



New York City Department of Citywide Administrative Services

NOTICE OF REQUEST FOR PROPOSALS

REQUIREMENTS CONTRACT FOR ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
Request for Proposals - DUE 11/28/2007 AT 11:00 AM

Services (other than human services)

PROFESSIONAL SERVICES MANHATTAN (ABOVE DUANE ST.) AND THE BRONX - PIN# 85607000937
PROFESSIONAL SERVICES BROOKLYN, QUEENS AND STATEN ISLAND - PIN# 85607000951

Pin# 85607000937

On October 16, 2007, the City of New York Department of Citywide Administrative Services (DCAS) will issue the above referenced RFP. DCAS is seeking an appropriately qualified architectural firm ("Consultant") to perform architectural design services and related engineering design services, which include services during construction. The projects shall not be limited to, capital building system modernization construction projects at various facilities in the Borough of Manhattan (above Duane St.) and the Bronx. This contract will be administered by the Division of Facilities Management and Construction (DFMC).

Pin# 85607000951

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The consultant's services shall be performed under the general direction of the Deputy Commissioner of DFMC in accordance with the provisions of the agreement and this Request for Proposals (RFP). The consultant shall provide, on an as-needed basis, comprehensive architectural and related engineering design services, including services during construction, with regard to construction projects undertaken by DCAS in public and private office buildings, courts, structures, and other exterior spaces, such as parking lots and access-ways. The professional services provided by the consultant shall require expertise in investigative, consulting and design, and the particular services may consist of: 1) studies, reports, and budget estimates; 2) preliminary plans, specifications, and preliminary estimates; 3) final plans, specifications, and final estimates; and/or 4) service during construction. Design services may also include architectural and general construction, Leadership in Energy and Environmental Design LEED Certification of each project, heating, ventilation, air conditioning, plumbing, electrical, elevator, fire alarm, audio-visual and protection system(s), and structural work. The work to be performed at the various facilities shall be assigned by DFMC through the issuance of Work Order Letters (WOLs).

The contract resulting from this Request for Proposals will be subject to Local Law 129 of 2005, the Minority-Owned and Women-Owned Business Enterprise (M/WBE) program.

Interested parties may download the RFP from the City Record On-Line, at <http://a856-internet.nyc.gov/nycvendoronline/home.html>. The document may also be picked up from DCAS at 1 Centre Street, Municipal Building, 18th Floor, New York, NY 10007 between 9 AM and 5 PM on regular City business days.

A non-mandatory pre-proposal conference will be held on October 30, 2007 at 10:00 a.m. at the Department of Citywide Administrative Services, Division of Facilities Management, 1 Centre Street, 16th Floor Conference Room, New York, NY 10007.

The proposal submission due date and time is November 26, 2007 at 11:00 a.m., to the attention of Grace Seebol, Deputy Agency Chief Contracting Officer at the Department of Citywide Administrative Services, Office of Contracts, 1 Centre Street, 18th Floor, New York, NY 10007.

Questions regarding the RFP should be addressed to: Grace Seebol, the Authorized Agency Contact Person, at Department of Citywide Administrative Services, Office of Contracts, (212) 669-3538 or gseebol@dcas.nyc.gov.

Vendors are advised that this solicitation letter has been sent to all vendors included on the appropriate bidder list maintained by the NYC Vendor Enrollment Center (VEC), as well as other appropriate potential vendors identified by DCAS. The bidder lists maintained by VEC are utilized by all Mayoral agencies citywide to solicit vendors for competitive procurements. Vendors not already included on the appropriate VEC bidder list are encouraged, but not required, to register at: www.nyc.gov/html/moc/html/bidderform.html.

We look forward to working with you

Due Date	Solicitation	Agency	Contact	Address	Published
11/28/2007	Request for Proposals	DCAS / Office of Contracts	Grace Seebol (212) 669-3538	1 Centre Street, 18th Floor N, New York, NY 10007	10/16/2007