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REQUEST FOR PROPOSALS ARCHITECTURAL/ENGINEERING SERVICES

Introduction:

The Gouverneur Central School District, located in Gouverneur, New York, St. Lawrence County, has a land area of approximately 226 square miles and a student enrollment of approximately 1,450 students UPK – 12. The District's Board of Education recognizes that there is a need for renovations and/or alterations to the district's current buildings and would like to put a proposition before the voters that would consist of a capital project to address these issues. It is anticipated that this project may include some alternative energy options for the district.

In accordance with Section 155.2(b) of the Regulations of the Commissioner of Education, a school district must retain the services of an architect or engineer licensed to practice in New York State for all construction projects which will cost \$10,000 or more.

The contact person in the district for this proposal is Jacquelyn Kelly at the above address.

Scope of Work:

We need the services of an architect and/or engineer to perform the following work:

- To design and implement a comprehensive study to determine the most appropriate capital project which will meet the district's needs in terms of future educational space at the most reasonable cost to the district.
- 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).
- Provide estimated and actual costs based on the categories of expenditure required by the New York State Education Department on an ongoing basis throughout the project, until the last contractor has received final payment.
- Provide complete and accurate architectural and engineering services as required for approval of this project and issuance of a Building Permit, as well as Certificate of Occupancy, by the State Education Department.
- Provide the name and qualifications of the Principal of the firm and the Architect or Engineer of record for this project and assure that those individuals are knowledgeable about school construction in New York State. In the event that the Principal and/or Architect or Engineer of record leaves the firm before completion of the project, the offerer will provide similarly qualified individuals to complete the work related to this project at no additional expense to the district. The district will be notified of the intent of the Principal or Architect/Engineer of record to leave, if known by the offerer in advance, at least two weeks before the individual leaves the firm, or as soon as possible after the person actually leaves. The offerer will also

provide the names(s) of the replacement Principal or Architect/Engineer of record within three business days of the departure of the original or previous individual. (Note: As there can be only one Architect or Engineer of Record, the offerer must outline how the need for consistency in certifying original plans and specifications, modifications of those plans and specifications, and the statement required upon substantial completion of the project will be handled in the event that the original Architect or Engineer leaves before the project is completed).

- Prepare Preliminary Plans in accordance with Section 155 of the Regulations of the Commission of Education as well as other documents required for Preliminary Approval by the State Education Department.
- Assure that the project will be completed on a timely basis, meeting any and all deadlines established by the district or State Education Department.
- Keep the total cost of the project within the budget approved by the voters of the district.
- Prepared Final Plans and Specifications along with other required documents for submission to the State Education Department in order to obtain a Building Permit.
- Provide a complete description of construction management services, which will be provided along with the total fee to be charged for these particular services.
- Submit a Certificate of Substantial Completion to the district and to the State Education Department at the appropriate time.
- Simultaneously submit to the district's contact person all documents sent to the State Education Department, or a written notice clearly describing such documents.
- At the close of the project, submit a breakdown of the actual costs incurred in the same format as required by the State Education Department for submission of the Final Building Project Report (also referred to as the "Final Cost Report").

Criteria for Evaluating RFP'S

The RFP's received for Architectural and/or Engineering Services will be evaluated using the following criteria:

- Experience of the offerer, the Principal to be assigned, and/or the Architect or Engineer of record (i.e., number of years and number of projects) in dealing with school construction projects of the same or similar scope as the proposed project, along with the size of the firm.
- Fee structure to be charged by the offerer.
- Total years in business and financial stability of the firm.
- Accuracy of estimating costs for previous school construction projects.
- Timeliness in completing previous school construction projects.
- How well the firm's representatives presented themselves to the district's officials.
- Communication techniques.
- Field visits to completed school construction projects.
- Recommendations from previous school districts clients.
- Extent of services offered.
- Percentage of change orders initiated by the offerer based on revisions required by plans and specifications for previously completed school constructions projects.

Work Schedule/Timeliness

A calendar must be provided by the offerer which will assure the successful completion of the proposed capital project and occupancy of the building. If the district loses any Building Aid due to malfeasance on the part of the offerer in meeting the required deadlines or not adhering to requirements of the State Education Department, the amount of lost Building Aid will be deducted

from the fees agreed upon; and if insufficient to cover the total aid lost, the district will seek full satisfaction through litigation.

Qualifications and Experience of Offerer

We need to know the qualification of the offerer, the Principal to be assigned, and the Architect or Engineer of record for this project, in terms of educational background and work experience relative to this type of project. Firms submitting proposals shall also provide information about their size.

Financial Stability of Offerer

We are requiring documentation to prove the offerer is financially stable, such as copies of profit and loss statements for the previous three years, reference letters from creditors, and certification of the number of years the offerer has been performing this type of work for school districts.

Pre- and Post-Considerations

The offerer will be required to make periodic written reports and oral presentations to the Board of Education and other groups.

Costs will be monitored continually to be sure that the budget is not exceeded. Actual expenses incurred will be compared to budgeted amounts in a report format to be approved by the district and presented to the Board of Education and the contact person in the district for this project at regular intervals, no less than once per month, on a building basis.

Change orders will be reported on a monthly basis with amounts assigned by building.

After all contractors have been sent their final payments, the offerer will provide the district with a breakdown of costs on a per building basis, using the same categories of expenditure as required on State Education final cost reports.

Provisions for Handling Disputes

Major or significant disagreements will be brought immediately to the attention of the Board of Education. An advisory committee will be formed consisting of representatives from all parties involved in a disagreement that cannot be resolved by discussions between the district's contact person and Principal or Architect of record.

If such disagreements cannot be resolved through the advisory committee, then the district will not be subject to arbitration, but will seek resolution through litigation.

Termination or Extension of Contract Procedures

Termination: Failure to meet deadlines, technical incompetence, and 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 problems, but failing that, the offerer will be given a 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 offerer chosen for this particular RFP, the district may extend to the offerer the same or similar provisions outlined herein for future proposed capital projects.

Start-Up and Close-Out Costs

Start-Up Costs: The offerer will specify start up needs and estimated costs to meet those needs, such as legitimate out-of-pocket expenses (i.e., transportation, lodging, meals, copying documents). The offerer will pay these costs when initially incurred and be reimbursed when the contract is signed.

Close-Out Costs: The offerer will explain the reimbursement procedure they want to follow. The district will continue to reimburse out-of-pocket expenses until the construction project is closed on the district's books and final expenditures are categorized and presented on a building-by building basis to the district's contact person.

Pre-Proposal Conference and Walk-Through Tour

A mandatory pre-proposal conference and walk-through tour of Gouverneur CSD will be conducted Tuesday, November 22th at 3 PM . This is the only time offerers will be provided an opportunity to visit the site. The district reserves the right to amend the RFP based on questions raised at the pre-proposal conference. Firms represented at the pre-proposal conference will receive any such amendments in writing. Please register for the tour by calling Harold Simmons at 315-771-1107 prior to November 16, 2022.

Submission of Proposals

Deadline for submission of proposals is 4 PM on January 5, 2023. Any proposals received after this deadline will be returned unopened to the firm. All proposals and accompanying documentation become the property of the Gouverneur Central School District.

Each firm shall submit one original proposal and six copies in an envelope labeled "Proposal for Architectural/Engineering Services" addressed to:

Jacquelyn Kelly, Superintendent of Schools
133 East Barney Street
Gouverneur, NY 13642

Interviews

Those firms considered to be most qualified will be invited to the district for a 30 minute interview on January 23, 2023. During this interview candidates should be prepared to discuss various building options that will meet the district's needs. Therefore, it is imperative that firms submitting proposals attend the scheduled site tour. This will be the only opportunity to visit the site.

The Board of Education reserves the right to accept or reject any or all proposals or any parts of proposals. The Board of Education plans to make a decision at their board meeting on February 13, 2023.