REQUEST FOR PROPOSAL

BUILDING CONDITION SURVEY

Hornell City School District
25 Pearl St.
Hornell, NY 14843

Superintendent          Director of Business
George A. Kiley       David Lampila
Superintendent of Building and Grounds
Henry L. Turek

Overview

The Hornell City School District is accepting proposals for building condition surveys as required by the NYS Education Department. Interested firms shall prepare a proposal to be received by the school district no later than May 6, 2005.

Building condition surveys are required by the State Education Department to be completed every five years. The surveys must be completed by November 15, 2005 and must be submitted to the Department of Education by January 15, 2006.

The district expects the surveys to be completed by September 30, 2005. Following the inspection of all buildings and completion of the typed survey forms required by the State Education Department (SED), the firm will submit 10 copies of all reports to Mr. David Lampila, Director of Business.

District Overview

The Hornell City School District consists of 7 major buildings, totaling 469,539 square feet. The district is responsible for over 60 acres of land. Architectural information on each occupied building owned by the district follows:

<table>
<thead>
<tr>
<th>Building</th>
<th>Yr. Constructed</th>
<th>Capacity/Sq. Ft</th>
<th>Class Rooms</th>
<th>Acreage</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>1963</td>
<td>204,426</td>
<td>85</td>
<td>5</td>
</tr>
<tr>
<td>Intermediate School</td>
<td>1922</td>
<td>128,647</td>
<td>48</td>
<td>6</td>
</tr>
<tr>
<td>North Hornell School</td>
<td>1963</td>
<td>51,752</td>
<td>19</td>
<td>6</td>
</tr>
<tr>
<td>Bryant School</td>
<td>1951</td>
<td>43,000</td>
<td>18</td>
<td>2</td>
</tr>
<tr>
<td>Columbian School</td>
<td>1963</td>
<td>16,606</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Maintenance Shop</td>
<td>1915</td>
<td>12,672</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Bus Garage</td>
<td>1979</td>
<td>12,436</td>
<td>0</td>
<td>23</td>
</tr>
</tbody>
</table>
Scope of Project

The building condition survey is required to be completed for all occupied buildings owned by the district. Throughout the project, State Education Department guidelines for building inspections must be followed. Structural integrity of each building must be assessed based on a thorough inspection of all building, grounds, and site components.

The inspection process must include all items listed on the SED building condition survey forms (the most recent draft form is appendix A of this request for proposal).

Throughout the process, the firm will be working along side the Superintendent of Buildings and Grounds.

RFP Requirements

The district seeks a firm that is qualified and of ample size to complete the work within the allotted time frame. Firms submitting proposals shall provide information about their size, their experience with school construction along with building condition survey experience. A list of school district references is required. A recent peer review is preferred.

Any questions regarding this RFP must be submitted in writing and can be directed towards Henry L. Turek, Superintendent of Buildings and Grounds, through email hturek@hornell.wnyric.org, or by fax 607.324.4060. Issues that arise that will change the RFP will be communicated to all respondents in writing. Proposals cannot be changed after submission unless the district's modifications to the RFP make the proposal obsolete.

The firm should include all necessary associates in their work plans. Knowledge from many areas will be needed to complete the survey. The firm's team should represent all of these aspects. Architects, engineers, landscapers, mechanical engineers, plumbers, electricians, and technology engineers are all necessary to properly inspect the district's facilities.

The staff that the firm will use to complete the project must be proven qualified and experienced. Any licensing information, past experience, brief resumes, and references for each person on the staff shall be submitted with the proposal. The Board of Education reserves the right to reject staff who they feel do not have the appropriate experience or qualifications for the project.

The building condition survey must be completed per the State Education Departments specs and be entered into the web based reporting system. Work plans to complete the project should be clearly stated, such as preliminary interviews with administration, detailed reports beyond the SED's requirements, and any inspection beyond what is essential.

The proposal should also include a fee structure. Cost should be clearly detailed (hourly, flat rate, or per square footage), and include any other additional expenses. Additional expenses shall not include the cost of preparing the RFP or travel. All costs associated with preparing a proposal in response to this RFP, as well as responding to the District’s request for an interview if your firm is short listed, are the sole responsibility of the Design Professional. The District is not responsible for any such costs.

An affirmation that no conflicts of interest exist between the firm and the district, The Board of Education or the district's administrators must be made by the firm and the selected staff.
Proposal Contents and Requirements sequence for submissions

Proposals shall include all of the items in the sequence listed, including responses to all related sections or elements within this RFP.

Cover Sheet
1. Legal name of Design Professional (Firm)
2. Location of the office with primary responsibility
3. Person who will be Primary Contact for the work
4. Name, Address, Telephone, Fax, and E-mail of the Primary Contact

Relevant Qualifications and Experience of the Firm
1. Describe relevant capital project experience with school districts in New York State since 1999.
3. Describe size, range of experience, and commitment of individuals listed in this Proposal.

Team Organization, Individual Qualifications, & Commitment
1. Provide an organization chart of the Firm and sub-consultants, if any.
2. Provide an organization chart for the Work of this Proposal showing the Primary Contact and all other positions by discipline.
3. Provide a resume for each key team member that outlines their relevant experience and summarizes their responsibilities on this Project.

Project Approach and Scope of Work Deliverables
1. Describe in detail and specific to this Project the approach to the scope of work described through this RFP.
2. Specify the deliverables that will be provided to the district as the product of the Work for this Project – i.e. Drawings, Specifications, Cost Projections, etc.

References
1. Provide the Name, Address, and Phone Number for 5 school districts in New York State that the Design Professional has provided services to for Building Condition Surveys since 1999.

Other Items
1. Proof of Insurances

All proposals are due by 2 P.M. May 6, 2005. The firm must submit one original proposal and 4 copies of the proposal. The envelope must clearly read "Building Condition Survey proposal." Proposals arriving after the deadline will be disregarded. Through May 20, 2005, the district will review the proposals. The firm will be responsible for answering any questions and explaining details of the RFP prior to May 20, 2005 if so requested by the District. The Board of Education will appoint an architectural firm at their June 6, 2005 meeting; a presentation may be required at that Board meeting.

All proposals and documentation submitted by the firm becomes the property of the Hornell City School District. The district will not divulge this information to anyone outside of the district without written approval from the firm. Original copies of all proposals received will be kept on file in the Business Office. Copies may be distributed to the Superintendent, Director of Business, and the Superintendent of Buildings and Grounds.

The board of education reserves the right to accept and reject any or all parts of the proposal. Selection will be based on firm and staff qualifications, knowledge of school construction, reference checks, and the cost and fee structure.

Firms will be contacted upon award notification by letter. The contract will be awarded June 6, 2005. Award is subject to contract negotiations.