

BERLIN CENTRAL SCHOOL DISTRICT  
BUSINESS OFFICE  
53 School Street – PO Box 259  
Berlin, New York 12022  
[sowens@berlincentral.org](mailto:sowens@berlincentral.org)  
Telephone: (518) 658-2684 Facsimile: (518) 658-3822

**REQUEST FOR PROPOSALS: BUILDING CONDITION SURVEY SERVICES**

**DATE ISSUED:** 05/21/2010 by the Berlin Central School District.

**DISTRIBUTION** – Important Notice – The Berlin Central School District is officially distributing this Request for Proposal (RFP) document through the District Central Administrative Office by the School Business Manager. Copies of the Request for Proposal obtained from any other source are not considered official copies. Only those Proposers who have obtained the Request for Proposal from the Business Manager, and who are recorded by the School District as potential Proposers of record, are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Berlin Central School District Business Manager, or in PDF format at [www.berlincentral.org](http://www.berlincentral.org) it is recommended that you receive an official copy.

**GENERAL REQUIREMENTS:** Proposers are to submit three (3) copies of their Proposal plus this RFP document initialed on the lower right hand side in the format required by this Request for Proposal.

**SUBMISSION LOCATION:** Sandra Owens, District Business Manager, Purchasing Agent, Berlin Central School District, Administration Office, 53 School Street, Berlin, New York 12022

**SUBMISSION DATE AND TIME:** Tuesday, June 8, 2010 at 1:00 p.m.  
Proposals received after the date and time will be returned to the Proposer.

**CONTACT/QUESTIONS:** Requests for information related to this Request for Proposal should be directed to:

Sandra Owens, School Business Manager  
Business Office  
53 School Street  
Berlin, New York 12022  
518-658-2684 Ext. 229  
Email: [sowens@berlincentral.org](mailto:sowens@berlincentral.org)

Questions must be submitted in writing by hand delivery, electronic mail, or facsimile to Sandra Owens, Business Manager no later than seven (7) days prior to the submission date.

This request for Proposal document is prepared in Microsoft Word format. Any alterations to this document made by the Proposer may be grounds for rejection of the Proposal, cancellation of any subsequent award, or any other legal remedies available to the Berlin Central School District.

**NOTICE TO PROPOSERS**

BERLIN CENTRAL SCHOOL DISTRICT

The Berlin Central School District requests that Sealed Proposals for Building Condition Survey Services be received by the Berlin Central School District at the office of the Business Manager until 1:00 p.m. local time, on Tuesday, June 8, 2010 at which time they will be publicly opened.

Any Proposal not received by the above date and time will be returned to the Proposer unopened.

Complete Request for Proposal (RFP) documents may be obtained either in PDF format on the District's website ([www.berlincentral.org](http://www.berlincentral.org)) follow the link 5- Year Building Condition Survey RFP or in the Office of the Business Manager of the Berlin Central School District, 53 School Street, Berlin, New York, by the prospective Proposer or his designated representative.

Proposals will remain firm for a period of 60 days following the dates of the opening, and they shall thereafter remain firm until the Proposer provides written notice to the Board of Education that the Proposal has been withdrawn.

The Berlin Central School District reserves the right to reject any and all Proposals, to waive any and all informalities relating to a specific Proposal submitted to them, to reject any and all Proposals, to re-advertise and invite new Proposals, to accept the best combination of Proposals from one Proposer, to accept the whole or part of a Proposal, or to accept parts of Proposals from one or more Proposers, as in the Board of Education's judgment deems to be in the best interest of the District.

Business Manager  
Berlin Central School District

## GENERAL CONDITIONS AND SPECIFICATIONS

### SECTION 1: PURPOSE AND SCOPE OF SERVICES

- 1.1 The Berlin Central School District is seeking Proposals for qualified and experienced architects and/or engineers to complete the building condition survey as required by Section 155.4 of the Regulations of the Commissioner. A building condition survey is required to be conducted for all occupied school buildings on or before November 15, 2000 and at least every five years thereafter.
- 1.2 The building condition survey includes all program spaces and an inspection of the following building system components for evidence of movement, deterioration, structural failure, probable useful life, need for repair and maintenance and need for replacement:
- a) the building site, including utilities, paving, playgrounds, and playfields;
  - b) roofing;
  - c) exterior elements of the building, including walls, doors, windows, fire escapes;
  - d) building structural elements;
  - e) building interiors, including finishes, doors and hardware;
  - f) electrical systems, including service and distribution, lighting, communications, technology infrastructure and cabling;
  - g) plumbing, including water distribution system, drainage system and fixtures;
  - h) heating and cooling systems, including boilers, furnace terminal units, and control systems;
  - i) ventilation systems;
  - j) air conditioning systems, including refrigeration, terminal units, and control systems;
  - k) special construction, including stairs, elevators, and escalators;
  - l) fire protection security systems, including alarm detection and fire protection;
  - m) environmental features, including appearance, cleanliness, acoustics, lighting quality, thermal comfort, humidity ventilation and space adequacy.
- 1.3 The building condition survey will include the following school buildings with estimated square footage:
- a) Cherry Plain Middle/High School – 92,500 Sq. Ft.
  - b) Berlin Elementary School – 45,200 Sq. Ft.
  - c) Stephentown Elementary School – 14,780 Sq. Ft.
  - d) Grafton Elementary School – 15,680 Sq. Ft.
  - e) Transportation Facility - 4,000 Sq. Ft.
- 1.4 Findings and information submitted by the firm subsequent to the building survey must be a) timely to meet State Education Department (SED) deadlines and b) comprehensive and detailed so the on-line submission will be complete.

## SECTION 2: RECEIPT OF PROPOSALS

- 2.1 Three (3) copies of the Proposal must be submitted, sealed in an opaque envelope or box, clearly marked with the name of the Proposal and the name and address of the Proposer. If copies of the Proposal are submitted in separate envelopes or boxes, then each envelope or box must be numbered in a manner to show what part of each envelope or box each is of the total number of envelopes or boxes being submitted. For example: 1 of 3, 2 of 3, and 3 of 3.

Proposals must be received no later than **1:00 p.m. on Tuesday, June 8, 2010** at the following address:

Sandra Owens, Business Manager  
Berlin Central School District  
Business Office  
53 School Street – PO Box 259  
Berlin, New York 12022

Building Condition Survey Services Proposal – **1:00 p.m. on 06/08/2010**

- 2.2 Any Proposal received later than the above date and time will be returned to the Proposer unopened. The Proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the School District on behalf of the Berlin Central School District. Whether sent by mail or by means of personal delivery, the Proposer assumes responsibility for having his/her Proposal deposited on time at the place specified.
- 2.3 The Proposal submitted by the individual Proposer(s) is the document upon which the Berlin Central School District will make its initial judgment regarding the Proposer's qualifications, understanding of the Berlin Central School District's scope and objectives, methodology, and ability to complete the services under the contract.
- 2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP. The Berlin Central School District will not accept any Proposal that limits and/or qualifies the Proposal in any manner.
- 2.5 The Berlin Central School District reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.
- 2.6 The Berlin Central School District reserves the right to waive any and all informalities.
- 2.7 The Berlin Central School District may, at any time by prior written notification to all prospective Proposers of record, change any portion of the RFP described and detailed herein.
- 2.8 During the evaluation of Proposals, the Berlin Central School District may require clarification or further information or may invite one or more Proposers to provide an oral presentation to amplify and/or validate Proposal contents. The Berlin Central School

District reserves the sole right to determine whether one or more Proposers are interviewed or consulted relative to the substance of their proposals.

- 2.9 All responses to this RFP become the property of the Berlin Central School District.

### **SECTION 3: QUALIFICATIONS OF PROPOSER**

- 3.1 With the Proposal, each Proposer must provide a statement of qualifications, as specified by RFP Section 4: Proposal Submissions.
- 3.2 In addition, the Berlin Central School District may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the Berlin Central School District, within five (5) business days of a request, all information and data for this purpose as may be requested. The Berlin Central School District reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the Berlin Central School District that such Proposer is properly qualified to complete the obligations of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

### **SECTION 4: PROPOSAL SUBMISSIONS**

- 4.1 In order for the Berlin Central School District to conduct a uniform review process of all Proposals, Proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of a Proposal because adherence to this format is critical for the school districts' evaluation process.

The Proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The Proposal should not simply rephrase or restate the requirements of the Berlin Central School District, but rather shall provide convincing rationale to address how the Proposer intends to meet these requirements. Proposers shall assume that the Berlin Central School District has no prior knowledge of their experience, and it will base its evaluation on the information presented in the Proposal.

- 4.2 Proposal Section I: Title

The title page must reflect the Request for Proposal subject, name of the Proposer, address, telephone number (including area code), fax number (including area code), e-mail address, and contact person.

Table of Contents – The Table of Contents must indicate the material included in the Proposal by section and page number.

- 4.3 Proposal Section II: Proposer Qualifications and Experience

The Qualifications/Experience section must address Proposer's qualifications and experience to complete the requested service. At a minimum, Proposers must address the following:

4.3.1 Provide the name, a brief history, and description of your firm as it relates to this Request for Proposal (RFP).

4.3.2 Identify your firm's professional staff members, who would be directly involved in the engagement with the Berlin Central School District. Summarize the architectural and/or engineering experience each possesses and/or provide a copy of a resume of each.

Include any specialized knowledge, skills, certifications, and/or experience possessed by any member(s) of your firm who will be assigned to this study that will enhance your firm's ability to complete this study. Personal and professional qualifications, experience and training should be demonstrated in a manner that would be germane to this RFP.

Architectural and/or engineering services used as examples of similar work shall be clearly noted if individuals completed the work while employed by other firms or school districts. The Berlin Central School District will not accept architectural and/or engineering services from a firm that employs only casual, part-time or subcontracted individuals or assigns part-time, casual, or subcontracted individuals. It is seeking a firm that will be able to work full-time on this project during normal business hours on mutually acceptable dates.

The Berlin Central School District will not accept architectural and/or engineering services from a firm that sells or markets supplies, products, or services that could create the perception of a conflict of interest. The Berlin Central School District is interested in receiving totally independent and third party work for its building condition survey.

4.3.3 Give the name and title of person(s) authorized to bind the Proposer, together with the main office address, telephone number (including area code), fax number (including area code), and e-mail address. If the firm has a website, please provide this address.

4.3.4 Briefly detail your firm's experience in providing architectural and/or engineering services of the type requested by this RFP. Firms shall have a minimum of five (5) years recent experience with similar types of architectural and/or engineering services in New York State. The experience must be as the primary firm of record and not as a subcontractor to the primary firm.

The firm must demonstrate an in-depth knowledge of New York State Regulations and State Building Aid. In addition, the firm must also demonstrate

its knowledge by direct experience through previous architectural and/or engineering service engagements within the last five (5) years.

- 4.3.5 Provide at least three (3) references from New York State school districts in which your firm completed similar architectural and/or engineering services in a partnership context within the last five (5) years. Include contact names, titles, and the names of the school districts, addresses, and telephone numbers (including area code). Additionally, the architectural and/or engineering firm shall provide an unedited list of all NYS clients' services during at least the past three (3) years.
- 4.3.6 Provide copy of the Code of Ethics followed by the firm.
- 4.3.7 Provide any additional information that would distinguish your firm in its service to the Berlin Central School District.

#### 4.4 Proposal Section III: Plan Implementation

The Plan Implementation Section must address the Scope of Services in terms of the Proposer's plan to complete the requested service. At a minimum, Proposer must address the following:

- 4.4.1 The documents that provide the scope of services for the Berlin Central School District.
- 4.4.2 The protocols that will be utilized to evaluate the current building structures and systems, including but not limited to:
  - a) the building site, including utilities, paving, playgrounds, and playfields;
  - b) roofing;
  - c) exterior elements of the building, including walls, doors, windows, fire escapes;
  - d) building structural elements;
  - e) building interiors, including finishes, doors and hardware;
  - f) electrical systems, including service and distribution, lighting, communications, technology infrastructure and cabling;
  - g) plumbing, including water distribution system, drainage system and fixtures;
  - h) heating and cooling systems, including boilers, furnace terminal units, and control systems;
  - i) ventilation systems;
  - j) air conditioning systems, including refrigeration, terminal units, and control systems;
  - k) special construction, including stairs, elevators, and escalators;
  - l) fire protection security systems, including alarm detection and fire protection;
  - m) environmental features, including appearance, cleanliness, acoustics, lighting quality, thermal comfort, humidity ventilation and space adequacy.

4.5 Proposal Section IV: Cost Proposal

The Cost Proposal must include all costs associated with the Proposer's plan to complete the requested service. At a minimum, the Proposer must include the following:

- 4.5.1 Provide the total architectural and/or engineering services fee for the scope of services requested.
- 4.5.2 Provide a fee for any per diem work beyond or in addition to the services requested.
- 4.5.3 Provide the maximum expenses projected to complete the services requested and identify what is to be included in these expenses.
- 4.5.4 Electronic or facsimile submission of Proposals is not permitted.
- 4.5.5 Proposers shall submit with their Proposals a copy of this RFP with all pages initialed signifying that they have been read.
- 4.5.6 The District shall not pay the total contract price until the requirements outlined in this RFP have been met.

**SECTION 5: PROPOSAL EVALUATION**

5.1 Proposals received will be evaluated by the Board of Education or a committee of representatives appointed by the Board of Education. Proposers should be prepared to meet with the Board or its committee to discuss the content of their Proposal in detail.

5.2 Proposals will be evaluated based on the following criteria and weighting:

- Proposed methodology in providing the required scope of services – 20%
- Professional qualifications, prior experience and demonstrated capabilities – 40%
- Total proposed price – 20%
- Client reference from other NYS school districts – 20%

5.2.1 Proposals will be evaluated considering the methods to be used to meet the requirements of the Scope of Services and the availability of qualified personnel who are proposed to work on this project. Included will be the reasonableness of the time schedule proposed to complete this project.

5.2.2 Assessment of the Proposers past and present performance will be one of the means of evaluating the credibility of the Proposal and the relative capability to meet the requirements of the Scope of Services.

Proposals will also be evaluated considering the Proposer's experience with similar projects, knowledge, and the qualifications as well as the full time availability of personnel assigned.

- 5.2.3 Cost Proposals will be evaluated with respect to adequacy, realism and reasonableness. The evaluation will determine if the Proposer provided evidence that the Proposer can successfully perform the Scope of Services at the proposed cost including the reasonableness and appropriateness of the compensation.
- 5.2.4 Client reference must be current, representative of similar New York State projects requested in this RFP, and these similar projects must have included the personnel proposed for this project.
- 5.3 The award will be made to that responsible Proposer, whose Proposal conforms to the requirements of this RFP, and is considered most advantageous to the Berlin Central School District, considering the Proposal Evaluation criteria in this section.
- 5.4 In making the determination of the award, the decision of the Berlin Central School District will be final.

## **SECTION 6: SPECIFICATION CLARIFICATION**

- 6.1 All inquiries with respect to this Request for Proposal must be directed to the Berlin Central School District as follows:

Sandra Owens, Business Manager  
Business Office  
Berlin Central School District  
53 School Street – PO Box 259  
Berlin, New York 12022

Tel: (518) 658-2684  
Fax: (518) 658-3822

Email: [sowens@berlincentral.org](mailto:sowens@berlincentral.org)

- 6.2 All questions about the meaning or intent of the specifications must be submitted in writing to the aforementioned designated person. Telephone inquiries will not be accepted. However, questions received through electronic mail, facsimile form, by postal mail, or by hand delivered written communication will be accepted. The particular RFP section and paragraph number questioned must be cited for a response to be provided. Replies will be issued by Addenda sent by postal mail, electronic mail, or facsimile to all parties recorded as having received the proposal documents. The Proposer assumes the risk of the failure of the School District to receive questions through electronic mail and/or facsimile. Failure of any Proposer to receive and Addendum or interpretation issued shall not relieve any Proposer from any obligations under his/her Proposal submitted. Questions received less than seven (7) days prior to the date of submission of

the Proposals will not be answered. Only questions answered by formal written Addenda will be binding.

## **SECTION 7: FREEDOM OF INFORMATION LAW**

- 7.1 The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, sections 84-90, mandates public access to government records. However, Proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that the information submitted in their Proposal is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the Proposals containing such information by typing in bold face on the top of each page, "THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW". The School District assumes no liability for disclosure of information so identified, provided that the School District has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order of judgment of a court of competent jurisdiction.