REQUEST FOR PROPOSAL

ARCHITECTURAL AND ENGINEERING SERVICES

FOR THE 2026-2027 SCHOOL YEAR

SOUTH ORANGETOWN CENTRAL SCHOOL DISTRICT
160 VAN WYCK ROAD
BLAUVELT, NY 10913

Issued: June 4, 2026

DEADLINE FOR SUBMISSION OF PROPOSALS

Date: June 24, 2026
Time: 10:00 a.m.
Place: South Orangetown Central School District
c/o Candace Perkins - Purchasing Supervisor
160 Van Wyck Road
Blauvelt, NY 10913

PUBLIC NOTICE

REQUEST FOR PROPOSAL FOR
ARCHITECTURAL AND ENGINEERING SERVICES

The Board of Education of the South Orangetown Central School District invites sealed proposals for providing Architectural and Engineering Services. The Request for Proposal including forms for proposal, certification, conditions, and specifications may be obtained from the South Orangetown Central School District's Business Office – Purchasing Department at 160 Van Wyck Road, Blauvelt, New York 10913.

In all cases it must be understood that the conditions and specifications of the South Orangetown Central School District shall apply. Proposals must be received in sealed, opaque envelopes marked "Architectural & Engineering Services" and will be received until 10:00 a.m. on June 24, 2026 at the South Orangetown Business Office. The Board of Education reserves the right to reject all proposals, waive any informalities in proposals and to negotiate any portion of proposals.

Proposals will be evaluated on a weighted system established by the District for each of the categories to be reviewed. Any aspects of the service not addressed by specifications are left for the Proposer to address. Alternatives to the specifications or additions to the specifications are to be clearly identified by the Proposer.

	Category	Weight
1	Qualifications	30
2	References	25
3	Experience	30
4	Cost	15
TOTAL		100

Any public notice soliciting the proposals for services as well as any instructions provided to potential respondents to a request for proposal, shall specify all of the criteria to be used in evaluating such proposals and shall specify the weights the District has assigned to each criterion for the purpose of evaluating proposals submitted in response to the request for proposals. For this purpose no single criterion shall be weighted in excess of 50% of the total weight of all criteria to be used.

South Orangetown Central School District
Business Office
160 Van Wyck Road
Blauvelt, New York 10913
www.socsd.org

 Proposer's Initials: _____

NOTICE TO PROPOSERS
REQUEST FOR PROPOSAL - ARCHITECTURAL AND ENGINEERING SERVICES

The Board of Education of the South Orangetown Central School District (the "District") invites the submission of sealed proposals for providing qualified Architectural and Engineering Services to the District in accordance with the requirements set forth in this Request for Proposal ("RFP") on an as-needed basis, including capital appropriation projects included in the operating budget, building condition survey, visual inspection, referendum preparation, and other District needs as indicated in this RFP. This RFP may be obtained as publicly posted and/or by email to cperkins@socsd.org.

Deadline for Submission of Proposals:
Hard copies of Proposals must be received by the District in sealed, opaque envelopes marked " Architectural/Engineering Services" by or before 10:00 a.m. on Wednesday June 24, 2026..

Description of the School District:
The South Orangetown Central School District, located in Rockland County in the State of New York, serves students from Kindergarten through twelfth grade. The District is comprised of nine (9) facilities and associated grounds. Locations are as follows:

Facilities	**Location**
Tappan Zee High School	16 Dutch Hill Road, Orangeburg, NY 10962
South Orangetown Middle School	160 Van Wyck Road, Blauvelt, NY 10913
Cottage Lane Elementary School	120 Cottage Lane, Blauvelt, NY 10913
William O. Schaefer Elementary School	140 Lester Drive, Tappan, NY 10983
Tappan Zee Elementary School	561 Route 9W, Piermont, NY 10968
Palisades School Building	680 Oak Tree Road, Palisades, NY 10964
Greenbush Academy	534 Western Highway, Blauvelt, NY 10913
Dominican College - Casey Hall	470 Western Highway, Orangeburg, NY 10913
Dominican College - Cooke Hall	470 Western Highway, Orangeburg, NY 10913

Please be advised that the District has a tunnel system at various locations and contractors may be required to perform work in these areas.

General Information and Conditions

1. One original complete proposal must be submitted in a sealed envelope addressed as follows:

Candace Perkins - Purchasing Supervisor
South Orangetown Central District
160 Van Wyck Road
Blauvelt, NY 10913
Request for Proposal
Architectural and Engineering Services 2026-27

No faxed or emailed copy of the proposal will be accepted in lieu of the original sealed proposal.

 Proposer's Initials: _____

2. **Proposals submitted in conformance with this RFP will be received until Wednesday June 24, 2026** at 10:00 a.m. at the South Orangetown Central School District, Blauvelt, New York as provided above.

3. The Director of Facilities will be conducting a walkthrough of the District buildings on **June 11th at 10am**, beginning at the South Orangetown Middle School.

4. Notice of Interest form must be filled out and returned to the address above or to cperkins@socsd.org by June 18, 2026. Form attached in Appendix section of the RFP

5. There is no expressed or implied obligation for the District to reimburse responding persons for any expenses in preparing proposals in response to this RFP.

6. The South Orangetown Central School District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance of the conditions contained in this RFP, unless any and all exceptions are clearly and expressly noted in the proposal submitted, subject to any final terms in any contract between the District and a selected proposer, if any.

7. Proposals must include original copy, and an electronic copy (sent to cperkins@socsd.org) of all pages of the RFP with each page initialed by the proposer. All proposals must be submitted on and in accordance with the forms included in this document. The proposal sheets are not to be removed from the document.

8. Where dollar sums are requested by any of the proposal forms, such sums shall be expressed in both words and figures. In a case of discrepancy between the two, the written amount will govern.

9. A proposer shall not make any stipulations on any a proposal forms or qualify its proposal in any manner. No proposal will be considered which purports to qualify, limit, amend or omit any requirement of the RFP.

10. A proposal shall include the legal name of the proposer (and any trade names) and a statement whether the proposer is a sole proprietor, a partnership, a corporation or other legal entity, and fully licensed and in good standing to do business in the State of New York, and shall be signed by the person or persons legally authorized to bind the proposer to a contract. All required signatures shall be handwritten in ink with the full name of the person executing same. Initials, stamps, photocopies or other copies, or company names may not be used in lieu of any required signature. A proposal by a corporation shall also give the State of incorporation and have the corporate seal affixed on the signature pages of each form of proposal. A proposal submitted by an agent shall have a current Power of Attorney attached certifying the agent's authority to bind the proposer.

11. All submissions, proposals, and information submitted in response to this RFP shall become the property of and owned by the District and may be disposed of without notification.

 Proposer's Initials: _____

12. The District does not intend to use an AIA Standard Form Agreement for the services to be provided by the selected proposer, but rather intends to execute the MODIFIED AIA Document B102 – 2017 included as part of this RFP as **Appendix 9**. If the proposer does not agree or takes exception to any of the terms in the form of contract in Appendix 9, proposer must submit any requested deviations (addition, deletion, modification) with its proposal in the form of a backline hard copy contract edit. Otherwise, by submission of a proposal, proposer shall be deemed to have reviewed and agreed to all of the terms and conditions in the form of contract included as Appendix 9. Notwithstanding anything to the contrary in the preceding or this RFP, the District reserves the right to include additional terms in the final contract with the successful proposer and to make changes to any terms and conditions in the form of contract included as Appendix 9 in its sole discretion. In any event, the final contract shall be in a form and contain provisions acceptable to the District and will be subject to the approval of the Board of Education of the South Orangetown Central School District in its sole discretion.

13. Questions regarding this RFP and the procedures for responding, shall be directed, in writing by email, to Candace Perkins, Purchasing Supervisor South Orangetown Central School District at (cperkins@socsd.org). Answers will be provided in writing to proposers who have obtained RFP documents as an addendum, if such information is issued.

14. Prices and information required, except signature of proposer, should be typewritten for legibility. Illegible or vague proposals may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.

15. All proposals received after the deadline stated in this RFP will not be considered. The proposer assumes the risk of any delay in the mail or by means of personal delivery, the proposer assumes responsibility for having its proposal deposited on time at the place specified.

16. 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 Board of Education reserves the right to reject, without prejudice, any and all proposals submitted in response to this RFP, to request additional information from some or all proposers, to waive any informalities or irregularities, in proposals, to negotiate with any or all proposers - any portion of any proposals, to re-advertise and invite new proposals, and/or select the proposal or any portion or a proposal or multiple proposals that, in the Board of Education's sole judgment, best meet(s) the needs of the District, whether or not it is the lowest priced. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of it submission of a proposal except as and to the extent that the District, in its sole discretion, may enter into a contract with a proposer that it selects.

    Award of contract occurs only when a final written contract has been fully executed following acceptance by the Board of Education. A recommendation of award does not constitute award of contract.

 Proposer's Initials: _____

17. The submission of a proposal will be construed to mean that the proposer is fully informed as to the extent and character of the services, supplies, materials, or equipment satisfactorily in complete compliance with the RFP.

18. Copies of Professional Licenses held by the proposer as well as a complete business profile/resume must be submitted.

19. By submitting a proposal, proposer agrees that proposer shall not in any manner discriminate in the hiring of employees or otherwise discriminate against or intimidate any employee hired for the performance of services relating to any final contract that may be awarded in relation to this RFP on account of race, creed, color, sex, sexual orientation, age, disability, or national origin.

20. Proposer shall identify services that will be provided by outside subconsultants, and all information of such subconsultants as if the subconsultant was a proposer. The use of outside consultants/subconsultants is subject to the review and approval of the District in its discretion.

SCOPE OF SERVICES:

The School District requires the services of qualified architectural and engineering 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, and must comply with all applicable federal, state, and local laws, regulations, and codes. The successful proposer will be required to prepare all necessary submissions to NYSED and work cooperatively with District officials and consultants in meeting regulatory and project milestones.

Scope of work shall include the following:

1) Design of and NYSED approval process of projects. Manage the project from implementation to occupancy. Ensure that projects are completed on time and within budget and that all required approvals and permits are obtained.
2) Provide architectural design services including other necessary structural, mechanical, electrical, plumbing, fire protection/life safety, roofing, structural engineering, athletic/performing arts, waterproofing and landscape design services as needed in accordance with all applicable codes local/state and federal. Prepare and submit all necessary paperwork required for NYSED approval.
3) Provide evaluations, analysis, recommendations, cost and time estimates, reports, feasibility studies, preparation of schematic or preliminary designs, field inspections and investigations, and code compliance investigation for architectural, structural engineering, mechanical engineering, or civil engineering projects.

 Proposer's Initials: _____

4) Provide and update drawings and material specifications for submission to NYSED and use with public bidding and award of contracts. Obtain NYSED approval of drawings and specifications.
5) Obtain building permits and certificates of occupancy by the State Education Department which includes, but is not limited to the following services:
    i. Prepare preliminary plans in accordance with applicable regulations of the New York State Commissioner of Education and other documents required for project approval by the State Education Department
    ii. Assure that projects are completed on a timely basis, meeting any and all deadlines established by the School District and the State Education Department
    iii. Prepare final plans and specifications and any other documents required by the State Education Department needed to obtain a building permit
    iv. Submit certification of substantial completion to the School District and the State Education Department at the appropriate time
    v. Provide the School District with copies of all documents, including a written explanation describing the documents, sent to the State Education Department
    vi. Responsible to ensure the timely and complete submittal of all State Education Department mandated forms, reports, designs and specifications required for capital projects
    vii. Responsible for setting commissioning schedules and deliverables before commencement of project.
    viii. Prepare and submit reports prior to commencement and upon completion of turn-over of the project.
    ix. Responsible for ensuring District has adequate resources & infrastructure for all proposed projects.
    x. Responsible for providing a plan & communication for future maintenance of the project.
6) Prepare bid packages for each contract for any relevant project, develop advertisement for bid, scopes of work, drawings, technical specifications, terms and conditions, bonding and insurance requirements and contracts. Drawings and specifications for each project shall be in conformity with all codes, laws, rules and regulations.
7) Attend pre-bid conferences, answer bidder questions, respond to request for information (RFI), prepare addenda, assist with public opening of bids, provide bid evaluation, verify correct licensure of contractors and sub-contractors, and provide contract recommendations and contract liaisons.
8) Construction Administration, which (without limiting proposer's obligations) may be performed in connection with a separate Construction Manager retained by the District, including but not limited to:
    i. Review all submittals and shop drawings for conformance with the contract documents; maintain records of accepted and rejected submittals.

 Proposer's Initials: _____

ii. Develop project phasing plans, construction schedules (with progress updates) and look-ahead schedules which must be coordinated with school operations & events and updated regularly.
iii. Evaluate the construction activity, including site visits to monitor the work in progress, review all requisition and payment processes and keep accounts, handle inquiries, keep records, report on schedule progress and estimated completion cost, prepare punch-lists, administer completion and handover process, and review record drawings, warranties, guarantees, etc., for acceptability.
iv. Evaluate proposed change orders and their cost impacts during the construction phases of the project.
v. Notify the District and responsible Contractor(s) in writing of any delays, defects, deficiencies or of any work which does not conform to the contract documents.
vi. Notify the District of any and all faulty construction methods, procedures, safety precautions or for the failure of the Contractor(s) to perform the work in accordance with the Contract Documents.
vii. Assist District in the avoidance and resolution of disputes and actively participate in any conflict resolution between the District and the Contractors and.
viii. Schedule and conduct final inspections alone and with the Project Team and others and prepare punch lists; and oversee correction of punch list items.
ix. Assemble information, including preparation of marked prints. Prepare and submit drawings to the District which shall show the completed project as built. Conduct a separate project meeting with all parties concerned with the expressed purpose of "Project Closeout". Approve, assemble and submit to the District written guarantees, instruction and operating manuals and all other data required of the Contractor(s) by the Contract Documents.
x. Assist the District personnel in assuming operation of all systems, including scheduling of instructional sessions by the contractor as required in contract documents. Provide recordings of all training sessions with the contractor with the closeout documents.

9) Make formal presentations to the Board of Education and various other groups (i.e., School District staff, parents, students, general public, etc.)
10) Provide monthly reports to the District for all active work including information requested by the District for such reports.

AWARD:

The School District, at its discretion, may award a contract to one or more firms.

 Proposer's Initials: _____

FEES:
Proposal must include both (i) a fixed fee percentage table for proper's fee as a fixed percentage of the construction cost estimate for a project (the compensation schedule should indicate the maximum percentage), and (ii) hourly rates for all staffing categories (i.e., principal, project engineer, architect, CAD Operator, etc.) that may work on District projects. Prior to the start of each project, the successful proposer(s) must provide a fixed fee for the specific project based on the percentage of construction cost estimate (at the maximum percent included in the schedule submitted with this proposal or included in any final contract) or hourly rates at the District's discretion. Upon review of the specific scope of any project, the time or effort required to complete the project might be less than customarily anticipated, therefore, the proposer and the District may negotiate a lesser fixed sum. Proposers shall also disclose any and all potential reimbursable expenses in any proposal (reimbursable expenses may not be marked-up). Any additional and or reimbursable costs not included in the proposed fee structure must be submitted with proposal.

TERM
It is anticipated that the initial term of any contract entered into as a result of this RFP will be for the 2026-27 school year, with an option for the District, subject to annual review and concurrence of the Board of Education, to renew or extend the term of the contract annually, for additional successive one-year terms for up to five (5) years, at its sole discretion, contingent upon satisfactory performance and continued District need. Said options shall be deemed to have been exercised upon formal written notification from the District. If the proposer does not want an annual renewal or extension, it shall provide written notice to the District no later than sixty (60) calendar days prior to the expiration of the contract Failure of proposer to provide such a notice will be deemed to commit the proposer to an annual renewal/extension, provided the District chooses to exercise such option.

VALUE-ADDED CONSIDERATIONS
Include any relevant services or products that will be provided to the School District which are not listed in this RFP but will enhance the value of your proposal.

PROPOSAL REQUIREMENTS
The following is required to be submitted as part of your company overview:

- Proposer Identification:
  Corporate name
  Corporate address (a physical address must be provided)
  Telephone number
  Federal Tax ID number
- Contact person(s) phone numbers
- Number of employees
- Number of years in business
- A complete statement of the Proposer's organization, principal, officers and principal offices

 Proposer's Initials: _____

- Provide the number of Pre-K-12 public school districts that your organization has provided similar services to. Include a complete statement of any educational and municipal services experience
- Please provide a listing of five projects, which have been designed by your firm and completed within the last five years.
- Include a list of all public school projects in the past five (5) years including: name and address of project, brief description of project, a cost analysis including budget vs. actual and a contact person, including telephone number from the school district.
- Provide resumes for proposed primary principals and staff who will be assigned to the project. The proposer shall assure those individuals assigned to the School District's projects are experienced in public school construction in New York State.

RESPONSIBLE CONSULTANT

The School District retains the right to accept any and all offers and to determine what constitutes a "Responsible Consultant". Specific items, but not limited to, that may be considered in determining responsibility are:

- Financial information relative to the proposer
- Past performance of the proposer as it related to the RFP
- Information relative to experience, reliability and competence as it relates to this RFP
- A proposer's past or present criminal involvement or "corrupt conduct", including whether there are pending criminal investigations or indictments against the proposer
- Willful violations of the prevailing wage provisions of the Labor Law as it relates to this RFP.
- As part of the evaluation process, proposers may be required to provide additional information, after the RFP opening, to obtain relevant information to determine whether proposer meets the requirements of a "Responsible Consultant".

Content

Proposals will provide evidence demonstrating experience and an ability to provide the requested services, including, but not limited to, the Firms experience as an Architect/Engineer for a School District. Prior experience will be a major consideration. The proposal package shall include the following items:

1. Title Page showing the RFP's subject; the firm's legal name; the name, address and telephone number of a contact person; and the date of the proposal.

2. A signed letter of transmittal that briefly states the proposer's understands of the work to be done, a statement why the firm believes itself to be best qualified to perform the engagement. The letter must be signed by the person or persons legally authorized to bind the proposer to a contract.

3. Firm's history including present size and in-house disciplines.

4. State whether the proposer is a sole proprietor, a partnership, a corporation or other legal entity.

5. Explain your management plan and how you will staff this engagement, including which staff would be on-site or at the firm's home office. Include organizational chart with staff names, references and resumes for each staff member involved in the District's project.

6. Demonstrate substantial experience in the implementation of procedures proven to be effective for timely completion of projects within the established budget and show methods effectively used to monitor actual vs. anticipated progress in regards to cost and schedule. Include the experience of the specific staff the firm intends to assign to the District's projects.

7. List the firm's current projects including: client's name, architect of record, contract amount, total project amount, type of contract, completion dates, and brief description of the project's scope of services and status.

8. Describe the firm's financial and staff capability.

9. Describe the firm's experience in the immediate geographic area of the project, as well as the experience of the specific staff the firm intends to assign to the District's projects.

10. Describe the firm's experience with the State Education Department requirements, as well as the experience of the specific staff the firm intends to assign to the District's projects.

11. Description of the ten (10) latest projects, regardless of size or type. Include client's name, architect of record, contract amount, total project amount, type of contract, date of completion, and brief description of the project's scope of services and status.

12. What was the total construction cost by year for work your firm was construction manager for the past five (5) years, and list the percent that was for school construction?

13. Demonstrate experience in representing the District's interest in avoidance and resolution of construction claims, as well as the experience of the specific staff the firm intends to assign to the District's projects.

14. Provide three (3) references for similar New York school districts which substantiate the proposer's and its staffs' capacity and qualification as a construction manager of record.

15. Disclosure and description of any litigation and/or disciplinary proceedings pending against the firm or the members of the firm in any jurisdiction or whether discipline has been previously imposed against you in any jurisdiction. If discipline has previously been imposed, state the date, jurisdiction, nature of the ethics violation and the penalty imposed. If litigation

and/or proceedings are pending, specify the jurisdiction, the charges and the likely time of their disposition.

16. Disclosure and description of any litigation initiated by the firm or the members of the firm in any jurisdiction. If the litigation is pending, specify the jurisdiction, the charges and the likely time of their disposition.

17. Disclosure and description of any arrests or convictions against any members of the firm.

AUTHORIZED PERSONNEL

Provide the name, title, telephone number and e-mail address of the proposer's point of contact for the proposal and process and who can obligate the proposer contractually. Also, identify those individuals authorized to negotiate with the School District.

SUBCONTRACTORS/SUBCONSULTANTS

Provide a list of all third parties which proposer will rely on for the provision of the proposed services in this RFP, include names, addresses and details on the services that they will provide.

All required company profile, financial stability and vendor information must be provided for each proposed subconsultant. Any subconsultant engaged by proposer shall also have similar experience (a minimum of 5 years) in their particular area of expertise. Any subconsultant shall carry insurance coverages with limits equivalent to those required of the Architect unless otherwise agreed by the District in its sole discretion.

The School District shall have the right to accept or refuse any proposed subconsultant. However, the proposer shall be the sole contract holder and shall be responsible for any approved subconsultant's services. The District will not establish a contractual relationship with any subconsultant.

REFERENCES

Response shall include a minimum of three references preferably in the Pre-K – 12 public school market.

Please indicate the name and telephone number of a contact who can be called for reference. Note that the School District generally will not consider performance on a newly awarded contract without a performance history or on an effort that concluded more than 3 years prior to this source selection.

Provide the names of any clients lost over the past 3 years. Provide name, contact, telephone number and reasons cited for the termination of business.

MISC. GENERAL TERMS

FUNDING
All School District expenditures are subject to appropriation of funds. Therefore, the District reserves the right to discontinue the RFP process and services if funding is not available.

PROPOSERS' EXPENSES
Proposers are solely responsible for their own expenses in preparing a proposal and subsequent negotiations with the School District.

ACCEPTANCE OF PROPOSALS
This RFP should not be construed as a contract to purchase goods or services. The School District is not bound to accept the lowest price or any proposal of those submitted.

LIABILITY OF ERRORS
While the School District has used considerable efforts to ensure an accurate representation of information in this RFP, all prospective proposers are urged to conduct their own investigations into the material facts and the School District shall not be held liable or accountable for any error or omission in any part of this RFP.

FINANCIAL STABILITY
The successful proposer(s) must demonstrate financial stability and the School District reserves the right to conduct independent background checks to determine the financial strength of any and all organizations or individuals submitting proposals.

NEGOTIATION DELAY
If a contract cannot be finalized within thirty (30) days of notification of intent to award a contract pursuant to this RFP, the District may, without limitation, terminate negotiations with that proposer(s) and negotiate a contract agreement with another proposer(s) of its choice.

GOVERNING LAW
This RFP shall be governed by and in accordance with the laws of the State of New York without giving effect to its conflict of laws provisions.

AMENDMENTS TO RFP
Any verbal information obtained from or statements made by the representative of the District or any designee thereof shall not be construed as, in any way, amending the RFP documents. Only such corrections or addenda that are issued in writing to all proposers by the District shall become a part of the RFP. Any addendum issued during RFP process shall be included in the RFP response.

CONFIDENTIALITY AND SECURITY
By submission of a proposal, proposer agrees to maintain security standards consistent with security policy of the District. These policies include strict control of access to data and maintaining confidentiality of information gained during the RFP process or any services provided by the successful proposer(s). The successful proposer(s) will be required to ensure that all personnel employed in relation to any services provided to the District (including subconsultants)t, which

require access to School District information or facilities, meet the criteria for personal security clearance prescribed by the School District.

Proposers should be aware that pertinent facts relating to their proposals, excluding information expressly identified in a proposal as "trade secrets" or "proprietary information", could potentially be released by the District to the public.

The District is subject to New York State's Freedom of Information law (FOIL). Should your submission to this RFP contain "**trade secrets"** or other information that the disclosure of which could **reasonably be expected to be harmful to business interests**, you must ensure that such information is clearly identified and marked as such. Identification must be specific by item or paragraph.

Marked information will be treated as **Confidential Third Party Information.** Should marked information be the subject of a request under FOIL, you may be requested either to consent to the request, or make representation explaining why the information should not be disclosed.

Unpublished information pertaining to the School District or its employees, Board of Education, or contractors or vendors obtained by proposer as a result of participation in this RFP is confidential and must not be disclosed without written authorization from the District.

INSURANCE REQUIREMENTS FOR SELECTED PROPOSER(S):

Prior to the beginning of any Services, or at the time of execution of any contract relating to this RFP, whichever occurs first, the successful proposers(s) ("Architect") shall establish, maintain, and keep in force policies for the following minimum insurance coverage until the completion or earlier termination of any contract with the District, and for such longer time as specified herein. NOTE – DUE TO THE SPECIFIC CIRCUMSTANCES OF ANY PARTICULAR CAPITAL PROJECT, NOTWITHSTANDING THE IDENTIFICATION OF MINIMUM LIMTS BELOW AND IN THE CONTRACT FORM IN APPENDIX 9, THE DISTRICT RESERVES THE RIGHT TO REQUIRE THAT ARCHITECT PROCURE INSURANCE WITH LIMITS IN EXCESS OF SUCH MINIMUM LIMITS FOR ANY PARTICULAR PROJECT.

1. Commercial General Liability, including Contractual, Premises Operations, Products and Completed Operations, Independent Contractors/Vendors, and Personal Injury and Property Damage, with policy limits of not less than Two Million and 00/100 Dollars ($2,000,000.00) for each occurrence and Two Million and 00/100 Dollars ($2,000,000.00) in the aggregate for all.

2. Automobile Liability covering vehicles owned, hired and borrowed and non-owned vehicles used, by the Architect with policy limits of not less than One Million and 00/100 Dollars ($1,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

3. Excess or umbrella liability insurance, in a form as least as broad as the coverages required under Sections the preceding (1.) and (2.) above, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary

policy, with limits not less than the following: Combined Single Limit (Bodily Injury and Property Damage) $10,000,000.00 each occurrence, $10,000,000.00 aggregate. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

4. Workers' Compensation and NYS Disability – Statutory Workers' Compensation, Employers Liability and NYS Disabilities benefits for all employees at statutory limits.

5. Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Five Million and 00/100 Dollars ($5,000,000.00) per claim and Five Million and 00/100 Dollars ($5,000,000.00) in the aggregate.

6. To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to name **"the South Orangetown Central School District, its Board of Education, Administrators, Officers, Employees, and Agents" as an additional insured** (and any other persons or entitles identified by Owner to be included as additional insured) for claims caused in whole or in part by the Architect's negligent acts or omissions. All polices and additional insured coverage (except for professional liability) shall be occurrence-based; shall be "primary" and non-contributing to any insurances (or self-insurance), including any deductible, maintained by, or provided to Owner or the other additional insureds; and shall contain a Waiver of Subrogation in favor of Owner and the other additional insureds, so that in no event shall the insurance carriers have any right of recovery against Owner or the other additional insureds, their agents or employees; and shall contain a separation of insured provision (severability of interest clause). If the Owner or another additional insured has other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. Professional liability insurance shall be on a *'Claims Made' Basis.*

7. The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this provision.

8. Insurance policies required by this Agreement shall be written by a carrier licensed to do business in the State of New York with a Financial Strength Rating of at least "A" and a Financial Size Category of at least "VIII" in *A.M. Best's Key Rating Guide*.

9. Insurance shall be provided at the Architect's expense as part of the Fee for Basic Services and shall not be charged directly to Owner as a Reimbursable Expense.

10. If requested in writing Architect shall provide certified, full and correct copies of any of its insurance policies required by this Agreement, including, without limitation, its professional liability insurance policy or policies, within three (3) days following demand therefore.

 Proposer's Initials: _____

11. In the event that any of the insurance coverage to be provided by the Architect to the Owner contains a deductible or self-insured retention, the Architect shall indemnify and hold the Owner, and any additional insured harmless from the payment of such deductible, which deductible shall in all circumstances remain the sole obligation and expense of the Architect.

12. The minimum insurance coverage shall be maintained for the entire duration of the any project. In the case of Professional Liability Insurance, coverage shall continue for a period of three (3) years after Substantial Completion of any project. The Owner shall be notified by the Architect or its insurance carrier at least 30 days prior to any material change to or cancellation of any of insurance coverage.

13. Prior to commencing any services on any project or execution of any agreement in relation to this RFP, whichever occurs first, the Architect or its insurance carrier shall provide a Certificate(s) of Insurance (COI) evidencing compliance with all requirements for insurance coverage as indicated in this provision and any and all endorsements (including but not limited to the additional insured endorsement) or riders thereto (all in form and substance reasonably satisfactory to Owner). Each COI shall set forth the type and amount of insurance, the number of the policy, the date coverage under the policy begins and the date that coverage expires. The COI shall be submitted to Owner for review and acceptance. For the duration of any agreement relating to this RFP or any Project, the Architect or its insurance broker/carrier shall provide updated COI's to evidence renewals or other changes to insurance policies or coverage. Additionally, a COI shall be provided, and updated annually, that evidences that the required Professional Liability coverage is in place for at least three (3) years following Substantial Completion of any project.

14. The Architect shall require all of its Subconsultants to maintain the insurance required by these provisions, including, without limitation, Professional Liability insurance, with the same coverage as set forth above for the Architect and in accordance with the same terms and conditions as required of the Architect. The Architect shall certify to Owner that its Subconsultants are in compliance with the insurance requirements. Owner must approve, in writing, any insurance coverage for a Subconsultant in an amount less than required. Such approval is at Owner's sole discretion. Subconsultant insurance certificates and certified complete copies of insurance policies shall be provided upon request by Owner. Failure to adhere to these requirements will be considered a material breach of any agreement entered into relating to this RFP.

15. Upon written request of Owner, Architect shall provide, or shall cause to be provided, information on the status of aggregate limit erosion.

16. By requiring such minimum insurance, Owner shall not be deemed or construed to have assessed the risk that may be applicable to the Architect for any project or under any agreement that may be entered into relating to this RFP. The Architect shall assess its own risks and if deemed to be appropriate and/or prudent, should maintain higher limits and/or broader coverage than that stipulated above. The Architect is not relieved

 Proposer's Initials: _____

of any liability or other obligations assumed or pursuant to any agreement that may be entered into relating to this RFP by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. The specification of any minimum limits of insurance in any agreement that may be entered into relating to this RFP shall not act as any limitation on Owner's ability to recover the full amount of available insurance proceeds maintained by Architect, and Architect shall have an obligation to ensure that its insurance policies contain no such restriction.

17. Acceptance and/or approval by Owner of the insurances herein shall not be construed to relieve Architect from any obligations, responsibilities, or liabilities under any agreement that may be entered into relating to this RFP. Owner, by requiring the Architect to purchase insurance, shall not be deemed to have waived Owner's right to bring any action, to the fullest extent permitted by law, for any loss which may be covered, completely or in part, by that insurance. Nor shall the fact that insurance is obtained for certain risk be deemed to release, relieve or diminish the liability of the Architect. The damages recoverable by Owner in any claim or action shall not be limited by the amount of coverage specified in any insurance policy or policies but shall be the total amount of damages recoverable as set forth in the any agreement that may be entered into relating to this RFP or at law, whichever is greater.

18. The School District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the district but also the NYSIR, as the district's insurer.

Evaluation of Proposals

The District will evaluate the proposals based upon the information supplied by the proposers. Proposals will be evaluated on a weighted system established by the District for each of the categories to be reviewed. Criteria for evaluations will include:

	Category	**Weight**
1	Qualifications of the proposing firm, subconsultants, and key personnel (including extent of professional services offered, depth and extent of overall resources that can be utilized for the District [resumes of staff intended to provide services must be included in the proposal], and financial stability of the proposer – including outstanding claims, liabilities, and litigation)	30
2	References	25
3	Experience (including knowledge and experience with NYSED procedures regarding construction projects and other state and federal laws affecting the operations of school districts)	30
4	Cost	15

 Proposer's Initials: _____

The above categories include, without limitation, the following:

a. Previous experience of the construction management firm, the specific staff the firm intends to assign to the District's projects, and consultants with similar projects. Particular attention will be paid to previous work involving educational facilities, awards or commendations, cost effective performance, and demonstrated ability.

b. Level of client satisfaction determined from supplied references.

c. Experience in the immediate geographic area.

d. Experience and qualifications of the professional staff expected to be assigned to this project.

e. Capability of the proposer and subconsultants to effect the progress and completion of construction work, taking into consideration size of staff, current workload, in house staff capabilities and the like.

f. Proposed methodology and demonstrated understanding of the District needs, including the need for a team effort with the District and other construction professionals.

The above criteria and the other requirements in this RFP are intended to be non-restrictive for the purpose of obtaining participation of qualified professionals and general uniformity in the manner of submission of proposals. The District's determination of the proposer that is most advantageous to the goals and objectives of the District shall be final and conclusive.

From the proposals received, the District will select a short list. The short list of proposers will be requested, at the District's discretion, to provide an interview with the Board of Education and administration. Each subconsultant proposed or anticipated to be used by the proposer shall have representation at the interview. Not all proposers may be asked to make such oral presentations. During the evaluation process, the District reserves the right, among others, where it may serve the District, to request additional information or clarifications from proposers, or to allow corrections, modifications, or omissions from proposals.

The proposer acknowledges that there will be no cost to the District pertaining to the submission of its proposal and the District has the right to reject any and all proposals, so that ,in its opinion, the best interest of the District will be promoted.

 Proposer's Initials: _____

South Orangetown Central School District
School Business Office
160 Van Wyck Road
Blauvelt, New York 10913

Appendices & Forms

 Proposer's Initials: _____

APPENDIX 1

NOTICE OF INTEREST
RFP – Architectural and Engineering Services

Please complete and return this confirmation form by June 18, 2026 to:

Candace Perkins
Purchasing Supervisor
South Orangetown Central School District
160 Van Wyck Road
Blauvelt, NY 10913
Telephone: 845-680-1039
E-Mail: cperkins@socsd.org

Failure to return this form may result in no further communication or addenda regarding this Proposal.

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Person: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

I have received a copy of the above noted proposal.

_____ We will be submitting a proposal.

_____ We will not be submitting a proposal.

If you are responding that you are not submitting a proposal, please explain:

_____

_____

 Proposer's Initials: _____

APPENDIX 2

Vendor Information

Corporation name: _____

Name(s) of officers: _____

Contact Name and Title: _____

Address: _____

Telephone #: _____ Fax #: _____

Email: _____

Website: _____

 Proposer's Initials: _____

APPENDIX 3

PROPOSER WARRANTIES

I. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

II. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the South Orangetown Central School District.

III. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

IV. The Proposer has read Appendix and Contractual Requirements, and agrees that the rights and prerogatives as detailed are retained by the South Orangetown Central School District.

V. The Proposer agrees to be bound by the contractual requirements delineated in Appendix.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

 Proposer's Initials: _____

APPENDIX 4

AFFIDAVIT

THIS FORM MUST BE SIGNED AND NOTARIZED

_____, being duly sworn, deposes and says, that as an

Owner/operator of :_____:

I hereby further represent to the South Orangetown Central School District that (check any that apply)

_____ (A) The criminal history check will reveal that the owners/officers of this corporation have no criminal history.

_____ (B) The criminal history check will indicate that any of the owners/officers have been convicted of a crime.

_____ (C) The criminal history check will indicate that any of the owners/officers have a pending criminal charge

_____ (D) The corporation and or officers/owners have had any lawsuits filed against them

_____ (E) The corporation and or officers/owners have any pending lawsuits filed against them

If any of the above (B-C) were checked, I hereby provide the following details explaining my answer. Include at the minimum, the date(s) of conviction(s) and /or charge(s); for what crime(s) you were convicted or charged with; the jurisdiction(s) by which you were convicted or charged.

_____

_____

_____

If any of the above (D-E) were checked, I hereby provide the following details explaining my answer. Include at the minimum, the date(s) the lawsuit(s) was filed; the reason for the lawsuit(s); the jurisdiction(s) where the lawsuit(s) was filed and the outcome(s) of the lawsuit(s).

_____

_____

 Proposer's Initials: _____

I understand that my completion and submission of this Affidavit is just one part of the proposal process. I certify that my statements in this Affidavit and in any explanatory enclosures are, to the best of my knowledge and belief, true and correct, and that any omission and/or misstatement of any material fact(s) may cause the District to: (A) reject the submission of this proposal, (B) revoke any award of contract from the Board of Education; and/or terminate the contract and any fees pending.

Subscribed and sworn to before me

this _____ day of _____, 2026 ___ _____
(Person, Firm, or corporation)

_____ _____
Notary Public (Authorized Signature)

APPENDIX 5

CONFLICT OF INTEREST CERTIFICATION

THIS FORM MUST BE SIGNED AND NOTARIZED

Name of Proposer _____

Business Address _____

Telephone Number _____ Date of Proposal _____

The proposer above mentioned declares and certifies:

First	That the said proposer is of lawful age and the only one interested in this proposal, and that no one other than said proposer has any interest herein.
Second	That this proposal is made without any previous understanding, agreement or connection with any other person, firm, or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud.
Third	That no member of the Board of Education of the South Orangetown Central School District nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education is directly or indirectly interested in this proposal or in the supplies, materials, equipment, work, or services to which it relates, or in any portion of the profits thereof.
Fourth	That said proposer has carefully examined the instructions, schedules, and specifications prepared under the direction of the board of Education, and will, if successful in this proposal, furnish and deliver at the prices proposed and within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services, or labor for which this proposal is made.
Fifth	That the prices quoted are net and exclusive of all federal, state, and municipal sales and excise taxes.
Sixth	The following non-collusive proposal certification applies to this proposal.

Subscribed and sworn to before me

this _____ day of _____, 2026 _____
(Person, Firm, or corporation)

_____ _____
Notary Public (Authorized Signature)

 Proposer's Initials: _____

APPENDIX 6

NON-COLLUSIVE PROPOSAL CERTIFICATION

THIS FORM MUST BE SIGNED AND NOTARIZED

Section 103-d, General Municipal Law. Statement of non-collusion in bids and proposals to political subdivision 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 to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidders and affirmed by such bidder as true under the penalties of perjury,

a. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of any joint bid each party thereto certified 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 another 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. Any 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 shall so state and furnish with the bid a signed statement which sets forth in detail the reason therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor 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.

The fact that the 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 one (a).

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 or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to include the signing and submission of the bid and the inclusion as the act and deed of the corporation.

Subscribed and sworn to before me

this _____ day of _____, 2026 _____
(Person, Firm, or corporation)

_____ _____
Notary Public (Authorized Signature

Commission Expires_____

 Proposer's Initials: _____

APPENDIX 7

HOLD HARMLESS AGREEMENT
THIS FORM MUST BE SIGNED AND NOTARIZED

Proposer ("Architect" herein) agrees to indemnify and hold the South Orangetown Central School District ("District") entirely harmless from all liability arising out of:

1. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to Architect's employees or Architect's subconsultants' employees arising out of Architect's submission of a proposal per this RFP or any services under any agreement entered into relating to this RFP; and
2. If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the Architect, the Architect shall indemnify and hold District harmless from any liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, other than as the result of the negligent professional act or omission in the performance of professional services pursuant to Architect's submission of a proposal per this RFP or any services under any agreement entered into relating to this RFP, sustained by the Architect or the District, or any person, firm or corporation employed by the Architect or the District upon or in connection with the RFP or any project, except to the extent of liability resulting from the negligence, or willful misconduct of the District, its officers employees, agents or independent architects who are directly employed by the District or of other third parties not under the control or the supervision of the Architect. The Architect, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof; and
3. If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the Architect, the Architect shall indemnify and hold the District harmless from any loss, injury, death to persons or damage to property caused by any negligent act, neglect, default or negligent omission of the Architect, or any person, firm or corporation employed by the Architect, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the District, arising out of, or in any way connected with Architect's submission of a proposal per this RFP or any services under any agreement entered into relating to this RFP, including injury or damage either on or off District property; but not for any loss, injury, death or damages caused by the negligence, or willful misconduct of the District or of other third parties not under the control or the supervision of the Architect. The Architect's obligation to indemnify herein this subpart 3 does not include the obligation to defend actions or proceedings brought against the District, but rather to reimburse the District for attorney's fees and costs incurred by the District in defending such actions or proceedings brought against the District.
4. The defense and indemnity obligations herein shall survive the submission of any proposal per this RFP, the award of any contract per this RFP and/or the termination of any such proposal or contract.

Subscribed and sworn to before me

this _____ day of _____, 2026 _____
(Person, Firm, or corporation)

_____ _____
Notary Public (Authorized Signature)

Commission Expires_____

 Proposer's Initials: _____

APPENDIX 8

IRAN DIVESTMENT ACT OF 2012 CERTIFICATION FORM

THIS FORM MUST BE SIGNED AND NOTARIZED

In order to be considered a responsible proposer, entities must certify that they are not on the list created and maintained by the State Office of General Services cataloging significant investment in the Iranian energy sector. Such statement may be submitted electronically pursuant to General Municipal Law §103(1).

Entities that cannot make this certification may only be awarded the proposal if:

1. The entity's investment activities in Iran were made before April 12, 2012; the investment activities in Iran have not been expanded or renewed after that date; and the entity 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, in writing, that the goods or services are necessary for the district to perform its functions and that, absent such an exemption, the district would be unable to obtain the goods or services for which the contract is offered.

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 paragraph (b) of subdivision 3 of section 165-a of the state finance law.

Subscribed and sworn to before me

this _____ day of _____, 2026 _____
(Person, Firm, or corporation)

_____ _____
Notary Public (Authorized Signature

Commission Expires_____

 Proposer's Initials: _____

APPENDIX 9

FORM OF CONTRACT

SEPARATE FILE

**** LOCATION FOR PROPOSER'S INITIALS ON APPENDIX 9 : TOP RIGHT CORNER OF EACH PAGE ****

 Proposer's Initials: _____