

MANHASSET UNION FREE SCHOOL DISTRICT

200 Memorial Place, Manhasset, New York 11030

REQUEST FOR PROPOSALS

RFP No. 2026-02

ARCHITECTURAL AND ENGINEERING SERVICES

NOTICE TO PROPOSERS

The Board of Education of the **Manhasset Union Free School District** (“District”) hereby invites the submission of **sealed proposals** from qualified firms for the provision of **Architectural and Engineering Services**, in accordance with the requirements set forth in this Request for Proposals (“RFP”).

Proposals must be clearly marked with the RFP title and number and delivered to:

Gerard Antoine

Assistant Superintendent for Business & Operations

Manhasset Union Free School District

200 Memorial Place

Manhasset, NY 11030

Phone: 516-267-7700

All proposals will be received until 11:00 a.m. on Monday, June 1, 2026, in the School Districts Office. All Sealed Proposals received by 11:00 a.m. on Monday, June 1, 2026, will be publicly acknowledged in the School District’s Community Room on Monday, June 1 2026. All interested proposers may attend the public acknowledgement of proposals. Late proposals will not be accepted.

A separate sealed envelope labeled “FEE PROPOSAL” shall be submitted containing all pricing information, as required in the RFP.

RFP documents may be obtained from the District’s website at www.manhassetsschools.org or upon request from the Office of the Assistant Superintendent for Business & Operations at Gerard_Antoine@Manhassetsschools.org . Manhasset UFSD operates an Administration Building and three schools: Munsey Park Elementary School, Shelter Rock Elementary School, and Manhasset Secondary School.

Proposals shall remain **irrevocable for sixty (60) days** following the submission deadline. The District shall not be responsible for any expenses incurred in the preparation or submission of a proposal.

The Board of Education **reserves the right to reject any or all proposals**, waive any informalities or irregularities, request additional information, and award the contract in the best interest of the District.

Architectural and engineering services are professional services and thus not subject to competitive bidding under New York General Municipal Law §103. Selection will be based on an evaluation of each proposer's qualifications, experience, and demonstrated ability to meet the District's needs; cost will be considered but will not be the sole determining factor.

All questions regarding this RFP must be submitted in writing to Gerard_Antoine@ManhassetSchools.org no later than May 21, 2026 by 3:00 p.m. Written responses will be issued by addendum and posted on the District's website.

If the District elects to hold a pre-proposal meeting or facility walkthrough, notice will be posted on the District website.

SECTION 1 — INTRODUCTION

The **Manhasset Union Free School District** ("District") is a public K–12 school district located on the North Shore of Long Island in Nassau County. The District's administrative offices and secondary school campus are located at **200 Memorial Place, Manhasset, New York 11030**.

The District currently operates three schools serving the Greater Manhasset community:

- **Munsey Park Elementary School (K–6)**, 1 Hunt Lane, Manhasset, NY 11030
- **Shelter Rock Elementary School (K–6)**, 27A Shelter Rock Road, Manhasset, NY 11030
- **Manhasset Secondary School (Grades 7–12)**, 200 Memorial Place, Manhasset, NY 11030

The District is soliciting proposals from qualified architectural and engineering ("A/E") firms to provide professional services relating to facility improvements, capital construction projects, educational space upgrades, and long-term planning needs. These services may include architectural design, engineering analyses, project planning, construction documents, bidding assistance, construction administration, and other related tasks customarily performed by A/E firms serving New York public school districts.

Any capital project undertaken by the District is subject to the requirements of the **New York State Education Department (NYSED)**, including the Office of Facilities Planning ("SED" or "OFFP"), and must comply with all applicable federal, state, and local laws, regulations, and

codes. The successful firm will be required to prepare all necessary submissions to SED and work cooperatively with District officials and consultants in meeting regulatory and project milestones.

The District intends to enter into an agreement with the selected firm following approval by the Board of Education. The District reserves the right to amend the terms of the agreement and to renew the agreement annually for up to five (5) years, at its sole discretion, contingent upon satisfactory performance and continued District need.

SECTION 2 — SCOPE OF SERVICES

1. The Proposer shall provide the following services to assist the District in establishing the District's program and the financial and time requirements and limitations:
 - a. **Project Administration services**, including but not limited to: project-related research; conferences; visits to sites to obtain information on building services and equipment; agency consultations; research of applicable regulations; preparation of written and graphic explanatory materials; verification of proposed locations of power requirements for each room; verification of the accuracy of drawings or other information supplied by the District, including visual observations of site conditions and other visual observations which may impact the services being rendered hereunder; detailed quantity surveys or inventories of material, equipment or labor; and analysis of ownership and operating costs.
 - b. **Programming services** required to establish detailed project requirements, including design objectives, limitations, criteria, flexibility, and expandability.
 - c. **Space Schematics/Flow Diagrams**, consisting of diagrammatic studies and descriptive text addressing internal functions, human/vehicular/material flow patterns, general space allocations, special facilities and equipment, materials handling, flexibility, and expandability.
 - d. **Presentations** concerning proposed capital improvement projects and Proposer recommendations to the District and such other entities as the District may require.
 - e. **Review of existing facilities**, including but not limited to site work, landscaping, playing fields and playgrounds, sidewalks and curbs, roadways and parking, fencing, drainage, architectural finishes and systems, masonry, metal fabrications, cabinetry, woodwork, roofing, insulation, roof drainage, flashing, sealants, doors and frames, overhead doors, windows, hardware, glazing, interior partitions and finishes, flooring, acoustical treatments, marker boards and blackboards, toilet partitions and accessories, signage, lockers, folding partitions, food service equipment, science equipment, library casework, furniture, theater seating, conveying systems, fuel oil storage, pipe insulation, plumbing systems and fixtures, pneumatic controls, boilers

and burners, domestic water systems, unit ventilators, air-handling equipment, exhaust systems, electrical service and lighting, fire alarm, and communication systems, for the purpose of capital improvement project development.

The Proposer shall also review and update the District's Long-Range Plan for Educational Facilities and shall prepare a Facilities Needs Assessment Summary based on that plan.

2. The Proposer, in consultation with central administration, building-level administrators, and other persons or entities designated by the Board of Education, shall develop a written plan for capital improvement project(s) to ascertain District needs and to establish project requirements.
3. Upon request, the Proposer shall prepare a cost estimate of any proposed capital improvement work, outlining the appropriation necessary for the project(s), including all associated costs.
4. The Proposer shall include a preliminary schedule of critical items required to accomplish the work of the project(s). The schedule shall reflect timetables commencing with the Design Development Phase and continuing through final closeout of all contracts within the capital improvement program ultimately developed by the District.
5. The Proposer shall review with the District alternative approaches to the design and construction of project(s).
6. To the extent required in the Proposer's professional judgment, the Proposer shall retain consultants in the following fields: acoustics, audio-visual, civil engineering, computer networking, electrical engineering, fire protection/health and safety, kitchen/food service, landscape architecture, lighting, mechanical engineering, equipment, roofing, specifications, structural engineering, vertical transportation, athletic/stadium/arena, theater/performing arts, educational facilities, library, and cost estimating.
7. The Proposer shall be responsible for the submission of all required reports and documents to the New York State Education Department in connection with any project(s).
8. In addition to the above, the Proposer shall provide all services for project budgeting and construction administration from inception through closeout, including but not limited to:
 - a. Obtaining and providing estimated and actual construction and soft costs throughout the Project(s), itemized in accordance with New York State Education Department expenditure categories or as otherwise requested by the District.
 - b. Providing complete and accurate architectural and engineering services required for approval of the Project(s), issuance of Building Permits, and Certificates of Occupancy by the New York State Education Department.

- c. Preparing plans and specifications, along with all other documents required for submission to and approval by the New York State Education Department.
- d. Preparing all plans, specifications, and bidding documents in accordance with applicable law, rules, regulations, codes, and ordinances, including but not limited to Part 155 of the Regulations of the Commissioner of Education.
- e. Administering the project schedule and budget within the deadlines and parameters set by the District.
- f. Preparing and submitting all documents required by the New York State Education Department for final closeout of the Project(s).
- g. Making formal presentations to the Board of Education and other groups or individuals as requested by the District.
- h. Providing assistance and consultation to the District in connection with administrative and submission requirements of the Project(s).
- i. The Proposer shall submit **Monthly Status Reports** to the District for all active assignments, including:
 - Summary of work completed and anticipated work
 - Updated schedule status
 - Budget-to-actual summary
 - Change order log

 - Allowance log
 - SED submission/approval status

SECTION 3 — THE SELECTION PROCESS

A. Timetable

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

Deadline for submission of proposals:

Monday, June 1, 2026 by 11:00 a.m.

Interviews with finalists:

Thursday, June 18, 2026

The District reserves the right to interview any or all of the proposers in its sole discretion. Dates for interviews will be determined following the submission of proposals.

Selection of architect/engineer:

Thursday, July 9, 2026, Reorg Meeting.

Contract review and execution:

To be scheduled with the District's legal counsel following selection of architect/engineer by the Board of Education.

B. Site Visits

Proposers may visit the District's buildings by making prior arrangements with the Director of Buildings and Grounds. No one may visit a building or site without an appointment.

C. Proposal Evaluation Criteria

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

1. Experience and Qualifications of the 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 five (5) years of experience in the provision of architectural services on projects involving school district renovations, alterations and/or additions.
- b. At least five (5) years of experience or the equivalent in the provision of engineering consulting services on projects involving school district renovations, alterations and/or additions.
- c. At least five (5) projects of school district expansions, renovations and upgrades.
- d. At least five (5) projects of similar size and scope.
- e. Experience and/or familiarity with the District and its surrounding areas.
The individual/firm and all assigned key professional staff must be properly licensed to practice architecture and/or engineering in the State of New York. Proof of such licensure shall be provided as part of the proposal.

2. Ability to Implement Project(s) 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. Evaluation will take into consideration workforce size, current workload, in-house staff capabilities, CAD capability and related factors. Proposals must detail how the Proposer will undertake the services described herein and address the points and needs outlined in this RFP.

3. Level of Client Satisfaction as determined from supplied references.

4. **Logistics and Familiarity with the Geographic Area.**
5. **Experience and Qualifications of the Professional Staff** to be assigned to this project.
6. **Proposed Methodology and Demonstrated Understanding of Project Requirements and District Needs**, including the need for a coordinated team effort with the District and other construction professionals.
7. **Demonstrated Knowledge of:**
 - a. New York State Education Department Project Application and Approval Process.
 - b. New York State Education Department Office of Facilities and Management Services Forms.
 - c. Application and Certificate for Payment (AIA Document G702/CMA).
 - d. Green Building Design and NYSED CHPS requirements.
 - e. New York State Education Department Change Order Process.
8. **Fee for Services** (submitted in a separate sealed envelope marked "Fee Proposal").

9. **Insurance Requirements:**

Notwithstanding any terms, conditions, or provisions in any other writing between the parties, the Architect agrees to effectuate the naming of the **Manhasset Union Free School District**, its Board of Education, officers, employees, and volunteers, as an **unrestricted additional insured** on the Architect's insurance policies, **except** for Workers' Compensation and Professional Liability. If any required policy is written on a "claims-made" basis, the retroactive date must precede the date of the contract.

All required insurance policies shall:

- Be purchased from an insurer rated at least A- ("Secured") by A.M. Best and licensed to do business in New York State.
- Include 30 days' prior written notice of cancellation, non-renewal, or material change.
- State that coverage is primary and non-contributory to any insurance maintained by the District.
- Provide a waiver of subrogation in favor of the District on all policies, including Workers' Compensation.
- List the District as an additional insured using endorsement CG 20 10 11 85 or equivalent; if another endorsement is used, a copy must be attached to the Certificate of Insurance.
- Include all required additional insured endorsements, primary/non-contributory endorsements, and waiver of subrogation endorsements attached to the certificate.

The Architect agrees to indemnify and hold the District harmless for any applicable deductibles or self-insured retentions.

Required Policy Limits:

- **Commercial General Liability:** \$2,000,000 per occurrence / \$4,000,000 aggregate
- **Automobile Liability:** \$1,000,000 combined single limit (owned, hired, borrowed, and non-owned vehicles)
- **Workers' Compensation and NYS Disability:** Statutory coverage with waiver of subrogation
- **Architects & Engineers Professional Liability (Errors & Omissions):**
\$2,000,000 per claim / \$4,000,000 aggregate
 - Retroactive date must precede contract execution
 - Coverage must remain in effect for **two (2) years** following completion
 - If environmental services are provided, the policy must include appropriate environmental liability coverage
- **Excess/Umbrella Liability:** \$3,000,000 per occurrence / \$5,000,000 aggregate, **follow-form**

Failure to obtain required insurance constitutes a material breach of contract. A letter from the Proposer's insurance carrier confirming its ability to meet these requirements must be submitted with the proposal.

10. Pending Litigation and Insurance Claims:

Proposers must provide a list of all pending litigation and any pending insurance claims filed with current or previous insurance carriers, along with the nature of each claim.

SECTION 4 — RFP PROCEDURES

A. Information and Documents

Questions concerning this RFP and the procedures for responding shall be directed **in writing** to:

Gerard Antoine

Assistant Superintendent for Business & Operations

Manhasset Union Free School District

Email: Gerard_Antoine@manhassetsschools.org

Phone: 516-267-7700

Questions must be received no later than Monday, May 21, 2026 by 3:00 p.m.

Written responses will be distributed to all prospective Proposers.

B. Submission of Proposals

Proposers shall submit **one (1) original and five (5) copies** of their proposal. Each form in this RFP must be completed, signed, and notarized where indicated.

To prevent unauthorized opening, the sealed envelope shall be clearly labeled:

“ARCHITECTURAL/ENGINEERING PROPOSAL – MANHASSET UNION FREE SCHOOL DISTRICT.”

C. Modification or Withdrawal of Proposals

Any proposal may be withdrawn or modified by written request of the Proposer, provided such request is received by the District **prior to the deadline for receipt of proposals.**

D. Right to Reject Proposals

This RFP does not commit the District to award a contract, pay any proposal preparation costs, or procure or contract for services.

The District reserves the right to:

- Accept or reject any or all proposals
- Waive informalities or irregularities
- Request additional information from any Proposer
- Negotiate with any or all qualified Proposers
- Cancel this RFP in part or in its entirety
- Select the proposal that best meets the needs of the District, **whether or not it is the lowest priced**

No Proposer shall obtain any legal or equitable rights from submitting a proposal, except to the extent the District enters into a written agreement with the selected Proposer.

SECTION 5 — 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 those sections described as optional). Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The 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 projects.

FORM I:

Form I should describe the overall makeup of the project team and provide a detailed statement as to how the Proposer intends to meet the needs of the District. Proposers should include a chart depicting the management structure envisioned for the projects. Include the size of the firm and the location of the office from which the work of this contract is to be performed. Provide a listing of all in-house services provided (i.e., architectural, engineering, site planning, surveying, environmental, etc.).

FORM II:

Form II should provide information about the Proposer and each independent contractor/consultant to be used by the successful Proposer to provide the services to the District, if applicable. Include addresses, telephone and fax numbers, names of the contact person and lead person, qualifications, licenses, and a statement of insurance coverage. Any independent contractor/consultant listed must be accompanied by a brief description of the services that it will provide to the District as part of the proposed project(s). Individual résumés for each of the individuals on the project team must be included in this section.

FORM III:

Form III should describe the prior relevant experience of the Proposer, project team members, and independent contractors (if any). For each project, include:

1. Customer's name
2. Total project capital cost
3. Type of contract
4. Name and telephone number of the reference
5. Brief description of the project's scope of services and status, including:
 - Type of facility
 - Whether the project was completed on time
 - Whether significant problems occurred affecting performanceThe District reserves the right to contact any references and/or visit any project sites provided by the Proposer.
6. Photographs and/or video of any projects in school districts of similar size and scope.

7. A portfolio of notable school, municipal, or other projects, in addition to school district projects, demonstrating relevant experience.

FORM IV (Optional):

Form IV may include any additional information about the project team, its personnel, financial condition, or qualifications that the Proposer regards as pertinent.

B. Financial Background Information

Section B must contain detailed information concerning the financial background of the Proposer and any independent contractors to be engaged by the Proposer, including but not limited to financial statements, annual reports, and similar documentation covering the last two (2) fiscal years for the Proposer and for any independent contractor/consultant.

C. Form of Proposal (Fee Proposal Requirements)

Proposals submitted pursuant to this RFP shall include the Proposer's cost to perform the services set forth herein. Proposers shall provide the cost for various capital improvement projects. Proposers are asked to avoid the use of sliding-scale percentage proposals and are encouraged to supply a proposal based upon a single percentage fee of project cost or a fixed fee for services. Additionally, the Fee Proposal shall include hourly rates for any additional related architectural/engineering services requested by the District that do not fall within the scope of work identified in this RFP.

Certification: Provide certification that the person signing the Fee Proposal is entitled to represent the Proposer, is empowered to submit the Fee Proposal, and is authorized to sign a contract with the District.

Reimbursement Statement: Provide a statement that the Proposer will not seek reimbursement for travel, lodging, subsistence, or other out-of-pocket costs incurred in connection with this contract, except for reimbursable expenses expressly defined herein.

Reimbursable Expenses: Provide a listing of all reimbursable expenses not included in the Fee Proposal (e.g., specialized testing, services requiring in-depth investigation, detailed analysis and corrective action under §155.4(2)(iv) of the Commissioner's Regulations, and report reproduction costs). Reimbursable expenses shall be compensated at actual cost with **no markup**, and original provider invoices must accompany the Proposer's invoices to receive compensation.

The Fee Proposal shall contain all pricing information relative to the performance of the contract as described in this RFP, including:

1. **A single percentage fee or fixed fee** for architectural/engineering services.
2. **Hourly rates** for additional services outside the basic scope.

3. **Reimbursable expenses, listed and priced.**
4. **Flat-fee pricing for NYSED-mandated services, specifically:**
 - o **Five-Year Building Condition Survey (BCS).**
 - o **Five-Year Facilities Plan.**

The Fee Proposal must be submitted in a separate sealed envelope marked **“Fee Proposal.”**

D. Form of Agreement

The District does not intend to use an AIA Standard Form contract in connection with the services to be provided herein. The terms of the District’s agreement are annexed to this RFP as **Articles 1–14**. The District reserves the right to amend the terms of this agreement. The District further reserves the right to renew any resultant agreement on an annual basis at the same rates for up to five (5) years.