

REQUEST FOR PROPOSAL

INTRODUCTION:

The owner is seeking offers for the renovation of a 3,000 sf brownstone built in 1881 and located within the Clinton Hill Historic District in Brooklyn, New York, as described herein and in the Construction Documents and Specifications.

All of the requirements which the successful Offerer must meet concerning this project are set forth in detail in the solicitation Documents included with this Request for Proposal. Upon the receipt of Technical and Cost Proposals and the selection of a successful Offeror, the owner will execute a Fixed Price construction contract.

It shall be the responsibility of the contractor to immediately notify the owner if the target dates and proposed packages of work described herein adversely affect the Contractor's Schedule for the final completion date of this project (730 calendar days from the Notice to Proceed). Contractors may propose an alternate schedule which illustrates the completion of the project in advance of the completion date.

This Request for Proposal (RFP) is intended to provide all Offerors with sufficient information to enable them to prepare and submit offers for technical and cost review and consideration by the owner. Offerors may, at their own expense, obtain drawings and specifications and the Scope of Work, the cost of which is nonrefundable.

This solicitation neither commits the owner to pay any proposal preparation costs nor obligates the owner to procure or contract for construction or any other services. It shall not be construed as authorization to proceed with or be reimbursed for any of the costs for any of the work specified herein.

The owner may cancel this RFP without prior notice.

PHASE 1

Key Personnel and Subcontractors

Describe the proposed organization that will work on this project. Provide an organization chart identifying lines of authority and supervisory responsibilities. Identify items of work to be performed by the prime contractor and their percentage of the total project. Identify major subcontractors and indicate how they would fit into the organizational structure. List prior projects where the Offeror and subcontractors have worked together.

- a. Provide the name of one subcontractor (or indicate that the work will be performed by the prime for each element of work listed below). You will be expected to use the subcontractor listed for each element of work unless written approval for change is received from the Contracting Officer in accordance with the contract clause entitled SUBCONTRACTORS. Failure to indicate who will perform the work for each item below will result in lower scores during evaluation of the proposal. Special consideration will

be given to subcontractors who are identified as having experience working with Landmarks Preservation Commission.

- 1) Protection of Historic Building Fabric
- 2) Quality Control
- 3) Hazardous Material Abatement
- 4) Plumbing

Firm's Experience and Past Performance

Include three projects of similar size and diversity where the Offeror was the Prime Contractor. Referenced projects should be less than five years old. Include projects where the project contained substantial interior repair, or work on a controlled campus where you have been the Prime Contractor. Projects that list Persons-to-Contact who are unavailable at the address or telephone number provided may result in a point reduction. The owner will verify past performance.

Provide a narrative of your company's safety experience over the past five (5) years.

PHASE 2

Statement of Work

Provide all materials, equipment, labor and supervision necessary to complete the following work at the three-family brownstone located within the Clinton Hill Historic District in Brooklyn, New York.

General Description of the Work

Please prepare an itemized cost proposal to accomplish the work described below. Submit your proposal no later than **December 20, 2014** in accordance with the "Changes" clause of your contract, including format and mark-up limitations for subcontractor and prime work.

All estimates from subcontractors, suppliers, and the prime contractor must be supported by detailed back-up documentation showing man-hours, wage rates for each trade including base and labor burden, material quantities, material unit costs and equipment fees. Davis-Bacon Wage Rates apply to this PCN. If the price adjustment for the change is expected to exceed \$100,000.00, you are required to submit a certified cost and pricing data. If the proposed change requires a time adjustment, provide an analysis showing the effect of the change on the project schedule.

Priority 1: *Window Restoration or Replacement*
Unit Quantity: 4

Priority 1 scope of work includes window and casing restoration *or* the replacement of existing window with a new window, in compliance with Landmarks and 2008 NYC Building Code, within restored window casing. Restoration work includes removal of window and casing for offsite repair; including but not limited to removal and salvage for reinstallation of existing glazing, full paint stripping, sash repair; including installation of dutchmen or component replacement, preservative treatment, reglazing, and reinstallation in sound frame.

Priority 2: Restoration or Replacement of Decorative Cast Iron
Unit Quantity: Approximately 33 LF fence, 17 LF Stair rail and balustrades and 2 newel posts

Priority 2 scope of work includes restoration of decorative cast iron fence and stair parts *or* replacement with new cast iron pieces to match existing profile. Restoration work includes full paint stripping, repair, rebuilding to achieve stability, and refinishing.

Priority 3: New Planted Area at Front Yard
Unit Quantity: 70 SF

Priority 3 scope of work includes installation of new planted area per NYC Zoning Regulations.

Priority 4: New Skylights @ Basement / Cellar
Unit Quantity: 2

Priority 4 scope of work includes providing and installing new flush glazed skylights, including flashing.

Priority 5: New Partitions
Unit Quantity: Approximately 248 LF

Priority 5 includes the build out of the partitions for the three family residence. This includes insulation, framing, gypsum wall board, sealant, and painting as described in 4/A102 Partition Types.

Priority 6: New and Restored Floor Finishes
Unit Quantity: Approximately 3,000 SF

Priority 6 includes installation of new wood flooring in the basement, refinishing of wood parquet floors in first, second, and third floors, and installing tile in the bathrooms. Refinishing work includes removal of vinyl asbestos tile and sanding, repairs, and coating existing flooring.

Priority 7: New or Restored Doors
Unit Quantity: 9

Priority 7 includes installation of new or restored doors to match existing doors in style and finish. Restoration work includes removal of lead paint.

Priority 8: New Fixtures and Appliances
Unit Quantity: refer to plan on A101 and A102

Priority 8 includes installation of new bathroom and kitchen fixtures and appliances. Electric and plumbing connections by others.

PHASE 3

Technical Proposal

The Technical Proposal shall be directly responsive to the Statement of Work and as described in the drawings and specifications. The following specific material shall be included in the Technical Proposal (adherence to this organization will facilitate review, evaluation, and consideration):

Plan of Accomplishment and Contract Time

The Plan of Accomplishment shall include, at minimum, the following information:

a. Summary CPM Project Schedule and Coordination Plan

- 1) Provide a time scaled CPM summary schedule identifying construction logic; activities to be accomplished on a multi-shift basis, weekends or holidays; installation of long lead / key equipment or material; and activities which will interrupt building operations. The CPM should highlight all scope activities. The summary should contain approximately 250 activities that show sequence, duration, and interdependency. Identify all critical elements of the work, including submittal review, each trade, important construction as well as designated milestones, long-lead items {discuss critical long lead items}, early Substantial Completion and/or Beneficial Occupancy of certain areas, special events, commissioning events and other items associated with time impacts. Clearly show the critical path.

Contract Time for all Work, including additive alternates, shall not be greater than 730 calendar days from Notice-to-Proceed.

- 2) Discuss how management will assure completion of the milestones.
- 3) Provide a preliminary Site Coordination and Logistics Work Plan . As part of the discussion provide a written narrative of how coordination with other contractors currently on site would be accomplished.
- 4) Provide a written narrative addressing the following as a minimum:
Qualifications of "Name Specialty Subcontractor of great concern" and their ability to perform the critical elements of the work and proposed phasing

Discuss the proposed implementation of the schedule, which areas in what order and why.

- a. Preparatory actions, including staging and access to site
- b. Protection of existing features to prevent construction-related damage, including maintenance of building egress and street access during construction,
- c. Major equipment and scaffolding or manlifts to be utilized,
- d. Sequence of work,

- e. Relocation and reinstallation of salvage materials including removal of building protection. Other pertinent information required describing exactly how work will be accomplished.

Implementation Plan

Describe method of protection of adjacent areas from accidental damage during construction. Describe in detail the particular procedures, site strategy, and work methodology planned for this project that will deliver a superior quality product in the following areas of work for the Base Bid:

- 1) Protection of Historic Building Fabric
- 2) Quality Control
- 3) Coordination Drawings
- 4) As-Built Drawings
- 5) Electronic project filing procedures
- 6) Hazardous Material Abatement
- 7) Compliance with LEED criteria

Project Control and Coordination

Provide a procedural and administrative plan for progress reporting, cost accounting, shop drawing and product submittals controls, security, visitor and worker access/egress, equipment/materials storage, and staging.

Safety

Provide the current workman compensation rates, insurance certificates and insurance modifiers assigned for your company. Provide a preliminary job site safety plan. Describe corporate policy on safety, and frequency of safety training. (See Specification Division 1)

Cost Proposal

Schedule of Values and Contract Price

Provide a comprehensive Schedule of Values which includes all base offer work and option items. The format for the Schedule of Values shall be the Construction Specifications Institute (CSI) divisions of work. These divisions shall include, as a minimum: General Requirements, Openings, and Finishes. Break down the Schedule of Values into the twenty eight (or sixteen) CSI divisions. For each division separate Prime and Subcontractor bids. Within Prime and Subcontractor, identify material and labor costs. Markups for subcontractors and sales tax shall be indicated as appropriate. The sums of these divisions shall be shown along with the Prime's markup for overhead and profit.

Aggregate the total proposed Contract Price in the Schedule of Values. Identify the items of cost in the Schedule of Values which will be performed with the Offeror's own force.