



Dance New Amsterdam

## REQUEST FOR PROPOSALS

*Dance New Amsterdam*

*seeks proposals to provide construction and HVAC upgrades to the first floor lobby area of Dance New Amsterdam's Studio and Theatre at 280 Broadway on Chambers Street.*

**Dance New Amsterdam**

Catherine Peila, Executive Director

### **General Information:**

#### **I. Mission and Statement of Dance New Amsterdam**

1. Dance New Amsterdam (DNA) is a non-profit company serving downtown New York City's Modern Dance community since 1979. For over 20 years DNA has served as a springboard for emerging talent by providing a supportive atmosphere for amateur and professional dancers. DNA recently opened a new 25,000-square-foot studio and theatre for dance training, creation, and performance at 280 Broadway on Chambers Street. You are invited to submit proposals to upgrade heating, cooling and insulation systems for DNA's 1<sup>st</sup> floor and lobby, 1250 sq ft located at 53 Chambers Street NY, NY 10007.
2. This project is made possible by a grant from the Lower Manhattan Development Corporation (LMDC), which is funded through Community Development Block Grants from the U.S Department of Housing and Urban Development.

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

1. DNA needs the services of a firm to provide construction and/or HVAC upgrades to the company's Chambers Street lobby located at 280 Broadway. Currently, the first floor and lobby area (approx. 1250 square feet) are un-insulated and unheated beyond two water heated baseboard perimeter units located 30 feet from the front desk. DNA is seeking bids to add additional heating capability to the existing system, add additional heating elements, and insulate the area to ensure effectiveness of the heating elements.
2. DNA may select one or more firms to provide some of the requested services, or DNA may select a single firm to provide all services requested. Firms interested in submitting proposals to provide such services are required to follow the recommended guidelines and instructions contained in this Request for Proposals ("RFP"). In the event it becomes necessary to revise any part of this RFP, revisions will be provided by addenda posted on the LMDC web site: <http://www.renewnyc.com> and the DNA website: <http://www.dnadance.org>
3. Proposals should provide a straightforward, complete and concise description of the firm's capabilities to satisfy the requirements of the RFP. Please prepare five (5) copies of your proposal and work samples. Each copy of the proposal should be bound in a single volume and include any documentation you may wish to submit.
4. DNA's request for an oral presentation shall not constitute acceptance of a proposal.

Proposals must be received no later than 5:00 PM EST, August 9, 2010. Deliver all proposals to:

Dance New Amsterdam  
Attn: Gary Slavin, Business Manager  
280 Broadway (entrance on Chambers)  
New York, NY 10007

DNA reserves the right to reject any or all proposals submitted if such election is deemed to be in the best interest of DNA. DNA assumes no obligation, no responsibility and no liability for costs incurred by the responding firms prior to the issuance of a contract.

## **III. Estimated Schedule:**

The Current Estimated Schedule for the upgrades is as follows:

**June 14** – RFP issued  
**June 21 – July 31** – Site visit at DNA (entrance 53 Chambers Street)  
**August 9** – Responses Due  
**August 10 - 13** Contractor(s) selected  
**August 23** – Anticipated Work Start Date  
**September 13** – Anticipated Work End Date

Work is to be completed within 2 weeks of initiation with minimal impact to space and no disruption of business.

Please RSVP for the Site visit by emailing Gary Slavin at [gslavin@dnadance.org](mailto:gslavin@dnadance.org) with the subject line "DNA Site Visit"

#### **IV. Scope of work:**

##### **May include but is not necessarily limited to:**

1. Insulation of storefront windows and walls
2. Replace baseboard water heated radiator with hot water heating coil unit, or cast iron radiator.
3. Add Electric duct heater to existing HVAC duct.
4. Add thermostat control to electric duct heater.
5. Survey 7 ton water cooled a/c unit for proper operation. Repair if necessary.
6. Windbreaker temporary vestibule (interior).
7. Upgrade electrical system to handle increased load.
8. Add draft abatement system to keep heat from running up stairwell.
9. Test and verify installed components according to contract.
10. Ceiling fans added to 3 studios (2 per studio) to increase airflow.

#### **V. Estimated budget:**

The estimated total costs for construction, purchases, and HVAC upgrades are expected to be under \$30,000.

#### **VI. Submission Requirements:**

##### **Interested firms are invited to submit proposals that contain the following information:**

1. A history of the firm's experience providing General Contracting Services to economic development organizations, municipalities, other government entities, private developers, non-profits, and civic organizations.
2. A description of the firm's organizational structure.
3. Samples of up to four (4) projects that the firm has completed in the area of its offered services. Include the client, the name of the contact person who is able to provide a reference.
4. Any other information that you believe would make the firm's work on behalf of the DNA superior to that of other firms or information about your firm's specialty or particular skill to perform a specific requested service.

##### **Provide the following information for your company on a single cover sheet to your proposal:**

1. The lead firm or individual name;
2. The lead firm's contact person;
3. License or certification information of lead firm principal(s) or individual(s) that are anticipated to work on the project;

4. Telephone, fax, and wireless numbers for firm principal(s) or individual(s) that are anticipated to work on the project;
5. The Street address of lead firm or individual;
6. The year the firm or individual practice established;
7. The M/WBE status of the firms (Minority-owned Business Enterprise or Women owned Business Enterprise, as certified by New York State);
8. The type of work or specialty and size of firm; and
9. The signature of the lead individual, and the date of the signature.

**Insurance and Bonds that the Contractor is required to provide.**

All Contractors' insurance policies shall be in the name of the Owner, the Architect, DNA, and the Lower Manhattan Development Corporation as additionally insured.

1. Workers' Compensation: to the limits required by New York State law
2. General Liability: \$2,000,000
3. Personal Injury: \$1,000,000
4. Property Damage \$1,000,000

**VII. Criteria of Selection:**

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

1. Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services to DNA.
2. Quality of work product as demonstrated in submitted work samples.
3. Experience of the firm with comparable projects.
4. Conformity with or exceeding of applicable DNA policies noted herein, including specific policies relating to non-discrimination and affirmative action sub-contracting goals.
5. Projected cost of services.

**Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to Dance New Amsterdam in terms of cost, functionality, and other factors as specified elsewhere in this RFP.**

Dance New Amsterdam reserves the right to:

1. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
2. Accept other than the lowest priced offer,
3. Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and/or
4. Award more than one contract.

5. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for DNA's evaluation of the Vendor's proposal.
6. Bids will be accepted until 5:00 PM, July 6, 2010. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.
7. Please submit all bids to:  
Dance New Amsterdam  
Attn: Gary Slavin, Business Manager  
280 Broadway (entrance at 53 Chambers)  
New York, NY 10007

### **VIII. CONTRACT TERMS AND REQUIREMENTS**

The contents of the proposal prepared by a successful firm, with any amendments provided by DNA, will become a part of the contract is signed as a result of this RFP process.

The selected firm will be required to:

1. Maintain accurate accounting records and other evidence pertaining to costs incurred in providing services, and on DNA and/or LMDC request, to make such records available to DNA and/or LMDC at all reasonable times during the contract period and for six (6) years after the date of the final payment to the firms under the contract.
2. Assume sole responsibility for the complete effort as required by this RFP, and be the sole point of contact with regard to contractual matters.
3. Refrain from assigning, transferring, conveying, sub-letting, or otherwise disposing of the contracts or its rights, titles, or interest therein or its power to execute such agreement to any other person, firm, partnership, company or corporation without the prior consent and approval in writing of the DNA.
4. Comply with applicable laws governing projects initiated or supported by LMDC, including all applicable HUD requirements and regulations.
5. DNA 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 fifteen (15) days prior to such proposed termination date.