1. **GENERAL**
The Rhinebeck Central School is soliciting for an Architect/Engineer firm to perform the state mandated Building Condition Survey and five-year facilities plan of all Rhinebeck school buildings.

2. **CONTRACT PERIOD**
The contract will be from Board of Education approval through January 31, 2022. The initial inspection is to be completed prior to August 31, 2021 and a written report is to be filed the Rhinebeck Central School District by September 15, 2021 and with N.Y.S.E.D. by January 14, 2022.

3. **DISTRICT DESCRIPTION**
The Rhinebeck Central School District is comprised of one elementary school, and one middle school/high school. The Chancellor Elementary School is located on 48 Knollwood Road, Rhinebeck, NY and the Rhinebeck High School/Bulkeley Middle School is located at 45 North Park Road, Rhinebeck, NY. The current square footage is approximately 217,690 square feet.

4. **SCOPE OF WORK**
The building condition survey will be performed and documented on the N.Y.S.E.D. Building Condition Survey Report. This information is to be reported electronically. The five-year facilities plan will be in the required format according to the NY State Education Department which includes the building inventory section, a district-wide analysis and prioritization and estimated expenses for each building addressing new construction, major system replacements, etc. Cost may not be the primary factor in the selection of an Architect/Engineer firm to perform this survey.

5. **MANDATORY ELEMENTS**
   - The proposer is licensed to practice in the State of New York.
   - The proposer adheres to the instructions in this RFP on preparing and submitting the proposal.
   - Proposer must also provide the actual name, resume and references for the individual(s) who will be performing this survey in the Rhinebeck Central School District.
REQUEST FOR PROPOSAL:
BUILDING CONDITION SURVEY AND FIVE YEAR PLAN REQUIREMENT FROM
NEW YORK STATE EDUCATION DEPARTMENT
PROPOSAL SUBMISSION DATE: May 21, 2021

6. SEVERABILITY
The Rhinebeck Central School District reserves the right, if deemed in the best interest of the Rhinebeck Central School District to terminate this contract with five (5) business days via written notice via certified mail.

7. PAYMENT
A purchase order as a contract will initiate the service. Consultant shall provide a detailed invoice. Upon approval of the invoice by the Purchasing Agent and Internal Claims Auditor, payment will be initiated.

8. AGREEMENT
This Agreement does not create an employee/employer relationship between the parties. The Rhinebeck CSD will not be liable for any obligation incurred by consultant, if any, including but not limited to unpaid minimum wages and/or overtime premiums. It is the District’s intention that Consultant will be an independent contractor, and not the District’s employee for all purposes, including but not limited to the application of the Fair Labor Standards Act minimum wage and overtime payment, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the Provisions of the Internal Revenue Code, the New York State Revenue and Taxation Law, the New York State Worker’s Compensation Law and the New York State Unemployment Insurance Law.

9. INDEMNIFICATION
The Consultant shall indemnify and save the Rhinebeck CSD harmless against:
   a. all claims on account of injury, loss or damage arising or alleged to arise out of or in connection with Consultant’s performance of the agreement, including all expenses and fees incurred by the Rhinebeck CSD in the defense, settlement or satisfaction thereof,
   b. all losses, injuries or damage and wages or overtime compensation due to the consultant’s employees in rendering services pursuant to this agreement, including payment of reasonable attorneys’ fees and costs in the defense of the claim made under the Fair Labor Standards Act or any other federal or state law.
REQUEST FOR PROPOSAL:
BUILDING CONDITION SURVEY AND FIVE YEAR PLAN REQUIREMENT FROM
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PROPOSAL

Pricing is “all inclusive”. There are no additional charges allowed (i.e. mileage, tolls, telephone calls, clerical etc.) under this contract.

Pricing to be based upon cost per “square footage” of the Rhinebeck CSD buildings to be inspected for the Building Condition Survey. Actual building walkthroughs are required to be completed by July 30, 2021. The five-year facilities plan is to be developed with a relation to the building infrastructure and related improvements. Pricing for this survey can either be included with the Building Condition Survey or as a separate service.

The contact person in Rhinebeck CSD will be Thomas Burnell, Assistant Superintendent for Support Services (845-871-5520 ext. 5528).

Price per “square foot” Building Condition Survey $ _________________________

Additional Engineering Services

_______________________________________________ $ _________________________

_______________________________________________ $ _________________________

_______________________________________________ $ _________________________

_______________________________________________ $ _________________________

Projected dates to perform services _________________________________

Estimated timeframe to complete _________________________________

_______________________________________________ $ _________________________

Officer of Company (Signature) ________________________________ Title ________________________________

Company Name ________________________________ Date ________________________________

Telephone ________________________________ Fax Number ________________________________