



**City of Syracuse**

**26-163**

**RFP PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR JSCB  
PHASE 3-A**

RELEASE DATE: September 28, 2025  
RESPONSE DEADLINE: October 28, 2025, 2:30 pm

Please refer to the project timeline in this document for all important deadlines.

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## 1. Acronyms and Definitions

ADA	Americans with Disabilities Act
A/E	Architectural/Engineering Firm (also referred to as Architect/Engineer). An entity that provides services under Tranche #3 of Phase III of the Joint Schools Construction Board.
Agreement	The contract to be entered into between the Architectural/Engineering firm and the Joint Schools Construction Board.
BCNYS	Building Code of New York State.
BOE	The Board of Education of the City School District of the City of Syracuse, New York.
Building Commissioning	Building Commissioning as defined in ASHRAE Standard 202-2013 includes investigation and analysis of building(s), and site work – and the systems were designed and constructed and operate as intended.
CMS	Construction Management System which is Procore.
Certified Payroll	Payroll records prepared, verified, maintained and delivered in the same manner as set forth in the contract.
City	The City of Syracuse
City Engineer	The individual holding the office of City Engineer for the City of Syracuse.
Construction Manager (CM)	The Construction Manager or CM shall mean the firm or firms retained by the JSCB to provide management services for construction/renovation projects to be undertaken by the JSCB.
Commissioner	The Commissioner of Education of the State of New York.
Common Council	The Common Council of the City of Syracuse, New York.
Comptroller	The Comptroller of the State of New York.
CPM	Critical Path Method of project scheduling.
CSRA	The Cooperative School Reconstruction Act, as passed by the New York State Legislature.
Direct Labor Cost	The regular base pay, exclusive of any premium for overtime or cost for employee benefits (including health insurance) paid to employees for time directly and exclusively devoted to the applicable services.

EEP	Educational Environment Programming (EEP) describes information and relationships coming from the educational environment. This includes the physical environment, the social environment and the programmatic environment. The physical environment addresses the built environment, the social environment addresses civic design, program planning and partnership development. The learning environment addresses the educational activities and learning time. The physical environment examines the relationships of building systems.
EEOP	Equal Employment Opportunity Program.
Entity	A municipality or other governmental body, a public corporation or an authority, a private company, or a non-profit organization.
Facility	Physical features that include the building(s), outbuilding(s), and site work.
FFE	Furnishings, Fixtures and Equipment
GC	General Contractor.
ICO	Independent Compliance Officer
JSCB	The Joint Schools Construction Board of the City of Syracuse and the City School District as authorized by the State Education Department.
Joint Venture	A Joint Venture is defined as a joint-venture corporation which is a corporation created by two or more companies.
LEED	Leadership in Energy and Environmental Design designation for accredited professionals in the building industry.
MBE	Minority-owned Business Enterprise as defined in the Phase III Development and Diversification Plan.
MCA	Maximum Cost Allowances
NYSED	The New York State Education Department.
O&M	Operations and Maintenance.
Owner	The Joint Schools Construction Board
PLA	Project Labor Agreement: A pre-hire collective bargaining agreement between a contractor and a labor organization and their respective collective bargaining representative for all persons who will perform work on the Project, and a pre-negotiated agreement with the labor organization can perform Project work.
Prime Contractor	A contractor that holds a contract directly with the JSCB to perform construction work on a project.
Program Manager (PM)	The Program Manager or PM shall mean an independent program management firm hired by the Owner.
Program	Reconstruction, additions and/or alterations to SCSD school facilities, as defined in the Phase III Development and Diversification Plan.

Project	Work at an existing school building site that involves the design, reconstruction, or rehabilitation of one or more buildings of the City School District, which may include an addition to an existing school building for such construction costs as may be required for such addition, up to \$10 million in construction dollars for Phase III, and which also may include (1) the construction or reconstruction of athletic fields, playgrounds, and/or other outdoor areas associated with the school building, and/or (2) the acquisition and installation of all equipment necessary and appropriate for the proposed project, and (3) the acquisition of additional real property necessary for the project.
Proposer	Any entity submitting a proposal in response to this current Request for Proposals.
RFI	Request for Information.
RFP	This Request For Proposal.
Roles & Responsibility Matrix	A document prepared by the Program Manager that defines primary and secondary roles and responsibilities for the project.
SCSD	The Syracuse City School District.
SHPO	New York State Historical Preservation Office
Submittal	The Proposer's submissions made in response to this Request For Proposals.
Sustainable Design	Designs which minimize the impact to the environment such as LEED.
Team	The Proposer's team, made up of individual company members, and members from other companies or organizations that the Proposer intends to subcontract with an individual, partnership, or other corporation to provide some services.
WBE	Women-Owned Business Enterprise as defined in the Phase III Development and Diversification Plan.

## **2. A/E Firm Minimum Qualifications**

The following Minimum Qualifications represent specific requirements that the Proposer must meet in order to submit a proposal in response to this RFP. Any Proposer that does not meet these criteria will be excluded from consideration as an A/E.

By submitting a Proposal, the Proposer shall certify that it has achieved all of the following while providing A/E services on a full-time basis.

### **PROPOSERS MUST HAVE:**

I. Multiple staff members with demonstrated experience with NY SED, Office of Facilities Planning standards and procedures related to design, construction building aid, commissioning and operation of NY State Public School Facilities.

II. A minimum of ten years demonstrated experience (with a minimum of five years of experience in New York State) providing design services concentrating primarily in public school capital improvement programs.

III. Successful completion of a minimum of three similar projects in scope and construction costs similar to the project(s) being submitted by the proposer in this RFP within the last 10 years.

IV. Demonstrated experience in achieving a client's Minority and Women participation goals as well as attaining Equal Opportunity Employment goals in workforce utilization.

V. Demonstrated experience in simultaneously managing multiple public school capital projects including the following:

i. Managing, maintaining and adjusting staff levels in response to variations in demand for services over the life of each individual project.

ii. Providing staffing that is available to go to the project site within 24 hours of a call to respond to and resolve design and construction issues.

iii. Please note that if selected for an interview, proposer will be required to identify the responsible staff persons for these positions and be prepared for them to attend the interview.

VI. If applicable to the project, demonstrated experience of managing reconstruction work in occupied K-12 buildings.

VII. An assigned licensed lead Architect/Engineer with at least 10 years demonstrated experience in the design and construction of New York State K-12 projects.

VIII. Demonstrated experience designing public construction contracts under New York State General Municipal Law.

IX. Demonstrated experience in sustainable design, achieving LEED certifications and obtaining NYSERDA and National Grid rebates.

X. Demonstrated ability in maximizing New York State Building Aid (Maximum Cost Allowance or MCA) through design including Energy Performance Contracting and Technology Aid.

XI. Demonstrated experience in minimizing the number and value of change orders in New York State K-12 public school construction projects.

XII. Demonstrated experience in meeting budget as well as design and construction schedules on projects.

XIII. Proven past experience of the proposed project team in successfully completing projects as a team.

XIV. If applicable to the project, experience in designing facilities with cutting edge educational designs and technologies that support diverse student learners with programs such as virtual and blended learning which are being implemented into the District.

XV. If applicable to the project, experience with designing and implementing advanced mechanical, electrical, plumbing, security and informational technology systems to achieve sustainability, LEED, energy and operational efficiency as well as to support cutting edge educational programs.

XVI. If applicable to the project, experience with designing and implementing Career and Technology Education (CTE) spaces for educators to teach exploratory and advanced courses for students to obtain 21<sup>st</sup> century workplace skills along with certifications and degrees in high demand occupations.

### **3. Program Overview**

In 2006, the New York State Legislature adopted Chapter 58-A-4 of the laws of 2006 (A9558-B) which authorized the City and the SCSD to create the Joint Schools Construction Board (JSCB) that, acting as agent of the City and SCSD, is charged with management oversight of the new “Cooperative School Reconstruction Act”. Under this legislation, the JSCB extensively renovated four school buildings (Fowler, HW Smith, Institute of Technology and Dr. Weeks) and performed minor renovations at two other buildings (Clary and Bellevue Academy at Shea). This project is commonly called JSCB Phase I. The JSCB is closing out Phase I.

In 2012, the Syracuse City School District’s Board of Education adopted “Great Expectations” which is the District’s Strategic Plan with the vision of becoming the most improved urban school district in America. The plan’s mission is to build, support, and sustain school communities that provide all students with a high-quality education that prepares them to graduate as responsible, active citizens ready for success in college and careers and prepared to compete in a global economy. Five goals were established to meet the District’s mission and vision, including providing all students with a rigorous academic program and developing an infrastructure to support student success. The JSCB reconstruction programs are crucial to achieving these goals.

In October of 2013, the above-referenced legislation was amended to authorize a second phase of school construction projects at a cost not to exceed \$300 million. In March of 2014, the legislation was amended and listed 15 buildings that could be reconstructed under this legislation. Currently, renovations are being designed to the first seven buildings of Phase II: Bellevue Elementary, Ed Smith K-8, Fowler High, Frazer K-8, Grant Middle, Huntington K-8, and Westside Academy at Blodgett. These seven projects are commonly referred to the Phase II Tranche 1 projects.

Now, the JSCB would like to retain A/E’s to design additions and/or renovations to the next seven projects of Phase II: Clary Middle, Corcoran High, Danforth, Middle, Expeditionary Learning Middle, Henninger High, Nottingham High and the former Shea Middle. The construction budget, anticipated scope of construction work and anticipated design and construction milestones for each School is set forth in the Phase 2 Comprehensive Plan.

This RFP consists of providing Architectural/Engineering Services, as described below, for Phase III Tranche 3 projects with construction costs as defined by NYSED:

<b>Building Name</b>	<b>Estimated Construction Budgets*</b>
<b>Webster Elementary School</b> (Estimated Construction Budget Includes Double MCA)	\$27,600,000

<b>Seymour Dual Language Academy</b> (Estimated Construction Budget Includes Double MCA)	\$23,350,000
<b>Nottingham High School</b> (Estimated Construction Budget is Single MCA)	\$38,880,000

The Estimated Construction Budget identified above is subject to change as the design is developed. Identified budgets include contingencies.

Contingent upon the execution of a Project Labor Agreement (PLA), it is anticipated that the contractors will be procured through either a single prime construction contract or multiple prime contracts.

Refer to Attachment H. Duration of Services.

#### **4. Program Goals**

Reconstruct existing schools in order to create cutting edge learning environments which will be at the forefront of educational design and which will deliver the flexible spaces, instructional technology and social support necessary to accelerate student achievement beyond the NYS Regents standards, and into the future. Specifically:

- I. Minimize the local share of the total Program cost, which is not reimbursable by SED.
- II. Reconstruct existing schools in order to create equity of facilities, across the City.
- III. Partner with local non-profit training entities to further grow a diverse work force of City residents.
- IV. Implement the Phase II Development and Diversification Plan for Workforce and Business plan in order to achieve the EEO, MBE, WBE and resident employment goals set by the JSCB.
- V. Provide solutions to school space construction impact including construction phasing and swing space in order to minimize disruption to existing school operations and instruction.
- VI. Utilize and implement sustainable design strategies in accordance with SED and City requirements for LEED standards including Chapter 52 Syracuse Green Buildings Ordinance.
- VII. Improve the local economy and maximize local participation in the Program.
- VIII. Construct facilities to enhance education by implementing specialized educational programs such as blended learning and Career Technical Education with specialized and flexible spaces. In a blended learning environment, students learn in a face-to-face classroom environment as well as with an on-line system where they work at their own pace while supervised by an educator.
- IX. Add advanced mechanical, electrical, plumbing, security and informational technology systems to the facilities to improve operations, reduce energy use and support educational efforts.
- X. Through facilities upgrades, improve the security and safety of students, staff and the general public at the District's facilities with non-intrusive technologies.

## 5. Proposal Review Criteria

Proposals will be reviewed based on a variety of criteria to include:

- I. Knowledge of Federal, State and local laws, ordinances and requirements, and NY State Education Department procedures and requirements that apply to public K-12 school construction projects;
- II. The education, experience and expertise of the firm's principals and key employees;
- III. The firm's specific experience, stability and history of performance on projects similar to those anticipated by the JSCB;
- IV. The firm's specific experience and history of performance on City of Syracuse, Syracuse City School District and/or JSCB Projects;
- V. The firm's understanding of the JSCB's needs and explanation of the proposed approach to typical problems;
- VI. Availability of adequate personnel to perform the required work expeditiously;
- VII. The names of the individuals in the firm who will be assigned key responsibilities, with particular attention to qualifications, competence and past performance;
- VIII. The firm's approach to the planning, organizing and management of a project effort, including communications procedures, approach to problem solving, cost management, quality improvement program and similar factors;
- IX. Demonstrate the ability of the firm to deliver projects on schedule and within budget, including a proven track record minimizing change orders.
- X. Financial stability of the proposer and its sub-consultants;
- XI. Recommendations of each firm's previous clients;
- XII. Proposed Fee;
- XIII. Information provided in response to specific questions or items in these RFP documents;
- XIV. Demonstrated experience as evidenced by independent reports in meeting MBE, WBE, EEO and residency goals within the A/E's own scope of work; and
- XV. Experience of the project team successfully completing projects together.

## **6. Pre-Submittal Briefing**

An RFP, with support documents, shall be distributed to firms as described herein.

A public, pre-Submittal briefing shall be held on **Tuesday, October 7, 2025 at 2:30 p.m. at Nottingham High School-3100 E Genesee St, Syracuse NY 13224.**

Attendance at the pre-submittal meeting is highly encouraged.

**Site visits/ building tours** will be conducted by the JSCB **immediately following the pre-submittal briefing on October 7th** for all the schools included in the current phase of construction. The dates and times are listed below. Note that this site visit will be the only opportunity to visit the school building. The schools will not be accessible at any other time.

- **Tuesday, October 7, 2025, following pre-submittal briefing: Nottingham High School,** meeting location is outside the main entrance on 3100 East Genesee Street.
- **Following the Nottingham building tour meet at Seymour for building tour: Seymour Dual Language Academy,** meeting location is outside the main entrance on 108 Shonnard Street.
- **Following the Seymour building tour meet at Webster for building tour: Webster Elementary School,** meeting location is outside of the main entrance on 500 Wadsworth Street.

## **7. Submission Instructions**

### **7.1. General**

The Submittal shall comply with all requirements and criteria, as set forth in this RFP, and with all applicable local, state, federal, and other laws. The JSCB reserves the right at its discretion, but not its obligation, to reject any and all Submittals which do not meet, in its judgement, all of its requirements and criteria. The JSCB reserves the right at its discretion, but not its obligation, to cancel in part or in its entirety this RFP if it is determined to be in the best interest of the JSCB to do so.

This RFP does not commit the JSCB, or any other entity, to execute any agreement or agreements, or to pay any costs incurred in the preparation of a Proposal in response to this request.

All responses to this RFP must be complete. If a joint venture is proposed, then all questions asked in this RFP must be answered by all joint venture members. If the Proposer intends to subcontract out any part of the work then all proposed subcontractors must be listed and full information must be provided on their qualifications and financial background. Incomplete proposals will be considered non-responsive and may be disqualified upon review by the JSCB.

All information and materials submitted shall become the property of the JSCB and will not be returned. Proposers need not submit proprietary or confidential business information unless they believe such information is critical to their submittal or presentation. If any such information is included, it shall clearly be identified as such.

The Proposer acknowledges that the JSCB is subject to the provisions of the New York State Freedom of Information Law and any information submitted to the JSCB may become available to the general public to the extent required by law.

#### **Late submittals will not be accepted.**

The Proposer certifies that by submitting a Proposal in response to this RFP that it has:

- 1.) Completely read and fully understands all information within this RFP and has familiarized itself with all federal, state, and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress, or performance of this Act.
- 2.) No litigation is pending or threatened against the Proposer that would in any way threaten or prevent them from performing all services described in this RFP.
- 3.) The Proposer has not entered into any government consent, decree, agreement or work order and is not in violation of any local, state or federal ordinance, law or regulation and has not received any notice of any such violation, except as is specifically disclosed in their response.

### **7.2. Electronic Submission Instructions**

Proposals may be received up to but not later than Tuesday, October 28, 2025 at 2:30 pm via the City eProcurement Portal located at <https://procurement.opengov.com/portal/syrgov>. The City eProcurement Portal Clock is the official clock for the determination of all deadline dates and times. Without exception, responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections. City of Syracuse strongly recommends completing your response well ahead of the deadline.

Proposers shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, browse back to this page, click on "Draft Response", and follow the instructions to submit the electronic proposal.

### **7.3. Submitting Questions and Receiving Answers**

Proposers shall submit all inquiries regarding this bid via the City eProcurement Portal, located at <https://procurement.opengov.com/portal/syrgov>. Please note the deadline for submitting inquiries. All answers to inquiries will be posted on the City Digital Procurement Portal. Proposers may also click "Follow" on this bid to receive an email notification when answers are posted. It is the responsibility of the bidder to check the website for answers to inquiries.

Requests for clarification or additional information concerning this RFP, except those raised at the meeting noted above, must be submitted by: **Friday, October 17, 2025** at 5:00 pm

### **7.4. Addenda Notification and Acknowledgement**

Addenda Notification: Proposers are required to register for an account via the City eProcurement Portal hosted by OpenGov. Once the bidder has completed registration, they will receive addenda notifications to their email by clicking "Follow" on this project. Ultimately, it is the sole responsibility of each bidder to periodically check the site for any addenda at <https://procurement.opengov.com/portal/syrgov>.

### **7.5. Hard Copy Instructions**

The City prefers electronic submission. If you choose to submit hard copy, please submit one (1) original (marked as "Original"), ten (10) copies (marked as "Copies"), and two (2) USB drives of the proposal prior to Tuesday, October 28, 2025 at 2:30 pm to:

Office of Management & Budget, Division of Purchase  
Room 213 City Hall  
Syracuse, New York 13202

Proposal packages must:

- Be sealed and clearly marked on the exterior showing the proposal name and reference number as listed in this solicitation. Label the outside of the Proposal envelope with the submitting firm's name and address, and label as either "original" or "copy", as requested below.
- Clearly indicate the responsible proposer's status and be signed by an individual authorized to enter into and bind that proposer into a contractual agreement.

Please retain a copy of this complete document for your records. You will be forwarded notice of the awarded items only.

## **8. Selection Process**

Proposals will be reviewed for the above-referenced criteria and the proposals that best suit the needs of the JSCB will be selected. The Director of the City of Syracuse Office of Management and Budget may award contract(s) for this proposal, following the selection of a proposer by the JSCB RFP Committee subject to the approval of the JSCB Board of Directors, if it is determined such contract(s) is/are in the best interest of the City of Syracuse.

The JSCB reserves the right to waive any formalities and to reject or negotiate any and all proposals without assigning any reason.

Proposers should be willing and able to provide additional information, including a formal presentation and/or an interview with the project RFP committee.

There is no express or implied obligation for the JSCB, the City of Syracuse or the Syracuse City School District to reimburse responding firms for any expenses incurred in preparing proposals, attending pre-proposal conferences, or interview(s) in responding to this request. Incomplete proposals that do not address all of the requested components will not be accepted for review and consideration.

The selection and retention of A/E firms will be contingent upon the successful fee negotiations and scope of work, and the availability of the proposed key staff unless substitutes are approved by the JSCB staff during negotiations. If negotiations are not successful with the most qualified proposer, the JSCB has the right to initiate negotiations and select the next most qualified proposer.

The final selected candidate's name and total not-to-exceed fee shall be approved by the JSCB for award of the agreement.

After the award is made to the selected proposer, a professional services agreement will be executed by the proposer and the JSCB which contains the terms and incorporates the agreed-upon final scope of services, fees, and payment requirements. The selected candidate is expected to enter into the JSCB's Professional Service Agreement. (See Attachment J).

A/E firms will provide Insurance as indicated in the Insurance Requirements (Attachment J-Article 7).

The agreement will be subject to final approval by the City's Corporation Counsel as to terms, form and legality. Note the JSCB may elect to incorporate all information provided in this RFP, any Addenda, and the selected firm's Proposal into the service Agreement.

## **9. Post-Selection**

### **9.1. Award**

The award of the contract is contingent upon approval of the Comprehensive Plan by both the Office of the State Comptroller (OSC) and the New York State Education Department (NYSED).

The JSCB may award, at its discretion, the contract in whole, or in part as deemed in the best interest of the JSCB.

### **9.2. RFP Cancellation/ Postponement**

The JSCB reserves the right to cancel or postpone this Request for Proposal at any time without penalty.

### **9.3. Confidentiality**

To protect the confidentiality of the information contained in this RFP, you will agree not to disclose any information to any parties inside your organization, other than those with a need to know. You are prohibited from disclosing any information contained in this RFP to any parties outside of your organization, without the express, written authorization of the JSCB.

## 10. Proposal Exhibits

Provide the specific Proposal exhibit materials outlined in this section. Present all materials, in order, using the subsequent designations used herein. Number all sheets in sequence. Materials provided should be relevant and brief. Although consultant selection will be qualifications based, a Fee Proposal must be submitted as indicated in the Scope of Services. Electronic proposal submission is to be a single PDF with sections/ exhibits bookmarked.

### 10.1. General

1. Exhibit Materials: Provide the specific Proposal exhibit materials described in this section. Present all materials in the same order, using the same numbered subsections and sub-subsection designations presented herein. Begin each numbered subsection with a tab/ bookmarked PDF. Number all pages within each subsection in sequence.  
**Submit one proposal for one or up to three (3) of the three (3) Phase 3-A contracts: (Webster, Seymour, and Nottingham). Proposal length may not exceed 300 single side pages of written material including appendices. A double side page is equivalent to two single side pages. Minimum font size in written materials is 12-point font. Minimum font size in tables and charts is 10-point which includes the GSA SF330 forms.**

**If proposing on more than one (1) project, project specific information should be individually tabbed/bookmarked (for PDF) in your proposal for clarity.**

**Proposer's financial capacity shall be submitted as an attachment to the proposal and does not count toward the 300 page limit.**

2. Multi-Firm Proposals:

- a. If proposing a Joint-Venture corporation, as defined in the RFP (Section 1), provide information for all firms throughout the Proposal as appropriate, and define the respective responsibilities for all joint-venture corporation members.
- b. If proposing to Subcontract part of the work, provide information for all firms throughout the Proposal as appropriate, and define the respective responsibilities and the percent of work to be done by all participating firms.

3. PRELIMINARY PAGES:

- a. *Cover Letter*
- b. *Title Page:*
  1. Project name
  2. Submitting firm's name, address, and phone number
  3. Submittal due date
- c. *Table of Contents*

*d. Executive Summary***4. GSA SF 330 - QUALIFICATIONS:**

GSA Standard Form 330, "Architect-Engineer Qualifications"

Attachment C; is also available at: [www.gsa.gov](http://www.gsa.gov). Complete the entire form and include the following:

a) Specific items:

- i. I.C, Proposed Team: Note that "prime contractor" and "subcontractors" refers to the lead professional consultant and sub-consultants respectively. Indicate City certified Minority Business Enterprises and Women's Business Enterprises.
- ii. I. D, Organizational Chart of Proposed Team: Provide a clear, well-developed, graphic organization chart showing the following:
  1. All proposed firms (if a joint-venture or sub-consultant firms are proposed) and all key positions.
  2. Functional interrelationships among the firms (if multiple) and key positions.
  3. Position titles and proposed staff names for the positions shown. Identify home office location for all proposed staff. Identify key Program point positions with staff names.
- iii. I. E, Resumes of Key Personnel: Note: provide one section E form for each key person.
- iv. I. E.16, Education: Include degree date and name of school or institution.
- v. I. E. 19 Relevant Projects (3) Brief description and specific role: Include duration at each role.
- vi. I. F: Example Projects: Note: provide one section F form for each project:
  1. A minimum of five (5) and a maximum of ten (10) projects of representative experience from the last 10 years. Include documentation that demonstrates your firm or team's experience in meeting or exceeding the requirements of this RFP such as meeting budgets and schedules, achieving LEED as well as compliance with MBE, WBE, EEO goals.
  2. I.F.23.b, Point of Contact Name: Include position at time of involvement.
  3. I.F.23.c, Point of Contact Telephone Number: Provide current telephone number, mailing address, and email address.
  4. I.F.25 (3), Role (for all entries): Include duration for each role.
- vii. I. H: Additional Information:
  1. Provide information preferably in a chart or tabular form showing how your firm or team meets or exceeds the A/E Minimum Qualifications of Section 2 of this RFP.
    - a. This section shall include metrics from a minimum of three previous projects (within the last 10 years) for complete K-12 projects with a construction budget of more than twenty million dollars

detailing the change order breakdown as follows:

- i. Change order percentage of total construction cost for adds, deducts, and net changes.
- ii. Percentage of Owner requested changes, discovered conditions, omissions and errors.
- iii. Number of RFIs, addenda (SED and pre-bid), bulletins, and construction change directives issued.

b) Changes in project firms or personnel: Personnel shown in the organizational chart are expected to be assigned to this contract and not substituted with other personnel. It is understood that personnel will not be assigned away from this Project without the prior written consent of the Owner.

c) The Agreement will require the following: Any proposed change in (1) Joint Venture or Sub-consultant firms, or (2) change in any staffing occurring at any time during the life of the overall project, must first be submitted in writing, along with supporting information, to the JSCB for review and approval. Changes made without prior approval by the JSCB will be in violation of the Agreement.

## **10.2. Professional Capacity and Capability**

- I. Provide additional information not shown in Sections I and H of GSA Standard Form 330 that further describes your firm's professional capacity and capabilities for the program including:
  - i. Please provide project specific information and not general "boiler plate" materials in response to this RFP.
  - ii. If proposing to perform more than one project, demonstrate ability to staff multiple projects.
  - iii. Ability to provide design services to ensure quality construction that also minimizes change orders and scheduling changes.
  - iv. If applicable, ability to prepare multiple project designs and to bring those projects in on time and within budget.
  - v. Ability to provide informational presentations at community meetings and public advocacy meetings.
  - vi. Knowledge and familiarity of public school facility needs including NYSED requirements.
  - vii. Ability to prepare designs that deliver sustainable construction in a cost-effective manner.
  - viii. Ability to meet or exceed EEO, M/WBE and residency requirements.
  - ix. Ability to prepare construction designs that have PLAs.
  - x. Ability to break projects into appropriate bid packages.
  - xi. Collaboration and coordination with the overall Program's Program Manager, Construction Manager(s), the Proposer's sub-consultants, and other firms who may be engaged in the same Project or overall Program.
  - xii. Knowledge of SEQRA regulations, procedures and submittal requirements.

## II. Project Approach:

- i. Describe your proposed management plan for this project including roles, responsibilities and relationships among team members. Provide a timeline articulating key project milestones and how your firm or team will execute this plan. See Attachment H, Duration of Services. **Proposals that have shorter design durations will be looked upon favorably.**
- ii. Describe how your firm or team will use design and other tactics to minimize local share and maximize the amount of construction financed by building aid and other non-local share sources. Address issues of local share, building aid, maximizing Maximum Cost Allowances (MCA) and incidental costs allowed by NYSED. Demonstrate your knowledge of MCA and alternate funding strategies to reduce local share and maximize the amount of construction to be completed.
- iii. Provide preliminary or suggested approaches for the project design and phasing that your team believes will benefit the JSCB.

## 11. Scope of Work

### 11.1. Scope of Work

The purpose of this Scope of Work is to convey the intent of the requirements that will ultimately be defined in the Agreement between the JSCB and the A/E. As such, it is neither exhaustive nor all-inclusive. Refer to Attachment I, Roles and Responsibility Matrix.

The A/E shall provide professional services required for the design and construction of the project. The design drawings and specifications shall clarify the scope of the construction work.

#### I. GENERAL REQUIREMENTS:

The A/E shall be responsible for the design of each project in Phase II of the Cooperative School Reconstruction Act. The A/E shall provide services from the Pre-Design Phase through the Post Construction Phase.

##### I. The A/E shall:

- i. Work with the JSCB, PM, CM(s), miscellaneous consultants and others to provide project definition, design and construction support for the projects identified under the Phase II Program.
- ii. Assist the JSCB in reducing the local share cost for each project through methods such as building aid maximization, value engineering, energy performance contracting and grants.
- iii. Prepare designs in compliance with all building codes, enabling legislation, NYSED requirements and standards: Federal, State, County, City and SCSD.
- iv. Assist the PM, CM and JSCB in awarding construction contracts.
- v. Provide support to the PM, CM and JSCB during the construction to ensure the project is constructed in accordance with the design.
- vi. Provide support to the PM, CM and JSCB to close out the project in accordance with NYSED and JSCB requirements.
- vii. Retain and manage sub-consultants as required for the project to complete required tasks.
- viii. Utilize the JSCB's Construction Management System (CMS) which is currently Procore to track and manage project documents for the duration of the program. All program documents are the property of the JSCB and must be accessible to the owner for review and download throughout the life of the project. At the end of the project, this database will be turned over to the JSCB. The JSCB has purchased licenses for Procore for the A/E and its sub-consultants for the projects listed in this RFP.
- ix. Prepare submittal packages and resolve issues to obtain the following project requirements:
  1. State Environmental Quality Review (SEQRA) approval
  2. Leadership in Energy and Environmental Design (LEED) certification

3. Building Commissioning as required to achieve LEED certification
  - x. Project designs shall include the following:
    1. Value Engineering
    2. Energy Modeling
    3. Evaluation of O & M Building Costs and Logistics
    4. Swing space requirements
    5. Construction sequencing and phasing
  - xi. Project Specifications shall include but not be limited to:
    1. PM's Program wide Safety program.
    2. PM's Program wide job site security procedures.
  - xii. Participate in sharing and maintaining "live" document sets via Bluebeam Studio Sessions for review and comments by design team, Owner, CM, and PM at each phase: SD, DD, CD, and CA. Reviews may include comments on design, materials, QC, coordination, and constructability, as appropriate by phase. Sets shall be maintained for the duration of the affected project phase, and turnover of archived copies of those sets at conclusion of phases, as directed by the PM. Session permissions ad documents shall be organized per PM requirements.
- II. Documentation
- xii. The consultant shall supply reproducible project drawings and copies of specifications and other materials. The costs of furnishing reproductions for all documents for all submissions including, the electronic versions, are included in the basic fee agreement. The JSCB will procure the printing of final bid sets.
  - xiii. All materials, plans, specifications, reports, calculations, models, drafts, renderings, survey results, test date, and documents, including any furnished by the JSCB or prepared in conjunction with the project are the property of the JSCB. All documents, both hard format (paper) and digital format, shall be provided to the JSCB when the project is terminated regardless of the project stage. A/E will provide any necessary electronic documents to the contractors at no costs.
  - xiv. Format - Requirements for electronic document submissions
    1. Drawings are to be prepared according to the GSA United States National CAD Standards.
    2. Drawing files shall be in AutoCAD 2013 (.dwg) and Portable Document File (.pdf) format.
    3. All other media shall be in Microsoft Office and pdf format.
    4. At project completion, in addition to the required mylar and paper sets, digital data sets should be furnished via flash drive (2).
    5. File naming and organization shall be as directed by the Program Manager.

## **12. Project Phases**

### **12.1. Project Phases**

Phase 3 of the Program is divided into sequential phases for each individual project as follows:

- 1.) Pre-Design Phase
- 2.) Schematic Design Phase
- 3.) Design Development Phase
- 4.) Contract Documents Phase
- 5.) Bidding and Contract Award Phase
- 6.) Project Construction Phase
- 7.) Building Commissioning/Occupancy Phase
- 8.) Post Construction Phase

### **12.2. Pre-Design Phase**

a) It is anticipated that the A/E will review existing building conditions in concert with the identified work scopes (scope description sheets) and lead a process working with the JSCB, PM, CM's to develop itemized scope list with conceptual pricing, prioritize scopes based on construction budget, and create a list of work scopes that will be advanced to schematic. A/E is to develop and publish meeting minutes (in the CMS) to reflect discussions and decisions.

### **12.3. Schematic Design Phase**

- i. The A/E shall:
  1. Review the project budget and schedule with the PM and CM.
  2. Identify all major work items. These include but may not be limited to site, structural, architectural, technology, mechanical, plumbing and electrical systems.
  3. Incorporate special needs and requirements. These include maintaining school operations, utilities, traffic movements and handicapped accessibility; historic preservation, scheduling constraints; construction phasing including swing space and public use of the facility during construction.
  4. Retain and coordinate specialty consultants and testing firms (e.g. asbestos, PCBs, lead based paint, geotechnical) to perform field testing, investigations and restoration required for the Schematic Design.
  5. Review laws, codes, and regulations applicable to the Architects services.
    - a. Prepare the Schematic Design for NYSED review and approval.
    - b. Meet with and coordinate project design criteria with the District (e.g. technology, security, maintenance, library media, food service, transportation) and City Departments (e.g. Engineering, Fire, Police, DPW, Parks, Water) and other applicable groups (e.g. National Grid, Verizon)
    - c. Incorporate applicable design criteria such as NYS Building Code, NYSED Manual of Planning Standards, ADA, SHPO and other regulatory requirements.

- d. Perform LEED evaluation for City Engineer review.
  - e. Incorporate current City and District design standards into the Schematic Design.
  - f. Create and conduct Schematic Design presentations for the JSCB and community as required.
  - g. Oversee and review relevant subconsultants work product prior to submission.
  - h. Incorporate NYSED comments into submission.
6. Participate in design and public meetings as directed by PM. Assist in the review and approval process with JSCB, City, SCSD and NYSED. A/E is to develop and publish meeting minutes (in the CMS) to reflect discussions and decisions within 3 days of meetings.
7. If requested, attend design review meetings in Albany, with NYSED.
8. Provide information as requested by the CM to prepare construction estimates.
9. Develop, maintain, and share via Bluebeam Studio Secessions "live" documents sets for QC reviews, owner comments, coordination, etc., throughout all phases, Turnover of archived copies of those sets at conclusion of phases, as directed by the PM.
10. Responsible for the preparation and implementation of SEQRA process including all required documents.
11. Update MCA Calculations based on the buildings current use and to reflect the impacts of anticipated renovations.
12. If required, reconcile Schematic Design to meet construction cost estimate.
13. As part of the Schematic Design Submission to NYSED develop and submit the following information.  
Prepare NYSED *Preliminary Submission* including but not limited to:  
i. The items required for each preliminary review are:
  - a. Floor plans (certified and labeled w/ room #, usage & square footage).
  - b. Highlight or color code special education spaces and include classroom ratios.
  - c. Library- include reading room SF.
  - d. Grades PK-6-include the classroom grade level in label (ex: 6th grade classroom).
  - e. Science- include the subject (earth, biology, chemistry, physics, etc.)  
ii. Enrollment Projections (SCSD will assist with this information) by building, by grade, by year
  - a. 5 years out for grades PK-6
  - b. 8 years out for grades 7-8
  - c. 10 years out for grades 9-12

- iii. Full enrollment study (SCSD will assist with this information) showing the method used in the enrollment projections via email to your Fiscal Associate
  - a. Indicate if pre-k and kindergarten full or half day.
  - b. Instructional Space Review Form (ISR)- completed and signed by all
- iv. Develop an EXCEL document with the following information for each room on the proposed floor plans:
  - a. New (addition) or Existing Space
  - b. Floor #
  - c. Room #
  - d. Classroom Usage Label
  - e. Square Footage

#### **12.4. Design Development Phase**

- i. The A/E shall:
  - 1. Refine the Schematic Design by including;
    - a. Floor plans; sections, elevations, interior spaces and exterior of the building to describe the size and character of the project as to architectural, structural, mechanical, and electrical systems and such other elements as may be appropriate.
    - b. Defining building materials and equipment.
    - c. Preparing scaled drawings showing layouts of all major systems, including structural, plumbing, electrical, mechanical, fire protection, etc. with delineation of work by funding sources for NYS reimbursement.
    - d. Prepare specifications in outline form. Incorporate the JSCB's boiler plate into the specifications.
    - e. Assist CM in updating project construction schedule and phasing including swing space.
  - ii. Incorporate value management including operations and maintenance costs and requirements into the design.
  - iii. Continue to meet with and coordinate project design criteria with the District (e.g. technology, security, maintenance, library media, food service, transportation) and City Departments (e.g. Engineering, Fire, Police, DPW, Parks, Water) and other applicable groups (e.g. National Grid, Verizon).
  - iv. Consult with Regional Advocate for Special Ed Spaces.
  - v. Prepare the Design Development submittal for NYSED review and approval.
  - vi. Initiate Commissioning Process with your Commissioning Agent if applicable.

- vii. Provide information as requested by the CM to prepare construction estimate.
- viii. Attend design and public meetings as directed by PM. Assist in the review and approval process with JSCB, City, SCSD and NYSED. A/E is to develop and publish meeting minutes (in the CMS) to reflect discussions and decisions within 3 days of meeting.
- ix. If requested, attend design review meetings in Albany, with NYSED.
- x. Responsible for SEQRA final submission and approvals.
- xi. If required, reconcile Design Development submission to meet construction cost estimate.
- xii. Update MCA calculations identifying eligible and ineligible project costs.
- xiii. Prepare and analyze the life cycle cost of equipment, products, finishes, hardware, materials and different alternatives as directed by PM.
- xiv. Identify & design bid alternates for cost control.
- xv. Establish FF&E needs and develop a list and budget with PM, CM, & JSCB.

#### **12.5. Contract Document Phase**

- i. The A/E shall:
  - 1. Prepare the final Contract Documents by including:
    - a. Complete drawings and specifications setting forth in detail the requirements for construction of the project and alternate bid items, including a Submittal Log that identifies the required submittals for the entire project. Submittal log to be incorporated into the CMS.
    - b. Complete project manual or manuals including all bid forms, conditions and contracts, and Owner-Contractor agreements consistent with JSCB requirements. The project manual must also be acceptable to the City's Director of Management & Budget / Division of Purchase in addition to the City Engineer.
    - c. Delineation of work by funding sources for NYS reimbursement.
    - d. Final construction phasing and schedule with milestones- work with CM to incorporate into contract documents.
    - e. LEED requirements, if applicable.
  - 2. Obtain final approval of Contract Documents from the City Engineer, SCSD, and the JSCB.
  - 3. If requested, assist PM with presentations necessary for financing approvals.
  - 4. Prepare required forms and final Contract Documents for NYSED review and approval.
  - 5. Attend design and public meetings as directed by PM. Assist in the review and approval process with JSCB, City, SCSD and NYSED. A/E is to develop and publish meeting minutes (in the CMS) to reflect discussions and decisions within 3 days of meeting.

6. Secure final design approvals from Regional Advocate.
7. Attend design review meetings in Albany with NYSED for final approval.
8. Prepare addenda as required to incorporate NYSED review comments within one week from receipt comments.
9. Prepare Furnishings, Fixtures and Equipment (FFE) plan for project.
10. If required, reconcile Contract Documents submission to meet MCA and construction cost restrictions.
11. Develop, maintain and share via Bluebeam Studio Secessions "live" documents sets for QC reviews, owner comments, coordination, etc., throughout all phases, turnover of archived copies of those sets at conclusion of phases, as directed by the PM.
12. Require contractor to provide record drawings prepared from the Contract Documents marked up by the contractor to show their work in the project as built.
13. If required, submit required permit applications and track approvals through the regulatory agencies (e.g. NYS DEC, NYS DOL) which shall include but not be limited to a SWPPP Plan and Notice of Intent with NYS DEC on applicable projects.
14. Assist PM and CM in quantifying required testing services (e.g. asbestos, geotechnical, lead based paint, welding) for preparing testing services RFPs and Bids.

#### **12.6. Bidding and Contract Award Phase**

- i. The A/E shall:
  1. Coordinate the placement and timing of the municipal bid advertisement with the PM and the City's Division of Purchase.
  2. Bid documents distribution through City of Syracuse Division of Purchase (OpenGov).
  3. Participate in Pre-Bid Meeting and prepare minutes of the meeting.
  4. A/E to manage & track the process to respond to bidders pre-bid RFI questions through the issuance of addenda via OpenGov, coordinate with City of Syracuse Division of Purchase. CM will assist in this process.
  5. Prepare necessary addenda for PM approval and distribution through the City's Division of Purchase.
  6. Review bids with CM including substitutions.
  7. Attend de-scoping meetings with CM and Contractors prior to contract award.
  8. If required, prepare redesigns and rebids of construction contracts that cannot be awarded.
  9. Recommend contract award including which bid alternates should be accepted.
  10. Upon execution of contracts, attend preconstruction meetings scheduled by the PM.

11. Prepare a posted set of construction documents incorporating all addenda for use at jobsite by the CM and JSCB. Not for contractors.

#### **12.7. Project Construction Phase**

- i. The A/E shall:
  1. Attend all construction progress meetings through project closeout.
  2. Attend meetings with CM, PM and JSCB as needed during construction.
  3. With the CM, review and approve contractor payment requests for approval by JSCB.
  4. Review shop drawings and submittals and notify CM and JSCB if acceptable within 5 business days of receipt unless CM has granted a time extension.
  5. Review Requests For Information (RFI) submissions and respond to CM within one week of receipt unless CM has granted a time extension.
  6. Review contractors change proposals and change orders and respond to CM and JSCB within 5 business days of receipt unless CM has granted a time extension.
  7. Conduct field observations as necessary and as directed by CM (should be at least four (8) hours of inspection per week during major construction operations) to determine work progress, quality and compliance with Contract Documents. Prepare and submit field reports to CM and JSCB and advise of any significant findings and/or any non-conforming work within 24 hours of site visit through CMS.
  8. If applicable, prepare LEED submission to USGBC.
  9. Oversee Building Commissioning sub-consultant as construction progresses.
  10. Assist CM with the approval of FFE installations and invoices as FFE is installed.
  11. Assist CM in resolving any nonconforming work, tests from required testing services and inspections. If necessary, provide remedial designs for compliance.
  12. Prepare required NYSED forms and submittal packages to transmit change orders electronically to NYSED for approval. Maintain a log to track SED approval of submitted change orders
  13. Prepare punch list with CM and perform follow up inspections as necessary to ensure that punch list items are resolved.
  14. Review and approve O & M manuals and other closeout documents within 3 weeks of receipt and notify CM if acceptable.
  15. Review and approve training materials including videos and notify CM if acceptable.
  16. Prepare Certificate of Substantial Completion and coordinate submission to NYSED with CM.
  17. Collect and review Contractor's record drawings.

18. Prepare and issue Contractor Contractual Certificate of Substantial Completion by phase and at final completion when applicable. Coordinate dates with Contractor(s), CM and JSCB.

#### **12.8. Building Occupancy Phase**

- i. The A/E shall:
  1. Complete all commissioning tasks including balancing.
  2. Respond to comments from Fire Marshall's code inspections. If necessary, prepare remedial design to resolve code issues.
  3. Obtain certificates of occupancy from NYSED.
  4. Finalize as-built drawings and submit to CM and JSCB for approval.
  5. If applicable, obtain LEED certification and assist CM with NYSERDA reimbursements.
  6. Review payments to contractors, including final payments and releases of retainage.
  7. Review warranties and notify CM if acceptable.
  8. Observe and assist CM with systems start-up and testing as required by commissioning.
  9. If requested by CM, attend start-up training programs for building systems and equipment.

#### **12.9. Post Construction Services**

- i. The A/E shall:
  1. If required, assist the JSCB with the following:
    - a. Resolution of all claims.
    - b. Litigation preparation (with JSCB legal counsel).
  2. Conduct post-construction 11 month project field inspection with CM to identify items needing correction by Contractors before maintenance bond and warranties expire.
  3. Assist CM in resolving post-construction warranty items.
  4. If requested, assist the JSCB in submitting project closeout paperwork to NYSED.

### 13. Proposed Professional Fee

1.) Provide a proposed professional fee for A/E Services for up to three (3) projects your team wishes to propose on based on the Proposer's anticipated scope of services and an assumed construction budget as defined by NYSED in the charts below. The fee type will be linked to percent of construction cost. Provide your proposed fee on a percentage bases broken out by project phase.

Provide your proposed fee on a percentage basis broken out by the following phases for the projects you wish to pursue:

(See Attachment L)

<u>      </u> % of \$9.9 million Construction Cost =	\$ _____	Total
<b>Webster Elementary School</b>		% Breakdown A/E Services Fee
Pre-Design Phase	2%	\$
Schematic Design Phase	13%	\$
Design Development Phase	20%	\$
Contract Documents	35%	\$
Bidding Phase	5%	\$
Project Construction Phase	15%	\$
Building Occupancy Phase	5%	\$
Post Construction Phase	5%	\$
Total	100 %	

<u>      </u> % of \$2.8 million Construction Cost =	\$ _____	Total
<b>Seymour Doul Language Academy</b>		% Breakdown A/E Services Fee
Pre-Design Phase	2%	\$
Schematic Design Phase	13%	\$
Design Development Phase	20%	\$
Contract Documents	35%	\$

Bidding Phase	5%	\$
Project Construction Phase	15%	\$
Building Occupancy Phase	5%	\$
Post Construction Phase	5%	\$
Total	100 %	

____% of \$29.0 million Construction Cost =	\$ _____	Total
<b>Nottingham High School</b>	% Breakdown A/E Services Fee	Dollar Break-down
Pre-Design Phase	2%	\$
Schematic Design Phase	13%	\$
Design Development Phase	20%	\$
Contract Documents	35%	\$
Bidding Phase	5%	\$
Project Construction Phase	15%	\$
Building Occupancy Phase	5%	\$
Post Construction Phase	5%	\$
Total	100 %	

2.) If firm wants to be considered for multiple projects, fill out the following table (also included in attachment) and include the project names, percent fee of combined construction cost of those projects, which should reflect cost savings due to being awarded more than one project. Provide a table for each additional grouping of projects.

Project Names:	
____% of \$____ million Construction Cost =	\$ _____ Total

3.) Each consultant (including all sub consultants) shall include in their proposal a Billing Rate Schedule. Prime consultants shall include any mark-up to be billed for work performed by sub consultants. The detailed hourly billing rate schedule should include the following:

- a.) The rate per hour by job category (such as a project engineer, assistant engineer, drafter, etc.)
- b.) All overhead and profit should be included in billing rates.

4.) Reimbursable expenses: Reimbursable expenses are expenses that are required by the project by the A/E team, but not included in the A/E's scope of work in this RFP and in the agreement between the JSCB and A/E. The proposer shall identify projected reimbursable expenses in your submittal in the following categories:

- a.) Licensed Surveyor Services
- b.) Geotechnical Investigations and Testing
- c.) Hazardous Material Investigations and Testing
- d.) Travel at the discretion of the JSCB to destinations more than 50 miles from the City of Syracuse. This does not include visits and meetings identified in this RFP and the agreement. These visits and meetings are in the A/E's base fee.
- e.) Printing of a large volume of documents (e.g. construction plans and specifications).
- f.) Any other reimbursable expenses anticipated to be needed for the project (e.g. renderings, models, etc.) To the extent practical, items in this category should be identified in your submittal.
- g.) SWPPP Inspections
- h.) Project commissioning is required to meet the requirements of the 2020 Energy Conservation Construction Code of New York State, Section C408 System Commissiong, and referenced by the New York state Education Department, Office of Facilities Planning. commissioning Services to be provided in general compliance with ASHRAE, PECL, AABC Standards and Guidelines. It is assumed all equipment and systems required to meet code compliance will be commissioned.
- i.) LEED Certification Cost (if applicable).

All reimbursable expenses need to be approved in advance in writing by the JSCB designee. Travel expenses shall be at IRS mileage and reimbursement rates. All reimbursable expenses including sub-consultants and direct costs shall be billed at cost without mark-ups. Reimbursable costs and fees shall be billed to the JSCB within 60 days of the date incurred.

5.) 5% Retention: All payments to the A/E shall be subject to a 5% retainage. The retainage shall be paid when the JSCB designee approves the final application for payment, provided all other required services including close-out documents are satisfactorily completed. Note reimbursables are not subject to retainage retention.

6.) Owner's Retained Ability to Modify Staffing:

- a.) Owner may direct removal or replacement of personnel found to be unsatisfactory to Owner upon Fifteen (15) days prior written notice.
- b.) Removal or replacement of personnel for reasonable cause shall not be subject to the foregoing time constraint.

#### **14. Submitting Firm's Financial Capability**

(If joint venture, as referenced in the legislation, submit information for all team members)

1. Provide the following financial information as an attachment to proposal:

- A. Most recent audited financial statement or most recent annual report to shareholders prepared by an independent certified public accountant.
- B. All credit reports, credit bulletins, and any other published statements by Standard & Poor's, Fitch Rating Services, Moody's Investment Services Inc., and/or Dun and Bradstreet which have been issued or published since January 1, 2012.
- C. Recent, current, or anticipated changes in your method of conducting business, including mergers, acquisitions, takeovers or divestitures.
- D. Current Experience Modification Rating (EMR), related to Worker's Compensation.

## **15. Proposal Response**

### **15.1. Proposal Response\***

Please submit your RFP Response here:

\*Response required