

REQUEST FOR PROPOSALS
TO PROVIDE
ARCHITECTURAL AND ENGINEERING
SERVICES
FOR THE
MAYOR'S OFFICE OF EMERGENCY
MANAGEMENT

FINAL

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REQUEST FOR PROPOSALS ARCHITECTURAL AND ENGINEERING SERVICES

INTRODUCTION

Silverstein Properties Inc. is seeking an architectural firm to perform Interior Architectural Services for the Mayor's Office of Emergency Management project. The selected firm shall have prior experience in similar type of projects and shall have its architectural license. Your firm is herewith invited to submit a proposal for undertaking the work described below.

PROJECT DESCRIPTION

The Mayor's Office of Emergency Management ^(MDEM) coordinates the overall operation of the City's response team to emergency situations such as airplane disasters, water main breaks, explosions, etc. During non-emergency periods the Agency prepares guidelines for the handling of future emergency circumstances.

The project shall entail comprehensive interior architecture and engineering services (MEP and lighting, emergency back-up services, acoustics, telecommunications, security, code and any other consultants) for the Office of Emergency Management. This Office is to be relocated into the 7th World Trade Center building, Manhattan. One copy of the 23rd floor plan, P&E's, and Programme are enclosed. The proposed floor is approximately 31,000 csf; another estimated 12,000 csf will be required to house the back-up equipment. ³²

Basically, the program is composed of ^{OK} parts:

- a) Standard office area, approx. 9,000 csf. ^{staff} for ~~10,000~~ and 9,000 csf of auxiliary spaces.
- b) The Emergency Command Center, approx. 14,000 csf. on a raised floor. It will require a total isolation from exterior forces during emergency situations for up to a period of two weeks.

This area includes:

- The Mayor's Suite
- The ⁰Operating Room with 90 work stations, and one or two media walls containing large TV screens.
- The Watch Command, with 10 work stations.
- The Press Room
- The Radio Room
- The Computer Room.

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- c) Mechanical back-up equipment and other equipment, approx. 12,000 to be installed in on the roof and another floor.
- Water tank
 - Fuel tanks
 - Diesel generators
 - UPS room
 - Satellite dishes
 - Antennas

PROJECT SCHEDULE

Programme confirmation, site survey, final schematics and outline specifications (scope of work) will be required to form the basis of an agreement between the City and Silverstein Properties Inc., and must be completed within ~~twenty (20)~~ days of award.

Design development, including special areas such as the Mayor's Suite, the Command Center, Reception, and the Press Room, must be completed within ~~twenty (20)~~ days from the approval of the previous phase.

Construction Documents must be completed within ~~fifty (50)~~ days from the approval of final schematics phase.

SCOPE OF SERVICES

The selected architect shall coordinate the work of all the various sub-consultants or vendors involved in this project, either its own sub-consultants or others being selected or contracted by the client Agency.

It is anticipated that the Final Schematic Design, the Design Development, and the Construction Documents stages will allow for a review/revision/approval process. The time frame is one week for review and one week for revisions, to be repeated if necessary.

a) Final Schematic Design

- Orientation and coordination with DCAS and MOEM
- Survey of existing conditions
- Program confirmation
- Preliminary floor plan
- Preliminary finishes
- Preliminary FEE requirements
- Assist with preliminary construction budget

Blocking/stacking Hous

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- Consultants orientation and coordination
- Attendance to project meetings as required
- Presentations to DCAS and client Agency
- Preliminary code analysis
- Outline specifications
- Complete analysis of the electric power consumption to allow the City to make an economics determination between direct metering or sub-metering.

b) Design Development

- Update of project schedule
- Assist with value engineering
- Preparation of plans for sign-offs
- Preparation of presentation boards for sign-offs
- Conduct Design presentations
- Coordinate codes review with consultants
- Attend project meetings as required
- Final design of special areas

c) Construction Documents

- Preparation of Final Design drawings and the complete Construction Documents
- Coordination and monitoring all sub-consultants
- Finishes samples documents
- Preparation of a complete and detailed "Manifest List" for the purchase of all Furniture and Furnishings, and System Furniture to be submitted with the Final Construction Documents (The City will issue the Furniture Purchase Requisitions).
- Filing of documents required to obtain a Tenant Alteration Application approval (TAA). A project expeditor shall be retained
- Code reviews and Port Authority of NY & NJ meetings as required for approval
- Attendance to project meetings
- Presentations where required sign-offs
- Coordination of Bids and Bidding Report.

d) Construction Administration

- Assistance with instructions to all contractors, sub-consultants, vendors and suppliers
- Attendance to weekly construction meetings
- Site visits and Field Reports
- Monitoring schedules for delivery and installation of contractor's work

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- Review and approval of shop drawings, product data and samples
- Review of final placement of all furniture and equipment delivered and installed in accordance with the Construction Documents
- Coordination of change orders and evaluation of scope
- Observation of premises and preparation of Punchlist
- Sign-off and filing all the required Controlled Inspection Forms, as required by the Port Authority of NY and NJ or any other Agency having jurisdiction
- Filing and expediting the Certificate of Occupancy, if required.
- Preparation of record drawings (As-built)
- Verification of Punchlist completion

FIRM BACKGROUND

Please provide the following information about your firm:

- Headquarters location
- Additional locations, if any
- Number of employees per location
- Partners and senior management, and corresponding professional biographies
- Year established
- Areas of specialization
- Operating philosophy
- Names of proposed consultants

PROJECT STAFFING AND ORGANIZATION

Please identify who at your firm will be the principal business contact for this project. If there is to be a different technical contact, please identify this individual as well. Describe how the principals of your firm will be personally involved during each phase of this project. Identify all sub-consultants you will use on this project including if applicable, but not limited to, mechanical engineer, structural engineer, and code related items.

Describe your team(s) current and projected work load for the next 12 months. Identify competing projects that would limit your ability (and that of your consultants) to assign any personnel to this project. Identify where key personnel will be working on more than one major project.

Present a simple diagram showing how you plan to organize for this project. Give names and percentages of time for all key staff assigned to the project by project period (schematics, design development, construction documents, construction administration and post-construction).

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SIMILAR AND CURRENT PROJECTS

Please provide the below listed project information as it relates to the interior architectures and engineering of the Office of Emergency Management.

1. Completed projects that were similar in scope and size as the proposed project;
2. Detail all major relevant office space projects from 1990 to present. For each project include:

Name of project and location

Your role (MEP, consultant, etc)

Client contact name, address, phone number

Contractor or construction manager contact: Name, Address, Phone Number

Completion Date

Gross square footage

Net square footage

Construction budget

Actual construction cost

Owner name and phone number

COMPENSATION AND REIMBURSABLE EXPENSES

The Cost Proposal shall be submitted on the Cost Proposal Form attached.

Silverstein Properties Inc. intends to pay for services and documents completed and approved as a lump sum fee apportioned between the four (4) service phases, A,B,C,D. Silverstein Properties Inc will also require the right to terminate the contract upon four (4) days notice. All appointed fees due upon the cancellation notification date plus reimbursals will be payable to the consultants.

Please state your fees per phase, breaking out all sub-consultants required for the architectural and engineering services defined in this Request for Proposal, and a current schedule of hourly rates. Reimbursable expenses, if any, must also be described and estimated. The competitive nature of this project should be considered strongly. Indicate the portion of the total service fee to be completed by sub-consultants, if any.

All consultants shall consider an allowance of \$20,000 in fees for the Emergency Information System sub-consultant to be selected by the client Agency, but paid by the consultant architect.

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COST PROPOSAL

Service Phase	<u>Service Fee</u>
A. Programming Review & Confirmation , and Final Schematic Design	\$ _____
B. Design Development	\$ _____
C. Contract Documents	\$ _____
D. Construction Administration	\$ _____
TOTAL FEE =	\$ _____
 Service Fee (Total A + B +C +D)	 \$ _____
 Allowance for Reimbursable Expenses	 \$ _____
 Allowance for Emergency Information System Consultant	 \$ <u>20,000</u> _____
 Portion of Total Fee to be completed by sub-consultants	 \$ _____

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General Vendor Requirements

The project team intends to conduct a formal evaluation and selection process. To ensure that all proposals receive a fair and complete evaluation, and requires that proposers answer all questions completely and do not deviate from the instructions in this RFP.

1. General Guidelines

All proposers must adhere to the following guidelines:

- A. All proposers must submit complete technical and cost proposals according to the guidelines provided in this RFP. Proposals which deviate from the instructions and format without advance written permission from Silverstein Properties Inc. will not be considered.
- B. Proposers should indicate in their proposal who the primary contact person will be for all correspondence related to this proposal.
- C. The proposed work must comply with all applicable laws, regulations, ordinances, codes, and rules of any governmental entities that have jurisdiction. The Proposer will reimburse Silverstein Properties Inc. for all losses, expenses, and damages to the extent arising from violations of any of the above laws, regulations, ordinances, codes, and rules.
- D. Proposers are cautioned to base their primary submission on a minimum fee cost approach consistent with the basic needs as defined in this RFP.

2. Disclaimers

Silverstein Properties Inc. may choose, at its sole option, to negotiate with one or more of the Proposers or to solicit other proposals and/or approaches. Silverstein Properties Inc. will not be responsible under any circumstances for any costs incurred by respondents in the generation and submission of proposals, site visits, presentations, documents, or marketing literature. All proposals and accompanying documentation will become the property of Silverstein Properties Inc. and will not be returned.

Reasonable efforts will be made to limit circulation of proprietary material submitted by Proposers to Silverstein Properties Inc. personnel. Silverstein Properties Inc. will attempt to safeguard but will not be responsible for the disclosure to unauthorized parties of proprietary material submitted by Proposers. To minimize the risk of disclosure of such

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material to unauthorized parties, Proposers are advised to clearly label the top of each page of such material with the designation "PROPRIETARY MATERIAL."

3. Critical Dates and Anticipated Selection Schedules

_____ at 12 Noon E.S.T. proposal due date.

4. Oral interviews

Proposers may be invited for oral interviews. Specific instructions regarding the time and place for each interview will be provided to the Proposers. Firms attending these interviews should be prepared to answer specific questions concerning their proposals. The Proposer's primary contact person must attend, as well as all individuals identified in the proposal as having significant responsibility for the services to be provided.

5. Questions Regarding the Submission.

Proposers should be aware that any questions they ask and their respective answers may be shared with all other Proposers at the discretion of Silverstein Properties Inc. Proposers may contact only Silverstein Properties Inc. for any information concerning their RFP or their response during the selection process.

6. Evaluation of Proposals

The award will be made to the Proposer based upon evaluation of how well the proposal and subsequent interviews, (if any), meet the requirements outlined in the RFP as determined by the Selection Committee.

Evaluation factors will include, but not be limited to, the following:

- A. Specialized experience of the firm in the type of work required.
- B. Evidence of sufficient staff capacity to accomplish the work in the required time and qualifications of key personnel.
- C. Familiarity and experience of the firm with the New York City construction marketplace, codes and laws.
- D. Evidence that the Proposer's approach meets the requirements of the RFP.
- E. Evaluation of the team and methods proposed to meet the project objects.

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F. Cost of services.

G. Evaluation of quality of design capabilities as evidenced in the portfolio.

7. Submission Procedures

Delivery of Proposals is the sole responsibility of the Proposer.

The proposal shall be signed by an official authorized to bind the Proposer, and shall contain a statement to the effect that the proposal is a firm offer for a 60-day (or more) period. The proposal shall also provide the name, title, address, area code and phone/fax number of the individual(s) with authority to negotiate and contractually bind the company, and who may also be contacted during the period of proposal evaluation.

8. Prime Consultant Responsibilities

Should the Proposer intend to subcontract any portion of the work, this shall be indicated in the proposal, with the name of subconsultant firms, the services they will provide, their qualifications and their previous experience. The satisfactory performance of the subcontracted services will be the responsibility of the Proposer.

9. Incurred Costs

Silverstein Properties Inc. is not liable for any costs incurred by Proposers in the preparation of proposals or for any work performed prior to the approval of an executed contract.

10. Equal Employment Opportunity Requirement

As part of the proposal, it will be necessary to submit evidence of compliance with applicable Federal, State, and City Equal Employment Opportunity regulations.

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