



REQUEST FOR PROPOSAL FOR
ARCHITECTURAL / ENGINEERING SERVICES
FOR
TIOGA CENTRAL SCHOOL DISTRICT

Information for the guidance of prospective bidders

July 10, 2019

Receipt Confirmation Form

Failure to return this form may result in no further communication regarding this RFP for Architectural/Engineering Services

Please complete and return this confirmation form within 5 working days to:

Jill Reese
Secretary to the Superintendent
PO Box 241
27 Fifth Avenue
Tioga Center, NY 13845

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

I have received a copy of the above noted RFP.

_____ We will be submitting a proposal

_____ We will not be submitting a proposal

Anyone interested in a walk through must call Jill Reese at 607.687.8000 to arrange for a site tour.

If a bidders meeting has been arranged for this RFP, please indicate if you plan to attend: YES / NO

**REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL / ENGINEERING SERVICES**

The Tioga Central School District is seeking to retain the services of an Architect for multiple Tioga Capital Improvements Projects.

The first project is the final phase of a project approved by the voters in March, 2015. This project is approximately \$1.2 million and will focus on roof replacement for the K-12 building.

The second project will be put to a public vote on or near May 2020 and will include multiple phases of construction over 5-10 years to update classrooms, STEAM spaces, Physical Education, Athletic facilities and other instructional spaces district-wide as well as needed updates to mechanical systems including roofs and lighting, etc as defined in the building condition survey being conducted now. The current estimate for all phases of this project is between \$19.8 and \$21.5 million.

The services covered by this proposal are subject to appropriation by the District. The District makes no representation or guarantee that the services will be finally approved or funded in the future. If there is no final approval or appropriation, then any contract entered into as a result of this RFP will become null and void and of no force and effect. The District shall have the right, under the terms of the proposed contract, to terminate the contract upon thirty (30) days prior written notice to proposer.

All costs associated with preparing a response to this RFP are the responsibility of the proposer.

You are hereby invited to submit a proposal describing your firm's qualifications and interest in this work in accordance with the below listed criteria.

FORM OF PROPOSAL:

Please respond in a letter of interest/proposal to the following evaluation factors:

- Demonstrate evidence of the firm's ability to perform the work in a complete and professional manner. Provide a listing of previously completed projects of a similar nature. Include project title, owner's name and telephone number including contact person, year project completed and brief description of work.
- Demonstrate ability to delineate scope, extent and impact of work in concert with reviewing and analyzing existing studies and owner's preliminary program.

- Provide general description of your operations and profile of principals and staff who would be utilized for this work. Summary of facilities you would have available in implementing services.
- Describe project management and approach techniques you would utilize under this contract. Discuss methods of problem solving and resolution. Describe any innovative approaches you may have used in the past.
- Demonstrate firm's ability to provide professional services in a timely manner including but not limited to past performance in quality of work and compliance with performance schedules.
- Provide a proposal of cost for Professional Services.
- Proposal should be submitted to:

Jill Reese
Secretary to the Superintendent
Tioga CSD
PO Box 241
27 Fifth Avenue
Tioga Center, NY 13845

The District reserves its rights to examine any other factors or criteria and take the same under consideration and to reject any proposer despite its compliance with the factors and criteria outlined herein if the District determines that to do so would be in the District's best interests.

Deadline for submission is July 29, 2019 at 12:00 noon. All proposals must remain in effect for at least a period of ninety (90) days from the deadline for submission of the proposal.

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A. GENERAL SPECIFICATIONS

I. Time Schedule:

Request for Proposals sent to prospective bidders	7/10/2019
Proposals Due by 12:00 noon	7/29/2019
Interviews	8/14/2019
Target Contract Award	9/4/2019

II. Submission of Questions:

Questions pertaining to this request for proposal shall be submitted in writing or by e-mail to:

David Hamilton
Superintendent Tioga CSD
PO Box 241
27 Fifth Avenue
Tioga Center, NY 13845
dhamilton@tiogacentral.org

A written answer will be prepared and will thereafter be available to all proposers of record in the form of an addendum prior to the time of submission of the proposals. Such written answer will be binding on all proposals. No explanation of procedures or interpretation of the proposal will be binding on the School District unless it is made in writing and no proposer should rely on an oral answer given by any person. All questions must be submitted at least 72 hours prior to the proposal submission deadline. Failure to do so may result in rejection of the proposals as being unresponsive.

Each proposer shall assume the risk of any delay in the mail or in handling of mail by employees of the Tioga Central School District or others. Whether sent by mail or delivered in person, the proposer assumes the responsibility for having the proposal delivered timely to David Hamilton, Superintendent of the Tioga Central School District.

III. Issuing Office:

This Request for Proposal (RFP) is issued by the Tioga Central School District. The District is responsible for the evaluation of all responses. All bids, specifications, and proposals will be directed to:

Jill Reese
Secretary to the Superintendent
Tioga CSD
PO Box 241
27 Fifth Avenue
Tioga Center, NY 13845

IV. Submission of RFP:

Please provide fifteen (15) copies of the Proposal.

Proposals must be received in the Central Office, no later than 12:00 noon July Twenty Nine, 2019.

All required submittals must be submitted sealed in a plain opaque envelope and must be endorsed on the outside of the envelope with the name and address of the proposer and marked “Architectural/Engineering Services”.

V. 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 Superintendent at the above address prior to the date and time set for receipt of proposals.

VI. Right to Reject Proposals

The Board of Education reserves the right to reject all proposals or waive any technical irregularities. 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 District intends to award a contract on the terms and conditions that best serve the interest of the District and reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety if it is in the best interest of the District. The District may select as the successful proposer the one that, in the District’s sole discretion, and with whatever modifications the District and the proposer may mutually agree upon, best meets the District’s requirements whether or not that proposal is the most advantageous economically. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the District, in its sole discretion, shall enter into a contract with the proposer that it selects as the successful proposer.

VII. Basis of service:

Architect/Engineer (hereinafter referred to as A/E) shall perform any and all professional services including basic architecture; landscape architecture; interior design; planning; structural; mechanical; civil; electrical engineering services; and any surveying or related services incidental. A/E represents that all tasks will be performed in accordance with generally acceptable professional standards and further represents that the advice and consultation provided shall be within its authority and capacity as a professional. A/E will comply with the regulations, laws, ordinances and requirements of all governmental entities applicable to any assigned project. Exact details of the basic services will be specified for each future project assignment.

The selected applicant and School District will enter into the contract (based upon the AIA B101-2007 Standard Form of Agreement Between Owner and Architect) to cover the services to be provided. It is understood that this RFP and the proposer’s proposal may, at the sole election of the District, be attached and included by reference in the contract signed by the

District and the successful proposer. The District retains the option, in its sole discretion, of canceling the award if the successful proposer fails to accept the obligations and contractual modifications required by the District. If the proposer will subcontract any portion of the work, then the proposer will specify the name and qualifications of the subcontractor.

VIII. Qualifications:

1. Knowledge of all Regulations of the Commissioner of Education as well as others required for Preliminary Approval by the State Education Department.
2. Knowledge of local construction marketplace and experience with major projects.
3. Relevant experience with at least five (5) completed New York State school construction projects.
4. Must have an Architect and Engineer to be assigned to the projects with the educational background and experience relative to these projects.

IX. Insurance and indemnification Requirements:

The proposer will be required to indemnify, defend with competent counsel and hold harmless the District, its officers, agents and employees from and against any judgment or award and any and all loss or expense (including reasonable attorney's fees) that may arise by reason of liability for damage, injury or death, or for invasion of personal or property rights, of every name and nature, and whether casual or continuing trespass or nuisance, and any other claim for damages arising at law or equity caused or sustained by or because of any omission of duty, negligence or intentional wrongful act on the part of the proposer, its employees or agents, including subcontractors, in connection with the services proposed herein.

Successful proposer shall not commence work under this contract until it has obtained all insurance required under the following paragraphs and such insurance has been approved by the District. Approval of the insurance by the District shall not relieve or decrease the liability of the successful proposer. If this provision conflicts with the contract submitted by the successful proposer, then this provision shall control.

Worker's Compensation Insurance:

Successful proposer shall take out and maintain during the life of this contract, worker's compensation insurance and employer's liability insurance for all of its employees employed at the time of the project.

General Liability Insurance:

The successful proposer shall take out and maintain during the life of the contract, such bodily injury liability and property damage liability insurance as shall protect it and the District from claims for damages for bodily injury including accidental death, as well as from claims for property damage which may arise from operations under this contract, whether such operations be by itself or by any subcontractor or by anyone directly or indirectly employed by either of them. It shall be the responsibility of the successful proposer to maintain such insurance in amounts sufficient to fully protect itself and the District, but in no instance shall

amounts be less than those set forth below. These amounts are specified only to establish the minimum coverage acceptable.

Bodily injury liability insurance in an amount not less than \$1,000,000 (one million dollars) for injuries, including wrongful death, to any one person subject to the same limit for each person in an amount not less than \$3,000,000 (three million dollars) on account of all accidents and \$2,000,000 (two million dollars) for Products Completed Operations Insurance. Umbrella Liability in an amount not less than \$2,000,000 (two million dollars.)

Additional Conditions of Insurance:

1. Successful proposer shall submit copies of any and all required insurance policies as and when requested by the District.
2. If any of the contractor's / vendor's policies of insurance are cancelled or not renewed during the life of the contract, immediate notice of cancellation or non-renewal shall be delivered to the District no less than ten (10) days prior to the date and time of cancellation or non-renewal.

Certificate of Insurance:

The successful proposer shall file with the Tioga Central School District prior to commencing work under this contract, a certificate of insurance.

1. Certificate of insurance shall include:
 - Name and address of insured
 - Issue date of the certificate
 - Insurance company name
 - Type of coverage in effect
 - Policy number
 - Inception and expiration dates of policies included on certificate
 - Limits of liability for all policies included on certificate
 - Certificate holder shall be Tioga Central School District, PO Box 241, 27 Fifth Ave., Tioga Center, NY 13845
2. If the successful proposer's insurance policies should be non-renewed, cancelled or expire during the life of the contract, the District shall be provided with a new certificate indicating the replacement policy information as requested above.
3. Property damage liability insurance in an amount of not less than \$1,000,000 (One Million Dollars) for damages on account of any one accident and in an amount of not less than \$3,000,000 (Three Million Dollars) on account of all accidents.

Other Conditions of General Liability Insurance:

1. Coverage shall be written on comprehensive general liability form.

2. Coverage shall include:
 - Contractual Liability
 - Independent Contractors
 - Products and completed operations
3. **THE Tioga Central School District** shall be added to the comprehensive general liability policy as “**ADDITIONAL INSURED**” on a **Primary and Non-Contributory basis**.

Automobile Liability Insurance:

Automobile bodily injury, liability and property damage liability insurance shall be provided by the successful proposer with a minimum combined single limit (CSL) of \$1,000,000 (One Million Dollars).

Other Conditions of Automobile Liability Insurance:

Coverage shall include:

- All owned vehicles
- Hired car and non-ownership liability coverage
- Statutory no-fault coverage

X. Termination or Extension of Contract Procedures:

Termination: Failure to meet deadlines, technical incompetence, excessive change orders due to errors in plans or specifications, cost overruns, and poor quality of work will be considered grounds for terminating the contract with the offerer. Intermediate steps will be taken to resolve the problems, but failing that, the successful proposer will be given a thirty (30) day written notice of the intent to terminate the contract, clearly specifying the reason(s) for such termination.

Extension of Contract: If the Board of Education is satisfied with the services of the successful proposer chosen for this particular RFP, the district may extend to the successful proposer the same or similar provisions outlined herein for future proposed capital projects.

B. DETAILED SPECIFICATIONS

I. District Background

The Tioga Central School District is comprised of a single campus and complex of school buildings housing approximately 1,000 students. There is 1 elementary school, grades K-4 with an approximate enrollment of 350. There is 1 middle school, with an approximate enrollment of 300 students in grades 5 – 8. There is 1 high school, with an approximate enrollment of 300 students, serving grades 9 through 12. The three schools are interconnected. In addition, the District has a small separate building on the same campus that houses 3 PreK classrooms. Other separate buildings on the campus house our transportation and maintenance services.

The district completed 80% of a \$7.55 million project in the fall of 2018. This project had 4 main components: the conversion of the small administrative building into a PreK building housing 3 classrooms, site work including all driveways and parking lots, secure entrances for all 4 educational buildings, and technology upgrades including VOIP phones, wireless, cameras, and fire alarms. After completion of that project, the district has a balance of approximately \$1.2 million from the referendum approved by the voters in March, 2015. Our intention is to apply those funds towards a new project to be completed in 2020. Options for this project include replacement of roofs on our integrated K-12 facility and any other necessary work within the scope of the public referendum.

Meanwhile, the district is in the process of completing a new building condition survey and wishes to engage the selected A&E firm in developing and implementing a 5-10 year program to provide much needed upgrades to our facilities to meet the needs of 21st century educational programing. Some items already identified include classroom renovations, new STEAM classroom, Physical Education,/Athletic facilities, and other spaces for instruction and support. We also anticipate the need to update mechanical systems including those roofs not replaced in the \$1.2 million 2020 project, HVAC, lighting, etc as defined in the building condition survey. The current estimate for all phases of this project is between \$19.8 and \$21.5 million.

II. Proposal Requirements:

The A / E services provider must respond to this proposal according to the following criteria.

1. **Qualifications and Experience of Personnel:** State the qualifications of the firm, the principal to be assigned along with the architect or engineer of record for our projects in terms of educational background and work experience relative to our projects. Provide profiles of principals and staff who will be utilized for this work.
2. Documentation to prove financial stability, such as copies of profit and loss statements for the previous three (3) years, reference letters from creditors, and certification of the number of years the firm has been performing this type of work for school districts. State number of years in business.

3. Provide a summary of facilities you would have available in implementing services.
4. Provide a detail for all services offered by your firm.
5. Provide a listing of any previously completed projects of similar nature and a listing of all P-12 education projects completed within the previous 5 years in New York State. Include project title, owner's name and telephone number including contact person, year project completed and brief description of work. Timelines in completing previous school projects and accuracy of estimating costs are also required. Include percentage of change orders initiated by the firm based on revisions required by plans and specifications.
6. Describe project management and approach techniques you would utilize under this contract. Discuss methods of problem solving and resolution. Describe any innovative approaches you may have used in the past.
7. Demonstrate firm's ability to provide professional services in a timely manner including but not limited to past performance in quality of work and compliance with performance schedules.
8. Demonstrate success in working with the New York State Education Department (NYSED) in approval of plan and specifications submitted by the firm.

III. Compensation (Fee Proposal)

Provide a compensation schedule based upon the following services.

- Renovation Work
- New Construction
- Blended Fee
- Chargeable Expenses and Cap, if applicable
- Items not included in design fee (surveying, kitchen consultant etc...)
- Reimbursable charges such as travel, meetings at school district, etc.
- Scope of work that will be subcontracted to other firms
- Descriptions for subcontractors, if applicable. (*engineering of MEP's, structural, hazardous materials*)

IV. Interviews

Those firms considered to be most qualified will be invited to the District for an interview. During this interview candidates should be prepared to discuss their experience dealing with specifications and plans for

V. Evaluation Criteria:

Price Response	30%
Technical Response	30%
Qualifications and Experience	30%
Quality of Proposal.....	10%

The percentages listed above are for illustrative purposes only. The District reserves its right in its sole discretion to value each area more or less than listed.

VI General Information

1. What are your current project commitments?
2. What are your prospective activities? (i.e. proposals, tentative projects)
3. How long does it take after preliminary drawings are accepted by the Board to prepare final drawings and specifications for submission to the State Education Department and also for construction?
4. Has a school district or anyone else ever brought legal action against your firm or have you ever brought legal action against a school district? If so, please explain.
5. Have you ever been involved in legal action with a contractor concerning a school project or any other project? If so, please explain.
6. A description of the firm's working relationship with the State Education Department Bureau of Facilities Planning.
7. Does the firm use junior architects?
8. Where are your plans prepared?
9. How many staff members in the firm?

Architects _____

Engineers _____
10. Send reference list for recent school projects.