

REQUEST FOR PROPOSALS
DESIGN - BUILD 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 11226

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

Date: January 23, 2020

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 design-build 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.

Because DTCI needs to begin the renovations as soon as possible, the timeline for this this Request for Proposals is accelerated .

SCOPE OF SERVICES:

Contractor to develop and present preliminary design options for client review comment and approval. Design to include a summary of major improvements provided, cost breakdown, construction schedule, and a plan to minimize disruption to existing tenants.

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

- New signage and façade maintenance/repair
- Innovative covered entranceway (Parkside Avenue), including removal of existing

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

Services

The scope of these services includes design and construction, drawings in accordance with all applicable Codes and construction services for the project.

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

INSTRUCTIONS

General Instructions

1. Review the Scope of Services to ascertain the type of work and other pertinent information.
2. DTCI reserves the right to reject any or all proposals.
3. For inquiries contact David Norton at david.norton@downstate.edu
4. 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**

5. Allow sufficient time for delivery of your response. Responses received after the deadline cannot be considered.
6. Any costs incurred by the bidder in the preparation of the submittal are the sole responsibility of the bidder and will not be reimbursed.

7. 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.
8. 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	January 23, 2020
Written questions/clarifications due	January 30, 2020
Written responses issued	January 31, 2020
Proposals due	2:00 p.m., February 6, 2020

The above schedule is subject to change.

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 A), citing the RFP page, section and paragraph number where applicable. All questions **must be e-mailed**.

Questions received after January 30, 2020 will not be answered. Answers to all questions, as well as copies of the questions, will be sent to all firms that advise DTCI of their intent to bid. Only written answers are official.

Selection Process

The selection of a contractor will involve the evaluation of submittals. Scoring of submittals will be based on qualification, experience and price. See Attachment B. DTCI will negotiate a contract with the highest ranked firm.

Attachment A

RFP QUESTION FORM

EMAIL TO: david.norton@downstate.edu

COMPANY/BIDDER:

DATE:

RFP PAGE:

RFP SECTION:

QUESTION:

Attachment B

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
