

SONS OF THE REVOLUTION IN THE STATE OF NEW YORK, INC.

Request for Proposals

Architectural and Engineering Services

For

Cultural Enhancement Master Plan & Feasibility Study

At

Fraunces Tavern ®Museum

54 Pearl Street, New York, NY

DESCRIPTION

Fraunces Tavern Museum (FTM) is soliciting proposals for architectural/engineering services relating to the planning and implementation of cultural improvements & HVAC upgrades to protect the Magna Carta on loan and special exhibit.

PROPOSAL SUBMISSIONS

Submission of sealed, detailed proposals shall be delivered to FTM at the address set forth below in triplicate on or before 5:00 p.m., November 11, 2007 clearly marked with (i) the respondent's name and (ii) "FTM Proposal". Faxed or emailed proposals will not be accepted. Proposals submitted after this date and time will be deemed to be invalid. Relevant documentation must be included [i.e. current State Licenses and Valid Certificates of Insurance]. **Each package must be complete or it may be disqualified.** Proposals will be evaluated on adherence to the "scope of work," interviews, availability, reliability, price, terms, project control measures to monitor schedule and budget, the technical merits of the proposal, financial stability of respondent, project approach, overall responsiveness to this RFP, and any other factors deemed relevant by FTM.

All communications relating to this RFP shall be addressed to:

Richard A. Gregory, Executive Director
Fraunces Tavern Museum
54 Pearl Street
New York, NY 10004
Tel. 212-425-1776 Ext: 11
Fax. 212-509-3467

To allow enough time to answer any questions or clarify any discrepancies, respondents must notify FTM's designated representative of anything that appears unclear or inaccurate in this RFP no less than 48 hours prior to the deadline for submissions.

1.0 PROJECT PARAMETERS

1.1 The Owner's Designated Representative

Coordination of FTM's Requirements will be through:

Richard Gregory, Executive Director
Tel. 212-425-1776
Fax. 212-509-3467

1.2 Governing Agencies

All services to be performed in connection with the proposed project will be subject to all Local, State, and Federal laws, ordinances, regulations and Building Codes including the Secretary of the Interior's Guidelines for Historic Preservation and the requirements of all of FTM's public and private funding sources, including, without limitation, the Lower Manhattan Development Corporation (LMDC).

2.0 SCOPE OF WORK SUMMARY

As part of FTM's Cultural Enhancement Fund Program, respondent shall plan and take remedial measures related to the rehabilitation and replacement of the HVAC system for its public facility at 54 Pearl Street and four (4) connected buildings comprising the Fraunces Tavern Museum Complex (the program"). Respondent is expected to conduct a feasibility study and create an HVAC master plan, including short-term remediation measures, that is intended to assist in the preservation of the museum's collections and historic buildings as well as to provide and enhance visitor comfort.

Sons of the Revolution in the State of New York ("SRNY") is a not-for-profit organization devoted to educating the public about the struggle to achieve American liberty. SRNY owns and operates Fraunces Tavern Museum, which serves the public through permanent and temporary exhibitions, films, symposia and publications that preserve and present the history of Fraunces Tavern and the collections of materials relating to its 287 year history.

A. Activities

FTM will be responsible for administering the Program in a manner satisfactory to LMDC and consistent with any standards required as a condition of providing these funds. Such Program will include the following activities eligible under HUD's CDBG Program:

Program Delivery

- | | |
|-------------|--|
| Activity #1 | Program Planning
Program planning, including respondents preparation of draft feasibility study and an HVAC master plan in connection with the rehabilitation and replacement of the HVAC system at FTM's public facility, as well as FTM's review thereof. |
| Activity #2 | Equipment Purchase
Proposer shall specify HVAC equipment in accordance with the HVAC master plan to enhance FTM's public facility. |

B. Levels of Performance

In addition to the normal administrative services required as part of this Agreement, respondent agrees to provide specific levels of program services for each activity set forth in Section 2.A above, such as the percentage of the activity to be completed by a specific date or other measurable milestones, including without limitation, as more fully set forth in the below chart and in Exhibit 1 attached hereto.

3.0 SCHEDULE

The respondents to this RFP should understand that scheduling is of importance in this project and will be considered in the evaluation of proposals. By submitting a proposal, respondents agree that should FTM determine, in its sole discretion, to proceed with the project, the respondent can and will perform the services in accordance with the proposed schedule outlined below.

<u>Activity #</u>	<u>Performance Target</u>	<u>Estimated Completion Date</u>
1	Proposal Acceptance	11/11/07
	Provide a final feasibility study.	12/1/07
	Provide a final HVAC system master plan that includes, drawings, schedule and short-term mediation measures.	2/1/08
2	Submit equipment list and budget.	2/1/08
	Purchase of HVAC equipment.	3/1/08
	Program Completion	9/1/08

4.0 PRICING

Exhibit #1 must be completed and submitted with all proposals. The stipulated Sum[s] specified must include any and all cost expenditures for the completion of the work inclusive of overtime or shift work necessary to adhere to the schedule and related items as described in this RFP and shall remain firm and fixed for a period of ninety (90) days from the date of FTM's receipt of the proposal.

5.0 OTHER RESOURCES

FTM will provide to the successful respondent copies of previously obtained studies, historical research environmental studies, reports from exhibit designers, and reports from consultants.

6.0 FORMAT OF PROPOSALS

All responses to this RFP must conform to these instructions. Failure to conform may be considered appropriate cause for rejection of responses.

Proposals must set forth full, accurate, complete, yet concise information as required by this RFP. The proposal should include:

- **Respondent information** – Include complete name of company, name of contact person, business address, phone, fax, email, and Federal taxpayer identification number.
- **Organization description** - Describe the principal business and size of the organization, date of establishment, where incorporated (if a corporation), and number of years engaged in business under present firm or trade name. Include copies of appropriate licenses, certificates of insurance (as required below), etc.
- **Statement of Qualifications** – Submit a statement of qualifications to provide full architectural/engineering services related to the restoration of 10 to 20 max historic buildings utilizing green technology. Include a list of sustainable projects completed or currently involved with.
- **Methodology** - Explain methods for each element of the work described in this RFP, and how outcomes will be achieved.
- **Availability** - List work currently under contract and ability to meet time schedules outlined above. Explain extent to which qualified staff will be available to provide the services offered.
- **Work plan** - Submit a work plan. The plan should indicate work days required by discipline (architect, engineer, etc.) and by activity.
- **Budget and cost** - Provide a maximum, lump sum fee for this project. Identify personnel. All expenses (travel, per diem, telephone, photocopying, etc.) are to be included in the proposed budget.
- **Attachments** - Please complete and attach Exhibit 1 to this RFP to your proposal.
- **Form of Contract** – The successful respondent will be required to execute and deliver a contract to FTM.

7.0 INSURANCE

Respondents must provide an acceptable Certificate of Insurance as evidence of financial responsibility as part of their proposed with the following limits of coverage.

7.1 Automobile Liability- \$1,000,000

7.2 Workers Compensation & Employers Liability-Statutory

7.3 Professional Liability- \$1,000,000

7.4 General Liability (including property damage) - \$1,000,000

7.5 Umbrella Liability- \$1,000,000

7.6 Special Instructions-The successful respondent must supply a certificate of insurance in form and substance satisfactory to FTM naming FTM as an additional insured. FTM also requires that all subcontractors who will work on the project provide adequate proof of the aforementioned coverage and amounts.

8.0 COMMUNICATIONS

Provide a name of the employee in your firm that is responsible for this bid and may be contacted to discuss this proposal: _____

Telephone _____ Fax# _____

Email address _____

9.0 SERVICES TO BE PROVIDED BY FTM

Any services that must be supplied by or on behalf of FTM and not by the respondent must be clearly identified by the respondent in its proposal. All services to be performed by the successful respondent must be performed to the satisfaction of FTM.

10.0 BID VALIDITY

In submitting a proposal, respondents agree that the proposal will remain valid for a period of **ninety (90) days** from the date of receipt at the FTM office headquarters in 54 Pearl Street, and may be extended beyond that time through mutual agreement.

If FTM determines, in its sole discretion, to proceed with the project, the successful respondent must execute and deliver the Agreement and furnish valid Certificates of Insurance to FTM prior to the commencement of any services.

11.0 GENERAL

FTM is a nonprofit 501(c)(3) organization and is therefore exempt from applicable sales taxes.

The project is proposed to be funded through a variety of public and private grants and donations including a grant from the LMDC. The successful respondent must comply with all required rules, regulations, and documentation requirements associated with these funding sources.

It is the responsibility of the respondent to ensure that they have received all addendums to this RFP prior to submitting a proposal.

This RFP is not binding on FTM.

This RFP has been prepared solely to solicit proposals and does not constitute a contract offer.

FTM reserves the right to revise or amend the scope of services set forth above as it deems necessary.

FTM reserves the right to amend, cancel, postpone or withdraw this RFP at any time if it is in the best interest of FTM to do so.

FTM reserves the right to reject all or any part of all proposals; to waive informalities and technicalities; and to accept the proposal which FTM deems to be in its best interest, whether or not it is the lowest dollar proposal.

All proposals shall be submitted at the sole cost and expense of the party submitting the proposal.

The final selection shall be made based upon a fixed price contract amount, and shall be awarded to the most responsive and responsible respondent, not necessarily the lowest proposal amount. FTM reserves the right to have legal counsel review the proposals.

FTM is an Affirmative Action/Equal Opportunity Employer, and small, minority, and women-owned businesses are encouraged to respond to this RFP.

12.0 SCOPE OF ARCHITECTURAL/ENGINEERING SERVICES

The Services of the Architect for this proposal are to include but are not limited to those summarized on Exhibit 1 attached hereto.

EXHIBIT 1 Basic services for Project

The services of the Architect for this proposal are to include but are not limited to those summarized below.

Scope of Architect's Services	Included	Not Included	Remarks
FEASIBILITY PHASE:			
1. Provide an Inventory for the following items: Significant Cultural Features. Significant and character defining features of existing buildings			
2. Analyze the inventoried information in relationship to the proposed development to determine the potential impacts to existing building features.			
3. Identify building opportunities and constraints.			
4. Develop strategies for the appropriate conservation of existing buildings while maximizing development potential of the property			
MASTER PLAN			
1. Review the program, schedule, and construction budget to ascertain the Scope of Architectural Services			
2. Provide analysis of the Owner's needs and programming requirements for the Project (including ADA access)			
3. Assist in developing the program, schedule, and construction budget to ascertain the Scope of Architectural Services.			
4. Review the building use, materials, building systems and equipment			
5. Provide services to investigate existing conditions and make measured drawings			
6. Provide services to verify the accuracy of drawings or other information provided by the Owner.			
7. Review with the Owner the method of project delivery			
8. Prepare schematic design documents, scale drawings and specifications			
10. Submit to Owner final schematic design.			
11. Attend progress meetings.			
12. Analyze comparative systems with engineers and consultants; select systems			

(including life-safety systems) to be used in the project. Determine system space and location requirements with appropriate consultants.			
DESIGN DEVELOPMENT PHASE			
1. Conduct and/or attend coordination meetings with Owner and consultants			
2. As documents develop, confer and obtain preliminary review from regulatory agencies			
3. Obtain Owner's standards and requirements for documents format and other presentation materials			
4. Provide detailed surveys, and inventories of material and equipment			
5. Perform investigations of existing space.			
6. Prepare design development documents.			
7. Prepare or edit outline specifications for building systems and pre-engineered systems.			
8. Review results of special studies.			
9. Coordinate special design criteria.			
10. Submit design development documentation for approval.			
11. Revise schematic opinion of probable construction costs.			
CONSTRUCTION DOCUMENTS PHASE			
1. Prepare construction documents			
2. Designate elements to be designed by specialty engineers and pre-engineered systems.			
3. Coordinate MEP plans, specialty engineers and pre-engineered systems.			
4. Conduct and/or attend coordination meetings with Owner and consultants.			
5. As documents develop, confer and obtain further review from regulatory agencies.			
6. Assist in the preparation of the necessary bidding information and forms.			
7. Assist the Project manager in preparing bidding documents for bidder.			
8. Revise opinion of probable costs.			
9. Make revisions to construction documents as required.			
BIDDING NEGOTIATION PHASE			
1. Assist in evaluating bidder's qualification			
2. Provide clarification as needed			
3. Attend Pre-Bid Conference			
4. Assist in Bid evaluation and			

contractor selection			
CONSTRUCTION ADMINISTRATION PHASE			
1. Attend weekly coordination meetings for the duration of the project			
2. Assist in establishing procedures for testing & inspections.			
3. Assist in establishing communication procedures.			
4. Assist in confirming submittal procedures.			
5. Assist in selection of testing and inspections.			
6. Respond to LMDC agency.			
7. Review specified submittals			
8. Make site visits at appropriate intervals			
9. Review testing and inspection reports.			
10. Review and approve contractor progress payments.			
11. Provide interpretations of construction documents.			
12. Provide recommendations regarding claims, disputes and other matters relating to the execution of the work.			
13. Assist in determining whether non-conforming work shall be rejected.			
14. Review Change Orders, field directives, Requests for Information prepared by the Project Manager.			
15. Render written decisions on all claims, disputes, or other matters in question relating to the work.			
POST OCCUPANCY EVALUATION PHASE			
1. Assist in developing the final punch list of all elements.			
2. Prepare a set of reproducible documents showing significant changes in the work made during the construction.			

12.1 Reimbursable Expenses

Please mark in the appropriate area.

SCOPE OF ARCHITECT'S SERVICES	INCLUDED	NOT INCLUDED	REMARKS
1.) Travel expenses in connection with pre-authorized out-of-town-travel			
2.) Authorized long distance communication using telephone services			
3.) Expense of Authorized express Deliveries			
4.) Expense of printing costs			
5.) Expense of renderings, models, and mock-ups			
6.) Expense of insurance coverage requested by Owner			

Note: All authorized reimbursable expenses are to be billed to FTM with surcharge not to exceed 10%.

EXHIBIT 1 QUOTATION

Name and address of Firm _____

The following fees apply for the Scope of Services as described and included in paragraph 2.0 **Project** Compensation will be invoiced monthly on a percent complete by Phase with a _____ percent (____%) retainage.

Analysis and Feasibility Phase	\$
Master Plan Phase	\$
Design Development Phase	\$
Construction Document Phase	\$
Negotiation Phase	\$
Construction Administration Phase	\$
Post Occupancy Phase	\$
Total for All Phases	\$

The following fees apply for the Scope of Services described in the preceding pages should the Owner elect to perform the work on an hourly basis. Compensation will be invoiced monthly for hours expended in that specific month with a _____ percent (____%) retainage.

	STANDARD RATE	OVERTIME RATE
Principal	\$	\$
Project Director	\$	\$
Project Architect	\$	\$
Senior Designer	\$	\$
Designer	\$	\$
Job Captain	\$	\$
Draftsman	\$	\$
Administrative Support	\$	\$