

IRVINGTON UNION FREE SCHOOL DISTRICT
40 North Broadway
Irvington NY 10533

REQUEST FOR PROPOSAL
BUILDING CONDITION SURVEY

Proposals due January 16, 2025 by 10am
at Administrative Offices, 6 Dows Lane, Irvington NY 10533

OVERVIEW

The Irvington UFSD is accepting proposals for completion of a building condition survey as required by the NYS Education Department. Interested firms shall prepare a proposal to be received by the school district no later than January 16, 2025 by 10am. **A preliminary walk through is scheduled for January 10 at 11 AM.** Please contact Mr. Rich Pittore, Director of Facilities at 914.269-5080 or Richard.pittore@irvingtonschools.org to reserve attendance and obtain directions.

Building condition surveys are required by the State Education Department to be completed every five years. The surveys must be completed by December 31, 2025 and must be submitted to the Department of Education by March 1, 2026. It is the District's desire that the BCS survey be conducted between February- April 2025 to allow the district to engage in preliminary capital project planning.

Following the inspection of all buildings and completed of the survey forms required by the State Education Department (SED), the firm will submit 5 written copies of all reports at project end.

DISTRICT OVERVIEW

The Irvington UFSD consists of 10 buildings on three campuses, totaling 382,715 square feet. Six buildings are primarily used for instruction. The district serves approximately 1800 students and has approximately 350 staff members. Architectural information on each occupied building owned by the district is as follows:

<u>Building</u>	<u>Yr. Constructed</u>	<u>Sq.Ft.</u>
Dows Lane Elem. School	1955/1965/1995/2001	87,168
Modular for storage at Dows	1989	1,056
Arts & Athletics Building	2003	53,180
High School/LGA (Library,Gym,Arts) Building	1965	95,412
Main Street Gym	1954	13,043
Main Street School	1913	47,042
Middle School/CMS (Cafeteria, Music, Science) Building	2003	82,700
Facilities Storage Building	2023	920
Press Box	2022	144
Campus Learning Pavilion	2022	2,050

SCOPE OF PROJECT

The building condition survey is required to be completed for all occupied buildings owned by the school district. Throughout the project, New York State Education Department guidelines for building inspections must be followed. Structural integrity of each building must be assessed based on a thorough inspection of all buildings, grounds, and site components. The inspection process must include all items listed on the most updated SED building condition survey forms. Throughout the process, the appointed firm will be working closely with Mr. Richard Pittore, Director of Facilities and Carol Stein, the Assistant Superintendent for Business.

Additionally, the District will provide a list of areas of concern noted on our Long Range Facilities Plan including both infrastructure and capital improvement desires. The project will request opinions and comments on these items as a separate report if not addressed within the BCS. This list will be provided to the successful firm and contains ideas for academic area improvement and fields/parking lot expansion.

RFP REQUIREMENTS

The District seeks a firm that is qualified and of ample size to complete the work within the allotted time frame. Firms submitting proposals shall provide information about their size, their experience with school construction along with NYS SED building condition survey experience. A list of school district references is required. A recent peer review is preferred.

Any questions regarding this RFP must be submitted in writing and directed to Carol Stein, Assistant Superintendent for Business, via email at carol.stein@irvingtonschools.org. Issues that arise that will change the RFP will be communicated to all respondents in writing. Proposals cannot be changed after submission unless the District's modifications to the RFP make the proposal obsolete.

The firm should include all necessary employee associates in their work plans. Knowledge from many areas will be needed to complete the survey. The firm's team should represent all of the aspects: architects, engineers, landscapers, mechanical engineers, plumbers, electricians, and technology engineers as necessary to properly inspect the District's facilities. No subcontracting shall be allowed unless specifically stated in the RFP and previously approved by the School District.

The staff of the appointed firm must be proven qualified and experienced. Any licensing information, past experience, brief resumes, and references for each staff person who might be working on the project shall be submitted with the proposal. Experience with sustainable practices, including energy efficiency, solar or other alternative energy sources is preferred. The Board of Education reserves the right to reject staff who they feel do not have the appropriate experience or qualifications for the project.

The building condition survey must be completed per the State Education Department's specs and be entered into the web based reporting system. Work plans to complete the project should be clearly

stated, such as preliminary interviews with administration, details reports beyond the SED's requirements, and any inspections beyond what is essential to produce the required reports.

The proposal should also include a fee structure. Cost should be clearly detailed (hourly, flat rate, or per square footage), and shall include any other additional expenses. The cost of preparing and submitting the building condition survey, the additional comments for capital project planning and any travel necessary to produce said survey shall be included in the quoted cost structure. All costs associated with preparing a proposal in response to this RFP, as well as responding to the District's request for an interview if your firm is short listed, are the sole responsibility of the submitting firm. The District is not responsible for any such costs.

Proposal Contents and Requirements sequence for submissions:

Proposals shall include all of the items listed below.

Cover Sheet

1. Legal name of the Design Professional (Firm)
2. Location of the office with primary responsibility
3. Person who will be the primary contact for the work
4. Name, Address, Telephone #, Fax #, and email address of the primary contact

Relevant Qualification and Experience of the Firm

1. Describe relevant capital project experience with school districts in NY with dates
2. Describe relevant Building Condition Survey experience with school districts in NY with dates completed
3. Describe size, range of experience, and commitment of staff who would be working on this project

Team Organization, Individual Qualifications, and Commitment

1. Provide an organization chart of the Firm and sub-contractors, if applicable.
2. Provide an organization chart for the work of this proposal showing the primary contract and all other positions by discipline.
3. Provide a brief resume for each key team member that outlines their relevant experience and summarizes their responsibilities for this project.

Project Approach and Scope of Work Deliverables

1. Describe in detail the approach to the scope of work described through this RFP
2. Specify the deliverables that will be provided to the District as the product of the work for this project – i.e. drawings, specifications, cost projections, report copies, etc.
3. Ability to complete survey work no later than April 15.

Fees

1. Indicate the fee charged for completion of the BCS and timing of payments requested

References

1. Provide the name, address, and phone number for school districts in New York State that your firm has provided services to for completion of Building Condition Surveys or Capital Project services

Other Items

1. Proof of comprehensive liability and workers compensation insurance.
Completed and signed Non-collusive Statement. Failure to include the signed statement will automatically require the rejection of the bid.

All proposals must be received by 10 AM on January 16, 2025. The District takes no responsibility for, nor will consider, any proposals received after that time due to delays in the U.S. Postal Service or other mail delivery services. Proposals submitted for consideration should include 2 copies, and the mailing envelope should clear state "BUILDING CONDITION SURVEY PROPOSAL". The submitting firm will be responsible for answering any questions and explaining details of the RFP prior to January 28, 2025 if so requested by the District. It is anticipated that the Board of Education will award this contract at their January 28 or February 11, 2025 meeting.

The Board of Education reserves the right to accept and reject any or all parts of the proposals. Selections will be based on firm and staff qualifications, knowledge of school construction, reference checks, and the cost and fee structure.

Firms will be notified of contract award via letter.

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid or proposal, the undersigned bidder and the person or persons signing on behalf of the bidder, and should this bid be a joint bid, each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

Unless otherwise required by law, the prices, which have been quoted in this proposal, have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor.

No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

BY: _____

Signature

Print Name and Title of Signatory

DATE: _____