

# Middleburgh Central School District

## ARCHITECTURAL SERVICES (#2017-18-4)

### Intent to Submit a Proposal

Please complete the following information and fax or email this form to the address shown below at the earliest possible date (no later than 3:00 PM on November 17, 2017). This form is intended for our use in monitoring the RFP process. By submitting, we are able to contact you with any additional information that may arise. It will also allow us to remove your name from our list for this project in the event you have elected not to submit a proposal.

WE INTEND TO SUBMIT A PROPOSAL.

WE DO NOT INTEND TO SUBMIT A PROPOSAL FOR  
THE FOLLOWING REASONS:

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NAME, ADDRESS, AND TELEPHONE NUMBER OF CONTACT:

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME/TITLE: \_\_\_\_\_

Please return to: Terrence Gillooley, School Business Manager  
Middleburgh Central School District  
291 Main Street  
Middleburgh, NY 12122  
Fax: (518) 827-6632 or  
Email: [terry.gillooley@middlburghcsd.org](mailto:terry.gillooley@middlburghcsd.org)

**MIDDLEBURGH CENTRAL SCHOOL DISTRICT  
REQUEST FOR PROPOSALS  
ARCHITECTURAL SERVICES  
(#2017-18-4)**

**I. INTRODUCTION**

The Middleburgh Central School District, Middleburgh, New York, requests submissions of proposals to provide architectural services in connection with the planning, approval and implementation of a proposed District's Capital Construction Project and its annual \$100,000 Capital Outlay Project. The District intends that the architect chosen shall act as the District Architect in all phases of planning, State Education Department (SED) approval, design, bidding, award, construction supervision and close-out of the chosen project(s).

The District consists of two schools: Elementary, Jr./Sr. High School and a Bus Garage. The total number of students is approximately 750.

The contact person in the School District for this proposal is Terrence Gillooley, School Business Manager. Inquiries concerning the Request for Proposals should be submitted to Mr. Gillooley by sending written correspondence to [terry.gillooley@middleburghcsd.org](mailto:terry.gillooley@middleburghcsd.org). The School District will provide responses to any questions submitted to all companies or individuals who have submitted an Intent to Submit Proposal form.

The Board of Education, its officers and employees, do not discriminate on the basis of race, color, gender, national origin, creed or religion, marital status, disability, age, sexual orientation or any other protected classification.

**Pre-Proposal Meeting**

Upon request, a pre-proposal meeting can be held at the School District. Attendees will be provided with an overview of the buildings and a tour of the potential areas to be renovated.

The District will also make its building condition survey available upon request. To request copies, please contact Terrence Gillooley via email at [terry.gillooley@middleburghcsd.org](mailto:terry.gillooley@middleburghcsd.org).

**II. SCOPE OF WORK**

Capital Construction Project

The exact scope of services required by the District will be set forth in the Agreement between the District and Architect. Proposals and cost estimates of the preliminary plans will be presented to the Board of Education for its decision on a proposed design. Preparation of preliminary plans and other appropriate documentation and presentations

will be included in the scope of work. The Proposed Capital Project Planning Timeline are set forth in detail in the attached Exhibit "A". The proposals and cost estimates of the preliminary plans will be presented to the Board of Education for its decision on a proposed project. Preparation of preliminary plans and other appropriate documentation and presentations will be included in the scope of work. Implementation of the approved design in accordance with all applicable laws and regulations will also be included. The duties of the Architect for the Project will be determined by the District and selected firm. In more detail, the District will need the services of an architect (which will be in part performed in cooperation with a selected Construction Manager) to perform some or all of the following work:

1. To design and implement a comprehensive study to determine the most appropriate capital project which will meet the District's needs in terms of renovation and reconstruction and, if necessary, of future educational space at the most reasonable cost to the District.
2. Make formal presentations to the Board of Education and various other groups (including, but not limited to, District staff, parents, students, and the general public).
3. Prepare Preliminary Plans in accordance with Section 155 of the Regulations of the Commissioner as well as other documents required for Preliminary Approval by the State Education Department.
4. Provide estimated and actual costs based on the categories of expenditure required by the State Education Department including state aid calculations of School District aid for the Project to ensure School District local share is fixed at the percentage established at the referendum on an ongoing basis throughout the project, until the last contractor has received final payment.
5. Provide complete and accurate architectural services as required for approval of this project and issuance of a Building Permit, supervision of bidding and construction, and issuance of a Certificate of Occupancy by the State Education Department. This will include, but is not limited to, preparation of all plans and specifications for District and SED approval, assistance with bidding procedures and evaluation and award of bids, supervision as agreed during the construction phase, submission of a Certificate of Substantial Completion at the appropriate time and submission of a breakdown of actual costs incurred in the format required by SED for submission of the Final Cost report, all on a timely basis.
6. Assure that the project will be completed on a timely basis, meeting any and all deadlines established by the District or the State Education Department and agreed upon by the Construction Manager.
7. Keep the total cost of the project within the budget approved by the voters and the Board of Education.

8. Attendance at all necessary meetings with Construction Manager, Owner, Contractors and the State Education Department.

Capital Outlay Project:

The District also anticipates completing annual \$100,000 Capital Outlay Projects and requests architectural services that include identifying the scope of the work to be performed; design of the project in accordance with applicable laws and regulations; and overseeing the construction of the project.

### **III. PROPOSAL REQUIREMENTS**

The following information is to be included in your response to the Request for Proposal:

1. Submit a letter of interest, a general introduction, background description of your firm, and type of services provided. Include contact name, address, phone number, e-mail address of contact person. Also include same information of the Principal and Architect of Record if different than above. List experience of each in regards to recent school construction projects.
2. List your firm's experience with K-12 renovation projects. Include District's name; contact's name, title and phone number, e-mail address; a brief description; contract amount; and completion date. Please limit experience to last five years.
3. Discuss philosophy on green building components and sustainable design and how these components might be incorporated into District projects.
4. Demonstrate your experience working with a construction manager on K-12 projects.
5. Describe your staff capability. Provide a detailed list of your firm's in-house disciplines vs. hired consultants.
6. Submit an organizational chart reflecting key staff to perform this project. Include resumes. Indicate whether engineering work will be handled in-house or independently. If an independent firm is to be used, please identify the firm and individuals involved along with their experience. Also, include a summary of the firm's work in K-12 school design.
7. Describe your office environment
  - a. Size
  - b. EquipmentComputer technology – Autocad, 3D, Autotech (Autocad enhancement package)
8. Provide at least 5 references including three from projects completed in the last 3-5 years.

9. Explain your insurance coverage.
10. Identify items not covered under Basic Services. Include a list of all reimbursable cost items anticipated and not included in the fee.
11. Each proposal is to be submitted in a sealed envelope, plainly marked on the outside as "Proposal for Architectural Services." Please submit one (1) original and five (5) copies of your proposal. **The fee portion of the proposal should be submitted in a separate sealed envelope.**
12. Proposals are to be sent showing the following information on the outside and shall be mailed to the following:

**Mr. Terrence Gillooley  
Middleburgh Central School District  
291 Main Street  
Middleburgh, NY 12122  
RFP – Architectural Services  
Confidential – DO NOT OPEN**

13. Proposals must be **received** by on or before **3:00 p.m. on December 1, 2017**. Proposals received after the specified date and time may not be considered in the discretion of the District.

#### **IV. SELECTION AND CONTRACT**

Proposals will be reviewed by a committee established by the District and the final selection will be made by the Board of Education. One or more offers will be selected for interviews prior to final selection. The selection process will include checking references and prior clients, as well as review of the proposals submitted for completeness, qualifications and experience and cost.

Selection of the successful candidate will be subject to approval by the District's Board of Education.

If the Board of Education is satisfied with the services provided by the Architect selected through this RFP, it may decide to enter into further contracts with the Architect for future capital projects upon substantially similar terms, without further requests for proposals.

## V. FEES

All firms should base their fee calculations for comparison purposes on a Construction value of

- 1)  $\leq$  **\$10 Million,**
- 2)  $\geq$  **\$10**  $\leq$  **\$12 Million,**
- 3)  $\geq$  **\$12**  $\leq$  **\$15 Million, and**
- 4)  $\geq$  **\$15 Million**

All firms responding must provide their fee arrangements in each of the following components and **in a separate sealed envelope:**

### A. Capital Construction Project:

1. Pre-referendum Services:

$\leq$ <b>\$10 Million</b>	$\geq$ <b>\$10</b> $\leq$ <b>\$12 Million</b>
Fee: \$ _____	Fee: \$ _____
$\geq$ <b>\$12</b> $\leq$ <b>\$15 Million</b>	$\geq$ <b>\$15 Million</b>
Fee: \$ _____	Fee: \$ _____
  
2. Design/Construction Administration:

$\leq$ <b>\$10 Million</b>	$\geq$ <b>\$10</b> $\leq$ <b>\$12 Million</b>
Fee: \$ _____	Fee: \$ _____
$\geq$ <b>\$12</b> $\leq$ <b>\$15 Million</b>	$\geq$ <b>\$15 Million</b>
Fee: \$ _____	Fee: \$ _____

### B. \$100,000 Capital Outlay Project (or approved NYS limit):

1. Fee: \$ \_\_\_\_\_

Firms shall also note that any and all associated costs, including multipliers, are to be included in the above fee components, so that the fee represents the complete total to be charged to the District.

Provide fee schedule of hourly rates for additional services. \$ \_\_\_\_\_

# EXHIBIT A

## MIDDLEBURGH CENTRAL SCHOOL DISTRICT

### PROPOSED CAPITAL PROJECT PLANNING TIMELINE

<u>PRE-VOTE ACTIONS</u>	<u>DATE</u>
Form School/Community Facilities Planning Committee	March 2018
Provide Committee with charge, timeline and initial education related to building aid and scope development. If available provide list of “needs” from Building Conditions Survey as starting point for scope development with committee	March 2018
Scope development and related costs with calculation of tax impact (periodical presentations to BOE on status of development)	March 2018- June/July 2018
Presentation to BOE on Committee proposed scope and related tax impact (seeking Board acceptance of proposed scope)	July/August 2018
Letter of Intent submitted to NY State Education Department	August 2018
Counsel to prepare SEQRA Resolution/Bond Counsel to prepare resolution to establish the date of voter referendum. BOE to adopt both resolutions (must be done no less than 45 days prior to vote while still providing at least 45 days prior to vote for publications to take place))	Sept/October 2018
Submit for publication of Legal Notice of Special Election in District’s official newspaper(s) (1 <sup>st</sup> publication must be at least 45 days prior to voter referendum date). Four publications need to be made prior to vote	October 2018
Development of Newsletter to be distributed to residents. Discussion on what will be place on the District website as communication efforts as well as what community presentations/informational sessions will be made.	October 2018
Community presentations/informational sessions	November 2018
Voter referendum	December 2018
Coordinate returning certified vote results to bond counsel for preparation of bond resolution	December 2018
Bond resolution is adopted by the BOE, subsequent Estoppel Notice is published in the District’s official newspaper(s)	January 2019
Architect design phase	January 2019- August 2019
NY State Education Department submission of plans	August 2019

NY State Education Department Approval of Plans	February 2020
Contract bidding and award	March 2020
Schedule of Values become available and SA-139 Forms submitted to NY State Education Department	May 2020
Construction begins	June 2020
First borrowing for Construction (prior borrowing for design phase to occur as needed). This will allow us to have debt service in 2019-20 to keep total debt service at \$7.66M	June 2020
Construction completion/Contract Closeout	September 2021
Certificate of substantial completion and final cost reports submitted to NY State Department of Education (assumes 2 summer construction term). Or may be done in phases	Estimated December 1, 2021

Note: If proposition is not successfully approved by voters the timeline for construction/borrowing would be shifted accordingly.



**IRANIAN ENERGY DIVESTMENT CERTIFICATION**

**Pursuant to Section 103-g  
Of the New York State  
General Municipal Law**

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
  
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
  - 1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer 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 political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

# NON-COLLUSIVE BIDDING CERTIFICATION

Middleburgh Central School District

## § 103-d of the General Municipal Law

### Statement of Non-Collusion in Bids and Proposals to Political Subdivision of the State or Fire District

Every bid or proposal hereafter made to a political subdivision of the State or any public department, agency or official thereof or by a fire district or any agency thereof, for work or services performed or to be performed or goods sold or to be sold shall contain the following statement by the bidder as true under the penalties of perjury:

Non-collusive Bidding certification. By submission of this bid or proposal, the bidder certifies that:

- a. this bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor;
- b. this bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project to any other bidder, competitor or potential competitor;
- c. no attempt has been or will be made to induce any other person, partnership or corporation to submit a bid or proposal;
- d. the person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification and, under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on his behalf;
- e. that attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signature of this bid or proposal on behalf of the corporate bidder.

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Date

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(Contractor's Signature)

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(Name of Business)