

**Request for Proposals for
Coler Hospital Flood Mitigation**

All communication regarding this RFP must be to:

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1. M/WBE Utilization Plan and Waiver Request Form
2. Terms and Conditions
3. Vendor Intake Form
4. Cost proposal template
5. Arcadis Study Report
6. FEMA Rider

I. RFP Timeline

	Date	Time (EST)
RFP Release:	7/7/2022	n/a
RSVP for onsite walkthrough at Coler <i>(please RSVP via the link listed in the Appendix)</i>	RSVP by 7/18/2022	5:00 pm
<i>Onsite walkthrough at Coler (2 time slots provided. Details listed in the Appendix)</i>	7/19/2022	10:00 am – 12:00 pm OR 1:00 pm – 3:00 pm
Pre-Proposal Conference Call RSVP: (by emailing the person designated on the first page of this RFP)	7/28/2022	5:00 PM
Mandatory Pre-Proposal Conference Call: Conference Call Dial-in Number: (844) 621-3956 Access Code: 172 449 1077#	7/29/2022	10:00 AM
Proposer Questions Due:	8/4/2022	5:00 PM
Proposal Due:	8/15/2022	5:00 PM
Anticipated Contract Start:	9/2022	n/a

II. About NYC Health + Hospitals

New York City Health and Hospitals Corporation (NYC Health + Hospitals) is the largest public health care system in the United States. We provide essential inpatient, outpatient, and home-based services to more than one million New Yorkers every year in more than 70 locations across the city's five boroughs.

Our 11 acute care hospitals provide top-ranked trauma care, dozens of inpatient specialties, and mental health services, making communities healthy through a robust network of hospital-based primary care services for children and adults. Our hospitals have earned numerous special designations for quality and culturally responsive care including LGBTQ Healthcare Equity Leader, Baby Friendly, Safe Sleep, and top ranks by U.S. News and World Report.

Our five post-acute/long-term care facilities have earned the highest five and four star ratings by the Centers for Medicaid and Medicare for their excellent long-term care, skilled nursing care, and rehabilitation services.

Gotham Health is our network of Federally Qualified Health Center clinics across the five boroughs that offers patient-centered primary and preventive care services for the entire family and is focused on meeting community health needs.

NYC Health + Hospitals/Community Care offers comprehensive care management and better access to social support services in patients' homes and communities.

Our diverse workforce is uniquely focused on empowering New Yorkers, without exception, to live the healthiest life possible.

www.nychealthandhospitals.org

III. Project Overview

NYC Health + Hospitals/Coler Specialty Hospital (the “facility”) is located on the north side of Roosevelt Island. During Hurricane Sandy in 2012 the facility suffered flood damage to critical building infrastructure. In 2017, NYC Health + Hospitals engaged with Arcadis to perform a feasibility study on floodwall design options to protect the facility and through community input, and the approval of the Roosevelt Island Operating Corporation, a design option of a berm was selected.

The berm will encompass the entire campus of the Coler facility. The design will provide protection based on the 500-year Design Flood Elevation. A copy of the Arcadis report is attached hereto as Attachment 5.

This RFP is seeking services of a consultant to provide the design and engineering plans of the berm and related flood mitigation measures, which include detention tanks and wastewater/sewer upgrades, in order to protect the facility against future flood events (the “Project”). The consultant shall also provide construction administration services for the duration of the project.

IV. Minimum Criteria for Participation

NYC Health + Hospitals requires that vendors seeking to provide a proposal in response to this RFP meet the following minimum criteria.

1. **Minority or Women Owned Business Entity Participation.**

NYC Health + Hospitals is committed to vendor diversity and all of its procurements are governed by its vendor diversity policy. In its contracting, NYC Health + Hospitals seeks to remedy the historical disparity in government contracting with minority and women owned business entities (“M/WBEs”). Within this disparity Black and Hispanic owned businesses are disproportionately underrepresented and so NYC Health + Hospitals requests proposers make a considered effort to utilize Black and Hispanic owned businesses specifically.

If your company is M/WBE certified by the City of New York or the State of New York then you meet this minimum criterion.

If your company is not an M/WBE certified by the City of New York or the State of New York you must provide an M/WBE Utilization Plan to award to M/WBE subcontractors 30% of the total contract value to M/WBEs certified as by the City of New York or the State of New York. Total contract value means that if NYC Health + Hospitals pays you \$100 then your company should in turn pay \$30 to M/WBE subcontractors for performance of work under the agreement.

NYC Health + Hospitals’ Vendor Diversity Team can assist you with finding M/WBEs to participate as subcontractors.

2. **Years in Business.**

Your company must have been in business for 5 years or more.

3. **Experience.**

- A. 5 years of prior experience in architectural design of flood mitigation projects and construction administration services in a healthcare setting.
- B. 5 years of experience with local agencies for engineering work (e.g., NYC Department of Buildings, NYC Department of Environmental Protection, Fire Department of New York).
- C. Experience with FEMA funded projects, procedures and design requirements.

V. Scope of Work: NYC Health + Hospitals/Coler Specialty Hospital Flood Mitigation

NYC Health + Hospitals is requesting proposals for architectural and engineering design services to create bid construction documents and performance specifications for the project mentioned above at its NYC Health + Hospitals/Coler Specialty Hospital on Roosevelt Island, as well as construction administration services through the completion of construction (the “Project”). The following is a minimum of what will be required of the successful proposer (the “Consultant”).

1. The Consultant must consider the following items when developing the drawing set:
 - a. Design to a 500-year flood event
 - b. Stormwater drainage that may include interceptor gates, regulator chambers, and storage containment.
 - c. Sanitary flow measures that may include backflow preventers.
 - d. Preselect locations for temporary pumps to be placed
 - e. Relocation of utility lines
 - f. Maintain the same number of parking spaces as the current configuration
 - g. Preserve sightlines of the waterfront from the facility
 - h. Maintain direct access to the water
 - i. Minimize loss of park space
 - j. Design & Construction budget for this project is \$95,000,000.00
2. Conduct any survey as required for scope development.
 - a. Surveying shall be completed within two months of notice to contract.
3. Work with NYC Health + Hospitals Facilities Team to obtain any specifications on existing systems required for the Project.
4. Coordinate meetings with NYC Health + Hospitals’ engineering directors to review and confirm the scope of work, specific design parameters for construction and recommended solutions.
5. Design shall be completed within twelve months of the notice to proceed.
6. Provide engineering services during bidding and throughout construction to completion (RFIs, submittal reviews, site walk-throughs, change order analysis, etc.)
7. Determine requirements for filing, expedition and coordination with regulatory agencies, including, but not limited to, the Roosevelt Island Operating Corporation and the New York City Department of Buildings.
8. Provide lump sum proposal detailing the level of effort inclusive of personnel and hours required to achieve the aggressive survey and design schedule. Consultant must demonstrate that it has the personnel and other resources available to undertake and complete the Project.
9. All proposers will comply with the NYC Health + Hospitals FEMA rider attached.
10. Proposer to submit bid breakdown based on cost template attached.
11. Deliverables will include:

- a. Scope recommendation and development.
- b. 50% Design Development Drawings.
- c. 100% Design Development Drawings.
- d. 50% Construction Drawings.
- e. 100% Construction Drawings.
- f. Full set of biddable construction documents with specifications
- g. Construction cost estimate at 100% Design Development, 50% Construction Drawings, 100% Construction Drawings.
- h. Phasing plan including temporary measures needed to protect the facility against 100-year flood events.
- i. Construction completion schedule.
- j. Reviewing of submittals, change orders, invoices, permit expediting.

VI. Required Responses

Please provide responses to the below.

1. Minimum Criteria

Attest and provide a description of how your company meets each of the minimum criteria:

1.1. That your company is an M/WBE certified by the City of New York or State of New York. If your company is not so certified, please provide an M/WBE Utilization Plan identifying i) the scope of work being subcontracted, ii) the name of the M/WBE performing such work, and iii) the dollar value of the total contract being subcontracted to such M/WBE and other information in the attached Utilization Plan form. A waiver may be requested but will diminish the score of your proposal.

1.2. That your company has been in business for 5 years.

1.3. 5 years of prior experience in designing flood mitigation projects and construction management services in a healthcare setting

1.4. 5 years of experience with local agencies (ie NYC Department of Buildings, NYC Department of Environmental Protection, Fire Department of New York)

1.5. Experience with FEMA procedures and design requirements

2. Executive Summary

Provide a summary of no more than one page describing how you will meet the goals of the Scope of Work and a summary of the cost information.

3. Vendor's Responses to the Scope of Work

3.1

- What flood protections system does the firm have experience with?
- Does the firm have previous experience working on a FEMA project?
- Does the firm have previous experience with the Roosevelt Island Operating Corporation

4. Cost Proposal

4.1 Template for cost proposal found on last page of document

5. Vendor's Background and Organization

In this section provide the following information:

Number of employees
Organization chart
Audited financial statement for the last 3 years
Background of principals
Recently completed similar size projects
A copy of any licenses relevant to this project
Duration you have been doing business in this service or product line

6. References

List of three current clients and one former client, including client email addresses and phone numbers.

VII. Evaluation Criteria

Each proposal will be scored against the following evaluation criteria:

Category	Weight %
Staff Qualifications	25%
Firm Experience	25%
Technical Approach	20%
Cost	15%
MWBE Utilization Plan or MWBE Status	15%

VIII. Contract and Payment

The term of the contract resulting from this RFP shall be for an initial term of 5 years, with two one-year options to renew exercisable solely in the discretion of NYC Health + Hospitals. NYC Health + Hospitals shall have the right to terminate the agreement without cause on 30 days' notice.

NYC Health + Hospitals Terms and Conditions, and FEMA Rider, are attached hereto. The terms set forth in Article I are not negotiable. Any exceptions to the terms and conditions must be set forth in writing, with reasons for such objection, and alternate language suggested, or are otherwise waived. Any exceptions taken to such mandatory terms may result in rejection of the proposal.

Invoicing will be monthly in arrears and payment will be within 90 days of receipt of invoice. Preferred payment terms may be offered if the awarded proposer is an M/WBE certified by the State of New York or City of New York.

IX. RFP Process and Rules of Participation

1. RFP Process

1.1 RSVP for Pre-proposal Conference. Companies wishing to participate in this RFP must RSVP their intent to participate by emailing the contact on the first page of this RFP.

1.2 Pre-proposal Conference. Companies wishing to participate in this RFP must participate in the pre-proposal conference. NYC Health + Hospitals' subject matter experts will attend the conference and be available to clarify any questions.

1.3 Written Questions. Any questions not answered at the pre-proposal conference may be submitted in writing by emailing the contact on the first page of this RFP before the deadline set forth in the RFP Timeline. Emailed questions must include the RFP Number (which can be found in the header of this RFP) in the subject line of the email.

1.4 Submission. Proposers must submit the Proposal Package in accordance with the instructions below and by the date set forth in the RFP Timeline.

2. Proposal Package Requirements

2.1 Proposal Package size limit. The Proposal Package shall not exceed 20 megabytes and shall be emailed to the contact listed on the first page of this RFP. If the Proposal Package exceeds 20 megabytes, the submitter should consolidate into 1 PDF document. If the proposal package still cannot be submitted due to file size, then the submitter will be sent a secure 'Kiteworks' link for submission upload.

2.2 Cover Sheet. The submission shall begin with a cover sheet containing the following information:

- RFP number
- Vendor's legal name and address
- Principal contact person name and contact information
- Number of addenda received

2.3 Table of Contents. The proposer must provide a table of contents with page numbers.

2.4 Required Responses. Your response to this section must address all questions set forth in the Required Responses section. You may also include any other information you believe relevant. Your response must be limited to no more than 15 pages.

2.5 Vendor Security Requirements Checklist. The attached checklist has been created to highlight NYC Health + Hospitals' information security requirements which should be understood by all

Proposers. The checklist does not replace the requirement to complete a security review as a condition of the contract award process. This can be provided in a Word document upon request.

2.6 NYC Health + Hospitals Terms and Conditions (attached). The terms set forth in Article I are not negotiable. Any exceptions to the terms and conditions must be set forth in writing, with reasons for such objection, and alternate language suggested, or are otherwise waived. Any exceptions taken to such mandatory terms may result in rejection of the proposal.

2.7 Vendor Intake Form (attached). The selected proposer must complete the vendor intake form when submitting a proposal.

3. Rules of Participation

3.1 Communication with NYC Health + Hospitals. From the date this RFP is issued until the award of contract proposer and its staff shall direct all communications relating to this RFP solely to the person set forth on the first page of this RFP. Emails sent to the person on the first page of this RFP must include the RFP Number as written in this document in the subject Line.

3.2 Solely within its discretion, NYC Health + Hospitals may withdraw this RFP prior to award of a contract, postpone this RFP, reject all proposals, award in part, or choose not to award a contract as a result of this RFP.

3.3 Addenda. NYC Health + Hospitals may issue addenda to this RFP to correct or clarify it. Addenda will be distributed to all emails that RSVP'd.

3.4 Mistakes. NYC Health + Hospitals may waive or modify any mistakes in proposals that are deemed to be not material.

3.5 NYC Health + Hospitals shall not be bound by any oral or written representations, statements or explanations other than those made in this RFP or in formal written addenda issued to this RFP.

3.6 Proposal. The proposal is a written offer and shall be irrevocable for six months. The offer may not be withdrawn after the submission deadline.

3.7 Modifications to or withdrawals of a proposal after the submission deadline shall not be considered.

3.8 Costs. NYC Health + Hospitals shall not be liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therewith.

3.9 Negotiations. NYC Health + Hospitals may award a contract on the basis of initial offers received. The Proposal Package should therefore contain the proposer's best terms from a

programmatic and cost standpoint. NYC Health + Hospitals may choose to negotiate all proposers or a limited pool of proposers and award a contract to one or more proposers.

3.10 Conditions of Award. All proposed awards will be required to comply with NYC Health + Hospitals legal requirements, vendor responsibility determination, and approval by its internal governing bodies.

3.11 Confidential or Proprietary Information. NYC Health + Hospitals is a public entity subject to New York State's Freedom of Information Law (FOIL). Confidential material shall be clearly marked by the proposer and be easily separable or redacted, and will not be disclosed unless required by Freedom of Information Law or other applicable state or federal laws.

4. Evaluation

4.1 Evaluation Committee. An Evaluation Committee shall be formed and comprised of a minimum of five persons who will evaluate the proposals, which shall score and weight responsive proposals of proposers that meet the Minimum Qualifications in accordance with the scoring criteria set forth above in this RFP. As part of the evaluation process there may be a request for additional information from all or a subset of proposers that might result in additional rounds of scoring or voting.

4.2 Presentations. The Evaluation Committee may require all or a short list of proposers to give one or more oral or visual presentations in support of their proposals.

X. Proposal Package Checklist

The below checklist is for the proposers' benefit to ensure it has included all items in its proposal.

1. Cover Sheet	
2. Company Background and Business Information	
3. Proposal Submission <ol style="list-style-type: none">a. Attestation of meeting minimum criteriab. One-page executive summaryc. Comprehensive response against SOW	
4. M/WBE Utilization Plan, Waiver Request Form, or M/WBE Certificate	
5. Cost Proposal	
6. List of References	
7. Terms and Conditions	
8. Vendor Intake Form	

XI. Appendix

NYC Health + Hospital Coler is located along the north point of Roosevelt Island

Address is:

900 Main Street

New York, NY 10044

Contact: Aminul Haque

Phone: 646-694-5745

Prior to the walkthrough, please ensure that you have registered via the link below:

<https://covid19.nychealthandhospitals.org/selfscreening>

- There are two time slots scheduled for the onsite walkthrough at Coler. Kindly note the date and times available below:
 - 7/19/2022 from 10:00 AM – 12:00 PM
 - 7/19/2022 from 1:00 PM – 3:00 PM*(The RSVP link will not allow you to change the location check in date and time, but in the “meeting with or visiting with” section, you can indicate which time slot you will be attending)*
- Please ensure to bring a government issue ID.
- Once on site at Coler, please head to the **North Board Room (B1-65)**.
- There is no parking on site at Coler but a public parking garage is available on Roosevelt Island.
- For capacity issues, NYC Health + Hospitals is asking there to be a 3-person limit of attendance per firm.