



New York City Police Museum

Request for Proposal Contracting Services

The New York City Police Museum seeks proposals to provide mechanical contracting services related to the installation of a cooling tower at 100 Old Slip, New York, New York, 10005.

Julie Nissenbaum, Executive Director
Mir Shafi, Manager of Operations

Deadline for Responses:
March 9, 2007

Contact: Mir Shafi, Manager of Operations

I. GENERAL INFORMATION

A. Overview of Services Requested and the Submission Process

The New York City Police Museum is replacing its existing cooling tower with a unit.

The New York City Police Museum is seeking a full service mechanical contractor to perform contracting services for the replacement of the existing 70-ton cooling tower.

Proposals must be received no later than 5:00 PM EST, March 9, 2007. Work will be scheduled to begin on April 23, 2007 and be completed by June 1, 2007. In order to expedite the RFP process the GENERAL ADMINISTRATIVE REQUIREMENTS and the OUTLINE SCOPE OF WORK is made part of this document. The detailed construction PLANS AND AGREEMENT will be made available at The New York City Police Museum office on February 26, 2007. An inspection of the premises may be made at anytime convenient to the contractor by making an appointment with The New York City Police Museum.

All informational contacts access to the Museum and delivery of proposals are to be made with and to:

The New York City Police Museum
100 Old Slip
New York, NY 10005
Attention: Mir Shafi, Manager of Operations
212-480-3100, ext. 106

The New York City Police Museum reserves the right to reject any proposals submitted if such election is deemed to be in the best interest of The New York City Police Museum. The New York City Police Museum 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:

February 22, 2007	RFP issued with administrative and outline construction information
February 26, 2007	Detail plans and specifications made available at the New York City Police Museum office
March 9, 2007	Responses Due
March 23, 2007	Contractor selected and agreement executed
April 23, 2007	Work begins
June 1, 2007	Work is completed

II. ANTICIPATED SCOPE OF SERVICES

The New York City Police Museum is seeking one or more firms to supply general contracting services to assist in its cooling tower replacement project. The New York City Police Museum 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 mechanical construction contracting services.

Demolish and remove existing 70-ton cooling tower and related equipment and furnish and install a new 90-ton cooling tower with all components necessary for a complete installation. New cooling tower shall be delivered in sections sized to fit through existing doorways, stairs etc. and reassembled on site in its final location. All associated pumps, piping, ductwork, electrical, controls, structural steel etc. shall be relocated or modified as necessary.

Your firm will also be responsible for completing surveys and monthly project summary reports as per the Lower Manhattan Development Corporation's (LMDC's) requirements. Sample forms will be available for pickup from the front desk of the Museum on February 26th.

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 5:00 PM EST, March 9, 2006. Deliver all proposals to:

The New York City Police Museum
100 Old Slip
New York, NY., 10005
Attention: Mir Shafi, Manager of Operations
212-480-3100, ext. 106

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 Mechanical Contracting Services.

2. Samples of up to four (4) projects that the firm has completed in the areas of Mechanical 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 The New York City Police Museum 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, The New York City Police Museum 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 as additionally insured.

- 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

VII. **CONTRACT TERMS AND REQUIREMENTS**

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

The New York City Police Museum 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 The New York City Police Museum do not

obligate The New York City Police Museum in any manner. Legal obligations will only arise on the execution of a formal contract by The New York City Police Museum and the firm(s) selected by The New York City Police Museum. The New York City Police Museum'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 the Museum.

The New York City Police Museum 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.

B. The New York City Police Museum Reservation of Rights

The New York City Police Museum 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 The New York City Police Museum deems it in its best interest to do so. The New York City Police Museum 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 The New York City Police Museum 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/VVBE 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