

Request for Qualifications for Construction Management at-Risk for FEMA and Non - FEMA Funded Projects

Section I: Request for Qualifications Overview and Qualification Procedures

1.0 Introduction

This package has been revised from the initial release and incorporates all addenda information as well as any further revisions.

NYULMC is seeking qualified Contractors to provide at-risk Construction Management (CM) for various projects for its facilities that suffered damage as a result of Super Storm Sandy or other FEMA-funded projects as the need arises, as well as for other construction projects.

NYULMC will determine a firm's qualifications to provide construction management for the following types of projects at different construction values as detailed in the qualifications package:

Medical research facility; medical offices; MEP; operating rooms; diagnostic and treatment rooms (including applicable medical equipment); acute patient care facilities (including overnight medicine, PACU, ICU, Bone marrow transplant, transplant, urgent care, and ED); administrative offices; educational space (lecture halls and classrooms); other general construction, including, but not limited to, institutional kitchen; and plaza/landscape.

Since the rotation is anticipated to be in effect for several years, firms initially qualified must remain qualified by NYULMC to be considered for award of a project.

Qualified CM firms will compete for construction management work on various construction projects for which the CM will be expected to begin work upon issuance of a contract.

CM firms must take all necessary affirmative steps to assure that minority and women-owned business enterprises are utilized for the work when possible.

Affirmative steps shall include:

- i. Placing qualified minority and women-owned business enterprises on solicitation lists;
- ii. Assuring that minority and women-owned business enterprises are solicited whenever they are potential sources;
- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by minority and women-owned business enterprises;
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by minority and women-owned business enterprises; and
- v. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce,

This Request for Qualifications includes:

- ◆ Section I: Request for Qualifications Overview and Qualification Procedures
- ◆ Section II: Forms and attachments (if any) for the qualification package

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- ◆ Section III: Sample Form of contract that NYULMC intends to use which may be modified according to the specific project

2.0 Qualification Process

Qualifications will be accepted on an on-going basis and CM firms may be qualified at any time. CM firms are encouraged to submit their qualifications as soon as possible.

See the solicitation schedule below.

Solicitation release date (Initial): March 4, 2013

Submissions : On-going

3.0 General Instructions

- 3.1 Any information that NYULMC may have released either orally or in writing before the issuance of this RFQ is considered preliminary and NYULMC will not be bound by such information.
- 3.2 To be eligible for award of a contract, a CM firm must be deemed qualified by NYULMC.
- 3.3 If someone other than the president, vice president, or general partner of a CM firm signs a Qualification Package, the package is to include evidence of the agent's authority.

4.0 Point of Contact for this RFQ

CM firms are advised that NYULMC's Project Manager for all matters concerning this RFQ is:

Joy C. Bennett
NYU Langone Medical Center
Real Estate Development + Facilities
339 E. 28th St
New York, NY 10016
Telephone: 917-922-5404
Email: joy.bennett@nyumc.org

Requests for Clarification and Addenda

- 4.1 Any inquiry regarding this solicitation shall be made in writing. To be considered, inquiries are to be addressed to the Project Manager by the date specified for receipt of inquiries.
- 4.2 NYULMC will issue responses to inquiries and any other corrections, amendments, and the like which it deems necessary in written addenda. NYULMC will endeavor to email addenda to each person recorded as having been furnished a copy of the RFQ, however, all addenda will be posted on the website and it is incumbent upon the CM firm to ensure they have obtained and acknowledged all addenda (if any).
- 4.3 CM firms must acknowledge receipt of addenda on the Addendum Acknowledgement Form and submit it with their qualifications.
- 4.4 CM firms should not rely on any representations, statements of clarifications not made in either this RFQ or a formal addendum.
- 4.5 NYULMC reserves the right to waive minor informalities in proposal submissions.

5.0 Restrictions on Contacts During the Solicitation Process

CM firms are advised that from the date that this RFQ is issued until the award of any resultant contract, they are not to contact any NYULMC employees or consultants about any matter related to this solicitation unless the Project Manager has given permission to do so.

6.0 Qualification Package Submission Requirements

- 6.1 All CM firms must immediately submit the completed Registration form contained in RFQ to REDFSolicitation@nyumc.org and joy.bennett@nyumc.org to ensure that NYULMC has the correct contact information for addenda and any other correspondence.
- 6.2 Submit a copy of the entire qualification package by email to REDFSolicitation@nyumc.org and joy.bennett@nyumc.org and one (1) hard copy in a D-ring binder. NYULMC is accepting qualification packages on an on-going basis and CMs are encouraged to submit their qualifications as soon as possible. Please be certain to clearly mark the solicitation name and your firm name and address on the outside of the submission envelope. Address package to:

Joy C. Bennett
Real Estate Development + Facilities
NYU Langone Medical Center
339 East 28th Street
New York, NY 10016

- 6.3 Qualification packages shall contain the materials described below:
- ◆ Completed and notarized RED+F Qualification Questionnaire
 - ◆ Completed and notarized RED+F Construction Manager Technical Qualification Questionnaire. For Part III of the Questionnaire, please only check the types and \$values of construction for which you can demonstrate you are reasonably qualified by providing information on representative projects. If your firm will not bid on projects valued under certain amounts, e.g. <\$50M, please do not check those boxes.
 - ◆ CM firm's sample subcontract agreement.
 - ◆ Any documentation to support your qualifications.

7.0 Qualification Package Evaluation

The evaluation criteria, listed in order of importance, are:

- ◆ Experience
 - Experience within a complex urban environment
 - Significant construction management experience with the types of construction for which the CM firm seeks qualification (see the types of construction in the technical qualification questionnaire)
 - Significant experience in managing complex projects for the types of construction for which the CM firm seeks qualification
- ◆ Quality and content of the CM firm's standard subcontract
- ◆ Resources
- ◆ Safety record
- ◆ Moral integrity

8.0 Withdrawal of Qualifications Package

CM firms may withdraw their qualifications package from consideration at any time prior to award of the contract by notifying the Contact Person promptly in writing to avoid unnecessary review by NYULMC. NYULMC will have the right to discard or retain for its records copies of the package withdrawn from consideration.

9.0 Conditions, Terms and Limitations

- 9.1 NYULMC reserves the right to: (i) reject all qualification packages submitted; (ii) require revisions to, corrections, or other changes to any qualification package submitted as a condition to its being given any further consideration.
- 9.2 No CM firm shall have any rights against NYULMC arising at any stage of the solicitation or from the fact that NYULMC does not qualify a CM firm for award under the Master Agreement.
- 9.3 NYULMC is not liable for any pre-contract activity or costs incurred by CM firms in preparing qualification packages.
- 9.4 NYULMC may contact anyone, whether listed as a reference or not, to obtain information about a CM firm, or other information relevant to a qualification package.
- 9.5 All RFQ submission materials become the property of NYULMC.

9.6

Section II: Forms and attachments

- ◆ Addendum Acknowledgement Form
- ◆ Registration Form
- ◆ RED+F Qualification Questionnaire
- ◆ RED+F Construction Manager Technical Qualification Questionnaire

Addendum Acknowledgement Form

The proposer acknowledges the receipt of the following addenda:

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Section III: Form of Contract

A sample of the contract that NYULMC intends to enter into as a result of a project-specific solicitation is included in this RFQ. Such contract may be modified according to the requirement of the specific project.