

REQUEST FOR PROPOSALS

Construction Services to Provide Replacement Chiller and New Boiler
for Henry Street Settlement,
Abrons Arts Center at 466 Grand Street, New York, New York, 10002

RFP Release Date: October 18, 2011

Proposals Due: November 8, 2011

Confidentiality

The contents of this Request for Proposal (RFP) are considered Confidential Information. The company receiving this RFP shall not disclose to anyone, other than its employees directly connected with responding to this RFP, any information concerning this request or any information obtained in subsequent RFP-related communications. No information contained in this RFP shall be duplicated, used, or disclosed without the prior written consent of Henry Street Settlement.

Information in this RFP can only be distributed with written permission from Ettinger Engineering Associate (EEA) and Henry Street Settlement (HSS). Furthermore, no news releases, public announcement, or any other reference to this request may be made without prior written consent from HSS, which consent may be withheld for any reason solely at HSS's discretion.

Introduction

Henry Street Settlement opens doors of opportunity to enrich lives and enhance human progress for Lower East Side residents and other New Yorkers through social services, arts, and health care programs.

Founded in 1893 by social work pioneer Lillian Wald and based on Manhattan's Lower East Side, the Henry Street Settlement delivers a wide range of social service and arts programming to more than 100,000 New Yorkers each year. Distinguished by a profound connection to its neighbors, a willingness to address new problems with swift and innovative solutions, and a strong record of accomplishment, Henry Street challenges the effects of urban poverty by helping families achieve better lives for themselves and their children.

Henry Street's core divisions include a multidisciplinary arts center, shelter and supportive services, behavioral and health services, senior services, home care services, a workforce development center, day care centers, and after school and summer programs for neighborhood youth.

Project Description

Ettinger Engineering Associates is the MEP/FP Engineer of Record and Project Manager for the Henry Street Settlement in which our mechanical engineering services for the rehabilitation and upgrade of its heating & air conditioning systems at the Abrons Arts Center, 466 Grand Street have been contracted.

The Abrons Arts Center is a multi-purpose arts facility with three theater spaces including Henry Street Settlement's 1915 Harry DeJur Playhouse, dance studios, exhibit spaces, classrooms for visual arts and music, and administrative spaces.

Ettinger Engineering Associates acting on behalf of Henry Street Settlement seeks services from a firm that possesses a strong track record of working with non-profit organizations on phased construction projects. The firm must and have a strong track record of working in the City of New York and be aware of the various complications and issues that arise, including dealing with public agencies and building code regulations.

This project is generously funded by Lower Manhattan Development Corporation, and the firm must comply with all reporting regulations associated with these funds.

Abrons Arts Center Existing Systems

Air conditioning

The building was originally designed with central chilled water and Con Edison steam plants. There are two separate chillers installed in the cellar mechanical space:

- Non operational 100 ton steam absorption chiller
- 50 ton split air cooled chiller

The steam absorption chiller utilizes steam purchased from Con Edison and is provided with condenser water piping from a roof cooling tower. This chiller and cooling tower have not been operational for the last 20 years.

The 50 ton split air cooled chiller is the main source of air conditioning for the central building system. This chiller is over 30 years old, in poor condition, and requires constant maintenance and repairs.

There are also two small (5-ton each) split air cooled system used for auditorium and studios and a rooftop unit designated for the stage area in the Harry DeJur Playhouse. The rooftop unit is rarely used due to the obvious noises it creates above the stage.

Heating

The building is provided with high pressure Con Edison steam, utilized for air conditioning and heating. There are four separate PRV stations that distribute steam as follows:

- Steam absorption chiller (currently not in operation).
- Instantaneous water heater for preparation of domestic hot water
- Playhouse building to the steam baseboard radiators and provide coil inside the water storage tanks on the roof for freeze protection.
- Steam heating coils in the air handling units and heat exchanger for the hot water to fan coils.

Exiting steam stations and steam valves appear to be in poor condition. The valves are leaking. Piping and joints are corroded. The entire system is inefficient. This results in substantial steam loss and escalated utility bills from Con Edison. The existing steam system and PRV's, if utilized for the proposed alteration, should be removed in its entirety and a completely new system and PRV's with control shall be installed.

Air Handling Units

The building is air conditioned and heated via seven central stations air handling units. Units are located throughout the building as follows:

- (4) In the cellar of main mechanical space of new building.
- (1) Cellar of old theater building.
- (1) 1st floor MER.
- (1) 2nd floor MER.

Each unit is provided with outside air ductwork, chilled water, and steam coil. These units appear to be in fair condition. According to the existing drawings these units are served via their designated chilled water loop and circulating pump.

In addition small fan coil units are located throughout the building in offices, hallways, and the vestibule. These units utilize one coil to provide either cooling or heating and are connected to a two-pipe system (chilled water/hot water loop). As indicated on the original drawings this dual temperature loop shall have designated pump and shall operate independently from the air handling units.

These air handling units and fan coils are the original installed equipment. They appear to be in fair condition and can remain for some period of time until additional resources will become available.

Over the years the pumping and system operations has been changed and integrated into one loop. The pumps and systems do not provide independent operation for the air handlers and fan coils. This equipment operates simultaneously for either heating or cooling.

Building Electrical Service

Incoming utility power is supplied by Con Edison. The service is 120/208 volts, three phase, and four wires with a Con Edison current transformer cabinet attached to a KWH meter. This service enters the main switchgear room located in the basement and appears to terminate in (3) three services disconnect switches as follows:

- 1600A service switch supplying power to MDP-2 located in the basement.
- 800A service switch supplying power to MDP-1 located in the main switchgear room.
- 1200A service switch supplying power to the MDP distribution panel located in the old building.

The existing electrical service and distribution equipment appear to be in fair condition and are adequate for the present building load requirements. The incoming service also has some spare capacity for possible future expansion and addition of air cooled chiller.

Scope of Work (Mechanical System)

The proposal shall include implementation of a proposed scheme that has previously been explored. This scheme is as follows:

Abandon in place absorption chiller, remove split air cooled chiller, cooling tower, steam PRV stations and piping, located in the steam room etc. Disconnect and capped steam main and notify Utility Company,

Furnish and install a new gas absorption chiller on the roof with total capacity of 150 tons with closed circuit cooling tower on the roof. Utilize and extend existing dunnage to accommodate chiller and cooling tower with all pumps and controls. Also as per code provide water side economizer cycle bypassing the condenser water from chiller to building system.

Existing condenser water risers shall be connected to the chiller and converted & insulated to be utilized for chilled water circulation down to cellar. These risers shall provide with vapor barrier and insulation. Utilize existing pumps located in the cellar with new valves and fitting for piping alteration to feed the building. Under this scheme electrical modifications will be required and additional electrical power will be utilized.

For heating furnish and install two modular 1000 MBH each gas fired hydronic boilers on the roof. New hot water supply & return piping shall run from boilers to the existing pumps to feed the building all air handling units and perimeter fan coils units. Controls for all existing air handlers shall be modified to convert existing chilled water coils to dual temperature coils. Provide and install new separate chilled water piping with all controls to AHU # 3 and AHU # 8 for winter cooling.

Provide and install two new horizontal fan coil unit one in the cellar to feed auditorium and one for Experimental Theater for additional cooling and heating with winter cooling option.

For domestic hot water provide and install one plate and frame heat exchanger with separate hot water circulator to provide domestic hot water.

Scope of Work (Plumbing System)

Provide new 4 inch gas main line with a new gas meter room. Gas piping shall run from cellar to feed the roof for boilers and chiller. A new gas booster pump shall provide at the roof to boost the gas pressure to operate the chiller and boilers. Provide interlock as needed

Scope of Work (Electrical System)

We recommend the following modifications to the buildings electrical service:

- Utilize existing 400A spare switch in the existing switchboard MDB#2
- Connect new 400A panel (PP-R1) in the cellar level to the existing switch on MDB#2 made available after demolition work and removal of existing HVAC equipment. describe on Mechanical scope.
- Tap the bus bar at MDB#2 with 4#350 MCM +G and run feeders to the 3rd floor to feed a second new 400A panel (PP-R2) on the third fl.
- Connect all new Mechanical equipment to these 2 new panels as shown on riser diagram E-100.00.

Additional Scope Information

In addition, minor architectural modifications will be required to accommodate new mechanical/electrical systems electrical conditions, demolition, and shall include furring of patching, painting, etc. of the areas affected and should be considered in your proposal.

Ettinger Engineering has provided as an attachment to this RFP the following design drawings and equipment specifications to study and utilize for your proposal for the following:

- Mechanical Drawings
- M-001, M-002, M-003, M-004, M-100, M-101, M-102, M-103, M-104, -M-105 and M-200
- Plumbing Drawings
- P-001, P-100 and P-110
- Electrical Drawings
- E-001 and E-110

Submission Process

All pre-submission inquiries should be directed to Mr. Eric Ettinger, Owner, Ettinger Engineering Associates via email at eric@ettingerengineering.com or by phone at 212/244-2410.

Arrangements to visit the facility to facilitate the bidding process should be made by phone with Renee Epps, Chief Officer for Facilities of the property at 212/766-9200 ext 226

Proposals must meet the requirements stated in this RFP. Electronic submissions in PDF format will be accepted. Exhibits, including renderings and visuals, may be presented in printed format, on disk or file attachment. The proposal should be submitted with the following information written on the outside of an envelope or in the body of the e-mail: **Firm name, address and contact name and phone number.** Proposals should be received no later than November 7, 2011, addressed to:

Mr. Eric Ettinger
Ettinger Engineering Associates
505 Eighth Avenue, 24th Floor
New York, NY 10018
eric@ettingerengineering.com

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

I. Experience, Structure, Personnel

- a. Description of the firm's experience with not-for-profit organizations.
- b. List of names including the firm's licensed professional(s) leading the project and principals and staff who would work directly with Henry Street Settlement.
- c. Relevant experience of up to five projects completed in the area of service requested. Include the client name and a contact person as a reference, as well as a description of the nature and complexity of the project.
- d. Other information that would make the firm's work for *HSS* superior to that of other consultants.

II. Methodology

- a. A description of how the firm would approach the anticipated scope of services set forth in this RFP.
- b. A preliminary timetable describing the various steps in the process, and including any additional information that proposer deems relevant.

III. Fee

- a. The basis for and total estimated fee to complete the project.
- b. The normal hourly rate of each principle and staff member whose would work on the project, or whose job category may be required.
- c. Any other fees or charges, including expenses.

IV. Contact Information

- a. On the cover sheet of your proposal please provide the name and address of the firm, the year it was established, and the contact person's name, e-mail, telephone and fax.

Contract Terms and Requirements

The contents of the proposal prepared by the successful consultant, with any amendment approved by *Ettinger Engineering Associates (EEA) and Henry Street Settlement(HSS)* will become a part of the contract that is signed as a result of this RFP process. The selected firms will be required to:

- Work with *Henry Street Settlement* and their consultants on all matters that may arise in connection with the project.
- 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, subletting or otherwise disposing of the contract 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 from *Ettinger Engineering Associates (EEA) and Henry Street Settlement*.
- *Ettinger Engineering Associates and Henry Street Settlement* 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 at least thirty days prior to such proposed terminating date.
- Comply with applicable law governing projects initiated or supported by Henry Street Settlement funder, the Lower Manhattan Development Corporation, including all applicable HUD requirements and regulations.

Evaluation and Selection Procedures

Proposals will be evaluated by *EEA and HSS's* staff, based on the following criteria. The designee will be the proposer whose submission the selection committee judges best overall based on these criteria. In evaluating proposals, *EEA and HSS* will use the following criteria:

- Fee
- Experience with not-for-profit organizations
- Experience of key staff identified in the proposal
- Experience and quality of any subcontractors proposed
- Experience with working with the Department of Buildings, the Lower Manhattan Development Corporation and other New York City and New York State agencies
- Experience with similar projects
- Organizational capability

EEA and HSS will only consider proposals that meet satisfactory levels of the above criteria. *EEA and HSS* are not required to accept the proposal that includes the lowest fee. *EEA and HSS's* acceptance of a proposal does not imply that every element of that proposal has been accepted. *EEA and HSS* cannot consider any proposal that does not comply with stated requirements. Proposals that do not meet these requirements will not be evaluated.