REQUEST FOR PROPOSAL

ARCHITECTURAL & ENGINEERING DESIGN & CONSULTING SERVICES FOR THE EXPANSION OF THE DOWNSTATE ADVANCED BIOTECHNOLOGY INCUBATOR BUILDING

By

Downstate Technology Center, Inc. (DTCI) for
SUNY Downstate Medical Center

Project Name:	Advanced Biotechnology Incubator, Phase III
Location:	760 Parkside Avenue Brooklyn, New York
Project Manager:	Tim Herzog Director of Facilities Project Management
Date:	October 16, 2009

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The Project

Estimated Project Cost: $14 million (including design and construction)

Description:

SUNY Downstate Medical Center is soliciting proposals from qualified, licensed firms to provide architectural and engineering design and consulting services related to the preparation of design and bid documents and design oversight for the construction of the third phase of a Biotechnology Incubator building (approx 26,000 sq. ft.) including, but not limited to laboratory / office space, teleconference space, kitchenette, a building lobby / reception area, staff support space, and all applicable building systems, including mechanical, electrical, plumbing, etc.

Background:

The State University of New York Health Science Center at Brooklyn, SUNY Downstate Medical Center, is one of four health science centers within the 64-campus SUNY system. The academic program is comprised of the Colleges of Nursing and Health Related Professions, Schools of Graduate Studies and Public Health, and the largest College of Medicine in New York State, which is the sixth largest in the United States. SUNY Downstate has an enrollment of approximately 1,600 students and employs approximately 5,000 faculty and staff members.

SUNY Downstate Medical Center is implementing an ambitious and comprehensive initiative to foster biotechnology research and development in New York City. This initiative includes the development of a Biotechnology Park with a Biotechnology Incubator for early/mid-stage biotech companies, the renovation of a portion of the Brooklyn Army Terminal for biotech expansion and manufacturing, the creation of biotech job training programs to ensure an appropriate labor force, the formation of the Brooklyn Biotechnology Consortium and founding membership in the Business Incubator Association of New York State. The Downstate Advanced Biotechnology Incubator, which is overseen by Downstate Technology Center, Inc. ("DTCI"), a 501(c)(3) non-profit organization, is located in an Empire Zone and provides start-up and early stage companies affordable wet laboratory / office and medical space. Tenants are also offered access to Downstate facilities and specialized equipment, research library, students for internships, technician training program, clinical trials, research seminars and a vivarium.

The Biotechnology Incubator is being built in phases. They are:

- Phase I completed and opened in 2004 (11,000 sq. ft.)
- Phase II completed and opened in 2006 (13,000 sq. ft.)
- Phase III will be 26,000 sq. ft and is the subject of this RFP

Request for Proposal:

This is a Request for Proposal to provide detailed program development and architectural and engineering services for design, construction documents, cost estimates, bidding assistance and construction administration services to assist DTCI in constructing the third phase of the biotech Incubator building.

SCOPE OF SERVICES:

Design of Phase III includes, but is not limited to:

- Eye-catching, innovative entranceway consistent with existing building
- Façade consistent with existing building
- Covered entranceway
- Modern lobby with
    i) Entrance vestibule
    ii) Reception area with moveable reception desk
    iii) Conference room with teleconferencing ability to seat at least 25 individuals, with internet access, and adjacent kitchenette, coat closet
    iv) Men's / Women's rooms
    v) Mailroom with sorting area and individual mailboxes
    vi) Central copying location
    vii) Office for executive director
- Tenant office space on first floor
- On second and third floors ~500 square foot modular labs similar to previously constructed space, each with the capacity for air, gas, vacuum and exhaust ventilated fume hood. The modules are based on a BSL-2 level of complexity and shall allow occupancy of several modules by a single tenant
- Small conference space on second and third floors
- Interesting hallway painting / design
- Laboratory space with sufficient electrical and HVAC capacity to house multiple high power, heat-producing pieces of equipment, e.g., -70° freezers, -4° refrigerators, tissue culture hoods and incubators
- High-speed data and telecommunication services
- Back-up generator/expansion of existing generator capacity
- Individual energy meters for laboratories (including Phases I and II)
- Additional restroom facilities on each floor
- Passenger/freight elevator
- Storage space for files, supplies, furniture, etc.
- Janitor's office
- Perimeter iron fence and remote controlled gate to match existing
- Integrate existing mechanical systems, and maximize operational efficiencies accounting for oversight of all operating systems by non-specialists
- Bollards / planters for exterior protection for emergency generators and back of building
- Server room with separate controllable air conditioning with appropriate capacity
- Enclosed Dumpster / trash area
- Loading dock area and access meeting all code requirements
- Outdoor landscaping with automatic sprinkler system
- Water spigots on all exterior sides of building
- Expansion of existing video security system
- Expansion of existing fire alarm system
- Fire control / sprinkler system throughout building

- Incorporation of new elements into existing access control system
- Locks consistent with existing and integrated into master key system
- Integration with existing acid waste treatment system
- Outdoor lighting
- Parking area consistent with code requirements
- Furniture, Fixtures and Equipment for areas including (but not limited to) conference room, director's office, reception area, kitchenette
- Emphasis on energy efficiency with a goal of LEED certification, if possible. Provide options and recommendations for energy reduction / sustainable strategies; consider replacement of DX system

The above represents an initial concept outline, subject to modification and validation. It is important to minimize disruption to existing tenants.

Summary of Services

Review, modify and address code issues in the design of the third phase of a 50,000 square foot biotechnology incubator building based on original design created in 2003. The first two phases of the construction, approximately 24,000 sq. ft., have been completed. The consultant must update or modify the existing design for completion of the building, approximately 26,000 sq. ft., which is to be completed in a single phase of construction.

Although program planning and schematic design phases may be abbreviated due to the existence of a design created in 2003, it will be necessary to review program issues and confirm the appropriateness of the design for current programmatic and code requirements. In addition, confirmation that the current design for a 50,000 sq. ft. building meets all code requirements is necessary, and the design must be modified to account for any unaddressed code issues. This phase of construction will include a main lobby/entrance, a teleconference room with kitchenette and mailroom. Additional construction must take into account existing mechanical systems, and include expanded mechanicals that make operating sense in the context of the design and existing mechanicals and maximize all possible efficiencies.

Basic Services

The scope of these services includes program validation, schematic planning if necessary, design development, drawings, bid documents, cost estimates, and construction phase services for the project.

Within two (2) weeks of contract award, and prior to the commencement of design services, the selected consultant shall submit a time-line detailing the schedule for completion of design and construction services.

Program Validation

A review of basic programmatic elements with representatives of DTCI in advance of the actual design is required. To the extent necessary, program validation components may include:

1. Kick-off Meeting and Program Review Meetings

    a. Introduce the design process to the participants
    b. Review and affirm the vision, goals and objectives for the project
    c. Review project parameters, including:
        - Schedule
        - Budget
        - Operational procedures
    d. Review site issues
    e. Review existing occupancy and projected growth issues

2. Analysis of existing conditions

    a. Review and evaluate related histories, other related projects, studies, floor plans of existing facility and occupancy, space utilization, schedules, strategic plans, etc.
    b. Tour Incubator
    c. Conduct preliminary interviews as requested by DTCI and its representatives

3. Program

    a. Prepare the functional space program for the Incubator building, including building infrastructure/building systems, and utilities considerations
    b. Meet with a working committee as necessary. Include the following planning activities, as necessary:
        - Context Analysis
        - Technical Reviews
        - Functional Relationship Analysis
        - Site Requirements Analysis
        - Blocking / Stacking Studies
        - Determination of FF&E Requirements

4. Space program

    a. Develop/modify the functional space program based on existing construction, the original design and new program information provided by DTCI
    b. Present results for approval

5. Concept Planning

    a. Confirm prior concept planning, if necessary, and present at least three (3) options, including blocking and stacking diagrams, based on approved functional space program, to assist in establishing total space requirements, ideal building dimensions, number of floors, types of uses, and adjacencies
    b. The building design must consider operational efficiency and cost issues, and building operations staffing implications

c. Consider SEQR issues at the site

6. Cost Estimate

   a. Develop programmatic cost estimate, in conjunction with a construction cost estimating consultant, for each option to confirm that the proposed work may be completed within the project budget

7. Final Program Report

   a. Present results to DTCI for comments, amendments and final approval

Schematic Design Services

Confirm that the schematic design is based on the approved program and preliminary plan. The major components of the Schematic Design Phase include:

1. Schematic Design

   a. Provide a location plan to scale at 100'=1"
   b. Provide a site plan, including the new construction, related buildings in the vicinity, all existing utility lines, grading, site improvements
   c. Develop layouts and specifications/requirements. Provide multiple solutions, if requested by DTCI

2. Site Verifications

   a. Establish location of existing site elements, including plumbing lines, electrical service, etc.
   b. Determine the availability of required utilities
   c. Assess issues associated with adjacent structures and how they will impact building design and construction

3. Code, Zoning and Environmental Verifications

   a. Confirm compliance of current design with code requirements and correct as necessary
   b. Confirm zoning requirements at the site and advise and assist DTCI in any zoning modification decisions and /or revise plans to consider DTCI decision concerning impacts
   c. Assist in re-zoning application process, if applicable
   d. Confirm environmental issues at the site and include any necessary environmental planning specifications in the bid documents

4. Preliminary Plans

   a. Include special functional areas, building components and features

b. Integrate building systems and infrastructure to maximize operating efficiencies
c. Floor plans – scale at 1/8"=1'0", or as required to view all spaces, doors, windows, stairs, furniture, equipment, MEP services, and square footage

5. Preliminary Building Design

a. Building massing, elevations, fenestrations, materials and systems
b. Include concepts for façade, entrance, and lobby

6. Options

a. Present a minimum of three (3) options for consideration by DTCI, including for each option:
    1) Three (3) design concepts
    2) Operating impact, including maintenance and operating costs
    3) Impact on existing utilities
    4) Impact on existing and adjacent buildings
    5) LEED issues
    6) Construction costs
    7) Accommodation of programmatic needs
b. The selected option will be refined and become the approved schematic and building design
c. The building design must consider operational efficiency and cost issues, including operating costs, building operations and staffing implications. All phases of design must highlight operational efficiency and cost impacts

7. Cost Estimate

a. Prepare a schematic construction cost estimate based on the approved schematic design to confirm that the proposed work can be completed within the project budget
b. If requested by DTCI, reconcile the estimate with an estimate obtained from an independent construction cost estimating consultant
c. Reassess program, if necessary

8. Schematic Design Report

a. Document the approved schematic design components of the project

Design Development Services

The consultant will be charged with the further development and refinement of the approved schematic design. Major components of the Design Development phase include:

1. Design/Planning Development

a. Refine and define building, common and special spaces working with DTCI

b. Develop specific planning data for fixed and movable equipment that will be included in the project
c. Develop an outline or preliminary specifications for exterior and interior building components, and determine specific interior space / function requirements, such as materials, finishes, millwork, furniture, and equipment (including audiovisual and data equipment requirements)
d. Modify / develop and define requirements for all building systems, including mechanical, electrical, plumbing, fire protection, access control, closed circuit television and data / communications systems
e. Modify / develop plans, sections, and elevations for the building to fully define the design and scope of the project

2. Specifications

a. Outline specifications to more fully define the design and quality level of the project
b. Provide detailed documentation for each room's electrical and heating / cooling capacity in relation to applicable laboratory equipment, e.g., freezers, hoods, etc.

3. Schedules

a. Propose a construction schedule, taking into account all applicable activities, and various construction phases, if applicable

4. Cost Estimate

a. Prepare a design development construction cost estimate based on the approved design development documents, to confirm that the proposed work can be completed within the project budget
b. If requested, reconcile the estimate with an estimate obtained from an independent construction cost estimating consultant
c. Reassess design, if necessary
d. Building design must consider operational efficiency and cost issues, including operating costs, building operations and staffing implications

5. Models and Renderings

a. Provide final three dimensional model(s), renderings, and design boards for the selected design

Contract Document Services

Produce the detailed documents required for the successful bidding and construction of the completed design. The major components of the construction document phase must include:

1. Drawings

    a. Develop all necessary architectural, interior design and engineering drawings

2. Specifications

    a. Develop a specification / project manual document to describe the materials and processes to be used to complete construction of the project

3. Schedules

    a. Incorporate proposed construction schedule, taking into account all applicable activities and various contingencies

4. Cost Estimate

    a. Prepare a cost estimate based on the approved contract document scheme which will be reviewed to assure that the work may be completed within the project budget
    b. The building design must consider operational efficiency and cost issues, including operating costs, building operations and staffing implications

Bidding Services:

The consultant will assist DTCI in the bidding process for construction services, including drafting RFQ's / RFP's, reviewing bids and making award recommendations for the construction of this project. The major components of the Bidding Phase services include:

1. Bid Package

    a. Prepare Bid Package in accordance with DTCI guidelines (up to 15 sets of documents if required - to be delivered to DTCI)

2. Contractor Recommendations

    a. Suggest at least five (5) qualified contractors capable of completing the construction project

3. Pre-Bid Meeting

    a. Attend pre-bid meetings to answer questions regarding the project with prospective bidders of the project. The Consultant will be responsible for setting up the meetings and conducting walk-throughs

4. Clarification

    a. Issue any memoranda, plans, or addenda required, based on questions from prospective bidders during the Bidding Phase
    b. Provide information on how design can minimize energy costs

5. Bid Analysis

    a. Assist in analyzing the bids and required submissions of the three (3) lowest bidders

Construction Administration Services:

Provide construction administration services during construction of the project. The major components of the Construction Phase include:

1. Kick-Off Meeting

    a. Meet with DTCI representatives and the selected construction contractor to launch construction. The consultant will schedule and conduct this meeting at SUNY Downstate
    b. Prepare and distribute meeting minutes

2. Field Visits and Project Meetings

    a. Conduct regular site visits and periodic meetings (as often as weekly, if necessary) with consultants to monitor the progress of the project and to facilitate clarifications, as required
    b. Prepare and distribute meeting minutes

3. Submittals/Shop Drawings

    a. Review and approve / disapprove all submittals, shop drawings, and samples

4. Budget Methodology / Cost Control

    a. Establish and maintain estimates of probable cost within established budget
    b. Control consultant contract costs
    c. Coordinate value engineering activities with input from DTCI
    d. Provide analysis of any impact of substitutions resulting from value engineering

5. Quality Control Methodology

    a. Insure the project is designed for durability and maintainability
    b. Manage the required work to meet established schedule

6. Bulletins, Clarifications and Changes to the Work

a. Assist in facilitating the progress of the project with clarifications or scope modifications as required due to field conditions, changes in scope or errors and omissions in the contract documents
b. Generate addenda and change orders as required due to latent field conditions, design errors and omissions or other reasons
c. Review all field orders and change orders for their effect on design criteria and make recommendations to DTCI

7. Applications for Payment

a. Review and advise on percentages of completion and contractor adherence to the specifications and schedule

8. Coordination

a. Coordinate work with DTCI, SUNY Downstate, other consultants and contractors at the site

9. Punch-list

a. Prepare and maintain a written list of incomplete or unsatisfactory items at the time of substantial completion of construction and a schedule for their completion. Include advice on the cost values to be withheld from payment, if appropriate

10. Certification of Completion and Acceptance

a. Upon completion of the project, consultant shall certify to DTCI, in writing, that the work is complete and acceptable

11. Final Acceptance

a. Prior to final acceptance of each phase of construction, review and approve or disapprove all as-built drawings submitted by the contractor(s)

12. Review for Final Payment

a. Prior to final payment, review and approve or disapprove all necessary guarantees, equipment operating and maintenance manuals submitted by the contractor(s) and confirm that they are consistent with the contract requirements
b. Check and approve / disapprove test procedures and review test results and make appropriate recommendations to DTCI

<u>Additional Construction Phase Services</u>

The Consultant shall also provide the following additional services:

- Obtain building permits and all other required permits during the construction phase to allow adherence to construction timeline
- Obtain preliminary and final Certificates of Occupancy from NYC Buildings Department
- Arrange for all required inspections, including those required by NYC Buildings Department, Fire Department, Board of Fire Underwriters, etc., and obtain all approvals and clearances
- File all necessary documents with the NYC Buildings Department, Fire Department and other applicable departments as required and obtain all written reviews and approvals
- Serve as architect of record for new construction and for any changes affecting existing building

INSTRUCTIONS

General Instructions

1. Review the Scope of Services to ascertain the type of work and other pertinent information.

2. Provide all information required in the Consultant Questionnaire (Attachment A). Attach such supporting material as may be deemed relevant to support your firm's selection for the type of work described in the Scope of Services.

3. Provide ten (10) copies of the Consultant Questionnaire and support material, stapled or bound together, with a cover page that indicates the project title noted on the Request for Proposal.

4. DTCI reserves the right to reject any or all proposals.

5. For inquiries contact Tim Herzog at Tim.Herzog@downstate.edu

6. The RFP package is to be submitted to:

   Tim Herzog
   Director, Facilities Project Management
   SUNY Downstate Medical Center
   450 Clarkson Avenue, Box 13
   Brooklyn, NY 11203-2098
   Phone: 718-270-3839
   Fax: 718-270-4130

7. Allow sufficient time for delivery of your response. Responses received after the deadline cannot be considered.

8. Any costs incurred by the bidder in the preparation of the submittal, are the sole responsibility of the bidder and will not be reimbursed.

9. All proposals and accompanying documentation submitted in response to this RFP shall become the property of DTCI and will not be returned to the respondents.

10. Prior to making an award, DTCI reserves the right to require a respondent to submit additional information bearing on the respondent's ability to perform the work, as DTCI deems appropriate. In making its evaluation, DTCI may consider any information available to it concerning the qualifications of the respondent.

13. DTCI may cancel this RFP, in whole or in part, at any time before contract award. Issuance of this RFP creates no obligations on the part of DTCI to award a contract.

*****This project is being financed with public funds from city, state and federal sources. As such, all contractors participating in the project must adhere to certain requirements of the funding agencies. See Attachment B for sample requirements.*****

Schedule:

Advertisement	October 16, 2009
RFP document release	October 16, 2009
Mandatory pre-bid meeting	October 23, 2009
Written questions/clarifications due	October 30, 2009
Written responses issued	November 4, 2009
Proposal due	3:00 p.m., November 9, 2009
Short-list announced	November 13, 2009
Presentations by short-list	November 15 - December 2, 2009
Announcement of selection	December 9, 2009

The above schedule is subject to change.

Respondents must include a proposed schedule for design and for construction.

RFP Questions

All questions must be submitted in writing on the RFP Question Form (Attachment C), citing the RFP page, section and paragraph number where applicable. All questions **must be e-mailed.**

Questions received after October 30, 2009 will not be answered. Answers to all questions, as well as copies of the questions, will be given to all companies who have responded to the RFP request. Only written answers are official.

Respondents must acknowledge all issued addenda to the RFP.

Short List

A short list of qualified respondents will be identified based on review of the submittals.

Presentation

The short listed firms will be required to present their qualifications and proposals. The short listed firms will be notified of the presentation times and the location. At the option of DTCI, a visit to the short listed firm(s) offices may be required.

Selection Process

The selection of an architect / engineer / consultant will involve two stages: i) the evaluation of submittals; and ii) an oral presentation. Scoring of submittals will be based on qualification, experience and price. Please see Attachment D – Consultant Evaluation Form. A limited

number of firms will be short listed and invited to participate in an oral presentation and interview. DTCI will then negotiate a contract with the highest ranked firm.

Following is additional information relative to the selection process:

1. Pre-submittal Meeting: To ensure sufficient information is available to firms preparing submittals, a mandatory pre-submittal meeting has been scheduled for October 23, 2009. The intent of this meeting is to tour the site and to have DTCI staff available to discuss the project. Firms preparing submittals must attend and sign in to have their submittals accepted. If planning to attend, please return the Pre-Bid Meeting / Site Visit Confirmation Form (Attachment E).

2. Screening Panel / Short List: Submittals will be evaluated and scored by a panel of individuals. Firms ranked the highest will be invited to an interview. It is anticipated that no fewer than three (3) and no more than five (5) firms will be interviewed.

3. Interviews: DTCI anticipates that interviews will begin during the week of November 15, 2009. Interviews will be conducted at SUNY Downstate Medical Center, 450 Clarkson Avenue, Brooklyn, New York. The time of the interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will be interested in knowing about the project approach proposed and in meeting the individuals who will act as the primary contacts with DTCI. Presentations should include introduction of team, management plan, and project design. Ten (10) copies of all presentation materials, including Powerpoint slides, are to be supplied at the time of presentation.

Evaluation criteria will include, but not be limited to:

- Firm qualifications and experience
- Personnel qualifications
- Approach and capability
- Previous experience with similar type work
- References
- Cost

Mandatory Requirements

1. Evidence of ten (10) years previous professional experience with biotechnology and/or bioscience laboratory design of similar size, scope and type to those requested in the RFP.
2. A demonstrated familiarity with the most current New York City and State building codes.

Qualifications of the Team

Each firm is requested to identify the project team it would assign to this project if selected. Include:

- Description of the qualifications of individuals who will comprise the service team, with special emphasis placed on planning experience for biotechnology and/or bioscience laboratory design services
- Identification of the kinds of consultants your firm intends to include on the project team, such as engineers, cost estimator, LEED certified design professional, etc. and their experience in biotechnology and/or bioscience laboratory design
- Identification of the person or company your firm would expect to use for each consulting role, along with resumes and project lists for each consultant to be utilized

Qualifications of the Firm

Provide the following information:

- The firm's brochure and or letter describing the firm's size, structure, and disciplines
- The firm's experience and a profile of its philosophy and approach to design services and cost control for biotechnology and/or bioscience laboratory design services
- Demonstration of the firm's knowledge and experience in the applicable codes including but not limited to state, and local codes, laws and regulations related to design services for biotechnology and/or bioscience laboratory design services
- Demonstration of the firm's experience in preparing design services for biotechnology and/or bioscience laboratory buildings of this type size and scope. Specifically, provide a list of up to five (5) other institutions for which your firm has provided similar services, including names and contact information for relevant people

Sustainability / Green Building

Respondents are encouraged to submit a High Performance Plan (the "HP Plan") in conjunction with the submittal. Objectives of the HP Plan are to maximize the performance of the Incubator building and systems while minimizing the long-term environmental impacts. This can be achieved by integrating high-performance features into design and construction practices that sustain the life of the building in five main areas:

- Energy efficiency and lighting
- Indoor air quality
- Water management and conservation
- Recycling
- Conservation or re-use of on-site materials and resources

The HP Plan must also demonstrate that the building will meet the Energy Conservation Code of New York State issued by the NYS Department of State in May 2002. In addition to the HP Plan, respondents should provide a quantitative analysis of the costs incurred and potential benefits achieved by integrating high performance features into the project. These costs and benefits should be reflected clearly in the cost estimates. For background information about the guidelines, resources, incentives and grants, refer to LEED and the New York State Green Building Tax Credit guidelines, and Green Building information.

Attachment A

CONSULTANT QUESTIONNAIRE

Provide the following information for all firms included in the design team, including all sub consultants. Present an additional copy of this page, as needed, for each consultant / team member. Provide clarification of any answer as deemed necessary.

1. Firm Name & Address

_____
_____
_____
County: _____ Zip _____

1a. Branch Office #1

_____
_____
_____ County: _____ Zip _____

1b. Branch Office #2

_____
_____
_____ County: _____ Zip _____

2. Year Firm Established _____

3. List the name(s) of firm principal(s), their discipline(s), licensing status, year licensed, and the number of years they have been with the firm. Place an (*) by the principal who will be in charge of this project.

Name	Discipline	Licensed (Yes or no and year)	Years with firm
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. List the name(s) of individual(s) from the branch or main office that will be responsible for the design of this project. Indicate their discipline(s), licensing status, year licensed, and the number of years they have been with the firm or; attach similar information from Standard Form 255, Architect-Engineer and Related Services Questionnaire for Specific Projects.

Name	Discipline	Licensed (Yes/ no/ year)	Years with firm
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Is the firm a Certified NYS Minority or Women Owned Business? [ ] yes [ ] no
   If no, what is the total number of staff employed ____ and of this number, how many are minorities and/or women ____.

6. Does the firm have ten (10) years previous experience providing biotechnology and/or bioscience laboratory design services in a commercial biotechnology / pharmaceutical setting and/or university / academic medical center setting? Was the size, scope and type of building similar to those requested in this RFP? [ ] yes [ ]no

7. Provide a list of at least three (3) to five (5) other institutions or companies for which your firm has provided similar services, including descriptions of the projects and names and contact information for relevant people.

8. Does the firm have experience with all current codes including New York State and City building codes? [ ] yes [ ]no

9. Does the firm have experience in NFPA, NEC, all city, state and federal building codes? [ ] yes [ ] no

10. Does the firm have three (3) years of experience of completing projects involving LEED Green Design, and are there LEED certified design professionals on staff? [ ] yes [ ] no

11. Provide the following information about your firm:

    Firm size (include number of associates): _____
    Principal to staff ratio: _____
    Number of projects of similar type and size completed by firm: _____
    Number of LEED designers to the assigned to the project team: _____
    Number of LEED design projects completed by the firm: _____
    Number of large scale new construction projects on a tight, land locked operating campus in a metropolitan area: _____

12. Provide the qualifications and experience of the following team members to be assigned to the project:

Principal to be assigned to the project
Project manager
Project estimator
Project scheduler
Architectural design/review firm (if applicable)
MEP design/review firm
Structural design/review firm
Project expediter
All other sub-consultants that will be part of the design team

13. Provide information about the firm concerning internal resources available for the project (e.g., architectural services, engineering services, cost estimating services, etc.)

14. Provide information about resources that will be made available to the project from sources outside the firm.

15. **Provide a preliminary schedule for completion of each task specified in the Scope of Services. The schedule should include milestone dates for the completion of the various tasks.**

Attachment B

Sample of Funding Agency Requirements

New York City Economic Development Corporation Requirements

A. Plans and Specifications

1. Plans and specifications are subject to review and approval by the New York city Economic Development Corporation ("EDC"). To facilitate such review and approval, Architect shall deliver two (or more, if reasonably requested) copies of the plans and specifications to DTCI at the final stage in their preparation.

2. Any and all changes resulting from EDC review and directed by DTCI shall be incorporated by the Architect into the plans and specifications. Architect shall deliver two (or more, if reasonably requested) copies of the modified plans and specifications, responsive to such comments, to DTCI at the final stage in their preparation.

3. No material change shall be made to the plans and specifications without the prior written approval of DTCI. DTCI shall review changes and approve or disapprove such changes within ten (10) business days after receipt thereof. If Architect makes or allows to be made any unauthorized changes to the final plans and specifications, Architect must, upon the request of DTCI or EDC, restore the premises so as to substantially conform with the then existing final plans and specifications, at Architect's sole cost.

4. Upon request, Architect shall deliver to DTCI from time to time copies of all work product of Architect, including copies of the plans and specifications.

B. Performance of Work

1. Architect agrees to comply with and design the project and to certify substantial completion in accordance with all applicable building laws, building and fire codes, and other requirements, and with the final approved plans and specifications. Architect shall include the same requirements, as applicable, in all subcontractor contracts. Architect shall obtain or assist the Owner in obtaining, as applicable, all approvals in relation to the construction work and the occupancy of the project.

C. Completion

1. Architect shall notify DTCI of the date Architect has filed the Owner's Application for a Certificate of Occupancy for the project and on which, but for the issuance of such Certificate of Occupancy, the project shall have been substantially completed. DTCI shall have thirty (30) business days after receipt of the notice referred to in the preceding sentence, or ten (10) business days after Architect notifies DTCI that such Certificate of Occupancy has been issued, whichever is longer, to inspect the project and notify

Architect of its acceptance of Architect's determination of substantial completion of the project or to notify Architect of specific objections which DTCI believes render the work not substantially completed.

D. Procurement of Bids, Goods and Services

The Architect shall provide, and cause all subcontractors (if any) to provide, in substance:

1. Evidence of commercial general liability insurance with coverage limits of at least $1,000,000 combined single limit per occurrence, but if an annual aggregate is applicable to the policy, not less than $2,000,000 in the aggregate. Such insurance shall cover any and all claims for property damage and/or personal injury or death arising out of the work performed by Architect and/or its subcontractors in connection with the project, and any work incidental thereto. The insurance afforded by this section shall be on an occurrence basis, which must be indicated on the certificate of insurance.

2. Workers' compensation, disability benefits insurance and employer's liability insurance as required by the laws of the State of New York.

3. Automobile liability insurance with coverage limits of at least $1,000,000 combined single limit per accident for bodily injury and property damage covering all automobiles, machinery and vehicles used in connection with the project, whether owned, non-owned and/or hired vehicles, automobiles and/or machinery, with endorsement for "Changes in Business Auto and Truckers Coverage Forms – Insured Contract."

4. Professional liability insurance covering claims for professional acts, errors and omissions for the period from the date of the contract until four years after final completion of the project in the amount of $1,000,000 per claim and aggregate per policy year.

5. Each policy listed above shall name Downstate Technology Center, Inc., The Health Science Center at Brooklyn Foundation, Inc., The Research Foundation of State University of New York, SUNY Downstate Medical Center, the City of New York and the New York City Economic Development Corporation as additional insureds (not merely certificate holders).

6. VENDEX Clearance through the Mayor's Office of Contract Services. Architect and all subcontractors shall cooperate with EDC in any investigation in connection VENDEX clearance.

ECONOMIC DEVELOPMENT ADMINISTRATION
A/E CONTRACTS

The executed contract between the recipient and the Architect/Engineer (A/E) must be submitted and approved by the EDA Project Engineer prior to initial disbursement.

The fee for basic services must be either a fixed price or a cost reimbursement with an agreed maximum to be eligible for EDA participation. The use of the cost-plus-a-percentage-of-cost and percentage of construction cost forms of compensation are specifically prohibited.

The checklist for A/E contracts provided below is not mandatory but will expedite EDA's review of the contract and is highly recommended.

ECONOMIC DEVELOPMENT ADMINISTRATION

Checklist for Architect / Engineer Contracts

EDA Award Number: _____ Date: _____

Recipient: _____

Recipient's Authorized Representative: _____
Name and Phone Number

The Recipient has written procurement procedures with which the Architect / Engineer (A/E) contract has been found to be in compliance.

The A/E was selected competitively by sealed bids (formal advertising) or by competitive proposals.

Requests for proposals were publicized and all evaluation factors and their relative importance were identified therein. Any response to publicized requests for proposals was honored to the maximum extent practical.

Proposals were solicited from an adequate number of qualified sources (normally it is sufficient to secure at least three proposals from qualified sources).

The Recipient has a method for conducting technical evaluations of proposals received and for selecting the best proposal, price and other factors considered.

The Recipient determined the responsible firm whose proposal was most advantageous to the program, with price and other factors considered. Competitors' qualifications were evaluated and the most qualified competitor was selected, subject to negotiation of fair and reasonable compensation.

The A/E agreement provides for all services required by the Recipient for the planning, design and construction phase of the proposed project. Appropriate standards or guides developed by such professional organizations as the American Consulting Engineers Council (ACEC), American Society of Civil Engineers (ASCE), National Society of Professional Engineers (NSPE), and/or the American Institute of Architects (AIA) may be used where the Recipient does not have standard procurement documents.

The A/E's fee for basic services is either a fixed price or a cost reimbursement with an agreed maximum. (The amount of EDA participation will be based on a determination, subject to audit, that the fee compensation is reasonable).

The A/E contract compensation is not based on the use of the cost-plus-a-percentage-of-cost or percentage of construction cost form of compensation. (These forms of compensation are not eligible for EDA participation).

The A/E's fee covers all services necessary for the successful execution of the project, including consultations, surveys, soil investigations, supervision, "as-built" drawings, arrow diagram (CPM / PERT, for example) where applicable, and incidental costs.

The basic fee does not exceed that prevailing for comparable services in the project area. If the total fee is in excess of the prevailing rate because of special services to be performed, these services are identified in the agreement. Such additional charges may be approved for grant participation by the EDA if they:

a. Do not duplicate charges for services provided for in the basic fee;
b. Are a proper charge against the project cost; and
c. Are reasonable for the extra services to be rendered.

Regardless of who furnishes the construction inspector, the agreement requires the A/E to make sufficient visits to the project site to determine, in general, if the work is proceeding in accordance with the construction contract.

If the A/E contract(s) price exceeds $100,000 (awarded under small purchase procedures), it includes a provision to the effect that the Recipient, EDA, the Comptroller General of the United States, the Inspector General of the Department of Commerce, or any of their duly authorized representatives, shall have access to any documents, books, papers and records of the A/E (which are directly pertinent to a specific grant program) for the purpose of making an audit, examination, excerpts, and transcriptions. The Recipient shall require the A/E to maintain all required records for at least three years after the Recipient makes final payment and all pending matters are closed.

State a specific timetable in the A/E agreement for:

1. Completing preliminary plans and associated cost estimates;
2. Completing final plans, specifications and cost estimates;
3. Securing required state and local approvals; and
4. Completing proposed contract documents sufficient for soliciting bids.

Provide surveillance of project construction to assure compliance with plans, specifications, and all other contract documents. If the Recipient chooses the A/E as the project inspector, the requirements for inspection services shall be clearly defined and the amount the Recipient is required to pay for such services shall be stated.

Be responsible for any damages arising from any defects in design or negligence in the performance of the construction inspector, if the inspector is furnished by the A/E. (EDA recommends that the A/E take insurance, when available, to cover liability for such damages.)

Supervise any required subsurface explorations such as borings, soil tests, and the like, to determine amounts of rock excavation or foundation conditions, no matter whether they are performed by the A/E or by others paid by the Recipient.

Attend bid openings, prepare and submit tabulation of bids, and make a recommendation as to contract award.

Review proof of bidders' qualifications and recommend approval or disapproval.

Submit a report not less frequently than quarterly to the Recipient covering the general progress of the job and describing any problems or factors contributing to delay.

Attachment C

RFP QUESTION FORM

EMAIL TO: Tim.Herzog@downstate.edu

COMPANY/BIDDER:

DATE:

RFP PAGE:

RFP SECTION:

RFP PARAGRAPH:

QUESTION:

Attachment D

CONSULTANT EVALUATION FORM

Project Title: The Expansion of The Downstate Advanced Biotechnology Incubator Building

	(25)	(20)	(20)	(15)	(15)	(5)	(100%)
	Cost	**Firm Qualifications &Experience**	**Personal Qualifications**	**Approach & Capability**	**Previous Experience with Work Specific to Project Scope**	**References**	**Totals**
Consultant (1)							
Consultant (2)							
Consultant (3)							
Consultant (4)							
Consultant (5)							

Reviewer Name/Signature/Date _____

Attachment E

Pre-Bid Meeting / Site Visit Confirmation Form

Facsimile Cover Sheet

Date:

To: Tim Herzog

Fax No.: (718) 270-4130

Subject: Incubator Expansion RFP

From: _____

Company: _____

Phone No.: _____

Fax No.: _____

E-mail: _____

Number of Pages (including cover sheet)**:** ___

The following people will attend the informational meeting and site tour scheduled for October 23, 2009.

1.

2.

3.

Comments:

Attachment F

PROPOSAL ACCEPTANCE FORM

By acceptance of this Proposal, the Consulting Entity acknowledges that it has read and understands the Request for Proposal and all attachments and the obligations contained therein as they pertain to the work; has inspected the site and the available documents (if any) and is familiar with the conditions that affect the work; and understands that Downstate Technology Center, Inc. is an independent, tax exempt corporate entity.

Upon execution below by the Consulting Entity and Downstate Technology Center, Inc., this document shall constitute the entire agreement between the two parties.

The undersigned, as a legal representative of the Consulting Entity, agrees to perform the work contained herein as a fixed fee agreement in the amount of:

$_____ (_____)
Figures Words

Retainer agreement with maximum upset amount of $_____ (_____)
Figures Words

Firm Principal	$ _____/hr	Other – specify	
Associate	$_____/hr	_____	$___/hr
Technical	$_____/hr	_____	$___/hr
Clerical	$_____/hr	_____	$___/hr

The work of this contract shall be completed within _____ calendar days after approval by Downstate Technology Center, Inc.

Accepted by Consulting Entity (Prime Consultant):

_____ _____
Name Title

_____ _____
Signature Date

Accepted by Downstate Technology Center, Inc.:

_____ _____
Name Title

_____ _____
Signature Date