

BRIARCLIFF MANOR UNION FREE SCHOOL DISTRICT

REQUEST FOR PROPOSAL for Architectural and Engineering Services

January 23, 2023

Proposal Due No Later Than 2:00 p.m. on March 10, 2023

Introduction:

The Briarcliff Manor Union Free School District is soliciting Requests for Proposals (“RFP”) for professional architectural and engineering services by New York State licensed professional firms. The selected firm will be expected to perform design and coordination services for architectural, structural, mechanical, electrical, plumbing, geotechnical, and landscape either through in-house staff and/or sub-consultants for projects described in “Exhibit A”.

As part of the RFP, proposers should identify, in detail, the manner in which the requested services will be accomplished. The Board of Education reserves the right to award this contract at its discretion and in the best interests of the District.

District Overview:

The Briarcliff Manor Union Free School District (“Briarcliff Manor UFSD” or the “District”), located in the village of Briarcliff Manor in Westchester County, is a public school district with a Kindergarten through Grade 12 enrollment of approximately 1,300 students. The District’s facilities are between two campuses. Todd Elementary School is located on 14.75 acres and is 133,900 sq. ft. The High School and Middle School are located on one campus on 43 acres and is a combined 233,950 sq. ft. Also located on the property are various storage containers and storage sheds.

RFP Schedule:

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

Distribution of RFP	January 23, 2023
Proposer’s Site Visit:	February 13, 2023
Deadline for Submission of RFP:	March 10, 2023 at 2:00 pm
Interview with Finalists:	March 27 – 31, 2023
Board Appointment of Firm:	April 13, 2023

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. Provide a redacted copy of a Building Condition Survey and Five Year Capital Plan prepared for a similar school district. Describe the typical scope of services the firm has provided for similar school districts.
5. Provide the total construction cost, by year, for work which the 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 "Exhibit B".
7. Provide a detailed management plan explaining how the 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 the firm has been involved in with school building projects during the past ten (10) years, including any currently pending actions.
11. Include in the firm's submittal consideration of the items listed below:
 - a. Proximity of the architectural firm's offices with respect to the Briarcliff Manor area.

- b. 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.
 - c. 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.
 - d. The proposal should demonstrate familiarity with New York State and State Educational requirements.
 - e. Demonstrate what means of quality control the firm has implemented.
 - f. Describe the firm's current workload with regard to capacity to add another client.
 - g. 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 the firm should be selected by the District. Append any other additional information that would be relevant in the evaluation of the firm's 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 February 13, 2023 at 8:00AM, meeting first at the District Office, located at 45 Ingham Rd, Briarcliff Manor, NY 10510. 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 emailing Kenneth Baviello, Director of Facilities, at kbaviello@briarcliffschools.org no later than 2:00PM on February 10, 2023. Please provide the name, address and telephone number of the representative who will be attending the pre-proposal site visit.

Submission Deadline:

Proposals must be received by mail, in person or by email by the Briarcliff Manor UFSD no later than 2:00PM on March 10, 2023 to be considered. Any proposals received after this deadline will be returned unopened to the firm. All proposals and accompanying documentation become the property of the Briarcliff Manor UFSD. Each firm shall submit one (1) original proposal and one (1) copy of the proposal in a sealed envelope as follows:

Submittal of Packet:

Proposal should be clearly identified on the envelope as follows:

Briarcliff Manor Union Free School District
2023 RFP for Architectural & Engineering Services

Proposal should be mailed or hand-delivered to:

John Brucato, Assistant Superintendent for Finance & Operations
45 Ingham Rd
Briarcliff Manor, NY 10510

Digital packets should be emailed to:

Subject: Briarcliff Manor UFSD 2023
RFP for Architectural & Engineering Services

Emailed to: jbrucato@briarcliffschools.org

Questions Regarding This RFP:

Questions concerning this RFP and the procedures for responding should be sent via email to jbrucato@briarcliffschools.org. Responses will be distributed to all firms which were solicited for 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 prior to the deadline for submission of the RFP.

Proposal Evaluation Criteria:

Proposals will be evaluated based on technical qualifications, overall experience level, and cost of services. Those firms considered to be most qualified may be invited to the District for an interview.

- 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 financial statements for the two prior completed fiscal years
- 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 the size of the workforce, current workload, in house staff capabilities, Computer-Aided Design (CAD) software 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 the firm in relationship to the Brewster Central School District.
- The selected firm must include a portfolio that demonstrates a construction value of at least \$20 million in completed school construction projects. Selected firm must provide documentation describing past projects and the ability of the firm to implement projects promptly.

Right to Reject/Modify 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 the firm's 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 firm.

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.

Contractual Agreement:

Upon selection of a firm, the successful proposer will be expected to perform its services in accordance with all terms of the RFP and the agreement signed by the District and the successful proposer. The District reserves the right to independently hire other design professionals, and the selected firm may be required to coordinate services.

Extension of Contract:

If the District is satisfied with the services of the firm selected and the need arises, the District reserves the right to negotiate the terms for additional projects under the same or similar terms and conditions set forth herein.

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

Fee Structure:

Proposals submitted pursuant to this RFP shall include a lump-sum fee for the completion of the Building Condition Survey ("Exhibit D") and hourly rates for all personnel required to perform additional services ("Exhibit E"). Proposer must also include rates for both the Proposer's personnel and for any project consultants to be used for services not provided in-house.

Affirmation:

An affirmation set for in "Exhibit C" that no conflict of interest exists between the firm and the District, Board of Education members, or District Administrators must be made by the firm and the selected staff.

EXHIBIT A

Building Condition Survey & Five Year Capital Plan

During the 2023-2024 school year, the architectural firm shall perform all physical inspections required to complete the Building Condition Survey which shall be conducted by a team that includes one or more licensed architects and/or engineers. 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:

- The building site, including utilities, paving, playgrounds and playfields (including synthetic athletic surfaces)
- Roofing
- Exterior elements of the building, including walls, doors, windows and fire escapes
- Building structural elements
- Building interior finishes, doors and hardware
- Electrical systems, including service and distribution, lighting and communications, technology, infrastructure and cabling
- Plumbing, including water distribution system, drainage systems and fixtures
- Heating and cooling systems, including boilers, furnace terminal units, and control systems
- Ventilation systems
- Air conditioning systems, including refrigeration, terminal units, and control systems
- Special construction, including stairs and elevators
- Fire protection and security systems, including alarms, detection and fire protection
- Environmental features, including appearance, cleanliness, acoustics, lighting quality, thermal comfort, humidity, ventilation and space adequacy

Fieldwork for the survey must be completed no later than August 31, 2023. Based on the findings of the survey, a Five Year Capital Plan will be prepared by the architectural firm and submitted to the District no later than December 1, 2023. The report must list each item for each building and include the repair cost. Said report will also be provided in electronic format using Microsoft Excel software. 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 as close to uniform as possible.

The successful proposer is required to complete and submit all Building Condition Survey forms to the New York State Education Department on behalf of the District.

Other Potential Projects

The Briarcliff Manor Union Free School District is in the midst of a \$26.6 million capital project addressing significant infrastructure items, health and safety items and a renovation of the High School library.

The Board of Education is now evaluating facilities needs going forward and wishes to update the 5-year Capital Plan in order to identify facilities improvements in the years to come. It is noted in the District's Long Range Financial Plan that a significant amount of construction debt will be extinguished in the 2030-31 fiscal year, providing an opportunity to mitigate the tax levy impact from future capital projects.

It is anticipated that after the completion of the Building Condition Survey that a Facilities Planning Committee will be established to assist the District in prioritizing needs. The participation of the successful proposer in Facilities Planning Committee meetings is critical to informing the Committee of facilities needs. The scope of services and required deliverables for other potential projects will be determined as appropriate on a project by project basis. The District reserves the right to solicit proposals from other qualified firms for the performance of any/all other potential projects identified.

EXHIBIT B

Required Insurance

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the architect hereby agrees to effectuate the naming of the District as an additional insured on the architect's insurance policies, with the exception of 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 rated "secured" or better insurer, authorized to conduct business in New York State. A New York licensed insurer is preferred. The decision to accept specific insurers lies exclusively with the District.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers.
 - c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the District for both on-going and completed operations. 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 specific services provided by the architect (e.g., roofing, carpentry, plumbing) that are covered by the liability policies.
 - b. At the District's request, the architect shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the architect will provide a copy of the policy endorsements and forms.
 - c. A fully completed New York Construction Certificate of Liability Insurance Addendum (ACORD 855 2014/05) must be included with the certificates of insurance.
4. The architect agrees to indemnify the District for any applicable deductibles and self-insured retentions.
5. Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate
 - b. **Automobile Liability**
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles
 - c. **Workers' Compensation, Employers Liability and NYS Disability Insurance**
Statutory Workers' Compensation, Employers' Liability Insurance and NYS Disability Insurance 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.
 - d. **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.

- e. **Excess Insurance**
\$1,000,000 each Occurrence and \$2,000,000 Aggregate. Excess coverage shall be on a follow-form basis.
6. Architect acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The architect is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
 7. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The architect further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also NYSIR, as the District's insurer.

EXHIBIT C

Non-Collusive Affidavit

By submission of this proposal, the firm certifies that the firm is complying with Section 103(d) of the General Municipal Law as follows:

Statement of non-collusion in proposals to political subdivision of the state. Every bid or proposal hereinafter made to a political subdivision of the state or any public department, agency or official thereof where competition is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the proposer and affirmed by such proposer as true under penalties of perjury:

“By submission of this proposal, each firm and each person signing on behalf of any firm 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 fees 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;

- 2) Unless otherwise required by law, the fees which have been quoted in this proposal have not been knowingly 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.”

Name of Firm: _____

Proposal Submitted by: _____

Signature: _____

Date: _____

EXHIBIT D

Fee Structure

REQUEST FOR PROPOSAL ARCHITECTURAL & ENGINEERING SERVICES

BUILDING CONDITION SURVEY & FIVE YEAR CAPITAL PLAN

All inclusive cost for completion of Building Condition Survey & Five Year Capital Plan:

\$ _____

Name of Firm: _____

Proposal Submitted by: _____

Signature: _____

Date: _____

EXHIBIT E

Fee Structure

REQUEST FOR PROPOSAL ARCHITECTURAL & ENGINEERING SERVICES

OTHER POTENTIAL PROJECTS - HOURLY RATE SHEET

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

Title	Architectural Personnel	Landscape Architectural Personnel
Principal	\$ /hour	\$ /hour
Project Architect	\$ /hour	\$ /hour
Project Manager (if Prime)	\$ /hour	\$ /hour
Senior Architectural Designer	\$ /hour	\$ /hour
Junior Architectural Designer	\$ /hour	\$ /hour
CAD Draftsperson	\$ /hour	\$ /hour

Title	Structural Engineering Personnel	Electrical Engineering Personnel
Principal	\$ /hour	\$ /hour
Project Engineer	\$ /hour	\$ /hour
Project Manager (if Prime)	\$ /hour	\$ /hour
Senior Designer	\$ /hour	\$ /hour
Junior Designer	\$ /hour	\$ /hour
Engineering Technician	\$ /hour	\$ /hour
CAD Draftsperson	\$ /hour	\$ /hour

Title	Mechanical Engineering Personnel	Plumbing Engineering Personnel
Principal	\$ /hour	\$ /hour
Project Engineer	\$ /hour	\$ /hour
Project Manager (if Prime)	\$ /hour	\$ /hour
Senior Designer	\$ /hour	\$ /hour
Junior Designer	\$ /hour	\$ /hour
Engineering Technician	\$ /hour	\$ /hour
CAD Draftsperson	\$ /hour	\$ /hour

Title	Geotechnical Engineering Personnel
Principal	\$ /hour
Engineer	\$ /hour
Engineering Technician	\$ /hour
CAD Draftsperson	\$ /hour

Title	Cost Estimators
Principal	\$ /hour
Senior Estimator	\$ /hour
Junior Estimator	\$ /hour

Name of Firm: _____

Proposal Submitted by: _____

Signature: _____

Date: _____