

**Holley Central School District
3800 North Main Street
Holley, NY 14470
(585) 638-6316**



**Request for Proposal
For
Architectural Services**

Proposals will be due on Thursday, June 12, 2019, at 1:00pm.

General Requirements

Holley Central School District

Request for Proposal for Architectural Services

Instructions to Firms

The submission of a proposal will indicate that the submitter (1) has read the instructions, (2) will abide by the terms and conditions governing the Request for Proposal, and (3) understands the requirements for delivery of the services specified.

A. General Information

The Holley Central School District (“the District”) is requesting a proposal for general professional architectural services and specifically related to an upcoming \$100,000 Capital Outlay Project for 2019-20. The proposal is also seeking general architectural services related to the development of future Capital Projects and Building Condition Survey.

Proposals shall be submitted to Sharon Zacher, Holley Central School District, 3800 North Main Street, Holley, New York, 14470, or electronically via email in PDF to szacher@holleycsd.org to be received no later than 1:00pm on June 12, 2019. Proposals received later than the aforementioned date and time will not be considered.

All information required in the Request for Proposal, except the original signature, should be typewritten for legibility. Proposals must be signed by an authorized individual or officer of the firm submitting the proposal.

In order to control information disseminated regarding this Request for Proposal, firms interested in submitting proposals are directed not to make personal contact with members of the Board of Education or District Administration with the exception of John Sherman, Director of Facilities. A building “walk through” with Mr. Sherman must be scheduled by Thursday, June 6, 2019. Mr. Sherman can be contacted at 585-638-6316 ext. 2014 or via email at jsherman@holleycsd.org.

The Holley School District reserves the right to accept or reject any or all proposals, to negotiate with any or all responsible submitters and to waive any informality in the Request for Proposal. Submitters shall be responsible for any and all expenses that they may incur in preparing proposals and participating in the selection processes.

B. Description of Specific Services Desired

Responses received from the Request for Proposal will be used by the District to select one architectural firm to provide professional services to the District for the 2019-20 Capital Outlay Project and to provide general architectural services including the review existing building conditions at the District and assist in development of future Capital Projects. The District has already identified some of the conditions that will need to be addressed.

C. Items for Inclusion in Proposal

All proposals shall address the following items listed below and shall be numbered accordingly in the proposal document:

1. Description of Firm
2. Experience Relative to District Needs
3. Background of Architectural Firm's Personnel
4. Consulting Engineer
5. Knowledge of State Funding for School Construction/Reconstruction
6. Experience with State Regulatory Agencies
7. Project Plan and Methodology with Preliminary Drawings of a past project including but not limited to items from services desired
8. Responsibility for documentation for BOE approval and voter referendum and all NYSED submissions
9. Preparation of all documents and plans for the bid process, coordination and facilitation of the bid process
10. Schematic plans for review throughout the project
11. Documentation/monitoring aspects of the construction process
12. Post-construction documentation
13. Proposed fees for Capital Outlay project as well as subsequent Capital Projects.
14. Detail of professional liability insurance that would cover all activities and name Holley School District as additional insured.
15. Include a sample of a standard contract that will be used if you are the successful firm.
16. Identify any legal proceeding (arbitration, complaint or court action) filed by an owner against your firm for any project which you provided architectural services during the last five years.

D. Evaluation

Architectural firms submitting proposals are advised that all proposals will be evaluated to determine the "best" firm that will be able to meet the needs of the District. Evaluation will include, but not be limited to, the criteria listed below:

1. Experience and expertise of the firm.
2. Experience and expertise of consultants.
3. Proposed method for determining fee.
4. Proposed plan/methodology outlined in the proposal.
5. Completeness of proposal.

- E. The selection process may include additional phone interviews to be conducted by administration. An oral interview and presentation will be required for those firms selected based on the criteria above. This interview is tentatively scheduled for Thursday, June 20, 2019. Sixty minutes will be allotted per firm with forty-five minutes for the presentation and fifteen minutes for a Q&A period. All expenses incurred are the responsibility of the submitting candidate.