



**Tender: Mechanical Engineer's services needed for replacement of cooling tower**

1. Overview

The New York City Police Museum is in need of replacing its existing 70-ton cooling tower with a new 100-ton unit. The existing unit is located inside the building on the top floor of the museum's 5-story building. The museum is housed in a building protected by the covenants of the Landmark's Preservation Commission and all applicable laws must be adhered to during the implementation of this project. Cooling tower must be installed the way to not disturb the roof of the building.

2. Request for Proposals

New York City Police Museum is soliciting proposals for Engineering Services for project. The design work will take place this fall of 2006, and bidding and construction will finish January 31, 2007. For project proposals should include but not necessarily be limited to review of existing conditions, full construction documents, filings, on-site construction advisement, testing and verification.

Project Responsibilities:

a. Complete a project scope

- 1) Plans and specifications for the mechanical and electrical trades. (HVAC and Electrical).
- 2) Include structural consulting to confirm adequacy of existing structure.
- 3) Signing and filling in technical data on all forms for filing with the New York City Building Department.
- 4) Checking of shop drawings.
- 5) Three (3) field observation visits plus two (2) punch list visits during construction including punch lists. Each visit shall result in a written report.
- 6) Review and analysis of contractor bids.
- 7) Not-to-exceed price for reimbursables including filing.

3. Request for Proposals Timetable

The following schedule has been established for this RFP:

Engineer submission date: October 23, 2006

Engineer selection date: October 25, 2006

RFP publish date: October 31, 2006

Contractor selection data: November 10, 2006

#### 4. Submission Instructions

Engineer's proposal shall be delivered to the front desk at the following address or via fax by 5:00 p.m. on 10/23/06.

All proposals should be printed or typed on 8 ½ x 11" paper. Three (3) copies of your proposal should be submitted.

100 Old Slip  
New York, NY 10005

Fax: 212-480-9767  
(Attn: Capital Projects Coordinator; ref: Cooling Tower)

#### 5. Submission Requirements

All proposals must include the following information:

- **Approach:** A presentation of your firm's approach to the project(s) including specific suggestions for solutions and any consultants you may retain for the project.
- **Fee Proposal:** Including lump sum or hourly rates with multiplier (if applicable). Please also include an estimate of reimbursable expenditures that may be required and any mark-up charged for these expenses.
- **Personnel:** Resumes or biographies of key personnel who will be assigned to the project. Please include references for the firm and/or personnel.
- **Timeline:** Detailed task schedule and time frame for the completion of design.
- **Any Responsibilities Not Included.**