

WILSON CENTRAL SCHOOL DISTRICT
374 LAKE ST
WILSON, NY 14172
ATTN: CAROLYN OLIVERI
BUSINESS ADMINISTRATOR

REQUEST FOR PROPOSAL FOR BUILDING CONDITION SURVEY

SUBMISSION DEADLINE: THURSDAY, MARCH 21, 2019, 4:00 P.M.

**REQUEST FOR PORPOSAL
DISTRICT OVERVIEW
WILSON CENTRAL SCHOOL DISTRICT**

A. Introduction

The Wilson Central School District is governed by section 1950 of the New York State Education Law to provide educational services to local school Districts. The Wilson Central School District is a small suburban-rural school District in Niagara County. The 2018 fall school enrollment was 1,097 students from the towns of Wilson, Porter, Cambria, and Newfane. The District contains two school buildings and encompasses sixty-seven square miles. The 2018-2019 budget for the Wilson Central School District is \$27,419,858.

The Board of Education includes seven member from the District. They are elected by a majority of the School Boards voting on a common meeting date at a public meeting held the third Tuesday of May. The Chief Executive Officer of the District is also the Superintendent of the District.

B. Property, Program Sites, and Capital Projects

The District owns three school buildings, only two are currently in use, and has an Industrial Arts building, and a Central Office site. All are in Wilson, NY except for school building currently not in use, which is in Ransomville, NY.

The District currently has a \$9.85 million dollar approved project which is set to begin construction this spring. The majority of the work will include: new turf field and track, new playground, parking lot improvements, new windows at the high school/middle school and elementary building, renovation of nurses suite, mechanical equipment replacement and security improvements. Funding for capital projects is provided by capital reserve and financing of bonds by the District.

C. Objective

Obtain Requests for Proposals from architectural and design firms to complete our 2020 Building Condition Survey and complete all reporting to New York State to fulfill the New York State Education Department Regulation 155.4. In addition to this please provide a separate proposal to update our five year capital facilities plan that meets or exceeds regulation 155.1 provided by the Commissioner of Education.

D. Minimum Firm Qualifications

1. Firm must have extensive New York State, K-12 school design experience.
2. Any architect(s) assigned to work with the District must be registered and possess a valid license from New York State as an architect and accreditation from the American Institute of Architects (AIA).
3. Firm must have experience in providing a Building Condition Survey and knowledge of what is required to be reported to New York State for 2020 for this and a Five Year Capital Plan.

E. Proposal Requirements

Each submission should include the following:

1. Firm history and general description.
2. Resumes of the firm's key staff and those staff that would be available to work with the Wilson Central School District, including but not limited to licenses of the individuals and experiences with school districts.
3. References for your firm and proposed staff.
4. Submit your proposed fee for the assessment process, analysis, completion and submittal of the 2020 New York State Building Condition Survey based on square footage of each location. Square footage can be found in Appendix A.
5. Submit a separate proposal to update our Five Year Capital Plan that meets the requirements of Commissioner Regulations 155.1.
6. Firm must be licensed to do business in New York State and provide Certification of liability protection providing for insurance coverages in the following amounts:
 - i. General Liability \$1,000,000 per occurrence/\$2,000,000 aggregate
 - ii. Professional Liability \$2,000,000 per occurrence/\$2,000,000 aggregate
 - iii. Workers' Comp and NYS Disability Insurance
7. Non collusion form (Appendix B) signed and included in the proposal.
8. The selected firm may be asked to present a report to the Board of Education on the Building Condition Survey results and the updated five year plan at no additional cost to the District.

F. Number of Copies, Designated Representative and Deadline for Submission

Firms should their proposal via mail or email to: Carolyn Oliveri, Business Administrator, Wilson Central School District, 374 Lake St, Wilson, NY 14172 or coliveri@wilsoncsd.org. If you have any questions concerning this process, please contact Mrs. Oliveri at (716) 751-9341, extension 121, or coliveri@wilsoncsd.org.

The proposal must be received on or before **4:00 p.m. on Thursday, March 21, 2019** by Mrs. Oliveri. Responses received after the deadline will not be considered. All proposals and accompanying documents become the property of the District.

F. Evaluation Criteria

All proposals received up to the deadline date will be reviewed by Wilson Central School District. Each proposal will be evaluated on the following criteria:

1. Completeness and overall quality of the proposal.
2. Professional experience, meaning past performance and experience on comparable school district engagements and quality of the firm's professional personnel to be assigned to the engagement.
3. The schedule for completion of the required work.
4. Recommendations from references provided.
5. The fee proposal and supporting documents.
6. Insurance considerations.
7. Wilson will award services based on the firm's proposal that best meets the District's needs.

G. Award of Engagement

The engagement will be awarded to the firm whose proposal is the most advantageous to the Wilson Central School District as determined by the evaluation process. Wilson Central School District reserves the right to reject any and all proposals, to waive informalities and minor irregularities in proposals

received, and to request additional information from firms. The District reserves the right to accept other than the lowest fee proposal.

It is anticipated the selection of a firm will be completed by April 9, 2019. Following notification of the selected firm, it is expected a contract will be executed between both parties by May 1, 2019

Appendix A

Wilson Central School District Buildings

Building	Address	Square Ft
Administration Building	412 Lake St. Wilson	3,665
Middle/High School	374 Lake St. Wilson	174,273
Maintenance Shed		1,120
Wilson Elementary	430 Young St. Wilson	67,926
Grounds Building (IA Building)	374 Lake St. Wilson	7,980
Athletic Complex		
Concession Stand (football)		1,260
Concession Stand (soccer)		635
Press Box(soccer)		<u>400</u>
Total		257,259
WH Stevenson*	3745 Ransomville Rd. Ransomville	53,090
Storage Shed		180
Pole Barn		715

*It is our understanding from State Ed that WH Stevenson will not have to be included in the 2020 Building Condition Survey due to the fact that it is not student occupied and that the building has been leased for less than 5 years. If anything changes on this space we will let you know.

Appendix B

Non Collusive Bidding Certification

By submission of this bid, the bidder hereby certifies the following:

1. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor.
2. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor.
3. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal.
4. The person signing this bid or proposal certifies that they have fully informed themselves regarding the accuracy of the statements contained in this certification and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on its behalf.

Bidder/Vendor

Title of person submitting the bid

Signature of the person submitting bid

Date