Alexandria Center for Life Science - NYC West Tower
Request for Proposals: Architecture and Engineering Services

April 2013

**Table of Contents**

1. Introduction

2. Project Scope

3. Qualification Submission Requirement

4. Selection Process

5. Architectural Team Selection Criteria

6. Minority & Women-owned Business Enterprises

7. Submission
1. INTRODUCTION

Project Location: Alexandria Center for Life Science-NYC West Tower
430 East 29th Street
New York, NY 10016

NYU Langone Medical Center (NYULMC), one of the nation’s premier centers for excellence in clinical care, biomedical research and medical education, is expanding its off campus laboratory research capabilities by constructing new state of the art research facilities in leased space at the Alexandria Center for Life Science-West Towers, currently under construction. The Laboratory fit-out will consist of roughly 120,000 rentable square feet on floors 2, 3, 4 and 5 of the 17-story West Tower. The space in ACLS West Tower will enable the recruitment and/or relocation of scientists and replacement of facilities lost during Super Storm Sandy. The animal housing, currently located in leased space, has a tight deadline to relocate, and is therefore considered a critical project for NYULMC.

The purpose of this RFP is to solicit A/E proposals for programming, design, and construction administration services required to build a vivarium and three floors for basic research laboratories. The selected firm must have demonstrated experience in leading various groups with conflicting priorities to achieve consensus in an effective and expeditious manner.

2. PROJECT SCOPE AND SCHEDULE

The building site is on the campus of the Alexandria Center for Life Sciences at the east end of 29th Street, stretching from 1st Avenue to the FDR access road. NYULMC currently leases 3 floors in the East Tower (450 E 29th St) and will be more than doubling its presence with 4 more floors in the West Tower (430 E 29th St). Active negotiations are being conducted to secure space. As the building is still under construction, the A/E team will be required to work collaboratively with the owner’s project management team to obtain documentation and develop the project as needed due to site conditions. We anticipate the building to be completed by the end of 2013 and for NYULMC to obtain access to the space for construction immediately after.

We anticipate a very aggressive schedule, which will be driven in large part by the current vivarium lease deadline, which is April 2015. The team will be required to develop early packages that will enable a phased, timely completion of the project.
Scope of Work

The selected Architecture and Engineering Consultant will work with senior leadership and selected groups of scientists and administrators to develop and finalize the program for the West Tower, providing options and pricing necessary to drive decisions. Currently, we anticipate the uses for the West Tower to include a combination of the following programs:

- Vivarium – preliminary space program is included in the RFP
- Molecular Pathogenesis, including a ABSL 3 Facility
- Genetics, including a Genomics Core
- Cell Biology, including a High End Imaging Core

The A/E project scope must include all elements and sub consultants required to determine the optimal scope and design for the new facility. In general the pre-design phase of the project will include an analysis of goals, trends, benchmarks and best practices models; development of scope and budget alternatives; development of functional and detailed space program; public sequence and circulation concept. The pre-design phase will be immediately followed by implementation phase - cost estimates, design and construction administration; assistance during bidding, negotiation and VE process (if needed) should be included in the proposal.

The selected firm must demonstrate experience with fast track projects requiring building consensus, working with multiple consultants, user groups and senior leadership for rapid implementation; also critical is the development of a realistic, accelerated schedule with achievable milestones and goals.

Key Team Members

NYULMC is particularly concerned about the commitment of key design team leadership throughout all phases, as well as the depth of resources to implement the project. Consequently, NYULMC intends for each key team member to be identified in the contract. NYULMC must approve any replacement or change to this staffing plan.

Project Schedule

Proposed schedules should reflect an aggressive yet viable schedule. In order to expedite occupancy, a fast track process is assumed, with overlapping design, documentation and construction periods. In addition, the schedule must allow for approvals. Consequently, significant experience with fast-track
projects in New York City is required in order to develop and maintain a process that enables NYULMC schedule goals while minimizing risk.

3. QUALIFICATION SUBMISSION REQUIREMENTS

Please provide the following information in your response to this proposal in the same order as outlined below:

3.1 Team
   3.1.1 Team Overview
       • Describe your proposed Team Structure to support the unique requirements of the NYULMC project
       • Describe individual firm roles and responsibilities
   3.1.2 Team Organization
       • Provide an Overall Team Organization Chart
       • Provide a Pre-Design Team Organization Chart
   3.1.3 Team Members
       • Provide the role, responsibilities and resume for each key team member
       • Team leadership must include managing principal, design principal, senior designer, project manager, key programmers/operational consultants, technical coordinator
   3.1.4 Team Commitment
       • Provide the time commitment of each Key Team Member throughout each phase of the project

3.2 Experience Please provide detailed information on representative projects your team has completed in NYC preferred within the past five (5) years relevant to this type of design to include:
   3.2.1 Academic Research Laboratories/Academic Facilities
   3.2.2 New York City Design (building design, implementation, approvals, urban design)
   3.2.3 Other experience on projects similar in nature and program

3.3 Case Studies
   3.3.1 Provide 2 to 3 relevant academic medical center projects that demonstrate specific design, planning and implementation challenges similar to NYULMC. Each project is not expected to be identical to NYULMC, but the case studies together should illustrate all critical issues
   3.3.2 For each, outline relevant issues, overall size, completion date, key team members, program elements, project challenges and resulting innovations, using both text and images
   3.3.3 For each, provide client references tied to team members. Key Team members must have worked on each project.

3.4 Supporting Materials
   3.4.1 Provide brief firm information for key specialty consultants, as required
3.4.2 Focus should be on the critical consultants for Programming, MEP, Structural Engineering, Information Technology, and Cost Estimating.

3.5 Responsibility Questionnaire – please complete the document. This document should be signed by an officer of the company who can enter into contractual agreements on behalf of the company. This document must be notarized.

4. SELECTION PROCESS

4.1 Process
It is the current intent of NYULMC to select a team by July 2013. The selection process has been organized to provide sufficient information for NYULMC to award a contract to the team that offers team chemistry, commitment, resources, experience, design capabilities and approach to the unique challenges of this project. Consequently, a project overview conference is planned with all teams to respond to questions.

4.2 Architect Selection Schedule
NYULMC currently anticipates the following schedule, although all interview dates are preliminary and subject to modification:

- Qualifications to NYULMC  See item 6. Submission below
- RFP to short-listed firms  May 15, 2013

Short-listed firms will be provided with additional scheduling and scope information.

5. Architectural Team Selection Criteria - The criteria is listed in descending order of importance

5.1. Team Description

- Commitment of key team leaders
- Firm resources to implement the project
- Balance of design and technical implementation expertise
- Team organization, accountability, chemistry, clarity of roles

5.2 Academic Research Center Experience

- Similar project experience in complex, phased development

5.3. New York City Experience

- Regulatory approvals

5.4. Complex Project Implementation

- Management and coordination of complex teams
- Fast-track implementation with multiple packages
- Demonstrated successful past project execution
- Documentation quality and depth of technical expertise
- Proposed schedule and delivery
5.5 Leadership
- Consensus building with multi-headed clients
- Ability to evaluate scope/budget alternatives
- Ability to successfully lead multiple simultaneous planning efforts

6. Minority & Women-owned Business Enterprises
6.1 Although there are no Minority or Women-owned business enterprise goals for this project, Proposers are strongly encouraged to take all necessary affirmative steps to assure that minority firms, women’s business enterprises and labor surplus area firms are utilized for the work when possible.

6.2 Affirmative steps shall include:
   6.2.1 Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
   6.2.2 Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
   6.2.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women’s business enterprises;
   6.2.4 Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women’s business enterprises; and
   6.2.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce,

7. Submission
A letter of interest and detailed qualifications as specified in paragraph 3 of this Request for Proposal are due no later than 3 PM on May 9, 2013

Please submit three (3) bound copies.
Qualification Packages should be directed as follows:

Claudia Gorun, AIA
Senior Program Director Research
NYU Langone Medical Center
339 East 28th Street
New York, NY 10016