



REQUEST FOR PROPOSALS

Soho Rep.

Seeks proposals to provide air conditioning solutions for our first floor performance space of Soho Rep's theater located at 46 Walker St.

SOHO REP

Artistic Director, Sarah Benson

Executive Director, Tania Camargo

Production & Facilities Manager, Robert Saenz de Viteri

GENERAL INFORMATION

Mission

Soho Rep is a leading hub for innovative contemporary theater in New York City. We are dedicated to artistic excellence by supporting distinctive, diverse and pioneering theater. We empower artists to make their boldest work and invite audiences to share in that intimate and transformative live experience. Soho Rep creates a dynamic context for both artists and audiences that promotes and sustains conversation in the field—and the cultural fabric of the city. Founded in 1975, and in our theater on Walker Street since 1991, Soho Rep has built an outstanding reputation for being at the forefront of new and innovative theatre, serving as a vital center for contemporary theatre artists. We also successfully attract one of the youngest adult theater-going audiences in New York City with over 62% under the age of 40.

Statement of Project

Soho Rep seeks proposals for a ductless air conditioning system to handle cooling for our 1500 square foot performance space located on the first floor of 46 Walker St. The system should provide cool air delivery to the audience and stage sections of the theater. You are invited to submit proposals for the design and installation of this system.

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 (HUD).

OVERVIEW OF SERVICES REQUESTED

Soho Rep requires the services of a contractor to design and install an air conditioning system adequate for our space (approximately 1500 square feet) and that will accommodate our audience and performers. The scope of the work may include but is not necessarily limited to –

1. Design of a ductless, split air conditioning system with compressor(s) installed in the alley behind the theater and air delivery units installed in locations befitting the needs of our audience and performers.
2. Installation of the compression and delivery units.
3. Installation of all coolant supply and drainage pipes in accordance with the needs of the theater's performance space.
4. Any and all electrical upgrades and changes necessary for the completion of the project.

PROPOSAL REQUIREMENTS

Soho Rep seeks to select a single contractor to provide all of the requested services. Contracting firms interested in submitting proposals for the services described are required to follow the recommended guidelines and instructions contained in this Request for Proposal (RFP).

1. Proposals should include a complete verbal description of the work to be completed.
2. Proposals should include an itemized cost evaluation of the project.
3. Proposals should include a schedule for the completion of the project.
4. Proposals must be received by April 8th, 2011.
5. Proposals may be submitted electronically, via email, to rsaenzdeviteri@sohorep.org

Soho Rep reserves the right to reject any or all proposals submitted in accordance with Soho Rep's best interests. Soho Rep assumes no responsibility of cost incurred by responding firms prior to the issuance of a contract.

ESTIMATED SCHEDULE

The current estimated schedule for this project is as follows. Anticipated work start and end dates may be adjusted by Soho Rep and the awarded firm as both parties see fit.

4/15/2011– RFP issued

4/15/2011 – 4/30/2011 – Site visits by firms interested in the proposal

4/30/2011 – Proposals due

5/10/2011 – 5/13/2011 – Anticipated work period. Work is to be completed within 1 week of initiation.

Please RSVP for a site visit by emailing Robert Saenz de Viteri at rsaenzdeviteri@sohorep.org

ESTIMATED BUDGET

The estimated total costs for design, purchases, and installation for this project are expected to be under \$18,000.

SUBMISSION REQUIREMENTS

All proposal submissions should include the following.

1. Samples of a similar project that the firm has completed. Include the client name and contact information of someone who is able to provide a reference.
2. The lead firm or individual name
3. License or certification information of lead firm principal(s) or individual(s) that are anticipated to work on the project.
4. Contact information of lead firm principal(s) or individual(s) that are anticipated to work on the project.

Insurance and Bonds that the Contractor is required to provide.

All Contractors' insurance policies shall be in the name of the Owner, Soho Rep, 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

CRITERIA OF SELECTION

In evaluating proposals submitted, Soho Rep places high value on the following criteria, in no particular order.

1. Ability to work within and around the existing schedule of productions at Soho Rep.
2. Quality of work as demonstrated by submitted description of similar project and reference.
3. Ability to complete the work within the proposed time frame.
4. Projected cost of services.

Awarding of the contract resulting from this RFP will be based upon the most responsive vendor whose offer will be the most advantageous to Soho Rep in terms of factors specified within this RFP. Soho Rep reserves the right to:

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

CONTRACT TERMS AND REQUIREMENTS

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

Requirements of awarded contract:

1. As the proposed project is funded by the Lower Manhattan Development Council, the awarded contractor must comply with all provisions included in the subrecipient agreement. The agreement follows this RFP as attached documents entitled *A-S* and *A-6*.
2. Meet all prevailing wage requirements in accordance with the Davis Bacon Act as amended (40 U.S.C. 276a-276a-5). Information regarding the Davis Bacon Act may be found in attachments entitled *General Wage Determinations* and *Federal Labor Standard Provisions*. A guide for contractors to follow the Davis Bacon Act may be provided upon request.

3. Use a federally certified payroll form, attached here as document entitled *Certified Payroll*. Please note that if the contractor is using another type of payroll format, they may attach the certification from the back of the *Certified Payroll* document. Also, if the contractor chooses to use another payroll format the payroll must include the employees name, address, social security number, his/her work classification, rate of pay, the gross amount earned, deductions, and net amount paid.
4. Assume sole responsibility for the complete effort as required by this RFP, and be the sole point of contact with regard to contractual matters.
5. 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 Soho Rep.
6. Soho Rep 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.

ATTACHED DOCUMENTS

LMDC Subrecipient Monitoring Guidelines A-6

Schedule A-S LMDC Passdown

General Wage Determinations according to Davis Bacon Act

Federal Labor Standard Provisions

Certified Payroll WH347