

# **REQUEST FOR PROPOSAL**

## **ARCHITECTURAL & ENGINEERING DESIGN & CONSULTING SERVICES FOR CONSTRUCTION OF A CORE FACILITY ROOM AT THE DOWNSTATE ADVANCED BIOTECHNOLOGY INCUBATOR**

**By**

**Downstate Technology Center, Inc. (DTCI) for  
SUNY Downstate Medical Center**

|                  |                                                        |
|------------------|--------------------------------------------------------|
| Project Name:    | Core Facility Room<br>Advanced Biotechnology Incubator |
| Location:        | 760 Parkside Avenue<br>Brooklyn, New York              |
| Project Manager: | David Norton                                           |
| Date:            | March 9, 2010                                          |

## Request for Proposal

Downstate Technology Center, Inc. ("DTCI") is seeking proposals from qualified, licensed firms to provide architectural and engineering design and consulting services related to the Core Facility Room at the Advanced Biotechnology Incubator in Brooklyn, New York. The Core Facility Room will house equipment available for use by biotechnology companies located at the Incubator, including an autoclave, water filtration system, ice machine and dishwasher.

## Background

The State University of New York Health Science Center at Brooklyn, SUNY Downstate Medical Center, is one of four health science centers within the 64-campus SUNY system. SUNY Downstate has implemented an ambitious and comprehensive initiative to foster biotechnology research and development in New York City. The cornerstone of this initiative is the Biotechnology Incubator for early/mid-stage biotech companies. The Downstate Advanced Biotechnology Incubator, which is overseen by Downstate Technology Center, Inc., a 501(c)(3) non-profit organization, is located in an Empire Zone and provides start-up and early stage companies affordable wet laboratory / office and medical space.

The Core Facility Room will be located in Room 312 on the third floor of the Incubator building. The room is approximately 377 square feet and is configured as a modular laboratory / office with basic utilities.

**\*\*\* This project is financed with public funds. All contractors must comply with New York City grant requirements, including, but not limited to, VENDEX, insurance coverage and Employment Reporting.\*\*\***

## Scope of Services

Design of the Core Facility Room includes, but is not limited to:

- Review existing MEP to determine necessary upgrades to support core facility equipment
- Design upgrades as appropriate, e.g., electrical, plumbing, HVAC, etc.
- Design layout of room to promote efficient use of equipment and oversee construction / installation as appropriate
- Design upgrade of flooring material, including drain(s) as appropriate
- Ensure compliance with all applicable codes
- Consider methods to minimize disturbance to tenants from vibrations, noise, odors, etc.
- Consider future expansion
- Supervise installation

Equipment in the Core Facility Room will include:

- Autoclave
- Ultra pure water filtration system for general laboratory use
- Ice Maker
- Dishwasher

## INSTRUCTIONS

Review the Scope of Services to ascertain the type of work and other pertinent information.

Proposals must include:

Description of services  
Description of the qualifications of individuals who will comprise the service team, including years at firm and total biotech experience  
Identification of the kinds of consultants to be included on the project team  
Identification of the person or company your firm would expect to use for each role  
Resumes and project lists for each team member  
Timeline  
Cost proposal

Provide the firm's brochure and/or a 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 for biotechnology and/or bioscience laboratory design services

Incomplete proposals will not be considered.

**Proposals must be received by 5:00 PM on Friday, March 26, 2010.**

DTCI reserves the right to reject any or all proposals.

For inquiries contact David Norton at [David.Norton@downstate.edu](mailto:David.Norton@downstate.edu)

The RFP package is to be submitted to:

**David Norton  
SUNY Downstate Medical Center  
450 Clarkson Avenue, Box 129  
Brooklyn, NY 11203-2098  
Phone: 718-270-4632, Fax: 718-270-1878**

Allow sufficient time for delivery of your response. Late responses will not be considered.

Any costs incurred by the bidder in the preparation of the submittal, are the sole responsibility of the bidder and will not be reimbursed.

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.

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.

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.