



CENTRAL ADMINISTRATION

Dr. George E. Stone
Superintendent

Jean Miccio
Assistant Superintendent for Instruction

Dr. Tammy Cosgrove
Assistant Superintendent for Human Resources

Dr. Steve Rappleyea
Assistant Superintendent for Pupil Personnel Services

Binoy Alunkal
Business Manager

Jim Van Develde
Director of Communications

TO: Invited Architectural/Engineering Firms
FROM: Binoy Alunkal
DATE: November 2, 2018
SUBJECT: Request for Proposals - Full Service Architectural/Engineering Firm

**2018-19 REQUEST FOR PROPOSAL
FULL SERVICE ARCHITECTURAL/ENGINEERING FIRM
YEARLY RENEWABLE CONTRACT
PROPOSALS RECEIVED UNTIL: WEDNESDAY, DECEMBER 5, 2018 at 2:00 P.M.**

The Lakeland Central School District hereby invites the submission of sealed proposals from qualified and experienced Architectural/Engineering Firms for the District for the 2018-19 school year and may be renewed on a yearly basis for up to (5) five additional years.

Enclosed for your consideration is a Request for Proposal (RFP).

To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

Five (5) complete sets of the proposal must be received at the following address by Wednesday, December 5, 2018, 2:00 p.m. **local time** and addressed as follows:

LAKELAND CENTRAL SCHOOL DISTRICT
LISA GARLAND, PURCHASING AGENT
RFP - Full Service Architectural/Engineering Firm
1086 East Main Street
Shrub Oak, NY 10588

IF THERE IS A SCHOOL CLOSING THE DAY OF THE BID OPENING DUE TO INCLEMENT WEATHER OR AN EMERGENCY, THE BID OPENING WILL BE ON THE NEXT BUSINESS DAY AT THE SAME TIME.

Unless otherwise noted in this proposal, all questions and correspondence should be directed to Lisa Garland in writing at lgarland@lakelandschools.org. All questions will be addressed appropriately by addendum.

LAKELAND CENTRAL SCHOOL DISTRICT

1086 East Main Street • Shrub Oak, New York 10588
Tel: 914-603-9020 • Fax: 914-245-1589 • www.lakelandschools.org

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1. SCOPE

The Lakeland Central School District, herein LCSD or District, is contracting for a full service Architectural/Engineering firm with in-house electrical, environmental, mechanical and structural expertise. The selected Architect/Engineer will be expected to work in conjunction with the District's Superintendent, Business Official & Facilities Director on all District projects.

2. CONTRACT PERIOD

The initial contract will be from BOE approval anticipated for Thursday, January 17, 2019. The contract is to be renewed on a yearly basis based upon the recommendation of the Superintendent of Schools with approval by the Board of Education.

3. DESCRIPTION OF DISTRICT

The Lakeland Central School District is a large school district in New York State with an enrollment of over 5,600 students. There are five (5) elementary schools, one (1) junior high school, two (2) senior high schools, one (1) bus facility, and one (1) administration building. The Central Administrative offices are housed at 1086 East Main Street, Shrub Oak, NY.

4. EVALUATION PROCEDURES

4.1 Construction Committee

Proposals submitted will be evaluated by a Construction Committee selected by the Board of Education, which may consist of:

- Board of Education Trustee(s)
- Superintendent of Schools
- Business Official
- Director of Facilities
- Purchasing Agent

4.2 EVALUATION Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represents the principal selection criteria which will be considered during the Construction process.

1. Mandatory Elements

- a. The firm is licensed to practice in the State of New York.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the Lakeland Central School District.
- c. The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal.

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2. Technical Quality

a. Expertise and Experience

- (1) The firm's past experience and performance on comparable school district/governmental engagements.
- (2) The quality of the firm's professional personnel to be assigned to the engagement.

3. Price

WHEREAS COST OF SERVICES IS AN IMPORTANT FACTOR IN THE SELECTION OF AN ARCHITECT/ENGINEERING FIRM, IT MAY NOT BE THE ONLY FACTOR.

4.3 Oral Presentations

During the selection process, the Construction Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Construction Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

4.4 Final Selection

The Board of Education may select a firm based upon the recommendation of the Construction Committee. The Board of Education reserves the right to reject all proposals.

4.5 Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and selected confirmed in the contract between the LCSD and the firm.

The Lakeland Central School District reserves the right to reject any or all proposals.

BOARD OF EDUCATION
LAKELAND CENTRAL SCHOOL DISTRICT
SHRUB OAK, NEW YORK

BIDDER CERTIFICATION

NAME OF BIDDER _____

ADDRESS _____

TELEPHONE NUMBER _____ DATE OF BID _____

The above-mentioned bidder declares and certifies:

FIRST. That the said bidder is of lawful age and the only one interested in this bid, and that no one other than said bidder has any interest herein.

SECOND. That the bid herein has been arrived at independently, and has been submitted without collusion with any other vendor of services, materials, supplies, or equipment of the type herein described, and that vendor's bid has not been communicated by him or, to his best knowledge and belief, by any of his employees and agents to any person not an employee, agent, or surety of the vendor.

THIRD. That no member of the Board of Education of Lakeland Central Schools, Town of Yorktown, County of Westchester, nor any officer or employee or person whose salary is payable in whole or part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work or service to which it relates, or in any portion of the profits thereof.

FOURTH. That 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, supplies, apparatus, goods, ware, merchandise, services or labor for which this bid is made.

FIFTH. That the prices quoted herein are net and exclusive of all federal, state, and municipal sales and excise taxes.

SIXTH. That said bidder is in full compliance with Title IX, Education Amendments of 1972, as stated in Article 19 of this document.

(Person, Firm, or Corporation)

(Authorized Signature)