

OLEAN CITY SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
PROFESSIONAL ARCHITECT/ENGINEERING
SERVICES

OLEAN CITY SCHOOL DISTRICT
BUSINESS OFFICE

410 W. SULLIVAN ST. OLEAN, NY 14760

OLEAN CITY SCHOOL DISTRICT REQUEST FOR PROPOSALS

INTRODUCTION

The Olean City School District is approximately 19 square miles and is located in the small City of Olean, NY. The district serves students from the City of Olean and surrounding areas with an enrollment of approximately 1,900 students. Olean City School District provides a comprehensive educational program Pre-K-12, following the New York State Learning Standards and assessments. The district's buildings include Washington West Elementary School serving grades PK-3, East View Elementary School serving grades PK-3, Olean Intermediate Middle School serving grades 4-7, and Olean High School serving grades 8-12. In addition to our main buildings, the district has several ancillary buildings along with multiple exterior properties. The district's Board of Education recognizes that there is a need for various facility and site improvements throughout the district.

The contact person(s) in the district for this proposal is:

Jenny M. Bilotta, Business Administrator
Olean City School District
410 W. Sullivan St.
Olean, NY 14760
(716) 375-8274
jbilotta@oleanschools.org

Mark Huselstein, Director of Facilities
Olean City School District
410 W. Sullivan St.
Olean, NY 14760
(716) 375-8040
mhuselstein@oleanschools.org

RFP PROPOSED TIMELINE (The district reserves the right to revise the timeline as necessary)

| | |
|-----------------------------|-------------------|
| RFP Advertised: | February 2, 2024 |
| Walk-through | February 29, 2024 |
| Proposal Due Date: | March 28, 2024 |
| Review/Interview Period: | April 9-12, 2024 |
| Board of Education Approval | May 7, 2024 |
| Services Start | June 1, 2024 |

SCOPE OF WORK

The Olean City School District requires the services of an architect and/or engineer to perform the following work:

- Provide complete and accurate architectural and engineering services as required for approval of projects, issuance of building permits and Certificates of Occupancy by the State Education Department.
- Prepare preliminary plans in accordance with Section 155 of the Regulations of the Commissioner of Education, as well as other documents required for approval by the State Education Department

- To determine and design the most appropriate capital project for the district that will meet the district's needs in terms of functionality and future use at the most reasonable cost to the district.
- Make formal presentations to the Board of Education or various other groups (including, but not limited to district staff, parents, students and the general public).
- Prepare final plans and specifications along with other required documents for submission to the State Education Department for any/all permits/approvals required
- Provide estimate and actual costs based on categories of expenditures required by the NYS Education Department from submission to completion of a project
- Prepare and submit Certificates of Substantial Completion to Olean City School District and to the State Education Department at appropriate times. Provide Olean City School District copies of all documents sent to NYS Education Department.
- Assure that projects are completed on a timely basis, meeting any and all deadlines established by the State Education Department or the District and costs stay within approved project budget
- Planning and administration of any Capital Outlay Projects as requested by the District.

CRITERIA FOR EVALUATING RFP's

The RFP's received will be evaluated using the following criteria:

- Experience of the firm, the Principal to be assigned, and/or the Architect or Engineer of record (ex: number of years and number of projects, years in business) in providing school construction projects of the same or similar scope, along with the size of the firm.
- References from current/previous school district clients.
- Fee structure charged by the firm.
- Accuracy of estimating costs for previous school construction projects.
- Timeliness in completing previous school construction projects.
- Field visits to completed school construction projects.
- Percentage of change orders initiated by firm based on revisions required by plans and specifications for previously completed school construction projects.
- Extent of services offered.

PRE-PROPOSAL CONFERENCE AND WALK-THROUGH TOUR

A pre-proposal conference and walk-through tour of Olean City School District will be conducted on **Thursday, February 29, 2024, at 10:00 a.m.** This is the only time firms will be provided an opportunity to visit the site. 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 amendment in writing. Please register for the tour by calling or emailing Jenny Bilotta, no later than **2:00 p.m., Wednesday, February 28, 2024.**

SUBMISSION OF PROPOSALS

All costs associated with preparing a proposal are the responsibility of the Proposer. Deadline for submission of proposals is **1:00 p.m. on March 28, 2024.** Any proposals received after this deadline will be returned unopened to the firm. All proposals and accompanying documentation shall become the property of the Olean City School District. Each firm shall submit one (1) original proposal and six (6) copies in an envelope labeled "Proposal for Architect/Engineer Services" to:

Jenny M. Bilotta, Business Administrator
Olean City School District
410 W. Sullivan St.
Olean, NY 14760

RIGHT TO REJECT PROPOSALS

The district intends to award a contract on the basis of the best interest to the district and reserves the right to accept or reject any or all proposals received as a result of this request.

FORMAT OF PROPOSALS

To enable the District to compare proposals received, please complete the following documents to submit with your proposal:

Appendix A: Architect/Engineering Services Questionnaire
Appendix B: Fee Schedule

INSURANCE REQUIREMENTS

Worker's Compensation and other Mandated Insurance: Each proposer shall maintain during the life of the contract Worker's Compensation and Disability Insurance as required by the laws of New York State, for all its employees engaged in work under this contract.

General Liability Insurance: Each proposed shall maintain during the life of the contract a Comprehensive General Liability Insurance Policy that includes bodily injury, personal injury and property damage applicable to ongoing operations and contractual liability.

General Liability Aggregate: \$2,000,000.00
Personal Injury: \$1,000,000.00

Automobile Liability: Each proposed shall maintain during the life of the contract a General Automobile Liability Insurance Policy that covers all of its employees engaged in work under this contract.

Combined Single Limit: \$1,000,000.00

Excess Liability and/or Umbrella Liability Coverage:

Each Occurrence: \$5,000,000.00

Aggregate: \$5,000,000.00

TERMINATION CLAUSE

Olean City School District reserves the right to terminate any contract resulting from this proposal with thirty (30) days written notice to the contractor. The District agrees to show cause and allow the vendor the opportunity to rectify problems. However, if in the sole opinion of the Board of Education, the vendor has not resolved the problem to the satisfaction of the District in a timely manner, said contract shall be terminated.

PRIVACY AND CONFIDENTIALITY

New York State Education Law Section 2-d Requirements – If under this agreement, the contractor receives access to student, teacher or principal data, as those terms are defined in Section 2-d to carry out its obligations, the contractor agrees that the confidentiality of the shared data shall be maintained in accordance with applicable state and federal law (including but not limited to section 2-d), as well as, policies of the District regarding data security and privacy.

APPENDIX A: ARCHITECT/ENGINEER SERVICES QUESTIONNAIRE

Firm Name: _____

Address: _____

Contact Person: _____ Phone: _____

Authorized Signature: _____ Date: _____

1. Provide a company profile that includes the following:
 - a. General history and background of the firm.
 - b. Size of firm (number of employees) – identify the employees with expertise in NYS Education Department procedures for public school projects.
 - c. Number of years the firm has been in business.
 - d. Type of services the firm can provide (i.e. full services, limited services with subcontractors, etc.). If any services are provided by an outside vendor, please provide information about each vendor.
 - e. Experience in representing district in the avoidance, analysis and/or resolution of construction disputes and/or claims.

2. Provide a list of individuals in the firm with expertise in public school construction that will be directly involved with the District and whose participation will be contractually committed to the District. Please include the following for the individuals identified:
 - a. Years of experience with NYS public school construction.
 - b. Educational Background.
 - c. How long has person(s) been with firm.
 - d. Any special skills/certifications.
 - e. Approximate percentage of time each key person will devote to this District.

3. List of current districts working in or districts worked in during the past five (5) years that includes:
 - a. Projects designed and/or completed - including dollar value of project.
 - b. Contact person and phone number for each District listed for references.
 - c. Provide evidence that your firm demonstrates the ability to design school space which conforms to the instructional vision of the district.

4. Proof of liability insurance.

This form must be signed and returned with the following documents:

1. Affidavit of Compliance
2. Non-Collusive Bidding Certificate
3. The Iran Divestment Act Certification
4. State Finance Law 139-1 Certification
5. All forms indicated throughout the Specifications

APPENDIX B: FEE SCHEDULE
REQUEST FOR PROPOSAL Architect/Engineering Services

To be opened 1:00 P.M, March 28, 2024

| FEE STRUCTURE | |
|---|-----------|
| Indicate your proposed fee structure for the services as described in the RFP for: | |
| Scope A) Architectural and Engineering Services – Project Planning | \$ |
| or | % |

Notes: _____

Name: _____ Title: _____
(Please Print)

Signature: _____

Date: _____

AFFIDAVIT OF COMPLIANCE

STATE OF _____
COUNTY OF _____

_____, being duly sworn, deposes and says:

1. That (s)he is an officer or representative of _____ and that (s)he has the authority to sign this affidavit.

2. This affidavit is offered as an inducement to Olean City School District to award to _____ such purchase contracts for goods or services as directed by the Board of Education, in accordance with New York State law and with District policy.

3. That no Officer, Employee or Stockholder of the above referenced vendor is an employee, in any position, administrator or Board Member at Olean City School District.

BY: _____
Signature of Representative of Firm or Corporation

NAME: _____ TITLE: _____
Please Print Please Print

DATED: _____

SWORN to before me this

_____ day of _____ 20__

Notary Public: _____

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid for Architect/Engineering services, each bidder and each person signing on behalf of any bidders, 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 knowingly been 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.

NAME OF COMPANY: _____
Individual or Legal Name of Firm or Corporation

BY: _____
Signature of Representative of Firm or Corporation

NAME: _____ TITLE: _____
Please Print Please Print

DATE: _____

IRAN DIVESTMENT ACT CERTIFICATION

The Iran Divestment Act of 2012 (“Act”), Chapter 1 of the 2012 Laws of New York, added State Finance Law (SFL), §165-a and General Municipal Law §103-g, effective April 12, 2012. Under the Act, the Commissioner of the New York State Office of General Services (“OGS”) developed a list (“Prohibited Entities List”) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). In accordance with SFL §165-a(3), the Prohibited Entities List may be found on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.

Pursuant to General Municipal Law §103-g, by signing below, Bidder certifies as true under the penalties of perjury that: By submission of this proposal each Bidder and each person signing on behalf of any Bidder 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 Bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.

A proposal shall not be considered for award nor shall any award be made where the certification has not been made, provided, however, that if in any case the Bidder cannot make the certification, the Bidder shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefor. The Olean City School (“District”) may award a contract to a Bidder who cannot make the required certification on a case-by-case basis if:

- 1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran: or
- 2) The District makes a determination that the goods and services are necessary for the District to perform its functions and that, absent such exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

During the term of the Contract, should the District receive information that a person is in violation of the above referenced certifications, the District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contractor in default.

The District reserves the right to reject any bid, proposal, contract or request for assignment for an entity that appears on the Prohibited Entities List prior to the award or execution of a contract or any renewal thereof, as applicable, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities List after contract award.

NAME OF COMPANY: _____
Individual or Legal Name of Firm or Corporation

BY: _____
Signature of Representative of Firm or Corporation

NAME: _____ TITLE: _____
Please Print Please Print

DATE: _____

State Finance Law § 139-L Certification

Pursuant to N.Y. State Finance Law § 139-L, every bid made on or after January 1, 2019 to the State or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, and where otherwise required by such public department or agency, shall contain a certification that the bidder 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 shall, at a minimum, meet the requirements of N.Y. State Labor Law § 201-g.

N.Y. State Labor Law § 201-g provides requirements for such policy and training and directs the Department of Labor, in consultation with the Division of Human Rights, to create and publish a model sexual harassment prevention guidance document, sexual harassment prevention policy and sexual harassment prevention training program that employers may utilize to meet the requirements of N.Y. State Labor Law § 201-g. The model sexual harassment prevention policy, model sexual harassment training materials, and further guidance for employers, can be found online at the following URL: <https://www.ny.gov/combating-sexual-harassment-workplace/employers>.

By submission of this bid for Architect/Engineering Services, 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 the bidder 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 shall, at a minimum, meet the requirements of section two hundred one-g of the labor law. If the bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the bid a signed statement that sets forth in detail the reasons that the bidder cannot make the certification.

By signing, you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this Certification document and that all information provided is complete, true and accurate.

Authorized Signature

Date

Print Name

Title

Company Name

D/B/A – Doing Business As (if applicable)

Address

City

State

Zip

PREVAILING WAGE ACKNOWLEDGEMENT

This project is a "Public Work" project and is subject to all the provisions contained in the New York State Labor Law. Contractor shall comply with all the provisions of the Labor Law, including but not limited to Article 8, 8-A and 9 of said Law. The awarded contractor shall insure that each laborer, worker, or mechanic employed by the contractor or subcontractor shall be paid not less than the prevailing rate of wages as indicated on the current wage schedule provided by the New York State Department of Labor, Bureau of Public Work. Please see paragraph 17 in the specification and conditions portion of these documents.

In addition, in order to ensure compliance with these provisions, the Contractor and subcontractor(s) if any shall submit to the District with all requests for payment, certified payrolls or transcripts of the original payroll record, subscribed and affirmed as true under the penalties of perjury. At a minimum, payrolls must show the following information for each person employed on a public work project: Name, social security number, classification(s) in which the worker was employed, hourly wage rate(s) paid, supplements paid or provided, and daily and weekly number of hours worked in each classification. Olean City School District will not make payments to any vendor without these certified payrolls.

Vendors currently on the NYS Labor Department Debarred list will not be considered.

A current schedule is available on the New York State Department of Labor's website at www.labor.state.ny.us under. New wage schedules are available on July 1 of each year.

Signed: _____ Date: _____

Print Name: _____ Phone: _____

Company Name: _____

Federal ID Number: _____

Address: _____

THIS FORM MUST BE SUBMITTED WITH YOUR INFORMAL QUOTE OR FORMAL BID