

Greenport UFSD
720 Front Street
Greenport, NY 11944
631-477-1950
631-477-2164 fax

Specifications

RFP #2010-01: Architectural Services

To be received by 11:00 A.M., **March 06, 2010**

The Greenport Union Free School District, , hereinafter referred to as Greenport Schools or GUFSD, invites proposals from architectural firms, hereinafter referred to as vendor, to provide the required architectural and engineering services as may be requested by GUFSD.

In accordance with §103 of General Municipal Law, GUFSD contracts for professional services requiring special skill or training are not subject to competitive bidding requirements.

1. Purpose

GUFSD requests proposals from qualified vendors interested in providing architectural and engineering services for the following:

1. New roof / repairs to parapet walls / roof drainage system
2. Auditorium repair and restoration
3. Boiler Replacement
4. Window Replacement
5. Other architectural and engineering work as needed in relation to the aforementioned four projects.

2. Definitions

The following definitions are used throughout this RFP:

- RFP.Request for Proposal;
- Vendor.A firm submitting a proposal in response to this RFP; and
- NYSEDNew York State Education Department.

3. Contract Term

The contract shall be in effect from the date of award through **September 30, 2011**, with an option to renew for two additional one-year periods, at the discretion of GUFSD and consent of the vendor, not to exceed the prices indicated in the vendor's proposal.

4. **Requests for Clarification/Additional Information**

All requests for clarification or additional information related to this RFP must be submitted in writing by mail, fax, or e-mail on or before **February 26, 2010** to:

Mr. Michael Comanda
Superintendent of Schools
Greenport Union Free School District
720 Front Street
Greenport, NY 11944
E-Mail: comanda@gufsd.org
Voice: (631) 477-1950 ext 202
Fax: (631) 477-2154

In the event GUFSD provides clarification or supplemental information to this RFP, all recipients of this RFP will receive the information via an addendum to this RFP.

5. **Reservation of Rights**

GUFSD reserves the right, without prejudice, to reject any or all proposals not in compliance with the RFP specifications, as well as to ignore material defects if, in its sole discretion, GUFSD determines that doing so is in its best interest.

GUFSD reserves the right to negotiate the terms of the contract, including the award amount, with the selected vendor prior to entering into a contract.

GUFSD reserves the right to engage other vendors for consulting, advisory services, and/or architectural projects at its discretion.

6. **General Proposal Requirements**

The following represents the general requirements of this RFP.

- A. **Vendor Profile** – The vendor must provide documentary evidence of management and qualifications. In setting forth its qualifications, each vendor shall, in concise but adequate detail:
1. Provide documentary evidence that the architects assigned to GUFSD are New York State licensed;

2. Provide documentary evidence that the vendor is an established architectural firm having conducted business as such for at least the last three (3) years and functioning in a location with reasonable geographic accessibility to all areas of GUFSD;
3. Provide documentary evidence the vendor's ability and history of delivering projects on time and on budget;
4. State the names of the vendor's officers and associates;
5. State the names of all partners, associates, and architects that might be assigned to these engagements and provide their resumes;
6. Provide information on the circumstances and status of any disciplinary action taken or pending against the vendor during the past three (3) years with state regulatory bodies or professional organizations;
7. Provide a list of the vendor's memberships in all architectural and educational related associations, e.g. the American Institute of Architects, Society of American Registered Architects, National Council of Architectural Registrations Boards, Governmental Finance Officers Association, the New York State Association of School Business Officials, the New York State School Boards Association, American Association of School Administrators, and the International Association of School Business Officials;
8. Describe the vendor's architectural experience, including experience in governmental agencies, public schools, and/or BOCES;
9. Provide a list of all school/BOCES projects the vendor has been contracted within the last 5 years, including client and size and type of project;
10. Provide evidence that the vendor has experience in assisting school districts on projects such as roofs, boilers, renovations to existing school buildings and window replacement.
11. Describe any subjects related to architectural services in which the vendor has special expertise that will benefit GUFSD and the nature of that special expertise; and
12. Provide any other information that would assist GUFSD in determining a qualified vendor.

B. Team Composition – The vendor must identify the composition of the team performing the architectural services. The vendor must also describe the experience of the individuals that will be assigned to GUFSD including their position level and role in the services to be provided and licenses obtained. The vendor must also indicate whether the persons assigned to GUFSD are employees of the firm or will be hired as subcontractors. The vendor must also establish or provide documentary evidence it has an office in Nassau or Suffolk County within 90 days of award.

C. Conflict of Interest and Independence – The vendor must disclose all conflicts of interest both in fact and/or in appearance. In addition, the vendor shall give GUFSD written notice of any professional relationships giving rise to potential conflicts of interest entered into during the period of the contract.

D. **References** – The vendor must include its entire client list for the past five (5) years including contact name, address, and telephone number. GUFSD may contact the vendor's clients to determine the quality of work performed and personnel assigned to those projects.

7. **Scope of Work**

The vendor will perform the following architectural services for GUFSD from the date of award through September 30, 2011 with an option to extend for two additional one-year periods at the discretion of the GUFSD and consent of the vendor.

8. **Monthly Status Report**

- The successful vendor will be required to provide a Project Status Report on a monthly basis. Said report shall include a:
 - Schedule of all projects currently underway. Schedule shall include:
 - Date assigned;
 - Project name;
 - Vendor's project number;
 - GUFSD Purchase Order number;
 - Original contract amount;
 - Revised contract amount (if applicable);
 - Amount invoiced to date;
 - Amount paid to date;
 - Current available balance.
 - Brief summary of work accomplished per project during the previous month.
- Brief summary of work expected to be accomplished per project during the current month. The successful vendor will be required to provide the report electronically, via e-mail, by the 5th of each month to both the Department of Administrative Services and the Purchasing Agent.

9. **Performance Standards**

All services to be performed under this ensuing contract shall be performed in the most cost effective manner, in achieving the objectives of GUFSD. All work performed or managed must be of the highest quality and shall conform to all standards, safety guidelines and design conditions as may be imposed by legitimate regulatory organizations, including governmental agencies and municipalities.

10. **Proposal Form**

Using the provided Proposal Form, vendor must provide an hourly rate schedule for the services of the following employment categories:

- Principal
- Senior Architect
- Architect
- Site Manager
- Draftsperson
- Drafting Technician
- Clerical Technician/Secretary
- Staff Engineer (if available)
- Other (identify).

NOTE: While it is acknowledged that employment categories and position titles vary from firm to firm, vendors are required to use the preceding list to classify their personnel. This will facilitate GUFSD ability to compare proposals. Please do not provide vendor's category listing without a cross reference to the above.

11. **Care of Data**

The selected firm shall take all steps necessary to safeguard any data, files, reports, or other information from loss, destruction or erasure. Any costs or expenses of replacing, or damages resulting from the loss of such data shall be borne by the vendor when such loss or damage occurred through its negligence.

12. **Exceptions**

Any exceptions to the terms, conditions, or other requirements in any part of this RFP must be clearly stated in the vendor's proposal. Otherwise, GUFSD will consider all items offered are in strict compliance with this RFP, and the successful vendor will be responsible for compliance.

13. **Proposal Submission**

Vendors must submit an original proposal (identified as such) and three copies in a sealed envelope and must indicate the following information on the outside of the package:

- A. Vendor's name and address;
- B. RFP number and title; and
- C. RFP due date.

Vendors must submit the proposal by the date and time indicated in the notice to bidders to:

Mr. Michael Comanda
Superintendent of Schools
Greenport Union Free School District
720 Front Street
Greenport, NY 11944
E-Mail: comanda@gufsd.org
Voice: (631) 477-1950 ext 202
Fax: (631) 477-2154

GUFSD reserves the right to reject incomplete submissions. GUFSD also reserves the right to request additional data or material at any time. All material submitted in response to this RFP will become the property of GUFSD upon the opening of this RFP.

There is no expressed or implied obligation for GUFSD to reimburse vendors for any expenses incurred in responding to this RFP, including, but not limited to preparing Proposals, attending a pre-proposal conference, or attending an interview(s).

Proposals shall not be excessively long or submitted in an elaborate format that includes expensive binders or graphics. Unnecessary attachments beyond those sufficient to present a complete, comprehensive, and effective response will not influence the evaluation of the proposal.

15. **Cost**

The proposed cost must be submitted on Attachment A – Cost Summary Sheet.

16. **Proposal Organization and Format**

The proposal must be submitted in two sections. The first section must provide the general proposal requirements. The second section must provide the complete contract cost and specific pricing information.

Proposals shall be in plain typeface and submitted on 8.5 by 11-inch paper. The vendor is required to organize their proposal in the following manner:

A. **Title Page** – Indicate that the document is a “Proposal for Architectural Services, RFP #2010-10” and include the following:

1. Date;
2. Vendor name;
3. Main address;
4. Local address;
5. Telephone number;
6. Fax number;
7. E-mail; and
8. Contact person.

B. **Table of Contents**

C. **Letter of Transmittal** – Briefly certify that the vendor has read and understood the specifications, and make a positive commitment to perform the work in accordance with specifications if awarded the contract.

D. **Vendor Profile**

E. **Team Composition**

F. **Conflict of Interest and Independence**

G. **References**

H. **Attachment A** - Cost Summary Sheet

I. Addendums - As applicable

17. Proposal Scoring and Evaluation

GUFSD will evaluate the proposals using the following criteria:

Description	Percent
1) Vendor’s compliance with and responsiveness to the RFP specifications	25%
2) Experience with a NYS BOCES	10%
3) Experience with a NYS School District	10%
4) Experience with minor renovation projects (include list)	10%
5) Qualifications & Experience of Key Personnel	10%
5) Cost/Fee (% of Project)	15%
6) Interviews	20%

18. Interview

GUFSD will invite, at least, the top three vendors for an interview based on each vendor's score of evaluation criteria items 1, 2, 3, 4, 5, and 6. GUFSD will make reasonable attempts to schedule each interview at a time that is agreeable to the vendor. Failure of a vendor to report to an interview on the date scheduled may result in rejection of the vendor's proposal.

19. Exhibits

The documents listed below are included in the RFP package to provide the vendor with background information about GUFSD:

- A. Exhibit 1 – GUFSD District Profile
- B. Exhibit 2 – 2005 Building Condition Survey

GREENPORT UNION FREE SCHOOL DISTRICT

720 West Front Street. Greenport, NY 11944

Phone 631-477-1950 Fax 631-477-2164

www.greenport.k12.ny.us

ATTACHMENT A

**Cost Summary Sheet
RFP #2010-01: Architectural Services**

We, _____, on this the _____ day of _____, 2010 hereby:

(Proposer’s Name)

Propose and agree to furnish and deliver professional architectural services for the GUFSD, in accordance with this “Request for Proposals”, at the following rates: (GUFSD reserves the right to select whichever option is in the best interest of the GUFSD.)

OPTION 1

	EMPLOYMENT CATEGORY	HOURLY RATE
1.	Principal	\$ /hr
2.	Senior Architect	\$ /hr
3.	Architect	\$ /hr
4.	Site Manager	\$ /hr
5.	Draftsperson	\$ /hr
6.	Drafting Technician	\$ /hr
7.	Clerical Technician/Secretary	\$ /hr
8.	Staff Engineer (if available)	\$ /hr
9.	Other (identify)	\$ /hr
10.	Other (identify)	\$ /hr
11.	Other (identify)	\$ /hr
12.	Other (identify)	\$ /hr

OR

OPTION 2

Estimated Project Cost	Cost-% of Final Project Expense
Under \$10,000	
\$10,001-\$50,000	
\$50,001-\$100,000	
\$100,001-\$500,000	
\$500,001-\$1,000,000	
\$1,000,001-\$5,000,000	
\$5,000,001-up to \$10,000,000	
Over \$10,000,000	

