



REQUEST FOR PROPOSALS

Architectural/Engineering Team to Provide Facilities Strategic Planning, Needs Assessment and Construction Estimates for a New York State registered charity, Grand Street Settlement.

**Grand Street Settlement
80 Pitt Street
New York, New York 10022**

**Margarita Rosa, Esq., Executive Director
Catherine A. Gellert, President, Board of Directors
Willing I. Chin-Ma, Associate Executive Director**

**RFP Release Date: November 17, 2008
Proposals Due: November 19, 2008**

Grand Street Settlement (GSS) is looking to retain an Architectural/Engineering team to provide Facilities Strategic Planning, Needs Assessment and Construction Estimates. The team will analyze GSS's space needs, define the scope of the project, evaluate and solidify space and equipment requirements, and detail and confirm total costs (construction, materials, equipment & furnishings). Grand Street Settlement has conducted an initial and partial equipment and space needs analysis (HVAC replacement), but requires architectural and engineering expertise to provide a fully realized scope of work and budget for a building project that will meet the needs of the organization as we head into our second millennium of providing services to the Lower East Side community of New York City.

Grand Street Settlement seeks an Architectural/Engineering team that possesses significant Facilities Strategic Planning, and Needs Assessment experience working with social service not-for-profit organizations. The team should have a strong track record of working in the City of New York and be aware of the various complications and issues that arise, including dealing with public agencies and land use regulations. Grand Street Settlement seeks a team that is flexible, creative and has the ability to provide significant guidance to Grand Street Settlement throughout the process. Project teams should also explore creative design options and sustainable design (green building) initiatives, whose initial construction costs may even be less than traditional designs and may also, result in substantial operating cost savings. Facility operating performance criteria, including green building goals for both initial construction and for annual operating expenditures and resource use must be kept in mind during design.

All pre-submission inquiries should be directed via email to wchin-ma@grandstreet.org (no phone calls, please).

I. Grand Street Settlement

A. Mission Statement

Grand Street Settlement expands opportunities for low-income families and individuals by providing culturally relevant services that support community-building, advocacy, self-determination and an enriched quality of life. Since its founding in 1916, Grand Street Settlement has offered a continuum of innovative programs ranging from early childhood and youth development to community support for adults and seniors.

B. Background Information

The following programs serve more than 10,000 children, youth, families, and older adults residing on the Lower East Side as well as in Brooklyn and provide a snapshot of the agency's programs and services that are in place to serve our constituents:

- **Early Childhood Programs**, including *Child Care, Early Head Start, Head Start, and Universal Pre-K* serving over 400 children and their families in Lower Manhattan and Brooklyn.
- **After-School programs and summer day camp** for nearly 250 elementary students.
- **Youth and adolescent programs** such as the 1) *Attendance Improvement and Dropout Prevention* programs attended by over 450 students in six high schools, 2) *after-school/out-of-school-time* programs for over 200 students in two high schools, 3) *adolescent sexuality programs* benefiting over 200 teens, 3) *Boys and Girls Initiatives* serving in separate programming the leadership and career planning needs of 150 girls and 40 boys, 4) *College and Career Discovery Center* accessed by 1,150 college-bound high school graduates, 5) a *youth employment preparation program* for 65 youth, 6) a *Computer Clubhouse* open to all youth participants, and 7) the *Americorps* program providing in-service training for 40 volunteers.
- **Programs for Adults and Families** consist of 1) counseling and support services for approximately 100 students and families, 2) a *Single Stop Center* for benefits screening and onsite referrals, and 3) a *Community Technology Center* for the entire community.
- **Programs for Older Adults** assisting low-income, frail, and often isolated and homebound older residents of the Lower East Side: 1) *Grand Coalition of Seniors* provides nutritional, educational, and recreational services for 200 older adults, 2) the *Baruch Elders Services Team* assists 300 senior residents of the Baruch Housing Project, 3) a *Senior Housing* offers apartments and supportive services to 74 older adults, 4) the Asian American Elders Project is accessed by 150 Asian American seniors, and 5) the Older Adults' Club provides kosher meals and companionship to 30 seniors who belong to an earlier generation of long-time neighborhood residents.

C. GSS Structure and Personnel

- GSS has over 30 years of experience in administering millions of dollars in government (federal, state and city) contracts, including implementing government-funded contracts worth approximately \$8 million in fiscal year 2007 alone.
- Grand Street Settlement employs approximately 191 full-time staff and 94 part-time staff, let. This corps of dedicated, experienced, and well-trained staff is led by Margarita Rosa, the Executive Director, a former Commissioner of the New York State Division of Human Rights. The staff has graduate degrees and extensive experience in social work, financial management and accounting, operations and facilities management, human resources, fundraising education, youth development, counseling and leadership training, as well as health and social services.
- Under a leasing agreement with the NYC Housing Authority, the facility serves approximately 500 seniors, 400 toddlers, over 1,000 elementary and high school students, 100 adults and families, and over 7,000 community residents through the following programs:
 - Weekday meal program, computer sessions, arts and crafts classes, educational workshops, and other socialization activities for seniors.
 - Year-round day care, head start, and pre-K programming from Monday through Friday, from 8 am through 6 pm.

- Year-round after school, sports, homework help, youth development interventions, leadership training sessions, and computer sessions for youth ages 6 to 21.
- Supportive services, benefits screening, and onsite referrals for adults and families.

Agency supervision of the proposed capital project will be handled by Willing Chin-ma, Assistant Executive Director for Early Childhood Programs, Senior Services, and Facilities and Operations, who has over eleven years of experience managing operations and capital improvement projects at GSS. Overall project oversight will be provided by the agency's Executive Director, Margarita Rosa, Esq.

II. Project Description

Grand Street Settlement has received initial funding from the Lower Manhattan Development Corporation to support a comprehensive HVAC system, conversion of a program space to early childhood classroom, gym renovations, as well as renovations of the second floor to create family and training rooms, conversion of a classroom and upgrade of bathrooms, at its program facility at 80 Pitt Street, New York, NY 10002.

- **Replacement of the HVAC system** was a recommendation of a 2006 study with a construction phase to possibly include the removal of the non-functioning system in place, demolition, asbestos and lead paint abatement, concrete and masonry work, electrical work, waterproofing, rough and finish carpentry, painting, as well as ceiling removal and acoustical ceiling replacement that would extend from the first to the second floor. Renovation will also take place at the roof of the building as part of the HVAC system installation. Deficient fire alarm systems and extinguishers will also be replaced. Attendance of programs in the building among children and seniors drop by as much as 50-60% in the summer months because of excessive heat. Upon completion of the HVAC replacement, it is anticipated that the number of seniors and children attending the programs would increase in the summer, particularly for the summer day camp program activities.
- **Conversion of a program space to a toddler classroom** will consist of wall partitions, window treatment, painting, plumbing, the installation of a new bathroom, and the acquisition of furniture for young children. With this conversion, the early childhood programs of GSS will have the ability to expand its center-based programming to reach eight additional toddlers. The impact of this additional capacity will be significant among families with parents who are working full-time based on our current wait list that ranges from 20 to 50 children.

During holiday celebrations, over 1,000 additional participants from other Grand Street Settlement program sites use the gym or the multi-purpose room. Because Grand Street Settlement serves community residents, including approximately 7,000 families that live in the surrounding Gompers Public Housing and the nearby Baruch Public Housing, the gym and the multi-purpose room on the first floor of the facility serve as venues for community meetings and celebrations.

- **Gym improvements and renovations** will target the complete renovation of the gym starting with removal of the old and defective flooring that pose as a risk for tripping among children, youth, and seniors. Construction will include the installation of polyethylene surfaces, natural rubber cushions, maple flooring, maple custom reducers, and stripe for the full court basketball. With the new flooring, it is projected that additional community events can be held thereby increasing the number of neighborhood residents that can access the venue such as tenant association meetings, community board meetings, joint programming

of GSS-managed after school programs in the neighborhood, and increased health and wellness activities for children, youth, and seniors. During emergency or disaster relief activities, the gym would have the capacity to house from 100 to 120 families following the renovation work. Phase I consists of the above-mentioned urgent repairs as well as new and replacement equipment that would make the gymnasium a first-rate facility fully usable by children and youth in our regular programs and our summer day camp programs. This would include: 1) purchase and installation of waterproof sports flooring, 2) a replacement wall-mounted stationary basketball backstop with a rectangular glass backboard and a breakaway goal, 3) four sets of 3-row tip and roll bleachers, 4) a multi-game scoreboard with wireless control, 5) new lighting, 6) a professional sound/announcement system, 7) Ethafoam protective wall padding, 8) a cooling and ventilation system and 9) renovating and furnishing the existing locker room (at present the locker room is not operational). Phase II includes the addition of fitness equipment would provide a full range of gym services to promote overall physical fitness and would allow us to offer much-needed tailored fitness programs targeted to preventing and reducing obesity, diabetes, heart disease, and hypertension among our children, youth, adult, and senior participants.

Because of the extensive programming that takes place at 80 Pitt Street, it is critical that the facility has adequate and up-to-date service and equipment capacity to meet the needs of community residents who access the place. Most significant is the need to ensure that the most vulnerable participants consisting of infants and children as well as frail older adults are not placed at risk due to the extensive deterioration of program spaces. Because of the urgency of the needed capital renovation and the health and safety risks posed by the current building and equipment conditions, Grand Street Settlement wishes to undertake the following capital improvement initiatives:

- **Building Renovation** including space and equipment requirements, comprehensive site planning, and total costs; which may include but not be limited to the project as defined in the above descriptions. It may or may not include construction that will be necessary for life safety upgrades, code compliance, ADA compliance, utility upgrades, building envelope remediation, and site improvements.

When construction begins, GSS will ensure that programs displaced at the facility will have alternative program venues to use in order to avoid service disruption. Temporary plywood corridors and hallways will be installed to ensure safety of building occupants and ease of building access and foot traffic. It is also projected that during abatement of hazardous materials, the building will be closed to safeguard the health of community residents and GSS employees accessing the building.

III. Submission Process

All proposals must meet the requirements stated in this RFP. Proposals should be printed on 8 ½" x 11" paper. Oversized drawings may be submitted, but must also be submitted in 8 ½" x 11" format. No electronic or facsimile proposals will be accepted. There is no page limit. Exhibits, including renderings and visuals, may be presented. These may be submitted in printed format or on disk as an Addendum. The proposal submission should be submitted no later than **December 19, 2008**.

Respondents should submit two (2) copies of their written proposals to:

Willing I. Chin-Ma
Associate Executive Director
Grand Street Settlement
80 Pitt Street
New York, New York 10002

The proposal submission should be submitted in a sealed envelope with the following information written on the outside: **Firm name, address and contact information (name, phone number).**

Interested teams are invited to submit proposals that contain the following information:

A. Experience, Structure, Personnel

1. A description of project team experience providing Architectural/ Engineering services for facilities strategic planning and needs assessment for not-for-profit and civic organizations.
2. Résumés of the principals and staff who would work directly with Grand Street Settlement.
3. Relevant projects of up to three major projects that have been completed in the area of service requested. Include the client, the name of the contact person who is able to provide a reference, a description of the nature of the work, and the complexity of the project.
4. Any other information that you believe would make your work on behalf of Grand Street Settlement superior to that of other consultants.

B. Methodology

1. A description of how you would approach the anticipated scope of services set forth in this RFP.
2. Proposers should submit a preliminary timetable describing the various steps in the process and how the respondent will meet the required deadline.
Any additional information that proposer deems relevant should be included.

C. Fee

1. Total estimated fee for completion of the project.
2. The normal hourly rate of each principle and staff member whose résumé is provided or whose job category may be required.
3. Any reduced fees offered to other municipalities, governmental entities, economic development or nonprofit organizations.
4. Any other fees or charges.

D. Contact Information

On a single cover sheet in your proposal please provide:

1. The firm or individual name
2. The firm's contact person
3. All contact information, including e-mail, address, telephone and fax
4. The year the firm or practice was established
5. The MBW/WBE status of the firm

E. Evaluation and Selection Procedures

Proposals will be evaluated by a selection committee composed of GSS's Board-designated committee, which may include employees and consultants, based on the following criteria. The designee will be the proposer whose submission the selection committee judges best overall based on these criteria. In evaluating proposals, GSS will use the following criteria:

- Fee
- Experience with not-for-profit, social service, cultural, and educational organizations
- Experience with working with New York City and New York State agencies
- Experience with similar projects
- Organizational capability

GSS will only consider proposals that meet satisfactory levels of the above criteria. GSS is not required to accept the proposal that includes the lowest fee. GSS's acceptance of a proposal does not imply that every element of that proposal has been accepted. GSI cannot consider any proposal that does not comply with stated requirements. Proposals that do not meet these requirements will not be evaluated. When feasible, representatives of GSS will visit facilities designed by proposers.

F. Contract Terms and Requirements

The contents of the proposal prepared by the successful consultant, with any amendment approved by Grand Street Settlement will become a part of the contract that is signed as a result of this RFP process. The selected firms will be required to:

- Work with Grand Street Settlement and their consultants on all matters that may arise in connection with the project.
- Assume sole responsibility for the complete effort as required by this RFP, and be the sole point of contact with regard to contractual matters.
- Refrain from assigning, transferring, conveying, subletting or otherwise disposing of the contract 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 Grand Street Settlement.
- Comply with applicable law governing projects initiated or supported by Grand Street Settlement funder, the Lower Manhattan Development Corporation, including all applicable HUD requirements and regulations.
- Grand Street Settlement 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 at least thirty days prior to such proposed terminating date.

G. Miscellaneous Conditions

The issuance of this RFP, submission of a response by any firm, and the acceptance of such response by Grand Street Settlement does not obligate the organizations in any manner. Legal obligations will only arise on the execution of a formal contract by Grand Street Settlement and the consultant selected by Grand Street Settlement. Response to this RFP will be prepared at the sole cost and expense of the proposing firms. All Requests for Proposals submission materials become the property of GSS.

GSS reserves the right to postpone or cancel this RFP or reject all proposals if it deems it to be in GSS's best interest. While GSS anticipates holding interviews, proposers are advised that GSS has the option of selecting the proposer without conducting negotiations. Therefore, proposers should submit their best proposals initially, since negotiations may not take place. Proposers may withdraw their proposals from consideration at any time before the proposal deadline. To withdraw a proposal, the proposer must provide GSS with written notification.

H. Basic Services for Project

The services of the Architectural/Engineering team for this proposal are to include but are not limited to those summarized below.

<u>Scope of Architect's Services</u>	<u>Included</u>	<u>Not Included</u>	<u>Remarks</u>
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FEASIBILITY PHASE AND BUILDING ASSESSMENT

1. Provide an Inventory for the following items: Building Systems Assessment (to include HVAC) Defining features of existing buildings.
2. Analyze the inventoried information in relationship to the proposed development to determine the potential impacts to existing building features.
3. Identify building opportunities and constraints that fit with organizations program goals.
4. Evaluate past Needs Assessment materials to inform process for development direction.

<u>Scope of Architect's Services</u>	<u>Included</u>	<u>Not Included</u>	<u>Remarks</u>
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5. Develop strategies for the appropriate use of existing buildings while maximizing development potential of the property.
6. Meet with NYCHA and other agencies to advance the project.

MASTER PLAN NEEDS ASSESSMENT AND SCHEMATIC DESIGN

1. Review the program, schedule, and construction budget to ascertain the Scope of Architectural Services.
2. Provide analysis of the Owner's needs and programming requirements for the Project (including ADA access, code compliance, and life safety requirements).
3. Zoning analysis for development potential.
4. Meet with Building Committee and present recommendations to the Board.
5. Create a matrix to identify development options.
6. Cost valuation to determine development, direction and option.
7. Assist in developing the program, schedule, and construction budget to ascertain the Scope of Architectural Services.
8. Review the building use, materials, building systems and equipment.
9. Provide services to investigate existing conditions and make measured drawings.
10. Provide services to verify the accuracy of drawings or other information provided by the Owner.
11. Review with the Owner the method of project delivery.
12. Prepare schematic design documents, scale drawings and specifications.
13. Submit to Owner final schematic design.
14. Attend progress meetings.
15. Analyze comparative systems with engineers and consultants; select systems (including life-safety systems) to be used in the project. Determine system space and location requirements with appropriate consultants.

COST ESTIMATING AND BUDGETING

1. Review schematic program and provide cost estimate that meets with budgeting goals.
2. Provide and Identify areas of cost savings as it relates to materials and equipment.
3. Provide budget estimates for target sources of funding.
4. Match funding allocations to budget funding sources.

I. Attachments

The selected respondent (team) will be working with Grand Street Settlement in conjunction with the Lower Manhattan Development Corporation (LMDC) therefore the following attached documents (documents are also posted on the LMDC website www.renewny.com) are required to be completed and submitted along with the proposal:

1. Attachment C-1
2. Schedule C–Attachment C-2
MBE/WBE Compliance Report LMDC Non-Construction Contract
3. RFPQ/Attachment 3–Lower Manhattan Development Corporation
Standard Business Background Questionnaire
- 4a. Workforce Employment Utilization Report
- 4b. Exhibit A-7: Workforce Utilization Report for Section 3 Clause
- 4c. Exhibit A-8: Workforce Utilization Report for Employees Impacted by
September 11, 2001