

PEEKSKILL CITY SCHOOL DISTRICT
1031 ELM STREET
PEEKSKILL, New York 10566

**REQUEST FOR PROPOSAL
ARCHITECTURAL SERVICES**

To Be Received by January 29, 2003 @ 11:00 a.m.

Project Description

The Board of Education of the Peekskill City School District of Peekskill New York has initiated a multi-phase process to plan, design and construct a Middle School facility. The Board is currently soliciting proposals from New York State Certified Architectural Firms for the purpose of executing Phase I of this processes, namely to develop three alternative schematic designs after performing the following tasks:

- Evaluating existing conditions
- Developing a functional program
- Creating a space plan
- Developing Cost estimates

Due to the problems identified in our Five Year Plan, renovation of the current Middle School is not a viable undertaking. With a targeted enrollment of 600 students, the 5 acres site is too small to accommodate a new building. The District is considering moving grades 7 and 8 to the High School Campus to create a 7-12 facility. The two possible options are:

- an addition to the current high school with some shared program spaces;
- or a new building on the high school site with limited connection to the high school.

The selected architectural firm will be retained by the Peekskill City School District and will be required to perform under direction of the Peekskill City School, (the owner), as the responsible leader of the project team and other professionals who may be hired independently by the School District.

PROPOSAL SUBMISSION

Five (5) complete sets of the proposal are to be submitted in sealed form to the District by 11:00 a.m., January 29, 2003, clearly labeled as follows:

Peekskill City School District
1031 Elm Street
Peekskill, New York 10566

Att: Ms. Anne Frontera
Assistant Superintendent for Business

Re: Secondary Schools Architectural Services Proposal

REQUIREMENTS

Firms submitting proposals **must avail** themselves for a walk through of the site prior to submittal. This walk through will begin on January 13, 2002 at 9:30 a.m. in the Board Room at 1031 Elm Street, Peekskill, NY. R.F.P.s **will not be accepted** from any firm who fails to visit the site.

The detailed proposals shall be accompanied by five (5) copies of an Office Brochure including the following information:

1. General background information of the firm(s) including an organization chart that will also serve to indicate the total number of support staff employed by your firm.
2. List firms' principal owners/partners, their background and include resumes of staff members who will be assigned to the proposed project.
3. Describe the firm's ability to provide each of the specific evaluation, functional programming, space planning cost evaluation and design/development services required by the R.F.P.. If such services are provided by outside consultants, provide information about each consultant.
4. Provide information on a minimum of four (4) similar projects completed for New York School Districts or comparable institutions. The list shall include the School District or institution name, contact person and phone number, project location and description, construction cost, completion date and key personnel involved in the project.
5. Evidence of insurance coverage. The School District requests the following coverage:
 - a. General Liability \$1,000,000 each occurrence
 \$2,000,000 aggregate
 - b. Professional Liability: \$5,000,000

The professional liability insurance policy must be on an occurrence basis and held in force for five years after completion of the project. Additionally, the insurance carrier should have a BEST rating of A. The District shall be listed “additional” insured on all policies.

6. Provide evidence that your firm has demonstrated the ability to design school space which conforms to the instructional vision of the owner.

The detailed proposal shall include:

7. An outline of the procedures to be used to evaluate existing conditions to develop a functional program, to develop a space plan, to develop cost estimates, and to develop three (3) alternative schematic designs including the name(s) of the members of your firm who will be responsible for each phase of such work, the work steps involved and level of work effort.
 - Evaluation of existing conditions to incorporate both architectural and engineering issues and to result in a profile of constraints/opportunities for building modification.
 - Functional space program to profile the characteristics of each space type including MIS/telecommunication requirements, special equipment/furniture adjacencies, etc.
 - Space plan to design square footage by room types
 - Preliminary project budget based on average cost per square foot
 - Three (3) alternative schematic designs and the pros/cons of each.
8. Experience in representing owners in the avoidance, analysis, and/or resolution of construction claims.
9. Please include your firm’s submittal for architectural services consideration of the five items listed below:
 - a. Proximity of the architectural firm’s offices with respect to the Peekskill area.
 - b. If the firm does not have in-house capabilities to complete all design work associated with projects, sub-consultants shall be named as part of the proposal to provide structural; electrical; communication; plumbing and drainage; HVAC and geotechnical engineering services.
 - c. If invited to interview, it is anticipated that the persons representing the architectural firm and sub-consultants will be the same persons assuming the lead roles in the project. These same persons shall be available to meet with owner on as needed basis throughout the project.

- d. The proposal shall include resumes and experience in similar projects of the intended architect and of each professional engineer that will be responsible for work in each of the engineering disciplines listed in the preceding paragraph.
- e. The proposal should demonstrate familiarity with New York State requirements
- f. Demonstrate what means of quality control you have implemented respect to the coordination of the various trades and design elements involved in previous projects.
- g. Provide change order record of recent projects.

PROJECT SCHEDULE

The District will require the successful architectural firm to adhere to the following schedule:

- Evaluating Existing Conditions- thirty days from the date of your approved contract.
- Functional Program (Profile of each space need by type) and Space Plan- 60 days from the date of your approved contract.
- Three Alternative Designs and cost estimates-90 days from the date of your approved contract.

FEE PROPOSAL

Indicate your proposed fee for the completion of the project as described. The District reserves the right to provide payment in accordance with completion of services based on the Project Schedule specified above.

The successful architect may be considered to perform architectural service in subsequent phases to complete the 7-12 campus following a successful vote by the community. Should your fee for this Phase 1 be waived if you are awarded a contract for architectural services connected with this project please so indicate.

SELECTION PROCEDURE

Proposals will be evaluated based on responsiveness to this RFP, technical qualifications, and anticipated cost.

Selected firms submitting proposals conforming in all respects to this R.F.P. will be interviewed by the selection committee who will limit the field to three (3) firms or less. The selected finalist firms will be presented to the Board of Education who will make the final selection. Finalists will be required to provide additional copies of their proposal as necessary.

Questions relating to this request or proposal must be submitted in writing to the following address: Peekskill City School District, 1031 Elm Street, Peekskill, NY 10566 Att: Ms. Anne Frontera, Assistant Superintendent for Business of faxed to (914)737-2615.

