

-- LEGAL NOTICE --

**ADVERTISEMENT FOR PROPOSALS  
FOR CONTROLLED INSPECTION SERVICES**

**RFP # 2020-01**

The Hastings-on-Hudson Union Free School District, 27 Farragut Avenue, Hastings-on-Hudson, New York, 10706, invites sealed proposals for providing **CONTROLLED INSPECTION SERVICES for the Hastings-on-Hudson Union Free School District.**

Proposals will be received at the Office of the District Treasurer, Hastings-on-Hudson Union Free School District, 27 Farragut Avenue, Hastings-on-Hudson, New York, 10706 until 10:00 a.m. on **Thursday, March 26, 2020.**

Specifications may be obtained at the Office of the District Treasurer, located at the above-mentioned address or on the District website at [www.HOHSchools.org](http://www.HOHSchools.org). The Hastings-on-Hudson Union Free School District Board of Education reserves the right to reject all proposals and the right to waive any informality in proposals.

By: **Maureen Caraballo**  
District Treasurer/Business Official  
Hastings-on-Hudson Union Free School District

Dated: **February 28, 2020**

**Hastings on Hudson Union Free School District  
27 Farragut Avenue  
Hastings on Hudson, NY 10706**

**REQUEST FOR PROPOSAL**

**CONTROLLED INSPECTION SERVICES**

**I. ABOUT THIS RFP:**

The Hastings on Hudson Union Free School District requests unit cost pricing to perform Controlled Inspection Services for the following Projects as described below:

- Hillside Elementary School Cafetorium Addition and Upgrades.
- Upgrades to Hillside Elementary School.
- Upgrades to Farragut Middle School and High School.
- Farragut Middle School Auditorium and Music Suite Renovation.

The projects listed above are included in an overall \$18.4M Capital Improvement Bond approved by voters. Proposals will be based on providing services throughout the 2020 and 2021 years, with fixed costs provided through the RFP response. A list of services requested, are provided within this RFP.

**SPECIAL INSPECTION AGENCY REQUIREMENTS**

The Special Inspection Agency must be approved and meet all applicable requirements of the NYS Department of State Division of Code Enforcement Administration (Hereafter referred to as NYSDSDCEA). All equipment used must be adequate to perform required tests and all employed personnel must be experienced and educated in conducting, supervising and evaluating tests and/or inspections. Please review Special Inspector Minimum Qualifications prior to submitting a proposal. Proof of qualifications must be submitted to the Owner prior to award.

All inspections must be documented with reports indicating that all work was done in conformance to approved construction documents, and be furnished to the Code Enforcement Official, Owner, and Design Professional. Any discrepancies must be documented appropriately and reported, as well as corrections of it must also be reported to the Code Enforcement Official, Owner, and Design Professional.

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II. REQUIRED INSPECTIONS

See List Attached.

III. SCHEDULE

Hillside Elementary School Cafetorium Addition and Upgrades

Construction Start: 8/4/2020 - Construction Complete: 8/31/2021

Upgrades to Hillside Elementary School

Summer 2020

Construction Start: 6/30/2020 - Construction Complete: 8/31/2021

Summer 2021

Construction Start: 6/28/2020 - Construction Complete: 8/31/2021

Upgrades to Farragut Middle School and High School

Summer 2020

Construction Start: 6/30/2020 - Construction Complete: 8/31/2021

Summer 2021

Construction Start: 6/28/2020 - Construction Complete: 8/31/2021

Farragut Middle School Auditorium and Music Suite Renovation

Construction Start: 3/18/2021 - Construction Complete: 8/31/2021

IV. AVAILABILITY:

1. To have an inspector on site within one (1) days' notice. The Prime Contractor will coordinate site visits by the testing laboratory.
2. Cancellation of an inspection – by 4:00PM the day prior to the inspection will not be invoiced by the testing laboratory.
3. Cancellation of an inspection (after inspector is on site) due to inclement weather, will be billed for the ½ day rate.

V. MEETINGS

Include unit provisions/costs to attend coordination meetings with the Architect, Structural Engineer, NYS Code Official, Construction Manager, and Contractors as may be necessary.

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**VI. INSURANCE REQUIREMENTS**

At the time of the proposal submission, the proposer will include a certificate of insurance. The Proposer agrees to indemnify, defend and hold harmless the School District, Architect and Construction Manager and its authorized officers, trustees, agents, and employees (the "Indemnities") from any claim, damage, liability, expense or loss including reasonable attorneys' fees and other costs, except for gross negligence or willful misconduct of the School District, Architect or Construction Manager or its respective shareholders, officers, directors, agents, employees, or consultants, or breach of this Agreement.

Without in any way affecting the indemnities herein provided and in addition thereto, the Proposer shall secure and maintain throughout the Agreement the following types of insurance:

- Comprehensive General Liability Insurance:  
= **\$1,000,000 Each Occurrence & \$2,000,000 General Aggregate**
- Automobile Liability Insurance:  
= **\$1,000,000 Combined Single Limit**
- Workers' Compensation Insurance.
- Professional Liability:  
= **\$1,000,000 Combined Single Limit.**

All insurance policies, except Workers Compensation shall contain additional insured endorsements naming the Hastings on Hudson UFSD, H2M Architects + Engineer, and Triton Construction as an additional named insured.

**VII. INFORMATION**

Questions concerning the RFP and the procedures for responding should be directed to:

**Tom Danis or Veronica Byrnes**  
**H2M Architect + Engineers**  
**Tel. 914-358- 5623**  
**tdanis@H2M.com**  
**vbyrnes@H2M.com**

**Matthew Johns**  
**Triton Construction**  
**Mobile 347 835 3557**  
**mjohns@tritonconstruction.net**

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**VIII. SUBMISSION OF PROPOSALS**

Respondents should submit an original and three (3) copies of their proposal. Proposals must be sealed in manila envelopes, including the following title on the front of each package: "PROPOSAL FOR CONSTRUCTION TESTING AND INSPECTION SERVICES". Proposals must be received no later than Thursday March 26, 2020 @ 10:00 AM at the offices of:

**District Treasurer / Business Office  
Hastings on Hudson Union Free School District  
27 Farragut Avenue  
Hastings on Hudson, NY 10706  
Attn: Maureen Caraballo**

Proposals will not be publically opened and read aloud.

**Right to Reject Proposals**

This RFP does not commit the School 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 School District intends to award a contract on the basis of the best interest and advantage to 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.

**IX. Attachments**

1. Non Collusion Certification
2. Unit Price Breakdown Form

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BID PROPOSAL CERTIFICATIONS

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

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

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Date \_\_\_\_\_

1. General Bid Certifications

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

2. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

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

Non-Collusive Bidding Certification.

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid 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 bid 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 bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder, and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award not shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

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The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph (a) 1.

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed to be performed, or goods sold or to be sold, where competitive bidding is required by state, rule regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature

(Authorized)

Title

**UNIT PRICE BREAKDOWN**  
**Special Inspections**  
**Hastings On Hudson Union Free School District**

Company Name			Price	Unit	Comments
<b>Soils</b>	Inspect Sub-Grade	Half Day			
		Full Day			
	Inspect Soil Compaction	Half Day			
		Full Day			
	Inspect Fill Placement	Half Day			
		Full Day			
	On Site Soil Sampling			ea	
	Sample Pick Up			ea	
	Density Testing			ea	
	Proctor Testing			ea	
	Sieve Analysis			ea	
	Percent Passing 200			ea	
	Hydrometer Analysis			ea	
	Backfill Material Analysis			ea	
	Formal Reports / Daily			ea	
	Formal Reports / Item testing			ea	
	Overtime - Regular Day			%	
	Overtime Saturday			%	
	Overtime Sunday and Holidays			%	
	Other - Mileage per day				
<b>Concrete &amp; Asphalt</b>	Plant Inspection	Half Day			
		Full Day			
	Field Inspection	Half Day			
		Full Day			
	Formwork & Reinforcement Inspection	Half Day			
		Full Day			
	Slump Testing			ea	
	Air Content Testing			ea	
	Unit Weight Testing			ea	
	Cast Test Cylinders			ea	
	Cylinder / Sample Pickup			ea	
	Compressive Strength Testing			ea	
	Concrete Mix Design			ea	
	Asphalt Density Testing			ea	



**UNIT PRICE BREAKDOWN**

**Special Inspections**

**Hastings On Hudson Union Free School District**

	Formal Reports / Daily			ea	
	Formal Reports / Item testing			ea	
	Concrete Slab Moisture Testing				
	Windsor Probe Testing Hardening Concrete				
	Overtime - Regular Day			%	
	Overtime Saturday			%	
	Overtime Sunday and Holidays			%	
	Other - Specify- mileage per day				
<b>Structural Steel</b>	Shop Inspection	Half Day			
		Full Day			
	Inspection and Testing of Bolted Connections (Shop)			ea	
	Inspection and Testing of Welded Connections (Shop)			ea	
	Inspection and Testing of Painting (Shop)			ea	
	Field Inspection	Half Day			
		Full Day			
	Inspection and Testing of Bolted Connections (Field)			ea	
	Inspection and Testing of Welded Connections (Field)			ea	
	Inspection and Testing of Painting (Field)			ea	
	Spray Fireproofing Inspection	Half Day			
		Full Day			
	Spray Fireproofing Density Testing			ea	
	Spray Fireproofing Adhesion / Cohesion Testing			ea	
	Ultrasonic Testing			Day	
	Magnetic Particle Testing			ea	
	Dye Penetrant Testing			ea	
	Radiographic Testing			ea	
	Formal Reports / Daily			ea	
	Formal Reports / Item testing			ea	
	Overtime - Regular Day			%	
	Overtime Saturday			%	
	Overtime Sunday and Holidays			%	
	Other - Specify- Mileage				
	<b>Masonry</b>	Field Inspections	Half Day		
		Full Day			
Mortar / Grout Testing				ea	
Sample Pickup				ea	
Mortar / Grout Unit Weight				ea	

**UNIT PRICE BREAKDOWN**

**Special Inspections**

**Hastings On Hudson Union Free School District**

	Compressive Strength Testing (Mortar / Grout)			ea	
	Compressive Strength Testing (Brick)			ea	
	Compressive Strength Testing (Block)			ea	
	Compressive Strength Testing (Cast Stone)			ea	
	Water Retention Testing (Mortar / Grout)			ea	
	Formal Reports / Daily			ea	
	Formal Reports / Item testing			ea	
	Overtime - Regular Day			%	
	Overtime Saturday			%	
	Overtime Sunday and Holidays			%	
	Other - Specify Mileage per day				
<b>Firestopping</b>	Field Inspection	Half Day			
		Full Day			
	Adhesion / Cohesion Testing			ea	
	Thickness Testing			ea	
	Density Testing			ea	
	Formal Reports / Daily			ea	
	Formal Reports / Item testing			ea	
	Overtime - Regular Day			%	
	Overtime Saturday			%	
	Overtime Sunday and Holidays			%	
	Other - Specify mileage per day				
<b>Misc</b>	PE	Half Day			
		Full Day			
	Meetings with PE			hr	
	Meetings with Qualified Personnel			hr	
	Formal Reports / Daily			ea	
	Formal Reports / Item testing			ea	
	Other - Specify mileage per day				