; and
- 2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
- 3) No attempt has been made or will be made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

REPRESENTATIVE: _____

SIGNATURE: _____

TITLE: _____

FIRM: _____

DATE: _____

Attachment 3 – PROPOSERS CERTIFICATION

The below signed proposer affirms the following as true under penalties of perjury:

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to the Iran Divestment Act (paragraph (b) of subdivision 3 of Section 165-a of NYS Finance Law).

Proposer Name: _____

By:

Signature Title

State of _____

County of _____

Sworn to before me this

_____ day of _____, 20____

Notary Public

Attachment 4 – INSURANCE REQUIREMENTS

The selected firm will be required to provide the District with a certificate(s) of insurance, evidencing that the following insurance requirements have been met:

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the selected firm hereby agrees to effectuate the naming of the District as an Additional Insured on the selected firm's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the District as an Additional Insured shall:
 - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is required
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board of Education, employees and volunteers with a waiver of subrogation in favor of the District.
 - c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26 or equivalent). The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance.
3.
 - a. The certificate of insurance must describe the services provided by the selected firm that are covered by the liability policies.
 - b. At the District's request, the selected firm shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the selected firm will provide a copy of the policy endorsements and forms.
4. The selected firm agrees to indemnify the District for applicable deductibles and self-insured retentions.
5. Minimum Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per Occurrence/ \$2,000,000 Aggregate
\$2,000,000 Products and Completed Operations
\$1,000,000 Personal and Advertising Injury
\$100,000 Fire Damage
\$10,000 Medical Expense

- b. **Automobile Liability**
\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
 - c. **Workers' Compensation and NYS Disability Insurance**
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state.
 - d. **Professional Errors and Omissions Insurance**
\$2,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of the selected firm performed under the contract for the District. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.
 - e. **Umbrella/Excess Insurance**
\$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required Auto Liability, General Liability and Professional Liability coverages.
6. The selected firm acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The selected firm is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work.

The certificate of insurance for all policies shall require that the District receive no less than 10 days written notice in the event the policy is terminated or cancelled prior to the expiration date of the policy.

Attachment 5 – HOLD HARMLESS AGREEMENT

To the extent permissible by law, he undersigned hereby agrees to defend, indemnify, and hold harmless the Pelham Union Free School District from and against any and all liability, loss, damages, claims for bodily injury and/or property damages, and related costs and expenses, including Counsel fees, caused by an act or omission of the firm in the course of the performance of the awarded agreement, whether such claims shall be made by an employee of the firm or by a third party. The firm covenants and agrees that it will pay all costs and expenses arising therefrom and in connection therewith, and if any judgment shall be rendered against the Owner, in any such litigation, the Firm shall at their own expense satisfy and discharge the same.

REPRESENTATIVE: _____

SIGNATURE: _____

TITLE: _____

FIRM: _____

DATE: _____

**Attachment 6 - SEXUAL HARASSMENT WRITTEN POLICY & TRAINING
CERTIFICATION FORM**

I, _____, being duly sworn, deposes and says that
(Name of Individual Signing this Certification)

I am the _____ of the _____
(Title/Position of Signer) (Name of Firm/Proposer)

and that by submission of this proposal, I certify on behalf of the above-named firm/proposer, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that the above-named proposer has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy, at a minimum, meets the requirements of Section 201-g of the New York State Labor Law.

Signature

Sworn to before me
this _____ day of _____, 20__

Notary Public