REQUEST FOR PROPOSALS

Mechanical Engineering Services to Provide Construction Documents and Construction Management for Henry Street Settlement,
Abrons Arts Center at 466 Grand Street, New York, New York, 10002

RFP Release Date: September 3, 2010
Proposals Due: October 1, 2010

Confidentiality

The contents of this Request for Proposal (RFP) are considered Confidential Information. The company receiving this RFP shall not disclose to anyone, other than its employees directly connected with responding to this RFP, any information concerning this request or any information obtained in subsequent RFP-related communications. No information contained in this RFP shall be duplicated, used, or disclosed without the prior written consent of Henry Street Settlement.
Information in this RFP can only be distributed with written permission from Henry Street Settlement (HSS). Furthermore, no news releases, public announcement, or any other reference to this request may be made without prior written consent from HSS, which consent may be withheld for any reason solely at HSS's discretion.

Introduction

Henry Street Settlement opens doors of opportunity to enrich lives and enhance human progress for Lower East Side residents and other New Yorkers through social services, arts, and health care programs.

Founded in 1893 by social work pioneer Lillian Wald and based on Manhattan's Lower East Side, the Henry Street Settlement delivers a wide range of social service and arts programming to more than 100,000 New Yorkers each year. Distinguished by a profound connection to its neighbors, a willingness to address new problems with swift and innovative solutions, and a strong record of accomplishment, Henry Street challenges the effects of urban poverty by helping families achieve better lives for themselves and their children.

Henry Street's core divisions include a multidisciplinary arts center, shelter and supportive services, behavioral and health services, senior services, home care services, a workforce development center, day care centers, and after school and summer programs for neighborhood youth.

Project Description

Henry Street Settlement is seeking proposals for mechanical/electrical engineering services for the rehabilitation and upgrade of its air conditioning and heating systems at the Abrons Arts Center, 466 Grand Street. The Abrons Arts Center is a multi-purpose arts facility with three theater spaces including Henry Street Settlement's 1915 Harry DeJur Playhouse, dance studios, exhibit spaces, classrooms for visual arts and music, and administrative spaces. The proposal shall include architectural services required to accommodate new mechanical/electrical conditions, demolition, and shall include patching, painting, etc. of the areas affected.

Henry Street Settlement seeks services from a firm that possesses a strong track record of working with non-profit organizations on phased construction projects, and demonstrates an ability to develop creative solutions with limited funds. The firm 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 building code regulations. *Henry Street Settlement* seeks a firm that is flexible, creative and has the ability to provide significant guidance to *HSS* throughout the process. This project is generously funded by Lower Manhattan Development Corporation, and the firm must comply with all reporting regulations associated with these funds.

Abrons Arts Center Existing Systems

Air conditioning

The building was originally designed with central chilled water and Con Edison steam plants. There are two separate chillers installed in the cellar mechanical space:

- 100 ton steam absorption chiller
- 50 ton split air cooled chiller

The steam absorption chiller utilizes steam purchased from Con Edison and is provided with condenser water piping from a roof cooling tower. This chiller and cooling tower have not been operational for the last 20 years.

The 50 ton split air cooled chiller is the main source of air conditioning for the central building system. This chiller is over 30 years old, in poor condition, and requires constant maintenance and repairs.

There are also two small (5-ton each) split air cooled system used for auditorium and studios and a rooftop unit designated for the stage area in the Harry DeJur Playhouse. The rooftop unit is rarely used due to the obvious noises it creates above the stage.

Heating

The building is provided with high pressure Con Edison steam, utilized for air conditioning and heating. There are four separate PRV stations that distribute steam as follows:

- Steam absorption chiller
- Instantaneous water heater for preparation of domestic hot water
- Playhouse building heating and heating of domestic water storage tank on the roof
- Steam heating coils in the air handling units and heat exchanger for the hot water to fan coils.

Exiting steam stations and steam valves appear to be in poor condition. The valves are leaking. Piping and joints are corroded. The entire system is inefficient. This results in substantial steam loss and escalated utility bills from Con Edison. The existing steam system and PRV's, if utilized for the proposed alteration, should be removed in its entirety and a completely new system and PRV's with control shall be installed.

Air Handling Units

The building is air conditioned and heated via seven central stations air handling units. Units are located throughout the building as follows:

- (4) In the cellar of main mechanical space of new building ;
- (1) Cellar of old theater building;
- (1) 1st floor MER;
- (1) 2nd floor MER.

Each unit is provided with outside air ductwork, chilled water, and steam coil. These units appear to be in fare condition. According to the existing drawings these units are served via their designated chilled water loop and circulating pump.

In addition small fan coil units are located throughout the building in offices, hallways, and the vestibule. These units utilize one coil to provide either cooling or heating and are connected to a two-pipe system (chilled water/hot water loop). As indicated on the original drawings this dual temperature loop shall have designated pump and shall operate independently from the air handling units.

These air handling units and fan coils are the original installed equipment. They appear to be in fair condition and can remain for some period of time until additional resources will become available.

Over the years the pumping and system operations has been changed and integrated into one loop. The pumps and systems do not provide independent operation for the air handlers and fan coils. This equipment operates simultaneously for either heating or cooling.

Building Electrical Service

Incoming utility power is supplied by Con Edison. The service is 120/208 volts, three phase, and four wires with a Con Edison current transformer cabinet attached to a KWH meter. This service enters the main switchgear room located in the basement and appears to terminate in (3) three services disconnect switches as follows:

- 1600A service switch supplying power to MDP-2 located in the basement.
- 800A service switch supplying power to MDP-1 located in the main switchgear room.
- 1200A service switch supplying power to the MDP distribution panel located in the old building.

The existing electrical service and distribution equipment appear to be in fair condition and are adequate for the present building load requirements. The incoming service also has some spare capacity for possible future expansion and addition of air cooled chiller.

Fire Alarm System

The existing system is a very old coded system installed by Acme. This system includes manual pull stations and smoke and heat detectors in some areas. Each zone in the coded system is connected to its own code through the bells in the building.

Preliminary Recommendations: Partial Chiller Replacement

The proposal shall include implementation of a proposed scheme that has previously been explored. This scheme is as follows. For this scheme remove absorption chiller, split air cooled chiller, cooling tower, pumps, etc. Steam PRV stations and piping , located in the steam room shall remain, but will not be used, and shall be abandoned in place, capped and made safe until additional funds become available to demolish and remove from site.

Furnish and install new air cooled chiller on the roof with total capacity of 90 tons. Chiller shall have multiple compressors in increments to avoid requirement for the stationary engineer. The chiller capacity can be further expended by adding modules should additional resources become available in the future.

Existing condenser water risers shall be connected to the chiller and shall be utilized for chilled water circulation down to cellar. These risers shall be insulated. Install new chilled water pumps, valves, piping in the cellar and connect to existing chilled water piping serving air handlers and fan coils. Under this scheme electrical modifications will be required and additional electrical power will be utilized.

For the heating furnish and install three modular 500 MBH each gas fired steam boilers. In place of steam PRV's these boilers shall supply steam for heating of the old building similar, for the air handlers, and steam to water heat exchanger designated for the fan coils. These boilers will require new gas service installed in the building. It will also be necessary to construct a new boiler flue up to roof.

For the preparation of domestic hot water two gas fired water heaters will be required. Common flue shall be utilized for boilers and water heaters.

Alternate heating system for this scheme can be Con Edison steam with PRV stations similar to scheme "B".

We recommend the following modifications to the buildings electrical service:

- Utilize existing spare switches in the existing switchboards MDP-1, MDP-2 and MDP-3
- Reconnect new electrical equipment to the existing switches made available after removing existing HVAC equipment.
- Provide additional Con Edison service switch to support air cooled chiller.

As indicated above the described proposal appears to be a viable solution. The entire space (old theater, new building auditorium, studios, etc) has substantial usage diversity. A proposed 90 ton air cooled packaged chiller is less costly than modular chillers, has multiple compressors, and will not require a licensed stationary engineer. Installation of a new stream PRV system should be an easier and less costly solution comparing to the installation of new boiler plant with flue and new gas service. Utilizing the systems for the proposed solution will most likely allow the construction to be within the budget.

In addition minor architectural modifications will be required to accommodate new mechanical/electrical systems and should be considered in this proposal.

Submission Process

All pre-submission inquiries should be directed to Renee Epps, Chief Officer for Facilities via email at repps@henrystreet.org or by phone at 212/766-9200 x 226.

A mandatory walk-through will be held on Friday September 10, 2010 at 10:00 AM. Submissions will not be accepted if the interested firm does not attend the walk-through.

Proposals must meet the requirements stated in this RFP, and are limited to ten (10) double-sided pages. Electronic submissions in PDF format will be accepted. Exhibits, including renderings and visuals, may be presented in printed format, on disk or file attachment as an Addendum. The proposal should be submitted with the following information written on the outside of an envelope or in the body of the e-mail: **Firm name, address and contact name and phone number.** Proposals should be received no later than **October 1, 2010**, addressed to:

Renee Epps
Chief Officer for Facilities
Henry Street Settlement
265 Henry Street
New York, New York 10002
repps@henrystreet.org

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

I. *Experience, Structure, Personnel*

a. Description of the firm's experience with not-for-profit organizations.

b. List of names including the firm's licensed professional(s) leading the project and principals and staff who would work directly with Henry Street Settlement.

c. Relevant experience of up to five projects completed in the area of service requested. Include the client name and a contact person as a reference, as well as a description of the nature and complexity of the project.

d. Other information that would make the firm's work on behalf of ***HSS*** superior to that of other consultants.

II. *Methodology*

a. A description of how the firm would approach the anticipated scope of services set forth in this RFP.

b. A preliminary timetable describing the various steps in the process, and including any additional information that proposer deems relevant.

III. *Fee*

a. The basis for and total estimated fee to complete the project.

b. The normal hourly rate of each principle and staff member whose would work on the project, or whose job category may be required.

c. Any other fees or charges, including expenses.

IV. *Contact Information*

a. On the cover sheet of your proposal please provide the name and address of the firm, the year it was established, and the contact person's name, e-mail, telephone and fax.

Contract Terms and Requirements

The contents of the proposal prepared by the successful consultant, with any amendment approved by ***Henry 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 ***Henry 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 ***Henry Street Settlement***.

- ***Henry 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.

- Comply with applicable law governing projects initiated or supported by Henry Street Settlement funder, the Lower Manhattan Development Corporation, including all applicable HUD requirements and regulations.

Evaluation and Selection Procedures

Proposals will be evaluated **HSS**'s staff, 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, **HSS** will use the following criteria:

- Fee

- Experience with not-for-profit organizations

- Experience of key staff identified in the proposal

- Experience and quality of any subcontractors proposed

- Experience with working with the Department of Buildings, the Lower Manhattan Development Corporation and other New York City and New York State agencies

- Experience with similar projects

- Organizational capability

HSS will only consider proposals that meet satisfactory levels of the above criteria. ***HSS*** is not required to accept the proposal that includes the lowest fee. ***HSS***'s acceptance of a proposal does not imply that every element of that proposal has been accepted. ***HSS*** cannot consider any proposal that does not comply with stated requirements. Proposals that do not meet these requirements will not be evaluated.