



**REQUEST FOR PROPOSALS**  
**GENERAL CONTRACTOR, OFFICE RENOVATION PROJECT**

**I. GENERAL INFORMATION**

A. Mission of the Lower East Side Business Improvement District

The Lower East Side Business Improvement District (LES BID) was established in 1992 as a non-profit corporation to enable property owners, merchants, and residents to collaboratively preserve and enhance the unique character of Manhattan's Lower East Side neighborhood. The LES BID was formed in response to the many years of economic and physical decline of the commercial area and surrounding neighborhood. Today, the LES BID has a membership that includes over 600 merchants and property owners. Many of these business owners reside in the neighborhood and employ local residents. The LES BID's mission is to revitalize the Orchard Street Shopping District while preserving its unique and diverse character.

B. Overview of Services Requested and the Submission Process

The LES BID recently signed a lease for the commercial space at 54 Orchard Street, which will serve as the organization's Visitor Center and administrative offices. The organization's Board of Directors elected to rent this new location in an effort to overcome the overcrowding and poor spatial layout that the LES BID experienced in its previous location. The LES BID will occupy the ground floor space at 54 Orchard Street, which comprises roughly 1,780 square feet.

The LES BID is seeking a New York City licensed General Contractor to remodel the space according to the architectural plans that will be approved by the New York City Department of Buildings prior to the onset of work. The space will eventually house a Visitor Center (able to accommodate five to ten visitors at a time and one staff person), an Administrative Office for up to seven staff people (including a mix of portioned desks/cubicles and enclosed offices), and File Storage.

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal to the LES BID. This oral presentation may provide an opportunity for the firm to clarify or elaborate on the proposal but will in no way change the original submission. The LES BID's request for an oral presentation shall not constitute acceptance of a proposal.

**Proposals must be received no later than 5:00 pm EST on Friday, August 7, 2009. Work will be scheduled to begin (pending receipt of necessary Department of Building permits) no later than Monday, September 14, 2009.**

Delivery of proposals is to be made to:

**ATTN: Roberto Ragone/RFP  
Lower East Side Business Improvement District  
54 Orchard Street  
New York, NY 10002**

The contact person for any other inquiries about the RFP is Anthony Scotto, LES BID Project Manager, who can be reached at 917-494-2973 or by email to [atsgrantwriter@gmail.com](mailto:atsgrantwriter@gmail.com) (please include "General Contractor RFP" in subject line).

The LES BID reserves the right to reject any proposals submitted if such election is deemed to be in the best interest of the LES BID. The LES BID assumes no obligation, no responsibility and no liability for costs incurred by the responding firms prior to the issuance of a contract.

**The current schedule for the General Contractor's work is as follows:**

<b>July 14, 2009</b>	<b>RFP issued</b>
<b>July 22, 2009</b>	<b>Site Visit at 54 Orchard Street, 10 AM*</b>
<b>August 7, 2009</b>	<b>Responses Due</b>
<b>August 28, 2009</b>	<b>General Contract selected, agreement executed</b>
<b>September 14, 2009</b>	<b>Anticipated Work Start Date</b>
<b>October 30, 2009</b>	<b>Anticipated Work End Date</b>

\*Please RSVP for the **site visit** by emailing Anthony Scotto at [atsgrantwriter@gmail.com](mailto:atsgrantwriter@gmail.com) with the subject line "Site Visit."

*In addition to the Bidder's List attached herein, a detailed set of architectural drawings are available for view on the LES BID's website at [www.LowerEastSideNY.com](http://www.LowerEastSideNY.com).*

## **II. ANTICIPATED SCOPE OF SERVICES**

The LES BID is seeking one general contracting firm to complete the renovation of 54 Orchard Street according to the approved architectural plans. The LES BID requests proposals for firms to provide services including but not limited to the scope of work described generally below and in more detail in the attached Schedule A.

The scope of work upon which your firm is invited to submit proposals includes general construction contracting services. Work will include but not be limited to **interior trades** such as demolition, wood finishes, glass, hardware, plumbing, mechanical, and electric.

**Lower East Side Business Improvement District (LES BID) General Contractor RFP** 3  
Renovation to the facility includes 1,780 square feet of administrative office, visitor center, one bathroom, pantry, conference room, and storage space.

The attached **Schedule A** includes a detailed “Project BID List” that provides a detailed summary of the work the General Contractor is expected to perform. Please complete and submit this list with your fee bid (see section b below). Architectural drawings/floor plans are available for your review at the LES BID website [www.LowerEastSideny.com](http://www.LowerEastSideny.com).

### **III. SUBMISSION REQUIREMENTS**

#### The Request for Proposals

Proposals should be provide a straightforward, complete and concise description of the firm’s capabilities to satisfy the requirements of the RFP. The interested candidates must submit their responses by mail only in sealed envelopes clearly marked on the outside with the words “General Contractor Qualification.” **Proposals must be received no later than 5:00 pm EST, August 7, 2009.** Deliver proposals to:

ATTN: Roberto Ragone/RFP  
Lower East Side Business Improvement District  
54 Orchard Street  
New York, NY 10002  
212.226.9010, ext. 14

Interested firms are invited to submit proposals that contain the following information:

#### *a) Experience, Structure and Personnel*

1. A history of the firm’s experience providing General Contracting Services to economic development organizations, municipalities, other government entities, private developers, non-profits, and civic organizations.
2. A description of the firm’s organizational structure, including resumes of the principals and professional staff who would work directly with the LES BID.
3. Samples of up to five (5) major projects that the firm has completed in the area of General Contracting Services. Include the client, the name of the contact person who is able to provide a reference, a description of the nature of the work, the size and complexity of the project, and the amount and the agreed fee arrangements.
4. Any other information that you believe would make the firm’s work on behalf of the LES BID superior to that of other firms or information about your firm’s specialty or particular skill to perform a specific requested service.

#### *b) Fee – Please use Schedule A, “Bid List” as a guide*

1. Total estimated firm fee for completion of the project, and whether the firm would be willing to agree to a cap.

2. The normal hourly rate of each principal and staff member whose resume is provided or whose job category may be required, and the rate used in the proposal.
3. A list of anticipated reimbursable expenses and the rate charged for each.
4. Any reduced fees offered to other municipalities, governmental entities, economic development or nonprofit organizations, and civic organizations.
5. Any other fees or charges.

**NOTE: The fee proposal must be submitted in a separate, clearly-marked, sealed envelope. The fees will not be opened until all proposals have been initially evaluated. Although proposed fees will be taken into account, the LES BID reserves the right to negotiate a lower or different fee structure with any firm that is selected.**

#### **IV. CRITERIA FOR SELECTION**

In evaluating proposals submitted pursuant to this request, the LES BID places high value on the following factors, not necessarily in order of importance:

- Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services to the LES BID.
- Quality of work product as demonstrated in submitted work samples.
- Experience of the firm with comparable projects.
- Number, complexity, and the nature of the General Contracting handled by the firm.
- Conformity with or exceeding of applicable LES BID policies noted herein, including specific policies relating to non-discrimination and affirmative action sub-contracting goals.
- Projected cost of services.

#### **V. INSURANCE REQUIREMENTS**

Insurance and Bonds that the Contractor is required to provide. All Contractors' insurance policies shall be in the name of the Owner, the Architect, the LES BID, and the Lower Manhattan Development Corporation as additionally insured.

- Workers' Compensation: to the limits required by New York State law
- General Liability: \$2,000,000
- Personal Injury: \$1,000,000
- Property Damage \$1,000,000

#### **VI. CONTRACT TERMS AND REQUIREMENTS**

The contents of the proposal prepared by a successful firm, with any amendments provided by the LES BID, will become a part of the contract is signed as a result of this RFP process. The selected firm will be required to:

- Maintain accurate accounting records and other evidence pertaining to costs incurred in providing services, and on LES BID and LMDC request, to make such records available to LES BID and LMDC at all reasonable times during the contract period and for six (6) years after the date of the final payment to the firms under the contract.
- Assume sole responsibility for the complete effort as required by this RFP, and be the sole point of contact with regard to contractual matters.
- Refrain from assigning, transferring, conveying, sub-letting, or otherwise disposing of the contracts or its rights, titles, or interest therein or its power to execute such agreement to any other person, firm, partnership, company or corporation without the prior consent and approval in writing of the LES BID.
- Comply with applicable laws governing projects initiated or supported by LMDC, including all applicable HUD requirements and regulations.

The LES BID reserves the right to terminate any contract entered into as a result of this RFP at any time, provided that written notice has been given to the firm at least thirty (30) days prior to such proposed termination date.

## VII. MISCELLANEOUS CONDITIONS

### A. Obligation Only on Format Contract

The issuance of this RFP, the submission of a response by any firm, and the acceptance of such response by the Lower East Side Business Improvement District, do not obligate the Lower East Side Business Improvement District in any manner. Legal obligations will only arise on the execution of a formal contract by the Lower East Side Business Improvement District and the firm(s) selected by the Lower East Side Business Improvement District. The Lower East Side Business Improvement District's formal contract will consist of more than one schedule and attachment, including one substantially in the form of the accompanying:

- Attachment 1 – “Schedule A”
- Attachment 2 – “LMDC Standard Business Background Search request”
- Attachment 3 – “Workforce Utilization report”
- Attachment 4 – “MWBE Compliance Report”
- Attachment 5 – “Federal Labor Standards Provisions”
- Attachment 6 – “General Wage Decisions NY20030003”
- Attachment 7 – “U.S. Department of Labor Certified Payroll”

The Lower East Side Business Improvement District provides this material for informational purposes only and may amend its schedules from time to time. Responses to this RFP will be prepared at the sole cost and expenses of the proposing firms. No materials submitted in response to this RFP will be returned.

**B. LES BID Reservation of Rights**

The Lower East Side Business Improvement District may (a) amend, modify, or withdraw this RFP; (b) revise requirements of this RFP; (c) require supplemental statements of information from any firm; (d) accept or reject any or all responses hereto; (e) extend the deadline for submission of responses thereto; (f) negotiate or hold discussions with any respondent and to waive defects and allow corrections of deficient responses which do not completely conform to the instructions contained herein; and (g) cancel this RFP, in whole or in part, if the Lower East Side Business Improvement District deems it in its best interest to do so. The Lower East Side Business Improvement District may exercise the foregoing rights at any time without notice and without liability to any proposing firm or any other party for their expenses incurred in the preparation of the responses thereto or otherwise.

**C. Non-discrimination and Affirmative Action Policies**

It is the policy of the State of New York, LMDC and as such the Lower East Side Business Improvement District to comply with all federal, state and local laws, policies, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action in working with contracting parties to ensure that Minority and Women-owned Business Enterprises (“M/WBEs”), Minority Group Members and women share in the economic opportunities generated by LMDC’s participation in projects or initiatives, and/or the use of LMDC funds. As a subsidiary of Empire State Development Corporation (ESDC), LMDC, and its grantees follows ESDC’s non-discrimination and affirmative action policy and will apply it to any contract entered into as a result of this RFP. LMDC has established a 20% M/WBE participation goal for its entire redevelopment project. The selected firm(s) shall be required to use best efforts to provide meaningful participation of United States M/WBEs, Minority Group Members and women in the execution of this contract. A copy of the responding firm’s equal employment opportunity policy statement, Attachment 1 relating to the anticipated workforce to be utilized on the contract and Attachment 2 relating to the anticipated participation by M/WBEs as subcontractors, shall be included as part of the response to the RFP. The ESDC Affirmative Action Unit (“AAU”) is available to assist you in identifying M/WBEs certified by State of New York that can provide goods and services in connection with the contract anticipated by this RFP. If you require M/WBE listings, please call the AAU at (212) 803-3224.

**VIII. AFFIRMATION**

The respondent contractor to execute the following notarized statement:

I, \_\_\_\_\_  
(print name)

as \_\_\_\_\_  
(print full legal title)

of the \_\_\_\_\_  
(print full legal name of company)

located at  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(print legal address)

am familiar with and intend to comply with the letter and intent of this request for proposal.

\_\_\_\_\_  
(signature) (date)

**Schedule A**

TRADE	LOCATION	ITEM DESCRIPTION	COST
<b>DEMOLITION</b>			
GR FL	WORK AREA	<p><b>ELECTRICAL</b></p> <ul style="list-style-type: none"> <li>* Remove existing electrical panel in preparation to install a new panel in a new location</li> </ul> <p>Disconnect any switches, thermostats or controls associated with existing bathroom exhaust vent + mechanical (HVAC) units</p>	
		<p><b>MECHANICAL</b></p> <ul style="list-style-type: none"> <li>* Remove existing exhaust vent running vertically from floor and then across ceiling N/S continuing up to 2nd Fl, and running E/W from rear of space. Cut vent @ rear of space flush with existing rear GWB wall.</li> <li>Remove existing 2 ceiling mechanical units + associated ductwork/ hangers. Dispose of units by donating to Greenbuild or other local reuse center. Metal ductwork to be recycled.</li> </ul>	
WATER		<p><b>PLUMBING</b></p> <ul style="list-style-type: none"> <li>* Remove existing WC, sink and faucet; cap all water + drain lines</li> </ul>	
GAS		<ul style="list-style-type: none"> <li>* Disconnect existing gas line feed to mechanical (HVAC) units</li> </ul>	
		<p><b>CONSTRUCTION</b></p> <ul style="list-style-type: none"> <li>* Remove existing bathroom partitions, door, frame, tile and base to expose existing concrete floor</li> <li>Remove existing mechanical room partitions, door + frame to align with adjacent South GWB rear wall</li> </ul>	
		<ul style="list-style-type: none"> <li>* Remove existing GWB furring over existing exhaust duct from Cellar on South wall</li> <li>* Remove existing wall furring on South wall where possible to expose existing concrete columns + possibly to expose existing building wall - perform exploratory work to determine if possible</li> <li>* Remove existing portion of party wall shared with hallway to prep to receive new exit door</li> </ul>	
		<ul style="list-style-type: none"> <li>* </li> <li>* </li> </ul>	
<b>MASONRY</b>		<ul style="list-style-type: none"> <li>* Patch/repair all exposed cracks and imperfections in existing concrete floor to good condition</li> </ul>	



**STEEL**

- \* Polish entire existing floor to prep to receive new color stain  
Apply new concrete stain by Scofield Systems on entire concrete floor  
Install new glass brick + clay brick wall in new location as shown on drawings using new steel support structure to
  
- Apply new concrete sealer over concrete stain
  
- Install new steel angle, brackets + connections to support new brick wall as shown on dwgs

**ARCH  
WOODWORK  
CARPENTRY**

- |                |   |  |
|----------------|---|--|
| KITCHEN        | * | Install new upper + lower cabinets as shown on dwg   |
| PRIVATE OFFICE | * | Install new laminate 1-1/2" h counter on wall cleats to rest on new filing cabinets (by others)<br>Install new upper cabinets with pre-finished birch interiors, with shelves, and with white laminate flush overlay doors |
| CONFERENCE     |   | Install new full height cabinets in configuration as shown on dwgs with pre-finished birch interiors, with shelves, and with white laminate flush overlay doors on heavy duty concealed hinges                             |
| WORK AREA      |   | Install new full height cabinets in configuration as shown on dwgs, over new file cabinets; use pre-finished birch interiors + fixed shelves, and with white laminate flush overlay doors on heavy duty concealed hinges   |

WOOD DOORS

- \* Furnish + install new 8'-0" solid core doors in widths and locations as shown on dwgs

METAL DOORS

- Furnish + install new 8'-0" hollow metal exit door in width and location as shown on dwgs

**GLASS DOORS +  
WINDOWS**

**GR FL**

- |                 |   |   |
|-----------------|---|---|
| ENTRY VESTIBULE | * | Furnish + install new frameless glass door and glass and 3/4" metal frame fixed panel vestibule in new opening as shown on dwgs. Install new floor mounted closer and C-shaped pull each side. Outside corner of new vestibule to have polished edge. Install new 3/4" plywood box beam to be laminated with 5/8" GWB over at header. |
| PRIVATE OFFICE  |   | Install new 3/4" tempered glass door to match owner furnished similar door, with new top pivot and bottom closer in new location as shown on dwgs<br>Install new 3/4" tempered glass fixed panel with top and bottom 3/4" metal frame to match owner furnished similar panel, in new location as shown on dwgs                        |

**HARDWARE**

- \* Furnish + install new HC lever handle with privacy lock for new doors @ bathroom, storage rooms x 2  
Furnish + install new lever handles for new doors @ storage rooms x 2  
Furnish + install new panic door hardware @ new interior exit door  
Furnish+ install new 4-1/2" X 4-1/2" hinges
- \* Furnish + install new self-closing hinges for new exit door  
Furnish + install new self-closing base pivot hinge with lock + top pivot for Vestibule glass door  
Furnish + install new self-closing base pivot hinge + top pivot for Private Office glass door

**DRYWALL, PLASTER + CARPENTRY**

- \* Furnish + install new GWB partitions as shown
- \* Furnish + install new 2 layer GWB filler with new metal stud backer at area where existing exhaust vent penetrates ceiling to 2nd Fl, rear GWB wall.  
Furnish + install GWB over new framing as shown on dwgs
- \* Install new recessed medicine cabinet and bathroom accessories

**LATH/ACOUSTICS**

Install new suspended grid, lay-in acoustic ceiling tiles in areas as shown on dwgs; use 2'x4' size (Armstrong brand, Tierra type)

**CERAMIC TILE/STONE**

BATHROOM  
CASH/WRAP

- \* Install new ceramic full height wall tile  
Relocate + install existing stone counter to location as shown on drawings

<b>PAINT/ WALLCOVERING</b>		<ul style="list-style-type: none"> <li>* Paint plaster + GWB walls</li> <li>* Paint doors and frames</li> <li>* Paint window frames</li> </ul>	
	<b>PLUMBING</b>	KITCHEN	<ul style="list-style-type: none"> <li>* Install new sink with shut-off valves in new location</li> <li>* Install new faucet in new location</li> <li>Install new water filter + faucet @ sink (drill counter to receive) in new location</li> </ul>
		BATHROOM	<ul style="list-style-type: none"> <li>* Install new water closet in new location</li> <li>* Install new lavatory with shut-off valves in new location</li> </ul>
<b>GAS</b>	<b>2ND FL</b>		<ul style="list-style-type: none"> <li>Install new faucet in new location</li> </ul>
		MECHANICAL ROOM	<ul style="list-style-type: none"> <li>* Furnish + install all new gas piping and shut-off valves to install new HVAC units per manufacturer's specifications</li> </ul>
<b>MECHANICAL</b>	<b>GR FL</b>		<ul style="list-style-type: none"> <li>* Install 2 new HVAC units mounted on rear roof over existing Gr FI space with all associated ductwork, vents +</li> <li>*</li> <li>*</li> <li>*</li> <li>*</li> </ul>
<b>ELECTRIC</b>	LIGHTING	<ul style="list-style-type: none"> <li>* Install new light fixtures in new locations as shown on plans</li> </ul>	
	POWER	<ul style="list-style-type: none"> <li>Install new dimmers and switches as shown on plans</li> <li>Furnish and install new electric door release for main entry door</li> </ul>	
	POWER	<ul style="list-style-type: none"> <li>* Furnish + install new outlets as shown on plans</li> <li>* Furnish + install new GFI outlets as shown on plans</li> <li>* Furnish + install wall mtd tele/data outlets in surface mounted cable box</li> <li>* Furnish + install new cable TV line throughout unit</li> </ul>	
	PANEL WORK	<ul style="list-style-type: none"> <li>* Furnish + install new panel: 200 amps/36 breakers min - actual load + size TBD by architect and electrician</li> </ul>	
		<ul style="list-style-type: none"> <li>* NOTE - ELECTRICIAN TO FILE WITH CON EDISON FOR NEW SERVICE UPGRADE - use existing meter</li> <li>*</li> </ul>	
	LIGHTING	<ul style="list-style-type: none"> <li>* Install new light fixtures in new locations as shown on plans</li> <li>Install new dimmers and switches as shown on plans</li> </ul>	
	EXIT SIGNS	<ul style="list-style-type: none"> <li>* Install new exit signs as shown on plans</li> </ul>	

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<p><b>SPRINKLER</b></p>	<p>EMERGENCY LIGHTS</p>	<ul style="list-style-type: none"> <li>* Install new emergency lights as shown on plans</li> </ul>	
	<p>THRU-OUT</p>	<ul style="list-style-type: none"> <li>* Redo existing +/- or install new concealed type sprinkler heads where required, where ceiling is dropped</li> </ul>	
<p><b>INSPECTIONS</b></p>		<ul style="list-style-type: none"> <li>* Complete sprinkler inspection and sign-off</li> <li>* Complete plumbing inspection and sign-off</li> <li>* Complete electric service upgrade and sign-off</li> </ul>	
<p><b>EXCLUSIONS</b></p>		<ul style="list-style-type: none"> <li>* Kitchen cabinetry, kitchen appliances, plumbing fixtures, kitchen countertops + installation, bathroom fixtures, fittings, medicine cabinets + accessories, bathroom countertops + installation, bathroom vanity, light fixtures, furniture, hardware, tile, kitchen flooring, wood floor, water filter, doors + frames except entry door + frame</li> <li>* Electrical work except as specified above</li> </ul>	

**[End of Schedule A – Project Bid List]**