

**Request for Proposals General Contractor
Animal Imaging Suite on MSB 4th floor at 433 East 30th street
New York, NY
PIM #11558**

Section I: Request for Proposal Overview and Proposal Procedures

1.0 Introduction

NYU Langone Medical Center (NYULMC), one of the nation’s premier centers for excellence in clinical care, biomedical research and medical education plans to restore the Animal Imaging Suite on Berg 4th floor at 433 East 30th Street, NY, NY, to house an Animal MRI, MicroPET/CT, and wet laboratory for animal imaging research (the “Project”).

NYU Langone Medical Center is soliciting Proposals for a General Contractor on this Project as further described below:

1.1 This Request for Proposals (RFP) includes:

Section I: Request for Proposals and Proposal Procedures

Section II: Scope of Work

Section III: Contract Documents: Specifications and Drawings

Section IV: Proposed Contract Terms and Conditions

Section V: Price Proposal

Section VI: Attachments:

- NYULMC Work Policies and Procedures
- Trade Labor Rates Form
- General Conditions Form
- Division of Work Form
- Contractor/Subcontractor Partial Release and Lien Waiver (Sample)
- Contractor Final Release and Lien Waiver (Sample)
- Approved Subcontractors List
- Insurance Requirements

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- Construction Safety Inspection List
 - Debris Removal Requirements
 - Penetration Permits
 - Shutdown Request Form
 - Addendum Acknowledgment Form
 - RED+F Responsibility Questionnaire
 - Proposed Terms and Conditions–
Construction Agreement NYU School of Medicine General Conditions
FEMA Terms and Conditions (Addendum #1)

2.0 Solicitation Schedule

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Release Date of this Solicitation:	02/11/2015
Pre-Proposal Walk-Through:	02/18/2015
All inquiries should be submitted by:	03/04/2015
All Proposals are due at 3 PM on:	3/11/2015

3.0 General Instructions

3.1 Any communications regarding this Project that NYULMC may have released before the issuance of this RFP is considered preliminary and NYULMC will not be bound by such communications.

3.2 The submitted Proposal shall be executed by a duly authorized officer or representative of the General Contractor.

4.0 Point of Contact for this RFP and Restrictions on Contacts During the Solicitation Process

Prospective Proposers are advised that from the date that this RFP is issued until the award of contract if any, prospective Proposers are restricted from contacting any NYULMC employees or consultants about any matter related to this solicitation unless permission is given by the Project Managers (a/k/a “Contact Persons”).

NYULMC’s Project Managers and *points of contact* for all matters concerning this RFP are:

Kaushik Roy

NYU Langone Medical Center
Real Estate Development + Facilities
339 E. 28th St
New York, NY 10016
Email: kaushik.roy@nyumc.org

Michelle Forrest

NYU Langone Medical Center
Real Estate Development + Facilities
339 E. 28th St
New York, NY 10016
Email: michelle.forrest@nyumc.org

Firms interested in proposing on this project may request any drawings and specifications via email from the Project Manager.

5.0 Requests for Clarification and Addenda

5.1 Any inquiry regarding this solicitation shall be made in writing except that NYULMC will entertain oral inquiries at the Pre-Proposal Walk-Through. To be considered, inquiries are to be addressed to the Project Managers by the date specified for receipt of inquiries.

5.2 NYULMC will issue responses to inquiries and any other corrections, amendments, and the like which it deems necessary, and which are binding on NYULMC in written addenda issued prior to the Proposal Due Date. NYULMC will e-mail addenda to each person recorded as having been furnished a copy of the RFP.

5.3 Proposers must acknowledge receipt of addenda on the Addendum Acknowledgement Form attached to this RFP.

6.0 Pre-Proposal Walk-Through

Proposers are required to attend the Pre-Proposal Walk-Through of the Project Site which will be held as follows:

Date: 2/18/05

Location: Medical Science Building (MSB), 433 East 30th Street, 1st Floor elevator lobby

Time: 9:30 AM

As there will only be one Pre-Proposal Walk-Through, it is strongly recommended that all relevant proposed team members attend, i.e., MEP project manager; scheduler.

7.0 Proposal Submission Requirements

7.1 Proposals shall contain the materials described below:

- A narrative describing your approach to the work for this Project including: construction approach addressing the complex infrastructure; project schedule recognizing all pre-approval regulatory requirements for this Project; quality assurance approach; commissioning approach; and, assumptions.
- Completed Division of Work using the form attached to this RFP.
- Completed General Conditions breakdown using the form attached to this RFP.
- Proposer shall provide a list of their Project Team members and their resumes.
- List of Proposed Subcontractors. A list of NYULMC Approved Subcontractors is included as part of this RFP. Proposers may propose trade subcontractors from the approved list or subcontractors not on the approved list. However, all subcontractors that are not on the approved subcontractor list must be deemed qualified by NYULMC through a qualification process. The Proposer must provide the proposed subcontractor's RED+F Qualification Questionnaire with the Proposal. This questionnaire form is attached to this RFP. NYULMC will review the subcontractor's qualifications, which may include a further background check, to determine if the subcontractor is acceptable and which may include a further background check. NYULMC reserves the right to reject a subcontractor for any reason, including that we do not have sufficient resources at the time to review the proposed subcontractor's qualifications, or that doing so would impair the project schedule.
- Price Proposal using the form attached to this RFP.
- Completed Trade Labor Rates matrix using the form attached to this RFP
- If Proposer takes no exception to the proposed terms and conditions contained in the proposed contract documents entitled, NYU School of Medicine Construction Agreement, attached to this RFP, the Proposer shall include a statement with their Proposal so stating. If Proposer

has exceptions to the proposed terms and conditions, submit a red-lined document identifying them and provide alternate language.

7.2 Proposer's Proposal is predicated on compliance with the terms of this solicitation, including the contract, drawings, and specifications, without substitution unless Proposer takes specific exception thereto with appropriate explanation and proposed revision(s). Additionally, Proposals are to be based on the Contract Documents; all local, State and Federal laws, statutes, codes, ordinances and rules and regulations pertaining thereto, including, without limitation, NFPA 99, NFPA 101, CMS, JCAHO 12.1.1, the Americans with Disabilities Act, New York City Local Law #58, applicable zoning, building and fire codes, standards of the Board of Fire Underwriters, and regulations and directives promulgated pursuant to, or by, the Occupational Safety and Health Act and the Environmental Protection Agency.

7.3 Proposers shall propose alternates as called for in the RFP. Proposers may submit additional alternates. NYULMC may or may not accept any alternates.

7.4 Submit three (3) hard copies of Proposals (no e-mail Proposals) by the Proposal Due Date and time (Section 2.0) in a sealed, opaque envelope with the words "Sealed Proposal" and the title of the project "Animal Imaging Suite" clearly visible on the outer envelope.

7.5 If additional time is required to prepare a Proposal, the Proposer should submit a written request to the Project Managers to obtain such additional time. NYULMC will in its sole opinion decide whether a time extension will be granted.

7.6 Proposals received after the Proposal Due Date and time will be considered late and will not be considered for awards, except as otherwise permitted under NYULMC procurement procedures.

7.7 The Proposer will have the envelope date and time stamped upon delivery to the address below and for placement into the lockbox for Proposals.

Kaushik Roy
Real Estate Development & Facilities
NYU Langone Medical Center
339 East 28th Street

New York, NY 10016

7.8 If a recipient of this solicitation chooses not to submit an offer, that recipient is asked to submit a declination letter.

8.0 Proposal Evaluation

Proposer must be found qualified to receive an award of a contract at the time of award. It must demonstrate to the satisfaction of NYULMC that it has the necessary skill, experience, integrity, facilities, and financial resources to perform the work and be otherwise qualified under applicable laws and regulations.

NYULMC will evaluate Proposals based on the following evaluation criteria:

- Approach to the Work: Proposer's approach to scope of work for this Project, including any anticipated complexities and/or special requirements, and proposed schedules and/or phasing.
- Proposed Project Team: Team organization, proposed project manager, proposed MEP project manager, and superintendent and their experience, chemistry amongst themselves and with NYULMC, and their availability for this Project.
- Compliance with Owner's Project Schedule as stated in Section 3 of the Scope of Work.
- Proposed Price.
- Prior Project Experience: A record of successful execution and on-time completion of projects of similar scope, scale and complexity by the key staff proposed for this Project.
- Overall Firm Background: Demonstrated in-depth experience across the firm, and as an overall company; demonstrated history of integrity, safety, and financial stability.
- Understanding of NYULMC and this Project: Understanding project issues, requirements, regulations, and challenges specific to NYULMC and this Project.
- Acceptance of NYULMC's proposed contract terms and conditions or willingness to negotiate same in a timeframe consistent with NYULMC's needs.

9.0 Withdrawal of Proposals

Proposers may withdraw their Proposals from consideration at any time prior to award of the contract by notifying the Contact Person in writing.

10.0 Acceptance of Proposal

If written notice of NYULMC's intention to award the contract is mailed, faxed, or delivered to the Proposer within 60 days after the Proposal Due Date, or any time thereafter before this Proposal is withdrawn, the undersigned will, within 10 calendar days after the date of such mailing, faxing, or delivery of such notice, execute an Agreement between Contractor and Owner, amended and/or supplemented, if required, in accordance with the Proposal as accepted. The Proposer agrees that its Proposal shall remain in force and effect for a period of not less than 60 calendar days following the Proposal Due Date.

11. Conditions, Terms and Limitations

11.1 NYULMC reserves the right to: (i) reject all Proposals submitted; (ii) accept any Proposal or alternate as submitted without negotiations; (iii) require revisions to, corrections or other changes to any Proposal submitted as a condition to its being given any further consideration; (iv) select for negotiations only the overall best Proposal or alternate submitted, as it may determine in its sole discretion; (v) negotiate with two or more Proposers whose Proposals or alternates it deems to be worth further consideration; (vi) negotiate with one or more Proposers in any manner it determines; (vii) following the conclusion of any such negotiations, issue a revised RFP or portion thereof soliciting further offers; (viii) after receipt of further offers thereafter reopen negotiations; (ix) accept improvements to, enhancements of, or other revisions to any Proposal or alternate at any time if it deems such to be in the best interest of NYULMC.

11.2 Since further negotiations or discussions may not take place, Proposers should submit their best Proposals initially.

11.3 Proposer shall not have any rights or claims against NYULMC at any time during the RFP process, for any reason, including NYULMC's not selecting a Proposer for negotiations and/or award.

11.4 NYULMC is not liable for any pre-contract activity or costs incurred by Proposers in preparing Proposals or for negotiations on Proposals or contracts

11.5 NYULMC may contact anyone, whether listed as a reference or not, to obtain information about a Proposer, any team member, or other information relevant to a Proposal.

11.6 All RFP submission materials become the property of NYULMC.

12.0 Use of M/WBE and Small Business firms

Contractors must take all necessary affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are utilized for the work, whenever possible.

12.1 Affirmative steps shall include:

- o Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- o Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- o Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- o Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and
- o Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

13.0 FEMA Federal Emergency Management Agency (FEMA) Clauses

This project is subject to funding provided by or through the FEMA, and as such, the contract contains FEMA clauses that are applicable and form a part of the contract.

Section II: Scope of Work

1. Project Description:

This Project consists of renovating space on Berg 4th floor to house an Animal MRI, MicroPET/CT, storage space for DLAR and wet laboratory for animal imaging research and office space.

This Project will be supported by existing building infrastructure for power, domestic water, and chilled water. An existing 10,000 CFM air handler located on Berg 7 will be refurbished to serve this project. Additionally, a new acid waste neutralization system and associated MEP installation is included in the scope.

This project is below the MER of newly built Data Center and above active laboratory on 2nd floor. Therefore, noise and vibration during construction must be carefully evaluated for operational impact. Rigging of any equipment including the MRI must be planned and coordinated with NYULMC.

2. Project Scope:

This project will renovate and construct approximately 4,000 SF of lab space, offices and all associated infrastructure to support animal imaging facility.

Construction documents and specifications are representative of the scope of work. In addition, all required work prescribed by NYUMC safety policies including Interim Life Safety (ILS).

Selected areas of the Project will require demolition and asbestos abatement. Areas of abatement will be identified by an independent investigator. The General Contractor will not be responsible for abatement work; however, coordination and pre-abatement demolition may be required by the General Contractor.

The general contractor is responsible for installing the MEP systems to meet design intent and performance. General Contractor must coordinate with commissioning authority and NYULC commissioning engineers for a satisfactory and acceptable outcome. All shops in NYULMC Facilities Operations must be trained and provided with approved O&M. All commissioning and training must be completed before turning over for owner's beneficial use. In addition, General Contractor is responsible for coordinating with independent special inspector and obtaining required sign-offs for project close out.

All work that is related to the shaft and any systems' interruptions impacting areas outside the work space should be priced on over-time.

Animal MRI will be procured by NYULMC directly from a selected vendor and that vendor will be responsible for rigging and setting up in the correct location. General Contractor is responsible for coordination, opening the building façade, providing temporary protection and closing of the façade subject to the approval of NYULMC.

Alternates:

All work associated with acid neutralization system as indicated in the construction documents.

3. Project Schedule

Construction Start: 04/27/2015

Construction Complete: 02/04/2016

Section III: Contract Documents: Specifications and Drawings

Firms interested in proposing on this project may obtain the Specifications and Drawings by contacting the Project Manager who will provide access to those documents.

Section IV Proposed Contract Terms and Conditions

NYULMC wishes to enter into a contract that is generally consistent with its standard terms and conditions for construction projects which are set forth in the attached document entitled NYU School of Medicine General Conditions. If a Proposer takes exception to any of these terms and conditions, the Proposer must submit a red-lined document and provide any proposed alternate language with their Proposal.

The FEMA terms and conditions (Addendum #1) and NYULMC Work Policies and Procedures, which are applicable to this Project (and non-negotiable) are also attached to this RFP.

**Section V Price Proposal for Berg 4 Animal Imaging Suite
Renovation at 433 East 30th Street**

A. Base Price Proposal

The undersigned Proposer,

(Name of Proposer)

(Address)

Having carefully examined the Contract Documents dated:

Submitted By: _____

Date: _____ +

as well as the premises and conditions affecting the work, proposes to furnish all material, equipment, labor, plant, machinery, tools, supplies, services, and specified insurance necessary to perform the entire work, as set forth in, and in accordance with said documents for the following considerations.

Base Proposal-all work completed for the sum of:

\$_____.

(State amount in figures and spell out in words)

B. NYULMC Alternates

Alternate No. 1 : Accelerate Project Completion date by thirty (30) days.

All work completed for the sum of (including markups):

Add/Deduct _____

(State amount in figures and spell out in words)

Alternate No. 2: Accelerate Project Completion date by sixty (60) days.

All work completed for the sum of (including markups):

Add/Deduct _____

(State amount in figures and spell out in words)

Additional Alternates Offered by Proposer

Alternate No. 3: _____

All work completed for the sum of (including markups):

Add/Deduct _____

(State amount in figures and spell out in words)

Alternate No. 4: _____

All work completed for the sum of (including markups):

Add/Deduct _____

(State amount in figures and spell out in words)

C Trade Labor Rates

Complete the Trade Labor Rates Form attached to this RFP.

D. Division of Work, General Conditions

Complete the Division of Work, General Conditions Forms attached to this RFP.



Section VI: Attachments