

RFP FOR ARCHITECTURAL AND ENGINEERING SERVICES

Introduction

Albany Leadership Charter School for Girls, located in Albany, New York, currently has a student enrollment of approximately 350 students in grade 6, and grades 9-12. The School Leadership Team and Board of Trustees recognize the need for additional space for the addition of 6th through 8th grades over the next three years, and there may be a need to address structural, mechanical, and instructional concerns. It is anticipated that this project will involve building renovations including structural, plumbing, roofing, and HVAC systems.

In accordance with Section 155.2(b) of the Regulations of the Commissioner of Education, a school must retain the services of an architect or engineer licensed to practice in New York State for all construction projects which will cost \$10,000 or more.

The contact person in the school for this proposal is School Business Administrator, Ryan Smith. Individual can be reached at rsmith@albanyleadership.org or 518-694-8963.

Scope of Work

The services of an Architect and Engineer to perform the following work:

- To provide the school with typical pre-referendum services, including but not limited to:
 - Review the school's Master Facilities Plan with designated school administrators
 - Attend Board meetings to present on potential scope of work, budget, timelines, etc.
 - Assist school with preparation of pre-referendum documents, presentations, and publications as appropriate
- To provide Architectural and Engineering services for the planning, execution, and completion of annual capital outlay projects and any other capital work deemed necessary by the board of education.
- Make formal presentations to the Board and various other groups (including, but not limited to, district staff, parents, students, and the general public).
- Provide estimated and actual cost updates based on the categories of expenditure required by the New York State Education Department on an ongoing basis for all capital projects through completion.
- Provide complete and accurate architectural and engineering services as required for approval of any capital projects, the issuance of Building Permits as well as Certificates of Occupancy by the City of Albany.
- Provide the name and qualifications of the Principal(s) of the firm and the anticipated Architect or Engineer of record for each proposed project and assure that those individuals are knowledgeable about school construction in New York State. In the event that the Principal and Architect or Engineer of record leaves the firm before completion of the project, the offeror will provide similarly qualified individuals to complete the work related to the project at no additional expense to the school. The school will be notified of the intent of the Principal or Architect/Engineer of record to leave, if known by the offeror in advance, at least two weeks before the individual leaves the firm, or as soon as possible after said Principal or Architect/Engineer of record actually leaves. The offeror will also provide the name(s) of the replacement Principal or Architect/Engineer of record within three business days of the departure of the original or previous individual. (Note: As there can be only one Architect or Engineer of Record, the offeror must outline how the need for consistency in certifying original plans and specifications, modifications of

those plans and specifications, and the statement required upon substantial completion of the project will be handled in the event that the original Architect or Engineer leaves before any project is completed.)

- Assure that all projects will be completed on a timely basis, meeting any and all deadlines established by the school.
- Keep the total cost of all projects within each budget as approved by the board.
- Provide designated Principal/Architect or Engineer of record to attend regular meetings of the district's project team. These meetings may be monthly or quarterly depending on project needs and timeline.
- If available and applicable, provide a complete description of construction management services, which will be provided along with the total fee to be charged for these particular services. Construction management services and related fees should be listed as a separate item within the proposal.
- Manage all correspondence between school and vendors regarding contract change orders and allowance access requests as needed.
- Prepare all related documentation and submit Certificates of Substantial Completion to the school at the appropriate times.
- At the close of each project, submit a breakdown of the actual costs incurred in the same format as required by City of Albany for submission of the Final Building Project Report (also referred to as the "Final Cost Report").

Criteria for Evaluating Requests for Proposal (RFPs)

The Requests for Proposal received for Architectural and Engineering Services will be evaluated using the following criteria:

- Experience of the offeror, the Principal to be assigned, and/or the Architect or Engineer of record (i.e., number of years and number of projects) in dealing with school construction projects of the same or similar scope as the proposed projects currently under consideration as noted above, along with the size of the firm.
- Fee structure to be charged by the offeror.
- Total years in business and financial stability of the firm.
- Accuracy of estimating costs for previous school construction projects.
- Timeliness in completing previous school construction projects.
- How well the firm's representatives presented themselves to the school's officials.
- Communication techniques.
- Examples provided of specific completed school construction projects.
- Recommendations from previous school clients.
- Extent of services offered.
- Percentage of change orders initiated by the offeror based on revisions required by plans and specifications for previously completed school construction projects.

Work Schedule/Timelines

Within 10 calendar days of a contract signed with the offeror, the offeror will provide a scope of work through completion calendar, which will assure the successful completion of the proposed capital project and occupancy of the building. Provided schedules should include considerations, alternatives, and/or contingencies for circumstantial delays, including but not limited to SED backlogs in the project review process.

General Schedule and Structure of Rates

Offeror will provide a general rate schedule and structure to illustrate fees associated with projects of varying sizes illustrated as a percentage of total project budget with cost/budget thresholds clearly defined. These rates would be used as a reference point for future project considerations; any rates for actual future projects would be agreed upon prior to project inception.

Qualifications and Experience of Offeror

The qualifications of the offeror, the Principal to be assigned, and the Architect or Engineer of record for this project must be provided, in terms of educational background and work experience relative to this type of project. Firms submitting proposals shall also provide a complete profile of the firm, including information regarding size.

Financial Stability of Offeror

Documentation of proof that the offeror is financially stable is required, such as copies of profit and loss statements for the previous three years, reference letters from creditors, and certification of the number of years the offeror has been performing this type of work for schools/districts.

Pre- and Post-Considerations

The offeror will be required to make periodic written reports and oral presentations to the Board of Trustees and other groups.

Costs will be monitored continually to be sure that the budget is not exceeded. Actual expenses incurred will be compared to budgeted amounts in a report format on a project basis, which will be submitted to and reviewed by the school's designated project team and will be presented to the Board of Trustees at regular intervals. Frequency of reporting intervals to be agreed upon at project inception.

Change orders will be reported on a monthly basis with amounts assigned by project, if applicable. After all contractors have been sent final payments, the offeror will provide the school with a breakdown of costs, using the same categories of expenditure as required on State Education Department final cost reports.

Provisions for Handling Disputes

Major or significant disagreements will be brought immediately to the attention of the Board of Trustees. An advisory committee will be formed consisting of representatives from all parties involved in a disagreement that cannot be resolved by discussions between the school's contact person and Principal or Architect of record.

If such disagreements cannot be resolved through the advisory committee, then the school will not be subject to arbitration, but will seek resolution through litigation.

Termination or Extension of Contract Procedures

Termination: Failure to meet deadlines, technical incompetence, excessive change orders due to errors in plans or specifications, cost overruns, and poor quality of work will be considered grounds for terminating the contract with the offeror. Intermediate steps will be taken to resolve problems, but failing that, the offeror will be given a 30-day written notice of the intent to terminate the contract, clearly specifying the reason(s) for such termination.

Extension of Contract: If the Board of Trustees is satisfied with the services of the offeror chosen for this particular RFP, the school may extend to the offeror the same or similar provisions outlined herein for future proposed capital projects.

Start-Up and Close-Out Costs

Start-Up Costs: The offeror will specify start up needs and estimated costs to meet those needs, such as legitimate out-of-pocket expenses (i.e., postage and copying documents). The offeror will pay these costs when initially incurred and reimbursed when the contract is signed.

Close-Out Costs: The offeror will explain the reimbursement procedure they want to follow. The school will continue to reimburse out-of-pocket expenses until the construction project is closed on the school's books and final expenditures are categorized and presented to the school's contact person.

Pre-Proposal Conference and Walk-Through Tour

A pre-proposal conference and walk-through tour of the school can be requested from October 25th through October 29th, between 1:30 p.m. and 3:00 p.m., by appointment only. Please coordinate with School Business Administrator, Ryan Smith, rsmith@albanyleadership.org, 518-694-8963.



Submission of Proposals

The deadline for submission of proposals is 12:00 p.m., Wednesday, November 9th, 2021. Any proposals received after this deadline will be returned unopened to the firm.

A digital copy of each firm's proposal shall be submitted via email titled "Proposal for Architectural and Engineering Services" to: proposals@albanyleadership.org.

Albany Leadership reserves the right to accept or reject any of all proposals or any part of proposals.

"An Academy of Excellence"