



Request for Proposals

Engineering Services for
HVAC System Project at
the Museum of American Finance
48 Wall Street
New York, NY 10005

DESCRIPTION

The Museum of American Finance (“MoAF”) is soliciting proposals for engineering services relating to the design and installation of a mechanical cooling system that will stabilize the temperature and relative humidity of MoAF’s “Feature Gallery.”

PROPOSAL SUBMISSIONS

Submissions of sealed, detailed proposals shall be delivered to MoAF at the address set forth below on or before 5:00 p.m. August 28, 2012 clearly marked with (i) the respondent’s name and (ii) “MoAF Proposal.” Faxed or e-mailed proposals will not be accepted. Proposals submitted after this date and time will be deemed invalid. Relevant documentation must be included, namely 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 or respondent, project approach, overall responsiveness to this RFP and any other factors deemed relevant by MoAF.

All communications relating to this RFP shall be addressed to:

Linda Rapacki, Director of Visitor Services and Building Operations
Museum of American Finance
48 Wall Street
New York, NY 10005
Tel. (212) 908-4693
Fax. (212) 908-4601
e-mail: lrapacki@moaf.org

To allow enough time to answer any questions or clarify any discrepancies, respondents must notify MoAF’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 Designated Representative

Coordination of MoAF’s requirements will be through:

Linda Rapacki, Director of Visitor Services and Building Operations
Tel. (212) 908-4693
Fax. (212) 908-4601
e-mail: lrapacki@moaf.org

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 Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470) and the requirements of all of MoAF's public and private funding sources, including, without limitation, the Lower Manhattan Development Corporation (LMDC) and the US Department of Housing and Urban Development (HUD).

The work at MoAF is funded by a grant from the Lower Manhattan Development Corporation (LMDC) with a Pass-through Contract. LMDC must approve all work of the contract between MoAF and the selected contractor (the "Contract"). Administration of the grant imposes record-keeping and paperwork requirements on the contractor. Each bidder shall familiarize him/herself with all regulations and necessary submittals expected by the LMDC and the U.S. Department of Housing and Urban Development (HUD) during the actual execution of the project. It is the bidder's responsibility to comply with all HUD and LMDC regulations included in references and meet all requirements regarding: vendex approval, prevailing rates, submittals, payment schedules, or any other regulation imposed by the LMDC in regard to this grant. Reporting forms are included in this Request for Proposals (RFP). The Contractor is responsible for the cost of complying with HUD/LMDC requirements. Prevailing wage shall be paid for work performed on site. Each bidder shall familiarize him/herself with "Making Davis-Bacon Work – A Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects."

2.0 Scope of Work Summary

As part of LMDC's Community and Cultural Enhancement Program, respondent will take measures related to the design for the installation of a new mechanical cooling system that will stabilize the temperature and relative humidity of a 1000 square foot special exhibit gallery, located on the upper floor of MoAF's public facility located at 48 Wall Street (the "Program"). Respondent is expected to prepare a full set of mechanical and electrical drawings ("Construction Document") for the Program.

MoAF is a 501(c)(3) organization, serves 41,000 people per year, and offers extensive educational programming, including free tours and classes to Title I schools. MoAF is dedicated to preserving, exhibiting and educating the public about America's finances and financial history. In addition to being a unique cultural resource that conveys the breadth and richness of American financial history and promotes a deep understanding of how markets, investment, money and banking work, the Museum serves as institutional memory for Wall Street and an interpreter of current events for the public.

Once the special exhibit gallery is climate controlled, MoAF will be better able to house and display various precious objects and documents from its own collection, as well as those of other organizations and individuals, which could

not previously be on exhibit without appropriate temperature and relative humidity control.

2.1 Activities MoAF will be responsible for administering the Program in a manner satisfactory to LMDC and consistent with any standards required as a condition of providing the funds for the Program. The program will include the following activities eligible under HUD’s CDBG Program:

Activity #1 Design

Conduct all design services necessary for the installation of a mechanical cooling system.

Activity #2 Purchase and Install a Mechanical Cooling System

Purchase and install a mechanical cooling system that will stabilize the temperature and relative humidity of the gallery and perform all other necessary work associated with installation.

2.2 Levels of Performance In addition to the normal administrative services required as part of this RFP, respondents will provide specific levels of program services for each activity for which they are engaged, 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 chart below and in Exhibit 1 attached hereto.

2.3 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 MoAF 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.

Activity	Performance Target/ Deliverables	Estimated Completion Date
1.	Acceptance of proposal from mechanical engineer	8/31/2012
	Submit a full set of mechanical and electrical drawings (Construction Documents) for Program.	9/30/2012
2.	Acceptance of contractor necessary to implement the installation of the mechanical cooling unit.	11/15/2012

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 engineering services related to the preparation of mechanical and electrical drawings for a mechanical cooling system designed to control temperature and relative humidity.
- **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 (engineer, contractor 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.

6.0 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.

6.1 Commercial General Liability Insurance (including both bodily injury and property damage)- \$2,000,000 aggregate; \$1,000,000 per occurrence

Automobile Liability and Property Damage Insurance- \$1,000,000 combined single limit for both bodily injury and property damage

6.2 Workers Compensation & Employers Liability-Statutory

6.3 Professional Liability- \$1,000,000

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

7.0 Communications

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

Name: _____

Telephone: _____

Fax: _____

E-mail: _____

8.0 Services to be Provided by MoAF

Any services that must be supplied by or on behalf of MoAF 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 MoAF.

9.0 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 MoAF's offices at 48 Wall Street, and may be extended beyond that time through mutual agreement. If MoAF determines, in its sole discretion, to proceed with the project, the successful respondent must execute and deliver the Contract and furnish valid Certificates of Insurance to MoAF prior to the commencement of any services.

10.0 Examination

10.1 Prior to submitting a bid, each respondent shall visit the area of the proposed work at the Museum of American Finance (the "Work Site"), fully familiarize themselves with existing conditions and the character of the operations to be performed under the proposed Contract and make such investigations as they shall find necessary so as to fully understand the facilities, physical conditions and restrictions relating to the Project. Submissions will not be accepted if the interested firm does not make an on-site visit to the Work Site.

10.2 Each bidder shall thoroughly examine and become familiar with the Contract provisions and related documents.

10.3 By submitting a bid, the respondent covenants and affirms that:

- a. They have carefully examined the Work Site, Scope of Services on Exhibit 1, associated bid documents, and any Addendae or Bulletins.
- b. From their own investigation, they have satisfied themselves of the location and the nature of the services to be provided, the general and local conditions, and all matters which may affect the services or its performance, and
- c. As a result of such examination and investigation, they fully understand the conditions of the bidding and will not make any claim for, and waive any right to, damages because of misinterpretation or misunderstanding of the bid documents and the conditions of the bidding.

11.0 General

MoAF is a nonprofit 501(c)(3) organization and is therefore exempt from applicable sales and compensating use taxes of the State of New York and of any city or county in the State of New York. No reimbursements will be made for

sales tax payment in connection with the Project.

The Project is proposed to be funded through a grant from the LMDC. The successful respondent must comply with all required rules, regulations, and documentation requirements associated with this funding source.

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 MoAF.

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

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

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

MoAF reserves the right to reject all or any part of all proposals; to waive informalities and technicalities; and to accept the proposal which MoAF 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. MoAF reserves the right to have legal counsel review the proposals.

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

12.0 M/WBE

The selected engineer will use its best efforts to afford small and minority-owned and women-owned business enterprises the maximum practicable opportunity to participate in the performance of this Agreement. As used in this Agreement, the term "minority and woman-owned business enterprise" ("M/WBE") means a business at least fifty-one percent (51%) owned and controlled by minority group members or women. For the purpose of this definition, 'minority group members' are Afro-Americans, Spanishspeaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The selected engineer may rely on written representations by businesses regarding their status as minority and woman-owned female business enterprises in lieu of an independent

investigation.

The selected engineer will use best efforts to carry out, pursuant to LMDC's specifications, an Affirmative Action Program to provide equal opportunity in employment in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966.

13.0 Scope of Engineering Services

The Services of the Engineer 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 selected engineer for this proposal may include, but are not limited to, those summarized below

Scope of Engineer's Services	Included	Not Included	Remarks
DESIGN DEVELOPMENT PHASE:			
1. Conduct and/or attend coordination meetings with MoAF and consultants.			
2. Obtain MoAF standards and requirements for documents format and other presentation materials			
3. Provide detailed surveys, and inventories of material and equipment			
4. Perform investigations of existing space.			
5. Prepare design development documents.			
6. Prepare or edit outline specifications for building systems and pre-engineered systems.			
7. Review results of special studies.			
8. Coordinate special design criteria.			
9. Submit design development documentation for approval.			
10. Revise schematic opinion of probable installation costs.			

CONSTRUCTION DOCUMENTS PHASE:			
1. Prepare Construction Documents.			
2. Designate elements to be designed by specialty engineers and pre-engineered systems.			
3. Coordinate specialty engineers and pre-engineered systems.			
4. Conduct and/or attend coordination meetings with MoAF.			
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 MoAF in preparing bidding documents for bidder.			
8. Revise opinion of probable costs.			
9. Make revisions to Construction Documents as required.			
CONSTRUCTION ADMINISTRATION PHASE:			
1. Attend periodic 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.			
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 MoAF.			
15. Render written decisions on all claims, disputes, or other matters in questions relating to the work.			
POST INSTALLATION EVALUATION PHASE:			
1. Assist in developing the final list of all elements.			
2. Prepare a set of reproducible documents showing significant changes in the work made during the installation of the cooling/temperature control system.			

**EXHIBIT 1 (Continued)
QUOTATION**

Name and address of Respondent Firm:

The following fees apply for the Scope of Services as described and included in Paragraph 2.0 of this RFP. Compensation will be invoiced monthly, indicating the percent completed of each phase listed in this Exhibit 1.

Design Development Phase	\$
Construction Document Phase	\$
Construction Administration Phase	\$
Post Installation Evaluation Phase	\$

Should the Respondent elect to perform the work on an hourly basis, please indicate the employees required (by title or job description), the hourly rates for each applicable employee, and the projection of total fees per employee that will apply to the Scope of Work. Compensation will be invoiced monthly for hours expended in that specific month.