

**REQUEST FOR PROPOSALS FOR
ARCHITECTURAL/ENGINEERING SERVICES
CATO-MERIDIAN CENTRAL SCHOOL DISTRICT
2851 State Route 370
Cato, NY 13033
315-626-3439**

GENERAL INFORMATION/CONDITIONS:

The purpose of this request for proposals (“RFP”) is to help the Cato-Meridian Central School District (“District”) select an appropriate firm(s) to provide comprehensive Architectural/Engineering services for capital improvements (“Project”) and for other services as needed.

The Cato-Meridian Central School District is located in New York State, in Cayuga County and serves a population of approximately 880 students. The District consists of an elementary school and a junior/senior high school. Additionally, the District has transportation facilities.

The following criteria are to be considered when preparing a response to this RFP:

- A. The comprehensive services to be provided include – architectural, structural, mechanical, electrical, plumbing, fire protection and civil engineering services.
- B. The District may contract with a Construction Manager to provide construction management services in connection with the Project.
- C. Plans and specifications are to be prepared for use in a “Public Bid – Multiple Prime” project delivery system.

Proposers submitting proposals must be able to document their experience in providing Architectural/Engineering Services to comparable New York State public school districts. Additionally, Proposers shall document their staff capacity and expertise to meet the requirements of the District generally and the unique requirements of the Projects specifically.

The pre-proposal meeting and inspection, if any, will be held at the discretion of the District by appointment only and subject to emergency procedures and infection control protocols due to the COVID-19 Public Health Emergency.

All questions regarding this RFP are to be directed to the District:

Elizabeth Kupiec
Assistant Superintendent
Cato-Meridian Central School
2851 Rt. 370
Cato, NY 13033
315.626.3439 ex. 5001
ekupiec@catomeridian.org

For a Proposer to be considered for engagement, an original, plus an electronic submission, plus eight (8) copies of their proposal must be submitted to:

Elizabeth Kupiec
Assistant Superintendent
Cato-Meridian Central School
2851 Rt. 370
Cato, NY 13033
315.626.3439 ex. 5001
ekupiec@catomeridian.org

Envelopes containing proposals must be labeled as follows: **“ARCHITECTURAL/ENGINEERING SERVICES”**

Proposals shall also be e-mailed to David E. Tinker at the Ferrara Firm PC drop box link at <https://spaces.hightail.com/uplink/Ferrara-FiorenzaLawFirm>.

The deadline for submission of proposals is April 22, 2022, 3:00pm local time.

Proposers are responsible for submitting their proposals as set forth herein to the appropriate location at or prior to the deadline. **No proposals will be accepted after the deadline.** Any proposals received after the deadline will be returned unopened to the Proposer and the electronic submission will be deleted. Delay in mail delivery is not an exception to the receipt of a proposal.

The District’s Board of Education reserves the right to reject any or all proposals submitted or to accept any proposal which, in the opinion of the Board, will be in the best interest of the District.

TENTATIVE RFP TIMELINE:

EVENT	DATE (on or about)
Notice of RFP published	April 8, 2022
Inspection (at the District’s discretion)	TBD
Proposal Due Date	April 22, 2022, 3:00 pm local time
Interviews (at the District’s discretion)	TBD
Board of Education consideration	April 27, 2022
Contract(s) anticipated effective date	TBD

The above listed dates are tentative only and subject to change. The District reserves the right to revise the timeline without notice in its sole discretion.

PERIOD OF ENGAGEMENT:

The services are to be covered by a contract and are subject to appropriation by the District. If there is no appropriation, then the contract will become null and void and of no force and effect.

POINT OF CONTACT:

RFP documents are distributed solely by the District. Copies of RFP documents obtained from any other source are not considered official copies and may not be valid. Only those Proposers who obtain RFP documents from the District will be sent addendum information if such information is issued.

Limited requests for clarification or additional information regarding this Request for Proposals are to be submitted in writing prior to the proposal opening. **Verbal questions will not be entertained.** Questions may be submitted **via email** to Elizabeth Kupiec at ekupiec@catomeridian.org . Questions must be submitted at least 72 hours prior to the proposal opening. Failure to do so may result in rejection of the proposal as being unresponsive. Any substantive requests for information that are received and responded to by the District will be provided to all prospective Proposers in the form of an addendum.

PROPOSAL COSTS:

All costs associated with preparing a response to this RFP are the responsibility of the Proposer. The District shall not be responsible for any such costs.

MODIFICATION OR WITHDRAWAL OF PROPOSALS:

Any proposal may be withdrawn or modified by written request of the Proposer, provided such request is received by the District prior to the date and time set for receipt of proposals.

RIGHT TO REJECT PROPOSALS:

This RFP does not commit the District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The District intends to award a contract on the basis of the best interest and advantage to the District and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers, or to cancel this RFP, in part, or in its entirety. The District may select as the successful proposal that proposal which, in the District's sole discretion and with whatever modifications the District and the Proposer may mutually agree upon, best meets the District's requirements whether or not that proposal is the lowest priced. No Proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the District, in its sole discretion, shall enter into a contract with the Proposer that it selects as the successful contractor.

RIGHT TO NEGOTIATE WITH PROPOSERS:

The Board reserves the right to revise the obligations set forth herein, negotiate with any or all Proposers, and enter into contracts for services with a Proposer on terms and conditions that are in the District's best interests.

FORMAT OF PROPOSALS:

To enable the District to compare the proposals received, your proposal must include complete information as requested in this RFP and in the attached Architectural/Engineering Fees form.

It must also include the following completed forms which are attached hereto:

Receipt Confirmation Form

Bid Proposal Certification and Non-Collusive Bidding Certification

Certificate and Signature Form

Iran Divestment Act Certification

CRITERIA FOR EVALUATING PROPOSALS:

- Qualifications and experience of the Proposer and other key personnel.
- Knowledge of and experience with N.Y.S. Education Department procedures regarding construction projects and other state and federal laws affecting the operations of public school districts.
- Recommendations from other school districts.
- Extent of services offered, and depth and extent of overall resources that can be used by the District.
- Architectural fees.
- Accuracy of estimating costs for previous school construction projects.
- Timeliness in completing previous school construction projects.
- How well the Proposer's representatives presented themselves to District officials.
- The willingness and ability to maintain continuity of staff working on a project to allow the District to develop a strong professional relationship.
- Communication techniques.
- Field visits to completed construction projects.
- Percentage of change orders based on revisions required in plans and specifications for previously completed school construction projects, other than those requested by the District.

All proposals will be reviewed as set forth herein. District Administrators and Board of Education members will review the proposals received and will further evaluate them, using the criteria listed above.

Proposers considered to be most qualified may be invited to the District for an interview at the District administrative offices. Any Proposer selected for an interview should prepare a brief presentation.

The District reserves the right to examine any other criteria and take the same under consideration and reject any Proposer or proposal despite its compliance with these criteria, if it determines that to do so would be in the best interest of the District.

The District reserves the right to reject any or all proposals submitted, to request additional information from one or more of the Proposers, and to negotiate with one or more of the finalists regarding the terms of the engagement and the contract(s). The District intends to select the Proposer that, in its opinion, is best qualified to meet the District's needs.

CATO-MERIDIAN CENTRAL SCHOOL DISTRICT

ARCHITECTURAL/ENGINEERING FEES FORM

Please indicate the fees you would charge for the services listed below including potential capital projects based on the alternative Construction Costs set forth in the tables below.

Items 1-3 must be completed.

1. PRE-REFERENDUM SERVICES \$ _____
2. POST-REFERENDUM SERVICES in connection with a capital project

Total Construction Cost determined at the time of SED submission	fee based on a % of Total Construction Cost
\$10,000,000	%
\$20,000,000	%
\$30,000,000	%

Any other method of fee calculation you would like the School District to consider.

NOTE: The selected fee % is to be applied to the Total Construction Cost for a defined Project regardless of the number of phases or the duration.

3. CAPITAL OUTLAY PROJECT
 - a. Fee based on a % of Construction Cost _____ %; or
 - b. Lump sum fee \$ _____

You may provide any additional information that will assist the School District in the analysis and comparison of fees.

CATO-MERIDIAN CENTRAL SCHOOL DISTRICT

Receipt Confirmation Form

Please complete and return this confirmation form within 5 working days of receiving the RFP to:

Elizabeth Kupiec
Assistant Superintendent
Cato-Meridian Central School
2851 Rt. 370
Cato, NY 13033
ekupiec@catomeridian.org

RE: RFP CATO-MERIDIAN CENTRAL SCHOOL DISTRICT
ARCHITECTURAL/ENGINEERING SERVICES

Failure to return this form may result in no further communication or addenda regarding this Bid.

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Person: _____

Phone Number: _____ Ext: _____ Fax: _____

email: _____

I have received a copy of the above noted proposal

_____ We will be submitting a proposal

_____ We will not be submitting a proposal.

If you are responding that you are not submitting a proposal, please explain:

CATO-MERIDIAN CENTRAL SCHOOL DISTRICT

BID PROPOSAL CERTIFICATION

Firm Name _____

Business Address _____

Telephone Number _____ Date of Bid _____

I. General Bid Certification

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding specification.

“(A) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of joint bid each party thereto certifies as to its own organization, under penalty or perjury, that to the best of knowledge and belief:

(1) 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;

(2) Unless otherwise requested by law, the prices which have been quoted in this bid 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; and

(3) 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.”

(B) A bid shall not be considered for award nor shall any award be made where (A) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (A) (1) (2) and (3) above have not been completed with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

(1) The fact that a bidder (2) has (a) published price lists, rates, or tariffs covering items being procured, (b) had informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (A).

(2) Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors to the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature (Authorized) _____

Title _____

CERTIFICATE AND SIGNATURE FORM

RE: RFP CATO-MERIDIAN CENTRAL SCHOOL DISTRICT
ARCHITECTURAL/ENGINEERING SERVICES

PLEASE COMPLETE AND RETURN WITH YOUR BID:

THE BIDDER DECLARES AND CERTIFIES:

- 1ST: THAT NO MEMBER OF THE BOARD OF EDUCATION OF THE CATO-MERIDIAN CENTRAL SCHOOL DISTRICT, COUNTY OF CAYUGA, NOR ANY OFFICER OR EMPLOYEE OR PERSON WHOSE SALARY IS PAYABLE IN WHOLE OR IN PART FROM THE TREASURY OF SAID BOARD OF EDUCATION IS DIRECTLY OR INDIRECTLY INTERESTED IN THIS BID OR IN THE MATERIALS, EQUIPMENT, OR SERVICES TO WHICH IT RELATES, OR IN ANY PORTION OF THE PROFITS THEREOF.

- 2ND: THAT THE SAID BIDDER HAS CAREFULLY EXAMINED THE INSTRUCTIONS TO BIDDERS, SCHEDULES AND SPECIFICATIONS PREPARED UNDER THE DIRECTION OF THE BOARD OF EDUCATION, AND WILL, IF SUCCESSFUL IN THIS BID, FURNISH AND DELIVER AT THE PRICES BID AND WITHIN THE TIME STATED, ALL THE MATERIALS, EQUIPMENT OR SERVICES FOR WHICH THIS BID IS MADE.

THE FULL NAMES AND TITLES OF ALL PERSONS INTERESTED IN THIS BID AS PRINCIPALS ARE AS FOLLOWS:

_____	_____
_____	_____
_____	_____
_____	_____

DATE: _____ PHONE NUMBER: _____

FIRM: _____ FAX NUMBER: _____

ADDRESS: _____

_____ NAME: _____
(CONTACT PERSON FOR INQUIRIES)

AUTHORIZED SIGNATURE: _____

TITLE: _____

Cato-Meridian Central School District

IRAN DIVESTMENT ACT CERTIFICATION

The Iran Divestment Act of 2012 ("Act"), Chapter 1 of the 2012 Laws of New York, added State Finance Law (SFL), §165-a and General Municipal Law §103-g, effective April 12, 2012. Under the Act, the Commissioner of the New York State Office of General Services ("OGS") developed a list ("Prohibited Entities List") of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). In accordance with SFL §165-a(3), the Prohibited Entities List may be found of the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> .

Pursuant to General Municipal Law §103-g, by signing below, Bidder certifies as true under the penalties of perjury that: By submission of this proposal each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.

A proposal shall not be considered for award nor shall any award be made where the certification has not been made, provided, however, that if in any case the Bidder cannot make the certification, the Bidder shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefor. The Cato-Meridian Central School District ("District") may award a contract to a Bidder who cannot make the required certification on a case-by-case basis if:

The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran: or

The District makes a determination that the goods and services are necessary for the District to perform its functions and that, absent such exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

During the term of the Contract, should the District receive information that a person is in violation of the above-referenced certifications, the District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contractor in default.

The District reserves the right to reject any bid, proposal, contract or request for assignment for an entity that appears on the Prohibited Entities List prior to the award or execution of a contract or any renewal thereof, as applicable, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities List after contract award.

_____	_____
DATE	SIGNATURE
_____	_____
BUSINESS NAME	PRINTED NAME

	TITLE