

**Pelham Union Free School District
Business Office
575 Colonial Avenue
Pelham, New York 10803
Phone (914-438-9140 Fax (914) 738-2384**

REQUEST FOR PROPOSALS

The Board of Education of the Pelham Union Free School District hereby invites the submission of proposals for the following professional services:

Architectural Services (Pre-Referendum)

Forms for proposal, certification, conditions, and specifications may be obtained at the Pelham UFSD website (www.pelhamschools.org) by selecting “District” from the drop-down menu and choosing “District Office Requests for Proposal (RFP).” Forms may also be obtained from the Pelham UFSD Business Office located at 575 Colonial Avenue, Pelham, New York 10803 or by calling the Business Office at 914-738-9140 x1142.

In all cases it must be understood that conditions and specifications of the Pelham Union Free School District shall apply. Sealed proposals must be clearly marked, “**Architectural Services – Pre-Referendum**”, and will be received until 11:00 a.m. on Thursday, April 13, 2017 at the Pelham UFSD Business Office located at the above address, at which time and place all proposal packages will be publicly opened and subsequently evaluated.

The Board of Education reserves the right to consider qualifications, experience, and reputation in the architectural services industry, as well as the specific qualifications of a proposer set out herein, in considering proposals and awarding the contract. The Board of Education reserves all rights and may reject any or all proposals as it may deem appropriate to so do.

DATED: March 29, 2017

Proposer_____

**Pelham Union Free School District
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**REQUEST FOR PROPOSAL
ARCHITECTURAL SERVICES (PRE-REFERENDUM)**

Proposals Accepted Until April 13, 2017 at 11:00 AM

To Whom It May Concern:

The Board of Education of the Pelham Union Free School District is contemplating capital construction to be financed by bond(s).

For the purpose of responding to this Request for Proposals for Pre-Referendum Architectural Services, we ask that you assume a potential total cost of projects ranging from \$25,000,000 to \$40,000,000. The architects will provide preliminary cost estimates for the proposed construction program to assist the Board in determining the final scope of work. Once the final scope has been determined, the consultant will be expected to assist the Board with community outreach and informational materials prior to the actual vote. (See p. 5 of this Request for a detailed description of services to be provided.)

The projects under consideration are shown in Appendix A, and the names and addresses of the schools are shown in Appendix B.

In addition to completing and submitting all forms in this document, written proposals outlining the firm's history and design philosophy, including present size, in-house disciplines, and special areas of expertise are also encouraged. Of special interest are projects carried out by your firm which are directly relevant to the District's proposed capital projects. A written proposal should include a brief conclusive summary of why your firm should be selected as the District's architect for pre-referendum services. All submittals shall be considered in the evaluation of each firm's proposal.

Site maps and floor plans of the District's buildings are available by request from the District Business Office. Please telephone Ms. Sheila Pappas at 914 738 9140 x1140 or send an email to lpurvis@pelhamschools.org.

Dates and Deadlines

Sealed proposals will be received until Thursday, April 13, 2017 at 11:00 A.M. at 575 Colonial Avenue. They should be marked as “Proposal for Architectural Services (Pre-Referendum)” and addressed to:

Linda S. Purvis
Interim Business Official
Pelham Union Free School District
575 Colonial Avenue
Pelham, New York 10803

The proposals will be reviewed directly thereafter by the District’s staff, including but not limited to the Superintendent of Schools, the Interim Business Official, and the Director of Facilities. Initial interviews will be scheduled during the week of April 24, 2017. It is expected that the Board of Education will award the contract at its meeting on May 2, 2017.

THE BOARD OF EDUCATION RESERVES ALL RIGHTS AND MAY REJECT ANY OR ALL PROPOSALS AS IT MAY DEEM APPROPRIATE TO SO DO.

Submission of Proposal

When submitting a proposal, it is the responsibility of a principal of the respective firm to complete the following documents in the enclosed RFP:

- Agreement to Terms of Discussion
- RFP Certifications
- Complete references and signatory documents
- Complete Fee Schedules

Failure to adhere to the foregoing may result in the proposal being rejected as non-responsive. The Pelham Union Free School District reserves the right to reject any or all proposals.

Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will then have their proposals evaluated for both technical qualifications and price. The following represents the principal selection criteria which will be considered during the evaluation process.

1. Mandatory elements

- a. The Architect is licensed to practice in the State of New York
- b. The Architect has no conflict of interest with regard to any other work performed for the Pelham Union Free School District
- c. The Architect adheres to the instructions in the Request for Proposal on preparing and submitting the proposal

2. Technical Qualifications

- a. The Architect has demonstrated prior experience and satisfactory performance on school district engagements of comparable complexity and scope.
- b. The qualifications and experience of the Architect's professional personnel to be assigned to the engagements will be considered.
- c. The Architect has demonstrated understanding of the project requirements and District needs, including the need for effective collaboration with the District staff, its Construction Steering Committee, and its construction professionals.

3. Price

Cost will be considered, but will not be the primary factor in the selection of an architectural consultant. The District has the right to reject any and all proposals if it deems that such action serves the best interests of the District.

Any questions or clarifications needed regarding the RFP shall be directed to me via e-mail (lpurvis@pelhamschools.org). I will respond via e-mail Addenda to all proposers who provide this email contact information.

Thank you for your interest in the Pelham Union Free School District.

Very truly yours,

Linda S. Purvis
Interim Business Official
Pelham Union Free School District

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ANTICIPATED SCOPE OF SERVICES

The Architect shall provide pre-referendum services in accordance with the Manual of Planning Standards by the New York State Education Department and the functional program and/or scope of work prepared by the District, and all applicable codes (local, state and federal.)

Specifically, the Architect shall provide the following pre-referendum services as follows:

- Review the preliminary scope of work (see Appendix B), available drawings and other documents depicting existing conditions. Visit the project site(s) and observe conditions.
- Prepare for and attend project meetings at each building site as required for the purpose of determining the scope of the project, the project's educational specifications, the adequacy of the proposed budget, and the design duration timeline.
- Prepare preliminary designs based on project meetings and educational specifications.
- Prepare a preliminary budget for each project which would be sufficient to accomplish the identified scope of work.
- For all projects, provide design duration timelines for the schematic, design development, construction document, or any combination of phases as may be directed by the District for the District's approval. Said duration shall not include review or bidding time for the District.
- For projects not requiring design services, provide preliminary descriptions of equipment/materials to be installed and information on potential cost-savings to be realized from the upgrade, as needed for public information purposes.
- For projects requiring design services, provide graphics, including preliminary designs, elevations and presentation boards, as needed for public information purposes.
- Attend and participate in public presentations/meetings as required by the District.
- Assist the Board of Education in making final decisions as to the scope of the referendum, which is planned for early winter 2017.

The District will hire a Construction Management firm to work with the Architect during all phases of the project.

In the event the Board of Education decides not to proceed with the capital construction plan prior to October 2017, the District shall notify the Architect in writing. It is understood that the Architect shall be paid based on the hourly rates shown on his/her proposal for work completed to the date of such notification by the District.

Proposer_____

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AGREEMENT ON TERMS OF DISCUSSION

The District's receipt or discussion of any information submitted in response to the District's RFP, and prior to contract award by the District Board of Education, including information submitted during discussions after said submittal (including ideas, models, drawings or other material communicated or exhibited by us or on the District's behalf) will not impose any obligations whatsoever on the District or entitle us to any compensation, except to the extent specifically provided in such written agreement, if any, as may be entered into between the District and the Architect. Any such information given, either orally or in writing, is not given in confidence and may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this agreement, whether made as part of or in connection with any information received from us in any fashion, shall be null and void and of no effect. This letter is not intended, however, to grant to the District the right to use any material which is the subject of valid letters patent.

The foregoing applies to any information whether or not given at the invitation of the District.

Officer of Company (Signature)

Date

Title

Telephone Number

Company

Fax Number

Address

Email

Proposer_____

PELHAM UNION FREE SCHOOL DISTRICT

Business Office

575 Colonial Avenue

Pelham, New York 10803

www.Pelhamschools.org

Phone: (914) 738-9140 Fax (914) 738-2384

HOLD HARMLESS AGREEMENT

The undersigned hereby agrees to defend, indemnify, and save harmless the Pelham Union Free School District from and against any and all liability, loss, damages, claims for bodily injury and/or property damages, cost and expense, including counsel fees, to the extent permissible by law, that may occur or that may be alleged to have occurred in the course of the performance of this agreement by the Proposer, whether such claims shall be made by an employee of the Proposer or by a third party. The Proposer covenants and agrees that he will pay all costs and expenses arising therefrom and in connection therewith, and if any judgment shall be rendered against the District, in any such litigation, the Proposer shall at his own expense satisfy and discharge the same.

REPRESENTATIVE _____

SIGNATURE_____

TITLE _____

COMPANY NAME_____

DATE_____

Proposer_____

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REQUEST FOR PROPOSAL (RFP) CERTIFICATIONS

FIRM NAME:_____

BUSINESS ADDRESS:_____

TELEPHONE NUMBER:_____

EMAIL: _____

DATE OF PROPOSAL:_____

GENERAL RFP CERTIFICATION

The proposer certifies that he/she will furnish services as described on this proposal.
The proposer certifies that he/she is licensed to practice architecture in the State of New York.
The Architect will execute either AIA Document B141 or B141 CMA, as appropriate and as negotiated by the District's attorney and agreed to by the Board of Education.

Signature

Proposer _____

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REFERENCE SHEET

All proposers will be required to complete this form providing three references of past performance. References should involve projects and/or service situations of similar size and scope to those shown in Appendix B. References must have had dealings with the proposer within the last thirty-six months. The District reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the proposer before the actual award of the contract. Completion of the reference form is required.

PROPOSER'S NAME: _____

DATE FILED: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: STATE: ZIP: _____

OFFICER: _____

CONTACT: _____

EMAIL: _____

FEDERAL ID #: _____

TELEPHONE: _____ FAX: _____

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REFERENCE #1:

CONTACT: _____

ADDRESS: _____

CITY: STATE: ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

BRIEF DESCRIPTION OF PROJECT, INCLUDING COST

REFERENCE #2:

CONTACT: _____

ADDRESS: _____

CITY: STATE: ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

BRIEF DESCRIPTION OF PROJECT, INCLUDING COST

Proposer_____

REFERENCE #3:

CONTACT: _____

ADDRESS: _____

CITY: STATE: ZIP: _____

TELEPHONE: _____ FAX: _____

BRIEF DESCRIPTION OF PROJECT, INCLUDING COST

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FEE SCHEDULE: ARCHITECTURAL SERVICES (PRE-REFERENDUM)

The Board of Education has not made a final determination as to the scope of the proposed capital construction undertaking. Please indicate below your proposed fee schedule for pre-referendum services as either 1) a % of final bond referendum dollar value (including incidental costs) as determined by the Board of Education; or 2) a flat fee. If you are proposing a sliding scale, enter a percentage in each range. If you are proposing a single percentage, enter this information in the third line. Unless specifically noted by the proposer, the dollar values below refer to the total dollar value of all propositions to be approved in the voter referendum.

1.) Per Cent of Final Bond Referendum Dollar Value

\$10,000,000 to \$15,000,000 _____% of total referendum scope

\$15,000,001 to \$25,000,000 _____% of total referendum scope

\$25,000,001 or more _____% of total referendum scope

OR

2.) Flat Fee _____

Additional Services to be billed at the following hourly rates

Partner \$_____/hour

Associate \$_____/hour

Architect \$_____/hour

Interior Designer \$_____/hour

Draftsmen \$_____/hour

Proposer_____

Other (specify) \$_____/hour

Other (specify) \$_____/hour

Reimbursable Expenses to be billed at the following multiple

_____ times the amounts expended by the Architect, employees of the firm, and/or consultants hired by the firm for services related to the project.

Please identify reimbursable cost items and services that are anticipated and not included in the Architect's fee. If possible, please provide an estimate of the additional costs to be incurred.

Submission of invoices

If the Architect is engaged for pre-referendum services for a flat fee, the Architect agrees to submit monthly invoices of approximately equal amounts (excluding reimbursable expenses) from the appointment date to the date of the bond referendum. Otherwise monthly invoices may be submitted in accordance with the Architect's proposed hourly fee schedule *up to a maximum dollar value* equal to the proposed percentage multiplied the final bond referendum value.

Proposal Submitted by:

Architect (Signature)

Date

Name/Title

Telephone

Address

Fax

E-Mail

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**APPENDIX A:
SCOPE OF WORK**

A final scope for the bond referendum has not yet been determined, but for the purpose of responding to this Request, please use a range of \$25,000,000 to \$40,000,000. Following is a list of areas that will be evaluated for cost and feasibility:

- Building envelope replacement* (brick façade, windows and lintels), and the addition of classrooms at Hutchinson School
- Handicapped accessibility at three elementary schools, including the addition of elevators at each of three elementary schools
- Cafeteria/multipurpose room additions at four elementary schools
- Air conditioning at each of four elementary schools
- Addition for performing arts instructional space at Pelham Memorial High School
- Boiler replacements at five schools
- Rooftop air conditioning unit replacements at the Pelham Middle School
- Selected field renovations

*Detailed cost estimates of the building envelope work have already been prepared by a consulting engineer. The project is included here, as the scope and phasing schedule will be affected by a decision to add classrooms and/or other space to the building.

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**APPENDIX B:
LIST OF DISTRICT FACILITIES (ALL LOCATED IN TOWN OF PELHAM, NY)**

Colonial School
315 Highbrook Avenue
914 738 2680

Hutchinson School
301 Third Avenue
914 738 3640

Prospect Hill School
1000 Washington Avenue
914 738 6690

Siwanoy School
489 Siwanoy Place
914 738 7650

Pelham Middle School
28 Franklin Place
914 738 8190

Pelham Memorial High School
575 Colonial Avenue
914 738 8110