**Richmond University Medical Center**

 **Facilities Department - 288 Kissel ave. 1st fl Staten Island, NY 10310 718-818-3232**

**May 16th, 2024 (revised May 17th)**

**To all Contractors: Revision #1 to RFP (5-17-24)**

Re: Richmond University Medical Center

 **REQUEST FOR PROPOSAL**

 **Richmond Health Network**

1161 Victory Blvd

Staten Island, NY 10301

Dear Sirs.

Your firm is invited to submit a stipulated sum proposal for the remediation and waterproofing of the Medical Center's leased space located at 1161 Victory blvd, Staten Island, NY, 10301. As described in the attached construction sketches prepared by RUMC facilities department dated 5-16-24. Bid documents, including specifications will be sent via email from Ron Miller, PM, of the RUMC facilities office 288 Kissel ave., Staten Island, NY 10310. The Pre-Bid Conference and site walk-thru is to be held on Thursday May 23rd @ 10:00 am at the facility located on 1161 Victory blvd. All RFI questions that have been submitted will be replied to at that time, in addition to any questions that may arise from the meeting. Additional RFI's will be accepted up until Monday June 7th, 2024.

Two (2) copies of your proposal are due Friday June 14th at 1:00pm and are to be submitted in a sealed envelope marked "SEALED BID, 1161 Victory blvd". Address and deliver your package to:

RUMC

Facilities office

288 Kissel ave.

Staten Island, NY 10310

Attn: Thomas Farrell, AVP

You may contact Mr. Ron Miller at 718-818-1305 with any questions regarding bid documents. Any questions or RFI's pertaining to the bid documents & project must be submitted in writing and can be emailed to Ron Miller. romiller@rumcsi.org

All other questions, please call me at the number above. Thank you for your interest in RUMC.

Sincerely,

Ron Miller, Project Manager

**RFP**

**1.1 Background of RUMC**

RUMC, is a 470+ bed healthcare facility and teaching institution in the areas of acute, medical and surgical care, including emergency care, surgery, minimally invasive laparoscopic and robotic surgery, gastroenterology, cardiology, pediatrics, podiatry, chronology, urology, oncology, orthopedics, neonatal intensive care and maternal health. The Medical Center earned The Joint Commission's Gold Seal of Approval for quality and patient safety.

RUMC is a Level I Trauma Center and designated stroke center, receiving top national recognition from the American Heart Association/American Stroke Association. The state-of-the-art cardiac catheterization lab has PCI capabilities for elective and emergent procedures in angioplasty. RUMC maintains a wound care/hyperbaric center and a sleep disorder center on site at its main campus. The center also offers behavioral health Services, encompassing both inpatient and outpatient services for children, adolescents and adults, including emergent inpatient and mobile outreach units. RUMC is the only Staten Island healthcare facility that offers inpatient psychiatric services for adolescents. With over 2500 employees, RUMC is one of the largest employers on Staten Island.

For more detailed information please see the RUMC website, 

The respondent will provide the following. Civil engineering services for builders pavement plan and all work to be filed with the NYC Building department. Selective sidewalk & asphalt paving demolition, earth excavation, sheeting & shoring as required, sheet waterproofing system, new concrete sidewalks and asphalt paving as required to replace, “as is”, Gyp bd repair on the interior & overall finishes including all work shown on the design drawings. The "Work" hereinafter referred to as the "Scope of Services

**1.2 Project**

**Time frame**

RFP issued 5-16-24

Mandatory Pre-Proposal Meeting: 5-23-24

RFI Deadline: 6-7-23

RFP Submission Deadline: 6-14-23

Anticipated Contract Execution: TBD

**1.3 – Scope of Services**

**Construction**

 The complete remediation of water penetration within the basement of said premises. Excavation, waterproofing system, backfilling and new concrete sidewalks to match existing. Where info is missing the bidder shall create additional bid lines to describe dollar values held as a place holder for material and installation for items not shown, but required to give a complete project.

**Work within tenant space: (but not limited to, refer to site visit notes for full scope**

* + Removal of all water damaged sheet rock
	+ Patching of sheetrock and paint to match
	+ Replacement of all stained ceiling tiles
	+ Replacement of any water damaged light fixtures
	+ Replacement of any water damaged floor tiles

**Scope Work at exterior of building: (but not limited to)**

* + Obtain DOT sidewalk closure permits and pedestrian walkway permits.
	+ Provide civil construction drawings paving plan for filing for permits.
	+ Provide civil construction drawings for filing with NYCBD for new tile drains and all work. Including sheeting and shoring design and methodology.
	+ Provide solid plywood enclosures surrounding excavation and required staging space. All work s to take place behind protection barrier.
	+ Removal of all concrete sidewalks and asphalt paving. For access to foundation drain along entire perimeter of building in multiple phases that do not impact the entrance or use of the building by patients.
	+ Temporary sheeting and shoring to excavate down to bottom of foundation wall and expose existing foundation drain tile. Install and remove per phasing plan
	+ Remove existing Styrofoam insulation from face of concrete. Clean concrete surface thoroughly as per membrane manufacturer’s recommendation for application of new membrane.
	+ See plan A-001 for proposed wall section and all its components.
	+ Apply concrete surface conditioner and or adhesive coat as per manufacturer’s requirements.
	+ Apply sheet membrane waterproofing per manufacturer’s recommendation.
	+ Apply 3” thick rigid insulation board with all joints taped.
	+ Install pre-molded Geodrain or Mapedrain 50 or drainage membrane (drain mat) as per manufacturer’s specification for a vertical application.
	+ Remove existing drain tile and replace with new drain tile 6” dia.
	+ Backfill with 12”gravel and then soil back fill. Compact as required.
	+ Install re-bar into structure at new sidewalk level.
	+ Pour new 4” sidewalk, gravel bed with 4000 psi. With expansion joints per DOT requirements. Provide self-leveling caulk at all joints. Sidewalk construction to adhere to NYC DOT rules and regulations.
	+ New Sidewalk & asphalt to drain away from building all sides. Change slope as needed to accomplish positive drainage.
	+ SUBMITTALS: Manufacturer's Product Data, installation instructions for waterproofing membrane system, and representative membrane samples for approval. Including sheeting and shoring design and methodology for approval by NYC building department.

1. **Drawings & Specifications**
	1. Specifications are as attached with this RFP.

* 1. Drawings:

**Architectural**

A-001 Title Sheet-site plan & Foundation wall section dated 5-10-24

A-002 Existing building elevations

A-003 Existing building elevations

1.4 Proposal Instructions

**Submission:**

To be delivered by hand or express mail or other nationally-known overnight courier addressed to the following address below. Submissions to this address require (1) original and (1) copies in a single envelope and an electric version on a USB flash drive.

Bids are due Friday June 7th, 2024 at 1:00pm and are to be submitted in a sealed envelope marked "SEALED BID 1161 Victory". Address and deliver your package to:

Address

Richmond University Medical Center

Facilities & Engineering Department

288 Kissel ave. , Resident Building I st floor, apt I-G

Staten Island NY 10310

**Recipients: Thomas Farrel, AVP of Facilities & Engineering**

**Phone 718-818-3232**

**Please note that late submissions will not be accepted.**

1.4 Sub-Contractors

RUMC shall have the opportunity to review and approve all of the respondent's consultants and subcontractors resumes prior to the commencement of any of the services. The respondent, and not RUMC, will be responsible for the subcontractor's work, acts and omissions, subcontractors shall be required to adhere the same terms and conditions as the respondent. RUMC strongly encourages the use of local subcontractors.

1.5 Payments

The vendor and its sub-contractors must register and pass muster with SYMPLR in order to be paid from hospital funds. This needs to be accomplished for the bid to be awarded.

In order to receive payment for services, the respondent will also be required to submit an AIA formatted payment requisition setting forth in detail, for the period for which payment is requested, the services actually rendered. During that period, the amount of payment requested and due therefor. Invoices may not be submitted more than once per month. All invoices will be subject to the Architect & RUMC's review, verification and approval, and all payments shall be conditioned upon RUMC's determination that all services have been performed satisfactorily and in accordance with the terms of the contract.

## 2.4 Contract Conditions

###  **General**

The acceptance of any proposal shall be subject to, and contingent upon, the execution by RUMC of a contract substantially in the form of the contract draft on an AIA owner-contractor standard agreement with a stipulated sum contract – A101 – 2017 initiated by the contractor. Also, AIA A201 – 2017 general conditions of the contract shall be provided by the contractor. RUMC shall not be bound to the terms of the contract draft but shall use such form as a basis of negotiating a final contract with the selected respondent.

### **Warranties**

The contractor warrants and agrees that it:

* Is an independent contractor and that neither it nor any of its employees is or shall be an agent, servant or employee of RUMC;
* Shall defend, indemnify and holds harmless RUMC against any claims or damages relating to its acts and omissions;
* Maintains insurance as specified in Appendix C with insurers licensed or authorized to provide insurance and in good standing in the State of New York, such policies to be in a form acceptable to, and include any conditions reasonably required by RUMC, and naming RUMC as additional insureds;
* Shall represent and warrant that neither it nor any of its directors, officers, members, or employees has any interest, nor shall they acquire any interests, directly or indirectly, which would conflict in any manner or degree with the performance of the services as set forth in the contract.
* Shall employ no person having such a conflict of interest in the performance of the services

**Construction and close-out phases**

* + 1. Attend construction progress meetings on a weekly basis or as required
		2. Provide site observations, field reports, Prepare, revise and distribute meeting minutes to all attendees & updated schedules
		3. Provide close-out activities including as-built drawings, as required.

 Close all associated permits. Including Permit close after the project is signed off.

* + 1. Coordination and scheduling of Special Inspections as required by NYCBD and TR’s – list to be developed by filing professional.

1.6 Insurance

The following is the minimum acceptable insurance:

Commercial General liability $1,000,000 / $3,000,000

Auto $1,000,000 combined personal injury / property damage

Workers Compensation Statutory Limits

Excess / Umbrella $5,000,000

Coverage is to be primary and non-contributory, and the contractor is to waive subrogation (RUMC will not waive).

Further, RUMC is to be named as an additional insured on the commercial general liability & excess liability.

**The vendor and its sub-contractors must register and pass muster with SYMPLR in order to be paid from hospital funds. This needs to be accomplished for the bid to be awarded.**

1.7 Sales tax

RUMC is exempt from state and local sales and use tax. SUCH TAX IS NOT TO BE INCLUDED IN PROPOSALS or in invoices submitted under the contract. RUMC will provide the selected respondent with an appropriate sales and use tax exemption certificate.

1.8 Costs

RUMC shall not be liable for any cost incurred by the respondent in the preparation of its proposal or for any work or services performed by the respondent prior to the execution and delivery of the contract. RUMC is not obligated to pay any costs, expenses, damages or losses incurred by any respondent at any time unless RUMC has expressly agreed to do so in writing.

1.9 Construction enclosures

* Provide temporary plywood partitions to separate work areas from pedestrian areas and walkways, such as Victory blvd, Clove road and all parking areas.
* Provide hay bales or silt fences around temp construction barrier to control soil and silt runoff into existing catch basins. Protection plan is required to be shown. Provide soil and silt runoff control at all catch basins in the parking area.
* Provide rain water protection for all exposed earth & backfill at all times.
* Provide protection walkways and barricades as required for pedestrian walkways.

1.10 Security

All work areas must comply with RUMC Security protocols.

 Access in and out of all designated work areas must be coordinated with the Facilities Department.

1.11 Infection Control

* Richmond University Medical Center — Infection Control Risk Assessment — Matrix of Precautions for Construction & Renovation will be provided.
* All work areas must comply with RUMC Infection Control protocols.

1.12 Life Safety

* Richmond University Medical Center - Interim Life Safety Measures Safety Manual will be provided.
* All work areas must comply with RUMC Life Safety protocols.

1.13 Vehicular Access and Parking

* Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for emergency vehicles
* Coordinate access and haul routes with building owners representative, Ron Miller 347-853-6013 and Facilities Department.
* Provide and maintain access to fire hydrants and vehicle egress, free of obstructions.
* Existing site parking areas may not be used for contractor/vendor parking. All contractor parking must be off site.

1.14 Waste Removal

* Provide waste removal services as required to maintain the work area in clean and orderly condition.
* Provide container with lids or wrapped tightly with clear plastic. Remove debris from site periodically or as directed by the facilities department thru the implementation of the project ILSM and ICRA evaluations.
* If materials to be recycled or re-used on the project must be stored on-site, provide suitable noncombustible containers; locate containers holding flammable material outside the structure unless

 Otherwise approved by the authority having jurisdiction

1.15 Proposal Format and inclusions

The bid shall include the following items:

 Signed bid invitation letter

 00120 Bid Form

 List of Subcontractors

 Preliminary Construction Schedule

 Draw-down Schedule

* **Plan with phasing plan & Construction Staging Plan & pedestrian walkway plan (must be included, bid will be rejected if not included)**
* **Plan & design of sheeting & shoring methodology**

Signed:

(Respondent Frim Name TYPE)

(Principal Name TYPE)



 (Principle Name SIGNATURE) DATE