

# PACE UNIVERSITY

## Request for Proposal Contracting Services

Pace University seeks proposals to provide general contracting services related to the renovations of the theater at the Schimmel Center for Arts at 1 Pace Plaza, New York, NY 10038.

Alice Seifert, Purchasing Director  
Dennis MacDougall, V.P. for Facilities Management and Construction Planning

Deadline for Responses:  
April 27, 2007

Contact: Alice Seifert, Director of Purchasing and Contracts

## **I. GENERAL INFORMATION**

### **A. Overview of Services Requested and the Submission Process**

Pace University is seeking a full service general contractor to perform contracting services for renovations to the Schimmel Theater, which will improve public access, including ADA accessibility.

**Proposals must be received no later than 2:00 PM EST, April 27, 2007. Work will be scheduled to begin on May 24, 2007 and be completed by August 15, 2007. In order to expedite the RFP process the GENERAL ADMINISTRATIVE REQUIREMENTS and the OUTLINE SCOPE OF WORK is made part of this document.**

**A pre-bid walkthrough will be scheduled fro Thursday, April 12, 2007 at 11:00 a.m. All bidders are encouraged to attend. We will be meeting at the Security Desk at the Schimmel Theater Entrance on the Spruce Street side of 1 Pace Plaza. The detailed construction plans and Agreement can be picked up at this time.**

All informational contacts access to the University questions can be addressed to our on-site representative Mr. Robert Lena, University Construction Manager at 212-346-1902, and delivery of proposal are to be made to:

Pace University  
235 Elm Road – Tead House  
Briarcliff Manor, NY 10510  
Attn: Alice Seifert , Director of Purchasing and Contracts

Pace University reserves the right to reject any proposals submitted if such election is deemed to be in the best interest of Pace University. Pace University 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 this effort is as follows:

April 5, 2007	RFP issued with administrative and outline construction information
April 12, 2007	Detail plans and specifications made available at the Pace University office
April 27, 2007	Responses Due
May 10, 2007	Contractor selected and agreement executed
May 25, 2007	Work begins
August 15, 2007	Work is completed

## **II. ANTICIPATED SCOPE OF SERVICES**

Pace University is seeking one or more firms to supply general contracting services for renovations to the Schimmel Theater, which will improve access, including ADA accessibility. Pace University requests proposals for firms to provide scope of work services as generally described below.

### **A. Scope of Project**

The scope of work upon which your firm is invited to submit proposals includes full general construction contracting services.

- The construction of new lavatory facilities and janitor closet at the theater level (Level C)
- Renovation of the box office for ADA accessibility and improved functionality at theater entrance.
- Construction of an accessible bathroom at the stage level.

## **III. SUBMISSION REQUIREMENTS**

### **THE REQUEST FOR PROPOSALS**

Proposals should 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 "contractor qualification".

Proposals must be received no later than **2:00 PM EST, April 27, 2007**. Deliver all proposals to:

**Pace University**  
**235 Elm Road – Tead House**  
**Briarcliff Manor, NY 10510**  
**Attention: Alice Seifert, Director of Purchasing and Contracts**  
**914-923-2616**

**No faxed proposals will be accepted.**

## **IV. SUBMISSION REQUIREMENTS**

Please letter your responses exactly as the questions are presented herein. 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.

2. Samples of up to four (4) projects that the firm has completed in the areas of General Contracting Services. Include the client, the name of a 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 Pace University superior to that of other firms or information about your firm's specialty or particular skill to perform a specific requested service.

**B. Fixed Price**

1. Total estimated contract price for completion of the project.

**V. CRITERIA FOR SELECTION**

In evaluating proposals submitted pursuant to this request, Pace University places high value on the following factors, not necessarily in order of importance:

- ⌚ Quality of work product as demonstrated in submitted work samples.
- ⌚ Experience of the firm with comparable projects.
- ⌚ Projected cost of services.

**VI. INSURANCE REQUIREMENTS**

Insurance and Bonds that the Contractor is required to provide. All Contractors' insurance policies shall name the Owner and the Architect and the Lower Manhattan Development Corporation (LMDC) as additionally insured.

LMDC Requirements:

- ⌚ Workers' Compensation: to limits required by New York State Law
- ⌚ General Liability: \$2,000,000
- ⌚ Personal injury: \$1,000,000
- ⌚ Property damage: \$1,000,000

Contractor shall provide the Insurance limits as noted above or per the Pace University AGREEMENT, whichever is higher.

**VII. CONTRACT TERMS AND REQUIREMENTS**

The contents of the proposal prepared by the successful firms, with any amendments approved by Pace University, will become a part of the contract that is signed as a result of this RFP Process.

Pace University 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.

**VIII. MISCELLANEOUS CONDITIONS**

**A. Obligation Only on Formal Contract**

The issuance of this RFP, the submission of a response by any firm, and the acceptance of such response by Pace University do not

obligate Pace University in any manner. Legal obligations will only arise on the execution of a formal contract by Pace University and the firm(s) selected by Pace University. Pace University'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 Back Ground 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"

These attachments are available for viewing at Pace University, 1Pace Plaza by contacting Bob Lena, University Construction Manager, at 212-346-1902.

Pace University provides this form 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 expense of the proposing firms. No materials submitted in response to this RFP will be returned.

The Contractor shall employ Union Labor having jurisdiction in the area of work.

**B. Pace University Reservation of Rights.**

Pace University may (i) amend, modify, or withdraw this RFP, (ii) revise requirements of this RFP, (iii) require supplemental statements or information from any firm, (iv) accept or reject any or all responses hereto, (v) extend the deadline for submission of responses thereto, (vi) 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 (vii) cancel this RFP, in whole or in part, if Pace University deems it in its best interest to do so. Pace University 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 hereto or otherwise.

**C. Nondiscrimination and Affirmative Action Policies**

It is the policy of the State of New York, LMDC and as such Pace University 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 ESDC, LMDC and its grantees follows ESDC's non-discrimination and affirmative action policy will apply 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 for the meaningful participation of

United States M/WBEs, Minority Group Members and women in the execution of this contract. A copy of each 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 the State of New York that can provide goods and services in connection with the contract anticipated by this RFP. If you require M/VBE listings, please call the AAU at 212-803-3224.



**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

Corporate seal

