

**Putnam Valley Central School District
171 Oscawana Lake Road
Putnam Valley, NY 10579**

REQUEST FOR PROPOSAL

**CONSTRUCTION TESTING AND INSPECTION SERVICES
RFP No. 2019-20-06**

I. ABOUT THIS RFP:

The Putnam Valley Central School District requests unit cost pricing to perform Construction Testing and Inspection Services for the following Projects as described below:

- Putnam Valley High School Wellness Center Addition Project.
- Putnam Valley Middle School Addition and Alterations Project.
- Putnam Valley Elementary School Alterations Project.

The projects listed above are included in an overall \$14.8M Capital Improvement Bond approved by voters on December 4, 2018. Proposals will be based on providing services throughout the 2020 and 2021 years, with fixed costs provided through the RFP response. A list of services requested, are provided within this RFP.

SPECIAL INSPECTION AGENCY REQUIREMENTS

The Special Inspection Agency must be approved and meet all applicable requirements of the NYS Department of State Division of Code Enforcement Administration (Hereafter referred to as NYSDSDCEA). All equipment used must be adequate to perform required tests and all employed personnel must be experienced and educated in conducting, supervising and evaluating tests and/or inspections. Please review Special Inspector Minimum Qualifications prior to submitting a proposal. Proof of qualifications must be submitted to the Owner prior to award.

All inspections must be documented with reports indicating that all work was done in conformance to approved construction documents, and be furnished to the Code Enforcement Official, Owner, and Design Professional. Any discrepancies must be documented appropriately and reported, as well as corrections of it must also be reported to the Code Enforcement Official, Owner, and Design Professional.

II. REQUIRED INSPECTIONS

See List Attached.

III. SCHEDULE

Putnam Valley High School Wellness Center Project
Construction Start: 4/1/2020- Construction Complete: 12/31/2020

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Putnam Valley Middle School Addition and Alteration Project

Construction Start: 4/1/2020 - Construction Complete: 8/31/2020

Putnam Valley Elementary School Alterations

Construction Start: 6/30/2020 - Construction Complete: 8/31/2020

IV. AVAILABILITY:

1. To have an inspector on site within one (1) days' notice. The Prime Contractor will coordinate site visits by the testing laboratory.
2. Cancellation of an inspection – by 4:00PM the day prior to the inspection will not be invoiced by the testing laboratory.
3. Cancellation of an inspection (after inspector is on site) due to inclement weather, will be billed for the ½ day rate.

V. MEETINGS

Include unit provisions/costs to attend coordination meetings with the Architect, Structural Engineer, NYS Code Official, Construction Manager, and Contractors as may be necessary.

VI. INSURANCE REQUIREMENTS

At the time of the proposal submission, the proposer will include a certificate of insurance. The Proposer agrees to indemnify, defend and hold harmless the School District, and its authorized officers, trustees, agents, and employees, the Architect and Construction Manager (the "Indemnities") from any claim, damage, liability, expense or loss including reasonable attorneys' fees and other costs, except for gross negligence or willful misconduct of the School District, or its officers, trustees, agents, employees, or consultants, including the Architect and Construction Manager, or breach of this Agreement.

Without in any way affecting the indemnities herein provided and in addition thereto, the Proposer shall secure and maintain throughout the Agreement the following types of insurance:

- Comprehensive General Liability Insurance:
= **\$1,000,000 Each Occurrence & \$2,000,000 General Aggregate**
- Automobile Liability Insurance:
= **\$1,000,000 Combined Single Limit**
- Workers' Compensation Insurance.

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- Professional Liability:
= **\$1,000,000 Combined Single Limit.**

All insurance policies, except Workers' Compensation shall contain additional insured endorsements naming the Putnam Valley Central School District, KG+D Architects and Triton Construction as additional named insureds.

VII. INFORMATION

Questions concerning the RFP and the procedures for responding should be directed to:

Teresa May
KG+D Architects
Tel. 914-666-5900
tmay@kgdarchitects.com

Kevin Sawyer
Triton Construction
Mobile 845-821-3354
k-sawyer@tritonconstruction.net

VIII. SUBMISSION OF PROPOSALS

Respondents must submit an original and three (3) copies of their proposal. Proposals must be sealed in manila envelopes, including the following title on the front of each package: "PROPOSAL FOR CONSTRUCTION TESTING AND INSPECTION SERVICES". Proposals must be received no later than **Friday March 20, 2020, @ 2:00** PM at the offices of:

District Treasurer
Putnam Valley Central School District
171 Oscawana Lake Road
Putnam Valley, NY 10579
Attn: Jill Figarella

Proposals will not be publicly opened and read aloud.

Right to Reject Proposals

This RFP does not commit the School District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The School District intends to award a contract on the

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basis of the best interest and advantage to the School District, and reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the School District to do so. The School District may select as the successful proposer that proposal which, in the School District's sole discretion and with whatever modifications the School District and the proposer may mutually agree upon, best meets the School District's requirements whether or not that proposal is the lowest priced. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the School District, in its sole discretion, shall enter into a contract with the proposer that it selects as the successful vendor.

IX. Attachments

1. Non-Collusion Certification
2. Proposer Warranties
3. Certification – Iran Divestment Act of 2012
4. Unit Price Breakdown Form

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BID PROPOSAL CERTIFICATIONS

Firm
Name _____

Business
Address _____

TelephoneNumber _____ FaxNumber _____

Date _____

1. General Bid Certifications

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

2. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivisions of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule regulation, or local law, for work or services performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury;

Non-Collusive Bidding Certification.

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder, and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award not shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

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The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph (a) 1.

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed to be performed, or goods sold or to be sold, where competitive bidding is required by state, rule regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature
(Authorized) _____

Title _____

SECTION C: FORM OF PROPOSAL

Attachment F: IRAN DIVESTMENT ACT CERTIFICATION

As a result of the Iran Divestment Act of 2012 (Act), § 165-a of the State Finance Law, the Commissioner of the NYS Office of General Services (OGS) has developed a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” as defined in the law).

The below-signed Proposer affirms the following as true under penalties of perjury:

By submission of this proposal the firm/company and each person signing on behalf of the firm/company certifies, under penalty of perjury, that to the best of his/her/its knowledge and belief the Proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.

Signature: _____

Print Name and Title: _____

Company Name: _____

Date: _____

State of _____

County of _____

Sworn before me this ____ Day
of _____, 2018

Notary Public

Seal

SECTION C: FORM OF PROPOSAL

Attachment C: PROPOSAL CERTIFICATIONS

FIRM NAME

BUSINESS ADDRESS

TELEPHONE NUMBER

EMAIL

1. General Certification

The Proposer certifies that he/she will furnish services as described herein at the price herein quoted.

2. Non-Collusive Certification

By submission of this proposal, the Proposer and each person signing on behalf of the Proposer certifies that to the best of its knowledge and belief:

a. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor.

b. Unless otherwise required by law, the prices which have been quoted in this proposal have not knowingly been disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and

c. No attempt has been made or will be made by the Proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

SIGNATURE

DATE

NAME OF SIGNATORY & TITLE

RFP Number:

Organization:

Date:

BREAKDOWN OF PROPOSED ESTIMATED COST (PLUS FEE) AND LABOR HOURS

COST ELEMENT		Year 1	Year 2	Total
DIRECT LABOR:	<u>Rate</u>	Hours Amt.	Hours Amt.	Hours Amt.
Labor Category				
(Title and Name-- use additional pages as necessary)				
DIRECT LABOR COST		\$_____	\$_____	\$_____
MATERIAL COST		\$_____	\$_____	\$_____
TRAVEL COST		\$_____	\$_____	\$_____
OTHER (Specify)		\$_____	\$_____	\$_____
OTHER (Specify)		\$_____	\$_____	\$_____
TOTAL DIRECT COST		\$_____	\$_____	\$_____
FRINGE BENEFIT COST (if applicable) % of Direct Labor Cost		\$_____	\$_____	\$_____
INDIRECT COST % of Total Direct Cost		\$_____	\$_____	\$_____
TOTAL COST		\$_____	\$_____	\$_____
<u>FEE:</u> (if applicable) % of Total Est. Cost		\$_____	\$_____	\$_____
<u>GRAND TOTAL ESTIMATED COST (PLUS FIXED FEE)</u>		\$_____	\$_____	\$_____

[contracts/update.htm]

UNIT PRICE BREAKDOWN
Special Inspections
Putnam Valley Central School District

Company Name		Price	Unit	Comments
Soils	Inspect Sub-Grade	Half Day		
		Full Day		
	Inspect Soil Compaction	Half Day		
		Full Day		
	Inspect Fill Placement	Half Day		
		Full Day		
	On Site Soil Sampling		ea	
	Sample Pick Up		ea	
	Density Testing		ea	
	Proctor Testing		ea	
	Sieve Analysis		ea	
	Percent Passing 200		ea	
	Hydrometer Analysis		ea	
	Backfill Material Analysis		ea	
	Formal Reports / Daily		ea	
	Formal Reports / Item testing		ea	
	Overtime - Regular Day		%	
	Overtime Saturday		%	
	Overtime Sunday and Holidays		%	
	Other - Mileage per day			
Concrete & Asphalt	Plant Inspection	Half Day		
		Full Day		
	Field Inspection	Half Day		
		Full Day		
	Formwork & Reinforcement Inspection	Half Day		
		Full Day		
	Slump Testing		ea	
	Air Content Testing		ea	
	Unit Weight Testing		ea	
	Cast Test Cylinders		ea	
	Cylinder / Sample Pickup		ea	
	Compressive Strength Testing		ea	
	Concrete Mix Design		ea	
	Asphalt Density Testing		ea	

UNIT PRICE BREAKDOWN
Special Inspections
Putnam Valley Central School District

	Formal Reports / Daily			ea	
	Formal Reports / Item testing			ea	
	Concrete Slab Moisture Testing				
	Windsor Probe Testing Hardening Concrete				
	Overtime - Regular Day			%	
	Overtime Saturday			%	
	Overtime Sunday and Holidays			%	
	Other - Specify- mileage per day				
Structural Steel	Shop Inspection	Half Day			
		Full Day			
	Inspection and Testing of Bolted Connections (Shop)			ea	
	Inspection and Testing of Welded Connections (Shop)			ea	
	Inspection and Testing of Painting (Shop)			ea	
	Field Inspection	Half Day			
		Full Day			
	Inspection and Testing of Bolted Connections (Field)			ea	
	Inspection and Testing of Welded Connections (Field)			ea	
	Inspection and Testing of Painting (Field)			ea	
	Spray Fireproofing Inspection	Half Day			
		Full Day			
	Spray Fireproofing Density Testing			ea	
	Spray Fireproofing Adhesion / Cohesion Testing			ea	
	Ultrasonic Testing			Day	
	Magnetic Particle Testing			ea	
	Dye Penetrant Testing			ea	
	Radiographic Testing			ea	
	Formal Reports / Daily			ea	
	Formal Reports / Item testing			ea	
	Overtime - Regular Day			%	
	Overtime Saturday			%	
	Overtime Sunday and Holidays			%	
Other - Specify- Mileage					
Masonry	Field Inspections	Half Day			
		Full Day			
	Mortar / Grout Testing			ea	
	Sample Pickup			ea	
	Mortar / Grout Unit Weight			ea	

UNIT PRICE BREAKDOWN

Special Inspections

Putnam Valley Central School District

	Compressive Strength Testing (Mortar / Grout)			ea	
	Compressive Strength Testing (Brick)			ea	
	Compressive Strength Testing (Block)			ea	
	Compressive Strength Testing (Cast Stone)			ea	
	Water Retention Testing (Mortar / Grout)			ea	
	Formal Reports / Daily			ea	
	Formal Reports / Item testing			ea	
	Overtime - Regular Day			%	
	Overtime Saturday			%	
	Overtime Sunday and Holidays			%	
	Other - Specify Mileage per day				
Firestopping	Field Inspection	Half Day			
		Full Day			
	Adhesion / Cohesion Testing			ea	
	Thickness Testing			ea	
	Density Testing			ea	
	Formal Reports / Daily			ea	
	Formal Reports / Item testing			ea	
	Overtime - Regular Day			%	
	Overtime Saturday			%	
	Overtime Sunday and Holidays			%	
	Other - Specify mileage per day				
Misc	PE	Half Day			
		Full Day			
	Meetings with PE			hr	
	Meetings with Qualified Personnel			hr	
	Formal Reports / Daily			ea	
	Formal Reports / Item testing			ea	
	Other - Specify mileage per day				