



REQUEST FOR PROPOSAL (RFP)

Commercial Real Estate Services for Site Acquisition to support a
New Elementary School Facility – Village of Walden, NY

Issued By:
Valley Central School District
944 State Route 17K
Montgomery, New York 12549

Brad Conklin, Assistant Superintendent for Business
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RFP Issuance Date: July 31, 2025

Proposal Due Date: August 25, 2025, 2:00 PM

1. Background

Built in 1926, the Walden Elementary School is showing signs of its nearly 100-year age. Sitting on 2.3 acres in the Village of Walden, the school currently welcomes approximately 450 children in Kindergarten through fifth grade each year. While the building is safe for students, the Valley Central School District has come to a critical point in addressing several areas in need of improvement so that it can provide the best possible learning environment for its students.

The current footprint of Walden Elementary School does not offer any green space for playgrounds or fields like the other elementary schools in the district. The building layout creates bottlenecks, making it difficult for students and faculty to navigate the building properly. Outdated and undersized classrooms (by the NY State Education Department standards) create barriers to learning. The school lacks a permanent stage, which limits music and theater performances. In addition, the school also lacks a dedicated bus loop, forcing buses to line the streets and create traffic for the surrounding residents during busy drop-off and pick-up times.

In thinking about the future of the Walden Elementary School, and the future of the students, the Board of Education established a collaborative three-phase process to complete a feasibility study to evaluate various long-range options for the Walden Elementary School site and facility, which included:

1. A complete “gut” renovation of the existing school facility.
2. Select building demolitions with the construction of new additions, existing renovations, and other improvements.
3. Demolition of the existing school facility with the construction of a new school on the current site.
4. Construction of a new school facility on an alternate site.
5. Relocate the Walden Elementary Program into an alternate existing facility/site.

Phase 1 of the process involved the establishment of a Walden Committee, the completion of a feasibility study (and report), gathering community feedback, conducting an equity comparison study of Walden to other elementary schools in the district, and Walden Committee member visits to different elementary schools.

Phase 2 of the process involved sharing the final feasibility study with the community. After reviewing all the information presented, the Walden Committee recommended to the Board of Education to construct a new Walden Elementary School on a new site (preferably within the Village of Walden). Upon evaluation and deliberation of all the information presented, community input and comment, in addition to the Walden Committee recommendation, the Board of Education voted unanimously to move forward with the development of a new Walden Elementary School on a new site. The Board of Education authorized the development of the option for a new school on a new site in more specific detail to present to the New York State Education Department for preliminary planning and fiscal review, and ultimately to the voters in the community for their consideration and approval.

Upon a successful vote by the community, Phase 3 would involve the design of the new Walden Elementary on a newly selected site for submission to the New York State Education Department for approval and issuance of a Building Permit.

2. Introduction and Purpose

The Valley Central School District, a New York State public school district, is soliciting sealed proposals from qualified commercial real estate firms to provide site identification and acquisition services for the development of a new elementary school, preferably within the Village of Walden, New York, or the immediate surrounding area to the Village. The new facility will be designed to accommodate a program of approximately 540 students in Kindergarten through 5th grade. This is a greater enrollment than the existing Walden ES, allowing more students in the local catchment area around the Walden community to attend the new school. Currently, a number of students in the area surrounding the Village of Walden are bused to other elementary buildings within the District.

The selected site(s) presented for consideration must meet all the applicable New York State Education Department (NYSED) site standards and guidelines according to NYSED regulations (8 NYCRR §155.1(c)), which require a minimum usable acreage of a 3-acre base plus 1 additional acre for every 100 students. For 540 pupils, this would require 9 usable acres ($3 + 6 = 9$). The site must also suit long-range district planning and allow development of outdoor program spaces. See p12.nysed.gov.

3. Scope of Services

The District requires expert guidance to ensure a cost-effective and legally compliant site acquisition that supports the Valley Central School District's current and future educational needs. The selected firm will provide the following services:

A. Site Identification and Analysis

- Conduct a comprehensive search and market analysis for potential properties within the Village of Walden.
- Assess parcels for size, topography, accessibility, and development feasibility.

- Ensure compliance with NYSED minimum site size and other educational requirements (e.g., playground space, parking, future expansion).
- Provide GIS mapping and property data on zoning, utilities, environmental constraints (wetlands, flood zone), topography, drainage, and soil suitability.
- Evaluate proximity/access to transportation, pedestrian access, community amenities, neighborhood impacts, and projected demographic trends.
- Coordinate with licensed professionals for Phase I environmental site assessments, surveys, and appraisals.

B. Acquisition Assistance

- Negotiate purchase terms on behalf of the Valley Central School District.
- Coordinate with legal counsel and title companies.
- Assist the Design Professional, if requested, in preparing documents for NYSED site approval submission. This includes assistance with the preparation of the Application for Examination and Approval of a School Site (form EFP-S/71), including a narrative addressing:
 - Other sites evaluated and the rationale.
 - Educational adaptability.
 - Accessibility for vehicles & pedestrians.
 - Soil/bearing/drainage suitability.
 - Natural resource conservation and environmental considerations.
- If the site is below standard, assist in preparing a variance submission per §155.1(c) and School Site Variance documentation.

C. Coordination with Public Entities

- Coordinate with local government, planning boards, and regulatory agencies.
- Attend public meetings and provide expert opinions on recommended site(s) as required.

4. Proposal Requirements

All proposals must include:

1. Letter of Interest
2. Firm Profile and Qualifications
 - o Relevant experience with public school or institutional site acquisitions.
 - o Knowledge of NYSED standards and SEQRA process.
 - o Licenses and certifications of assigned personnel.
3. Project Approach
 - o Description of methodology for site identification and evaluation.
 - o Timeline for project phases.
4. Key Personnel
 - o Resumes of lead broker/agent and support staff.
5. Fee Proposal
 - o Clearly defined fee structure (hourly, flat rate, commission, or blended).
 - o Estimate of total project cost.
6. References
 - o Contact information for at least three clients for whom similar services were provided.

5. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated understanding of the project and NYSED site requirements.
- Experience with school or institutional site acquisition.
- Quality of project approach and proposed timeline.
- Cost effectiveness and clarity of fee structure.
- References and past performance.

The District reserves the right to interview finalists and request additional information. Respondents should be prepared to be available between August 26-28th.

6. Submission Instructions

Deadline: All proposals must be received by August 25, 2025, 2:00 PM.

Format: Submit one (1) original and one (1) copy.

Delivery:

Valley Central School District
Attn: Brad Conklin, Assistant Superintendent for Business
944 State Route 17K
Montgomery, New York 12549

Proposals must be clearly marked:

“RFP: Real Estate Services for Elementary School Site – Valley Central School District”

Late submissions will not be considered.

7. Additional Information and Conditions

- The District reserves the right to reject any or all proposals and to waive informalities.
- The issuance of this RFP does not obligate the District to award a contract.
- All proposal materials become the property of the District upon submission.
- Any costs incurred in preparing the proposal are the sole responsibility of the proposer.

8. Inquiries

All questions regarding this RFP must be submitted in writing no later than August 15th to:

Brad Conklin, Assistant Superintendent for Business
Email: brad.conklin@vcstdny.org

Responses to all inquiries will be distributed to all potential proposers.