



Lower East Side BID
70 Orchard Street
New York, NY 10002
212.226.9010
www.LowerEastSideNY.com

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 70 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 both the ground floor and cellar spaces at 70 Orchard Street, which total roughly 1,320 square feet (ground floor, 720 square feet; cellar, 500 square feet). The LES BID will also have use of the yard.

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. Work will take place in both the interior (ground and cellar levels) and exterior (sidewalk and yard). The usage of these spaces is as follows: a) **Ground Floor**: Visitor Center to accommodate five to ten visitors at a time and one staff person, and LES BID administrative offices for five staff people; b) **Cellar**: file storage and work space; c) **Yard**: gathering place for events.

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, January 30, 2009. Work will be scheduled to begin (pending receipt of necessary Department of Building permits) no later than Monday, March 2, 2009. An inspection of the premises may be made at anytime convenient to the architect and the LES BID office by first making an appointment with the LES BID Project Manager.

Delivery of proposals is to be made to:

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

The contact person for any other inquiries about the RFP or to schedule a site visit is Anthony Scotto, LES BID Project Manager, who can be reached at 917-494-2973, from Monday to Friday, 10 am to 6 pm.

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:

December 30, 2008	RFP issued
January 30, 2009	Responses Due
February 13, 2009	General Contract selected and agreement executed
March 2, 2009	Anticipated Work Start Date
April 30, 2009	Anticipated Work End Date

In addition to the Bidder's List attached herein, a detailed set of architectural drawings will be available for view by January 9, 2009 on the LES BID's website at www.LowerEastSideNY.com.

II. ANTICIPATED SCOPE OF SERVICES

The LES BID is seeking one general contracting firm to complete the renovation of 70 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.

A. Scope of Project

The LES BID is seeking one general contracting firm to complete the renovation of 70 Orchard Street (ground, cellar and yard) according to the approved architectural plans.

B. Scope of Project

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, structural steel and wood, wood finishes, glass, doors and windows, hardware, plumbing, mechanical, and electric; as well as **exterior trades** such as brick and masonry. Renovation to the interior facility includes 1,320 square feet of administrative office, visitor center, two bathrooms, conference room, and storage space. Renovation to the exterior includes cement pavers and woodwork in yard (375 square feet).

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).

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, January 30, 2009.** Deliver proposals to:

ATTN: Roberto Ragone/RFP
Lower East Side Business Improvement District
72 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 complete using format provided in the Project Bid List, Schedule A (attached herein) as well as answering the following:

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 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

PROJECT BID LIST

TRADE	LOCATION		ITEM DESCRIPTION	COST
DEMOLITION			SITework	
	GR FL	*	Remove exist dirt fill in rear yard to size indicated for new light well - retain fill for use elsewhere on site	
		*	Remove exist concrete slab over exist rear stair to yard from Cellar to prepare to receive new hatch door	
			BRICK, MASONRY + STONE, CONCRETE	
		*	Remove existing brick infill in 2 exist fireplace openings	
		*	Remove exist brick infill in exist 3 openings in East wall back to height of exist lintels; avoid damage to jambs + provide straight cuts if necessary to maintain exist straight line @ jambs. Save any bricks that match exist walls for future use	
	CELLAR	*	Remove exist foundation wall to prepare for new lightwell as shown on dwgs.	
			PARTITIONS, DOORS, FRAME, CEILING	
	GR FL	*	Remove exist. metal + glass storefront, showcases	
		*	Remove exist. gypsum wallbd cover over exist. front gate	
		*	Remove exist. infill partition, door + frame in exist. N wall opening between 2 adjacent storefronts	
		*	Remove exist. plaster wall finish, rear door + frame on entire North, East brick walls	
		*	Remove exist. partially constructed metal stud + gypsum wall bd wall adjacent to existing exit door to interior hallway as shown on demo plans	
		*	Remove exist. rear bathroom walls, door, frame and finishes	
		*	Remove exist. plaster ceiling where damaged in center of space back to stable surface @ exist. clg. joists	
	CELLAR	*	Remove exist. South demising wall including plaster wall, framing, columns and transverse beam. Shore up exist joists as directed by Str Eng to maintain structural integrity	
		*	Remove existing metal door and frame between 70 + 72 Orchard St	
			FLOOR	
	GR FL	*	Remove existing flooring throughout entire space on a layer by layer basis. Verify with Arch + Str Eng suitability of exposed surfaces to support proposed new finish flooring	
		*	Remove exist tile floor in exist bathroom	
			PLUMBING	
		*	Remove exist wc, lav and faucet	
		*	Remove exist rear wc drain branch that connects to front wc continuous drain in preparation for new cont wc drain	
	GR FL/ CELLAR	*	Remove any exist non-working plumbing or heating pipes - verify w/ Arch prior to starting	
			TRIM	
		*	Remove exist. baseboards + trim throughout	
			Remove exist. bathroom wall tile + floor tile	

MISC CONSTRUCTION			
	GR FL	*	Remove exist sidewalk hatch to prepare to receive new hatch in exist location
CONCRETE			
	GR FL	*	Install new sidewalk and steel curb in front of entryway
	YARD	*	Repair exist concrete foundation walls @ stair to yard from Cellar to good condition per instr by Str Eng
		*	Furnish + install new poured concrete slab in new location to close opening @ Cellar stair to yard
		*	Fabricate new light well perimeter walls + footing, floor slab as shown on dwgs
	CELLAR	*	Furnish + install new poured concrete footings for new str columns
		*	Grind exist poured concrete slab to smooth condition, patch any holes or irregular surfaces, seal with 3 coats semi-gloss concrete sealer
BRICK + MASONRY			
	GR FL	*	Furnish + install new 2 width thick brick infill wall in exist opening in North brick wall between storefronts in brick to match exist brick
		*	Clean exist stripped brick North + East walls of any remaining plaster, brush to remove any loose grout, seal with clear matte masonry sealer - 2 coats minimum
		*	Repair/ replace to new trimmed condition in existing fireplace openings
		*	Repair + refurbish 3 total exist masonry openings to good condition per direction by Str Eng
	CELLAR	*	Repair + refurbish 1 total new masonry openings to good condition per direction by Str Eng
		*	Repair + refurbish existing stair to rear yard to good condition
STR STEEL			
	GR FL	*	Furnish + install new metal stud partitions in new locations
	CELLAR	*	Furnish + install new structural lintel in 2 sections to create new opening for new rear yard light well as shown on drawings
		*	Furnish + install new steel stair + handrail with concrete fill treads in new location
		*	Furnish + install new steel transverse beam and columns in new location @ new Cellar South demising wall
WOOD - STRUCTURAL			
	GR FL	*	Remove damaged or inadequate exist floor joists per direction of Str Eng and replace with new or sistered wood floor joists
		*	Sister front entry wood joists as per Str Eng to accommodate new sloped front interior ramp
		*	Furnish + install new plywd subfloor over wood joist floor @ front to slope up from sidewalk to level of rest of interior
		*	Furnish + install new plywd subfloor over wood joist floor to level condition; prior to installation verify new minimum height of finish floor in relation to exist sidewalk height
		*	Furnish + install new reclaimed wood Director's Office door frame

WOOD - FINISH			
	GR FL	*	Furnish + install new full height plywood storage closets with shelves @ Director's Office to support new glass office entry
	CELLAR	*	Furnish + install new lower and Kitchen upper cabinets
FINISHES			
	GR FL	*	Furnish + install new mold-resistant gypsum wall board finish, 2 layers 5/8 " Type X ea side, staggered joints @ bathroom demising walls
		*	Furnish + install new gypsum wall board finish, 1 layer ea side, staggered joints @ bathroom interior walls
GLASS, DOORS + WINDOWS			
	GR FL	*	Furnish + install new tempered glass storefront, including fixed panels and door in new frame
		*	Furnish + install new fixed + operable aluminum frame and low-E insulated glass windows in new openings @ rear
		*	Furnish + install new aluminum frame and low-E insulated, safety glass door in new opening @ rear
		*	Furnish + install new solid core wood bathroom door
		*	Furnish + install 2 new 1-1/2 hr fireproof, self-closing doors + frames to Cellar stair
		*	Furnish + install new tempered glass door + surround with new reclaimed wood door frame @ Director's Office
		*	Furnish + install 2 new solid core wood closet doors
	CELLAR	*	Furnish + install 4 new 1-1/2 hr fireproof, self-closing doors + frames
		*	Furnish + install 2 new solid core wood doors
		*	Furnish + install new structural glass in metal frame in new concrete opening @ rear light well
HARDWARE			
		*	Furnish mortise latch-sets for new interior doors
		*	Furnish hinges + closers for new doors
EQUIPMENT			
	CELLAR	*	Furnish + install new under-counter refrigerator
		*	Furnish + install new electric ceiling mounted roll-down shade
PLUMBING			
	GR FL	*	Furnish + install new lavatory with shut-off valves
		*	Furnish + install new wall mount Toto electronic flush faucet
		*	Furnish + install new wall mount water closet with new flushometer
		*	Furnish + install new floor drain
		*	Furnish + install new radiator on exist line @ front
		*	Furnish + install new radiator on exist line @ rear
		*	Reroute exist wc drain in center of space to have independent drain line to Cellar, connect to main house drain in Cellar

	YARD	*	Furnish + install new exterior hose bib	
	CELLAR	*	Furnish + install new lavatory with shut-off valves	
		*	Furnish + install new wall mount Toto electronic flush faucet	
		*	Furnish + install new wall mount water closet with new flushometer	
		*	Furnish + install new faucet	
		*	Furnish + install new sink with shut-off valves	
		*	Furnish + install new line for icemaker with filter	
		*	Furnish + install new water filter	
MECHANICAL				
	GR FLF	*	Install 2 new wall mounted split system A/C units with remote condensers mounted in the rear yard	
		*	Install new ducted bathroom vent - verify exit path with Bldg Owner	
	CELLAR	*	Install 1 new wall mounted split system A/C unit with remote condensers mounted in the rear yard	
		*	Install new ducted bathroom vent - verify exit path with Bldg Owner	
ELECTRIC SERVICE				
	GR FL/CELLAR	*	Verify adequacy of existing electric service and provide service upgrade if required	
POWER		*	Install new surface mounted outlets in new surface mounted cable channel on North + East brick walls	
		*	Install new outlets in exist plaster + new gypsum wallbd walls	
		*	Install new GFI outlets	
		*	Install wall mtd tele/data in new surface mounted cable channel on North + East brick walls	
			Install new tel/data in exist plaster + new gypsum wallbd walls	
PANEL WORK		*	Install new 1 panel at each floor; Gr Fl location to remain, Cellar location verify with Architect	
LOCAL LAW 5		*	Install smoke detectors	
		*	Install carbon monoxide detectors	
LIGHTING + SWITCHES		*	Install new lighting throughout	
		*	Install switches	
		*	Install new dimmer switches	
SECURITY				
	GR FL/CELLAR	*	Furnish + install new security system	
EXTERIOR IMPROVEMENTS				
	GR FL	*	Furnish + Install new front sidewalk hatch door in existing location	
	CELLAR	*	Furnish + Install new rear yard exit stair hatch door in existing location	
EXCLUSIONS		*		

NOTES			
SUB-TOTAL			
	Insurance + General Requirements per Management		
TOTAL			
NOTES			
1. All/any necessary permits (construction, plumbing, + electric), fees and applicable taxes <u>are not</u> included in the price			
2. Insurance + basic general conditions included			
CONSTRUCTION SCHEDULE			
WKS	Demolition + carting		
WKS	Electrical + plumbing work / partitions		
WKS	Cabinetry + tile work / wall + ceiling preparation, patching, sanding		
WKS	Molding, paint touch-up, light + fan installation, miscellaneous fixture installation, closets + bookshelves + window cabinets, hardware, mirrors, countertops		
WKS TOTAL	TOTAL		
PAYMENT SCHEDULE			
TIME		PERCENTAGE	
UPON SIGNING CONTRACT	% DEPOSIT		
START WK	%		
START WK	%		
START WK	%		
START WK	%		
COMPLETION - WK	%		
	TOTAL THE ABOVE = 100%		

[End of Schedule A – Project Bid List]