

GREATER JOHNSTOWN SCHOOL DISTRICT

REQUEST FOR PROPOSAL (RFP) Building Condition Survey Services

DUE: Friday, February 14, 2020 by 2:00 p.m.

TO: Ruthie Cook, Assistant Superintendent
1 Sir Bills Circle, Suite 101
Johnstown, New York 12095
Phone: 518-762-4611

BUILDING CONDITION SURVEY SERVICES

I. GENERAL INFORMATION

The Greater Johnstown School District (the “District”) hereby invites the submission of sealed proposals from qualified architectural/engineering firms and qualified respondents to provide services for a building condition survey of six district-owned facilities. It is the purpose of this request for proposals (RFP) to select a respondent to provide the services that will best satisfy the requirements of Education Laws §409-d (comprehensive public school building safety program) and regulations pertaining to the building conditions survey (BCS), and to inform present and future facilities requirements of the District.

To be considered, **five (5) copies** of a proposal must be received by the Assistant Superintendent **by 2:00 p.m. on Friday, February 14, 2020**. All proposals must be in a sealed envelope and clearly marked “RFP-Building Condition Survey Services” The District reserves the right to reject any or all proposals submitted.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the person of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the real estate broker/firm selected.

During the evaluation process, the District reserves the right, where it may serve the District’s best interests, to request additional information or clarifications of proposers, or to allow corrections of errors or omissions. There is no expressed or implied obligation for the District to reimburse responding persons for any expenses in preparing proposals in response to this request. The District reserves the right to accept or reject any and all proposals and to waive informalities, if it is in its best interest to do so.

The contents of the successful firm’s proposal may become part of the contractual obligations if deemed appropriate by the District.

Any factual information contained in this RFP is for informational purposes only, and is subject to independent verification by the respondent.

II. RFP SCHEDULE

The anticipated schedule of key events with regard to this proposal process is as follows:

RFP Issued:	January 17, 2020
Request(s) for Content/Pre-proposal Clarification(s) no later than:	January 31, 2020
RFP Due Date:	February 14, 2020
Board Award Date:	March 5, 2020
Electronic Submission Due Date:	in 2020 as per NYSED guidelines

Note: The District reserves the right to revise these dates.

III. SCOPE OF SERVICES

A. Building Condition Survey

A list of District-owned buildings, including the square footage and age of each, appears in Appendix A. The survey is to include, but not be limited to, all program spaces and building systems and sub-systems. Ancillary buildings, including, but not limited to press boxes, concession stands, etc. are included in accordance with the requirements.

1. Perform physical inspections required to complete the survey in the prescribed New York State Education Department (“SED”) format by a team that includes New York State licensed/registered architects and engineers experienced in school construction and/or Part 155 regulations
2. Inspect, survey and document evidence of movement, deterioration, structural failure, probably useful life, need for repair, maintenance and replacement per SED regulations.
3. Complete the required surveying for building condition by for compliance with SED guidelines for 2020 submission.
4. Provide both a hard copy and an electronic copy of the building condition survey.
5. Submit the electronic file of the Building Condition Survey to SED’s web-based reporting system. All required data/information submissions to be uploaded and submitted to the website per SED guidelines for electronic submission to be completed in 2020.

B. Five-year Capital Facilities Plan

1. Using the work identified in the Building Condition Survey, coordinate, analyze, and prioritize the existing individual building facility infrastructure and building program needs.
2. Organize and prioritize the existing building needs and new facility needs on a districtwide basis.
3. Develop a five-year plan to identify and prioritize work to be accomplished.

4. Estimate expenses for the individual building needs (major repairs, replacement or repair of major systems, alterations, reconstructions, additions, new construction) for inclusion in the appropriate year's priority work within the plan.
5. Provide a summary of estimated district expenses
6. Provide the plan consistent with Regulations of the Commissioner Section 155.1, subdivision (a), paragraph (4). This document will include the following sections, as required by SED:
 - a. Executive Summary
 - b. Building Inventory, including a Facility Report Card, for each school building
 - c. Districtwide Analysis and Prioritization
 - d. Estimated Expenses, including a "Facility Estimated Expenses Form" for each school building, and a "District Estimated Expenses Summary Form"
 - e. Summary

IV. PROPOSAL SUBMISSION

A. Submission:

Five (5) complete sets of the proposal are to be submitted to the District by 2:00 p.m., Friday, February 14, 2020 and clearly labeled as follows:

Ruthie Cook, Assistant Superintendent
Greater Johnstown School District
1 Sir Bills Circle, Suite 101
Johnstown, New York 12095

"RFP - Building Condition Survey Services"

B. Request(s) for Content Clarification

If discrepancies or omissions are found by a respondent, or if there is doubt as to the true meaning of any part of this RFP, a written request for clarification or interpretation shall be submitted to Ruthie Cook, Assistant Superintendent, by email at rcook@johnstownschoools.org before the date indicated in Section 2 of this document.

C. Addenda

Any interpretations, corrections or changes to the RFP as well as requirements or extensions to the submittal date will be made in writing by addenda. Sole issuing authority of addenda shall be vested in the District. Addenda will be made available for viewing on the District's website: www.johnstownschoools.org. Any addenda so issued are to be considered part of the RFP document. It shall be the respondent's responsibility to check the website for any addenda issued. Respondents shall acknowledge the acceptance of all addenda in the proposal submitted.

D. Damaged/Illegible Proposals

The District is not responsible for any proposal or portion of a proposal submittal that has been damaged or destroyed while in transit. Respondents should take the necessary precautions to ensure that their submittal is received intact. Illegible proposals or documents will be rejected.

E. Late Proposals

All proposals will be date and time stamped with the official time upon receipt. Proposals received after the submittal deadline shall be rejected. The District is not responsible for lateness of mail, carrier, etc. and the date/time stamp shall be utilized, in all cases to determine the official time of receipt.

F. Altering Proposals

Proposals cannot be altered or amended after the submittal deadline. Any interlineation, alteration, erasure made before opening time must be initialed by the authorized signer of the proposal, guaranteeing authenticity.

G. Withdrawal of Proposal

A proposal may not be withdrawn or canceled by the submitter, without justifiable cause, following the designated due date of the proposal, which the respondent so agrees upon at the time of submittal of their proposal.

H. Exclusion

No oral, telegraphic, telephonic, electronic or faxed proposal will be considered.

V. SUBMITTAL REQUIREMENTS

A. Confidential Information

The New York State Freedom of Information Law (FOIL), as set forth in Public Officers Law, Article 6, mandates public access to certain government records. Generally, proposals submitted in response to this RFP may constitute government records subject to FOIL. Proposals may contain, among other things, certain technical, financial or other data and information that constitute trade secrets that, if publicly disclosed, could cause substantial injury to the commercial enterprise's competitive position. If a respondent believes that any information contained in its applications qualifies for an exception to the Freedom of Information Law (FOIL), it must indicate which information in the application should be exempted from the Act and clearly state the grounds for the exception.

B. Minimum Qualifications

Respondent must have successfully provided service(s) of a similar type as to have a minimum of at least five (5) years experience prior to submission of the proposal.

C. Required Information

1. Description of your firm, including a brief firm history, size of firm, location, number and nature of the professional staff to be assigned to the District and staff experience and training, including a brief resume for each key person listed. The team must include New York State licensed/registered architects and engineers experienced in school construction and/or Part 155 regulations.

2. Description of your firm or organization's pertinent experience (minimum five years' previous experience with proven effectiveness)
3. Additional relevant services offered through your firm, if any
4. List of at least three (3) references where and when your firm provided similar services, with names and telephone numbers of contact persons for each reference.
5. Fee schedule that includes any and all costs that the District may anticipate relating to the services to be provided.
6. Copies of certificates of insurance, listing the Greater Johnstown School District as an additional insured, providing coverage as follows:
 - a. Automobile liability @ \$1,000,000 per occurrence
 - b. Comprehensive general liability @ \$1,000,000 per occurrence/\$2,000,000 aggregate
 - c. Workers Compensation @ statutory
 - d. Disability benefits @ statutory
 - e. Professional liability \$500,000
 - f. Excess umbrella @ \$2,000,000 per occurrence/aggregate
8. Listing of current litigation, outstanding judgments and liens, as it relates to similar transactions
9. Acknowledgement of addenda

VI. PROPOSAL EVALUATION

A. Evaluation Criteria

The following criteria will be used in selecting the respondent that will provide the best-suited, quality service(s) that most closely satisfy the requirements of the District.

<u>Scoring Criteria:</u>	<u>Weighted Value</u>
1. Competitiveness of pricing	50%
2. Demonstrated prior experience with transactions of similar scope and complexity	25%
3. Demonstrated competence and experience of respondent's personnel responsible for performing work and providing services	15%
4. Compliance with the specifications outlined in this RFP	10%

B. Evaluation of Proposals

The Superintendent, Assistant Superintendent, Director of Facilities II, and School Business Manager will evaluate each proposal based on the criteria established in the previous section of this RFP. The Superintendent will make a recommendation to the District's Board of Education.

C. Disqualification of a Respondent and Rejection of a Proposal

One or more of the following, among others, may be considered sufficient for the disqualification of a respondent and rejection of a proposal.

1. Evidence of collusion among submitting agencies/firms.
2. Failure to satisfy the submittal requirements of the RFP.
3. Lack of responsibility as shown by past work, references or other factors.
4. Default or termination of other contracts or agreements.
5. Illegible or vague proposals.
6. Other causes as deemed appropriate at the Board of Education's sole and absolute discretion.

D. Rights to Accept or Reject

It is understood that the District reserves the right to accept or reject any or all proposals for any or all service(s) covered in this RFP and to waive irregularities or technical deficiencies that, in the judgment of the District, best meet the requirements.

E. Final Selection

The review team will use the evaluation criteria as outlined above. It should be noted that the contract(s) resulting from this RFP will be awarded to the respondent whose proposal(s), conforming to the RFP, is determined to provide the "best value" to the District. Therefore, the proposal(s) offering the lowest cost or receiving the highest technical score may not necessarily be the proposal that is selected for award. The District reserves the right to award the proposal in total, by section or by line item, as it is deemed to be in the best interest of the District.

VII. OTHER TERMS AND CONDITIONS

A. Contract/Agreement

The successful respondent will be required to sign a contract which includes the terms of this proposal, as well as the final terms and conditions of the agreement. Any and all ambiguities in RFP documents or awards shall be construed in favor of the District.

B. Conflict of Interest

No public official from the State of New York, Fulton County or any local government unit located within the above counties shall have interest in the agreement.

C. Silence of Requirements

The apparent silence of these terms and conditions as to any detail or to the apparent omission from it of the description concerning any point shall be regarded as meaning that only the best business practices are to prevail. All interpretations of these requirements shall be made on the basis of this statement.

D. Laws and Regulations

The respondent shall comply with all laws, ordinances and rules and regulations which may govern the work as specified. The respondent shall not discriminate against any individual in accordance with applicable federal, state or local laws.

E. Indemnification

The responding firm or organization agrees to indemnify, defend and hold the Greater Johnstown School District, its Board of Education, officers and employees harmless from and against all liability, claims, actions, proceedings and suits of any name and nature, as the same may relate to the services provided by the firm or organization.

APPENDIX A
DISTRICT-OWNED BUILDINGS

Building	Address*	Square Footage	Date Constructed
Glebe Street School	502 Glebe Street	32,420	1966
Jansen Avenue School	305 Jansen Avenue	32,420	1966
Johnstown High School	1 Sir Bills Circle	169,080	1962
Knox Junior High School	400 S. Perry Street	74,813	1932
Pleasant Avenue School	235 Pleasant Avenue	45,000	1955
Warren Street School	110 Warren Street	57,402	1966

* All buildings are located in the city of Johnstown, NY