

Croton-Harmon Union Free School District

ADDENDUM # 2

REQUEST FOR PROPOSAL

2026-27 R03

ARCHITECTURAL AND ENGINEERING SERVICES

Date Issued: October 20, 2026

To: All interested parties

From: Denise Harrington-Cohen, Assistant Superintendent for Business

Subject: Q&A - Supplemental Documents

1. On page 6 of the RFP it says "The New York State Education Department's (NYSED) required Building Condition Survey (BCS) for the District is due to be submitted during the 2029 calendar year. However, the District is seeking preparation of a 5 Year Capital Facilities Plan (Five-Year Plan) **to be completed during the 2026-2027 school year.**" However, further down is also says that "**Fieldwork for the building condition survey must be completed no later than August 31, 2029**". Please clarify and confirm deliverables dates.

The Five Year Facilities Plan needs to be completed by June 30th 2027. The BCS is required to be completed during the 2029 calendar year and will need to be submitted to NYSED no later than March 1, 2030. Completing fieldwork by August 29, 2029, provides ample time to meet the District's filing deadline.

2. Under Cost Proposal, it seems that it is being requested an annual fee for the Five Year Plan. Clarify if the Five Year Plan is meant to be finished during year 26-27, and then updated every year since.

The initial Five Year Plan needs to be completed by June 30th 2027. Then annual updates each year, with the last update in June of 2031.

3. Please advise if this fee (BCS survey and Five Year Plan) is meant to include presentations to the District or just the surveys and reports.

There is no presentation required for either the BCS or Five Year Plan, it's just the surveys and SED reports.

4. Under Hourly Billing Rates, please advise if we are able to change the Position titles and submit for each of the subconsultants. Several of the titles listed do not apply to architectural and engineering firms and the services that would be provided.

Yes, you can add additional positions and hourly rates to the hourly billing schedule.

5. In addition to a copy of the most recent BCS and Five-Year Plan, please provide the scope, schedule and budget for the current capital projects.

Currently, we are wrapping up the final phase of our approximately \$43 million capital project. The remaining work includes:

- ***Tennis court lighting: Waiting on punch list completion***
- ***Playground additions: Expected to be completed within the next two weeks***
- ***AC in seven classrooms at the middle school: Substantial completion anticipated by the end of the calendar year***

We are also in the SED review process for a Phase 3 EPC project. This is a roughly \$3 million, primarily solar project that will add arrays to all three school roofs, install parking lot canopies at the CHHS and PVC lots, and replace four steam-only unit ventilators on the fourth floor of PVC with new units that include cooling. This project has a hard completion of December of 2027.

6. It was mentioned at the walkthrough that some buildings could potentially operate as emergency shelters, but that no formal agreements were in place. Please confirm if any such agreements have previously been in place or are planned for the future.

As shown in the supplied 2024 BCS documents, both CET and CHHS are listed as emergency shelters. Neither facility has a written agreement or contract with any entity, such as the Red Cross. There are no future agreements planned at this time.

7. Does the District have CAD and/or REVIT digital background files for all facilities? We don't need a copy of these files to respond to the RFP, but it would be helpful to know if you have them so we can estimate our preliminary costs for building survey and design work.

The district does not have CAD or Revit files for our facilities. We do maintain a large digital library of PDF drawings, along with our most recent surveys, which were completed in mid-2022.

8. Links to 2024 BCS and 2022 Surveys

[CET Survey 2022.pdf](#)

[PVC and CHHS Survey 2022.pdf](#)

Building Condition Surveys (2024)

[2024 BCS - 2024-0-003 Carrie E Tompkins Elementary School.pdf](#)

[2024 BCS - 2024-3-007 Maintenance Shop at MS Site.pdf](#)

[2024 BCS - 2024-0-002- Pierre Van Cortlandt Middle School.pdf](#)

[2024 BCS- 2024-5-004 Transportation Building.pdf](#)

[2024 BCS - 2024-2-015 Storage Building at ES Site.pdf](#)

[2024 BCS - 2024-0-001 Croton-Harmon High School.pdf](#)

[2024 BCS - 2024-1-010 District Office.pdf](#)