

REQUEST FOR PROPOSALS
ARCHITECTURAL DESIGN & CONSULTING SERVICES
FOR
THE RENOVATION OF THE
TECH@710 BUILDING

By

Downstate Technology Center, Inc. (DTCI) for
SUNY Downstate Health Sciences University

Project Name: Tech@710 Renovation

Location: 710 Parkside Avenue, Brooklyn, New York

Project Contacts: Eva Cramer, President
David Norton, Executive Director
Downstate Technology Center, Inc.

Date: October 16, 2019

Request for Proposal:

DTCI, a not-for-profit corporation affiliated with SUNY Downstate Health Sciences University, is soliciting proposals from qualified, licensed firms to provide architectural design and consulting services for the renovation of entranceways, kitchen and eating area at Tech@710, a one story biotechnology laboratory and office building with a mezzanine level totaling approximately 12,500 sq. ft.

Please send an e-mail acknowledging receipt of this RFP to david.norton@downstate.edu.

SCOPE OF SERVICES:

Architects to develop and present three (3) preliminary design options, with renderings for client review comment and approval. Each design option to include a summary of major improvements provided, cost breakdown, construction schedule, and description of disruption to existing tenants. A Selected design option will be designated as the “base project scope” and add or deduct alternates will be designated for individual line item cost estimates to allow client to align final scope with approved funding.

Design of the renovation includes, but is not limited to:

- Innovative covered entranceway (Parkside Avenue)
- Replace / Upgrade rear entrance (Clarkson Avenue)
- Small, modern lobby with entrance vestibule and mailroom with sorting area and individual tenant mailboxes
- Conference room
- Tenant offices
- Modernize lunch/relaxation area and kitchenette
- Furniture, fixtures and equipment
- Outdoor courtyard landscaping

Basic Services

The scope of these services includes design development, drawings in accordance with all applicable Codes, bid documents, cost estimates, and construction phase services for the project.

Design Development Services

1. Design/Planning Development
 - a. Develop an outline or preliminary specifications for exterior and interior building components, and determine specific interior space / function requirements, such as materials, finishes, millwork, furniture, and equipment
2. Specifications
 - a. Outline specifications to more fully define the design and quality level of the project
3. Schedules
 - a. Propose a construction schedule, considering all applicable activities, and various construction phases, if applicable
4. Cost Estimate
 - a. Prepare a design development construction cost estimate based on the approved design development documents, to confirm that the proposed work can be completed within the project budget

Contract Document Services

Produce the detailed documents required for the successful bidding and construction of the completed design. The major components of the construction document phase must include:

1. Drawings
 - a. Develop all necessary architectural, interior and exterior design drawings
2. Specifications
 - a. Develop a specification / project manual document to describe the materials and processes to be used to complete construction of the project
3. Schedules
 - a. Incorporate proposed construction schedule, considering all applicable activities (including permits) and various contingencies
4. Cost Estimate
 - a. Prepare a cost estimate based on approved contract document scheme which will be reviewed to assure that the work may be completed within the project budget

Bidding Services:

The consultant will assist DTIC in the bidding process for construction services, including drafting RFQ's / RFP's, reviewing bids and making award recommendations for the construction of this project. The major components of the Bidding Phase services include:

1. Bid Package
 - a. Prepare Bid Package in accordance with DTIC procurement guidelines
2. Contractor Recommendations
 - a. Suggest qualified contractors capable of completing the construction project
3. Pre-Bid Meeting
 - a. Attend pre-bid meetings to answer questions regarding the project with prospective bidders of the project. The Consultant will be responsible for setting up the meetings and conducting walk-throughs
4. Clarification
 - a. Issue any memoranda, plans, or addenda required, based on questions from prospective bidders during the Bidding Phase
5. Bid Analysis
 - a. Assist in analyzing the bids and required submissions

Construction Administration Services:

Provide construction administration services during construction of the project. The major components of the Construction Phase include:

1. Kick-Off Meeting
 - a. Meet with DTCI and the selected construction contractor to launch construction
 - b. Prepare and distribute meeting minutes
2. Field Visits and Project Meetings
 - a. Conduct regular site visits and periodic meetings to monitor the progress of the project and to facilitate clarifications, as required
 - b. Prepare and distribute meeting minutes
3. Submittals/Shop Drawings
 - a. Review and approve / disapprove all submittals, shop drawings, and samples
4. Budget Methodology / Cost Control
 - a. Establish and maintain estimates of probable cost within established budget
 - b. Control consultant contract costs
 - c. Coordinate value engineering activities with input from DTCI
5. Bulletins, Clarifications and Changes to the Work
 - a. Assist in facilitating the progress of the project with clarifications or scope modifications as required
 - b. Generate addenda and change orders as required
6. Applications for Payment
 - a. Review and advise on percentages of completion and contractor adherence to the specifications and schedule
7. Coordination
 - a. Coordinate work with DTCI and contractors at the site
8. Punch-list
 - a. Prepare and maintain a written list of incomplete or unsatisfactory items at the time of substantial completion of construction and a schedule for their completion. Include advice on the cost values to be withheld from payment, if appropriate

9. Certification of Completion and Acceptance

- a. Upon completion of the project, consultant shall certify to DTCL, in writing, that the work is complete and acceptable

10. Final Acceptance

- a. Prior to final acceptance of each phase of construction, review and approve or disapprove all as-built drawings submitted by the contractor(s)
- b. Provide As-Built drawings to DTCL

Additional Construction Phase Services

The Consultant shall also provide the following additional services:

- Obtain building permits and all other required permits
- Obtain preliminary and final Certificates of Occupancy from NYC Buildings Department
- Arrange for all required inspections, including those required by NYC Buildings Department, Fire Department, Board of Fire Underwriters, etc., and obtain all approvals and clearances
- File all necessary documents with the NYC Buildings Department, Fire Department and other applicable departments as required and obtain all written reviews and approvals
- Serve as architect of record for new construction and for any changes affecting existing building

INSTRUCTIONS

General Instructions

1. Review the Scope of Services to ascertain the type of work and other pertinent information.
2. Provide all information required in the Consultant Questionnaire (Attachment A). Attach such supporting material as may be deemed relevant to support your firm's selection for the type of work described in the Scope of Services.
3. Provide three (3) copies of the Consultant Questionnaire and support material, stapled or bound together, with a cover page indicating the project title.
4. DTCI reserves the right to reject any or all proposals.
5. For inquiries contact David Norton at david.norton@downstate.edu
6. Submit the RFP package to:

**David Norton, Executive Director
Downstate Technology Center, Inc.
450 Clarkson Avenue, MSC 1247
Brooklyn, NY 11203-2098
Phone: 718-270-4632**
7. Allow sufficient time for delivery of your response. Responses received after the deadline cannot be considered.
8. Any costs incurred by the bidder in the preparation of the submittal are the sole responsibility of the bidder and will not be reimbursed.
9. All proposals and accompanying documentation submitted in response to this RFP shall become the property of DTCI and will not be returned to the respondents.
10. Prior to making an award, DTCI reserves the right to require a respondent to submit additional information bearing on the respondent's ability to perform the work, as DTCI deems appropriate. In making its evaluation, DTCI may consider any information available to it concerning the qualifications of the respondent.
13. DTCI may cancel this RFP, in whole or in part, at any time before contract award. Issuance of this RFP creates no obligations on the part of DTCI to award a contract.

Schedule:

RFP document release	October 16, 2019
Site Walk-Through	October 23, 2019, 11:00 AM*
Written questions/clarifications due	October 25, 2019
Written responses issued	October 30, 2019
Proposal due	2:00 p.m., November 8, 2019

The above schedule is subject to change.

**Please email David.norton@downstate.edu to confirm attendance at the site walk-through.

Respondents must include a proposed potential cost and schedule for design and for construction.

RFP Questions

All questions must be submitted in writing on the RFP Question Form (Attachment B), citing the RFP page, section and paragraph number where applicable. All questions **must be e-mailed**.

Questions received after October 23, 2019 will not be answered. Answers to all questions, as well as copies of the questions, will be given to all firms that have acknowledged receipt of this RFP. Only written answers are official.

Respondents must acknowledge all issued addenda to the RFP.

Selection Process

The selection of an architect / consultant will involve the evaluation of submittals. Scoring of submittals will be based on qualification, experience and price. Please see Attachment C – Consultant Evaluation Form. A limited number of firms will be short listed and invited to participate in an oral presentation and interview. DTCI will then negotiate a contract with the highest ranked firm.

Following is additional information relative to the selection process:

1. Screening Panel / Short List: Submittals will be evaluated and scored by a panel of individuals. Firms ranked the highest will be invited to an interview. DTCI anticipates interviewing between three and five firms.
2. Interviews: DTCI anticipates that interviews will begin during the week of November 18, 2019. Interviews will be conducted at the Downstate Biotechnology Incubator, 760 Parkside Avenue, Brooklyn, New York. Key personnel from the firm should attend the interview. The interview panel will be interested in knowing about the project approach proposed and in meeting the individuals who will act as the primary contacts with DTCI. Presentations should include introduction of team, management plan, and project design.

Provide a copy of all presentation materials, including Power Point slides, at the time of presentation.

Evaluation criteria will include, but not be limited to:

- Firm qualifications and experience
- Personnel qualifications
- Approach and capability
- Previous experience with similar type work
- References
- Cost

Mandatory Requirements

1. Evidence of five (5) years previous professional experience with design of similar size, scope and type to those requested in the RFP.
2. A demonstrated familiarity with the most current New York City and State building codes.

Qualifications of the Team

Each firm is requested to identify the project team it would assign to this project if selected. Include:

- Description of the qualifications of individuals who will comprise the service team
- Identification of the kinds of consultants your firm intends to include on the project team, such as engineers, cost estimator, etc. and their experience
- Identification of the person or company your firm would expect to use for each consulting role, along with resumes and project lists for each consultant to be utilized

Qualifications of the Firm

Provide the following information:

- The firm's brochure and or letter describing the firm's size, structure, and disciplines
- The firm's experience and a profile of its philosophy and approach to design services and cost control
- Demonstration of the firm's knowledge and experience in the applicable codes including but not limited to state, and local codes
- Demonstration of the firm's experience in preparing design services for projects of this type size and scope. Specifically, provide a list of up to five (5) other institutions for which your firm has provided similar services, including names and contact information

Attachment A

CONSULTANT QUESTIONNAIRE

Provide the following information for all firms included in the design team, including all sub consultants. Present an additional copy of this page, as needed, for each consultant / team member. Provide clarification of any answer as deemed necessary.

1. Firm Name & Address

County: _____ Zip _____

1a. Branch Office #1

County: _____ Zip _____

1b. Branch Office #2

County: _____ Zip _____

2. Year Firm Established _____

3. List the name(s) of firm principal(s), their discipline(s), licensing status, year licensed, and the number of years they have been with the firm. Place an (*) by the principal who will be in charge of this project.

Name	Discipline	Licensed (Yes or no and year)	Years with firm
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. List the name(s) of individual(s) from the branch or main office that will be responsible for the design of this project. Indicate their discipline(s), licensing status, year licensed, and the number of years they have been with the firm or; attach similar information from Standard Form 255, Architect-Engineer and Related Services Questionnaire for Specific Projects.

Name	Discipline	Licensed (Yes/ no/ year)	Years with firm
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Is the firm a Certified NYS Minority or Women Owned Business? ☐ yes ☐ no
If no, what is the total number of staff employed _____ and of this number, how many are minorities and/or women _____.
6. Does the firm have five (5) years previous experience providing design services in a commercial and/or university setting? Was the size, scope and type of building similar to those requested in this RFP? ☐ yes ☐ no
7. Provide a list of three (3) to five (5) other clients for which your firm has provided similar services, including descriptions of the projects and names and contact information.
8. Does the firm have experience with all current codes including New York State and City building codes? ☐ yes ☐ no
9. Does the firm have experience in NFPA, NEC, all city, state and federal building codes? ☐ yes ☐ no
10. Provide the following information about your firm:

Firm size (include number of associates): _____
Principal to staff ratio: _____
Number of projects of similar type and size completed by firm: _____
11. Provide the qualifications and experience of the following team members to be assigned to the project:
Principal to be assigned to the project
Project manager
Project estimator
Project scheduler
Architectural design/review firm (if applicable)
Project expediter
All other sub-consultants that will be part of the design team

13. Provide information about the firm concerning internal resources available for the project (e.g., architectural services, engineering services, cost estimating services, etc.)
14. Provide information about resources that will be made available to the project from sources outside the firm.
15. **Provide a preliminary schedule for completion of each task specified in the Scope of Services. The schedule should include milestone dates for the completion of the various tasks.**

Attachment B

RFP QUESTION FORM

EMAIL TO: david.norton@downstate.edu

COMPANY/BIDDER:

DATE:

RFP PAGE:

RFP SECTION:

QUESTION:

Attachment C

CONSULTANT EVALUATION FORM

Project Title: The Renovation of the Tech@710 Building

	(25)	(20)	(20)	(15)	(15)	(5)	(100%)
	Cost	Firm Qualifications & Experience	Personal Qualifications	Approach & Capability	Previous Experience with Work Specific to Project Scope	References	Totals
Consultant (1)							
Consultant (2)							
Consultant (3)							
Consultant (4)							
Consultant (5)							

Reviewer Name/Signature/Date

Attachment E

PROPOSAL ACCEPTANCE FORM

By acceptance of this Proposal, the Consulting Entity acknowledges that it has read and understands the Request for Proposal and all attachments and the obligations contained therein as they pertain to the work; has inspected the site and the available documents (if any) and is familiar with the conditions that affect the work; and understands that Downstate Technology Center, Inc. is an independent, tax exempt corporate entity.

Upon execution below by the Consulting Entity and Downstate Technology Center, Inc., this document shall constitute the entire agreement between the two parties.

The undersigned, as a legal representative of the Consulting Entity, agrees to perform the work contained herein as a fixed fee agreement in the amount of:

\$ _____ (_____)
Figures Words

The work of this contract shall be completed within _____ calendar days after approval by Downstate Technology Center, Inc.

Accepted by Consulting Entity (Prime Consultant):

_____ Name	_____ Title
_____ Signature	_____ Date

Accepted by Downstate Technology Center, Inc.:

_____ Name	_____ Title
_____ Signature	_____ Date