

# FIAO

Federation of Italian American Organizations of Brooklyn, Ltd.

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## **Request for Proposal for Development and Design-Build Services**

**Release Date:** Wednesday, February 16, 2022

**RFP Submission Due Date:** Wednesday, March 16, 2022

**Project:** Renovation of FIAO Community Center Training Kitchen & Roof Terrace

**Owner:** Federation of Italian American Organizations of Brooklyn, Ltd. (FIAO)

**Request for Proposal for Development and Design-Build Services for  
“IL CENTRO” Italian-American Cultural Community Center Training  
Kitchen & Roof Terrace**

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**NOTICE TO PROPOSERS:**

The Federation of Italian American Organizations of Brooklyn (“FIAO”) intends to receive competitive sealed proposals from Proposers qualified to provide Architectural and Design services to renovate the Kitchen and Roof Terrace and to extend the Elevator to the Roof of its Italian American Cultural Community Center in Brooklyn, NY.

The successful Proposer will develop the design, provide the construction documentation and assume full responsibility for the construction administration of taking the present pantry space into a fully functioning teaching kitchen, extend the elevator to the roof and renovate the roof terrace into an occupiable space, consistent with FIAO’s program, inclusive of scope, schedule, and budget.

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**GENERAL INFORMATION:**

**Owner:**

The Owner of this project is the Federation of Italian American Organizations of Brooklyn (“FIAO”). The New York City Economic Development Corporation (EDC), the Dormitory Authority of the State of New York (DASNY), and the FIAO funding is in-place to contract and complete the project.

The contract will be with FIAO as well as management of the project.

**Licenses:**

All parties / persons / firms doing work on this project must be appropriately licensed as defined by New York State law to perform the task. The documents shall be sealed by the appropriate professional(s) as required by the AE licensing Board. The laws of the State of New York are applicable to this project. The contractor and subcontractors shall be licensed as required by the New York Contractors Licensing Board.

**Codes:**

State adopted Building Codes, ADA requirements, and other codes are applicable to this project.

**Documents:**

Documents will be available in both electronic format and hard copy. Electronic documents shall be available on the website. Electronic documents will be in .PDF format or MS Word or Excel. Each firm is expected to have the ability to transmit and receive electronic information via e-mail. RFP documents and digital files are available at: <https://fiaobrooklyn.org/rfp-ads/>

**Inspection:**

FIAO shall have the right to inspect work either with its own personnel or with consultants. Any inspections by the Owner or its representatives will not relieve the Architectural team of their professional responsibilities and duties.

**Questions:**

Questions about any aspect of this RFP, or the project, shall be submitted in writing via e-mail to:

Rosalisa Licci & Joseph Rizzi, Project Coordinators – [r.licci@fiaobrooklyn.org](mailto:r.licci@fiaobrooklyn.org)  
[j.rizzi@fiaobrooklyn.org](mailto:j.rizzi@fiaobrooklyn.org)

Questions must be received at least 7 calendar days before the scheduled receipt of proposals.

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**Proposal Rejection/Acceptance:**

FIAO reserves the unqualified right, in its sole and absolute discretion, a) to reject any and all Proposals; b) to undertake discussions and modifications with one or more Proposers and to proceed with that Proposal or modified Proposal, if any, which in its judgment will, under the circumstances, best serve FIAO’s interest; and c) to waive any defects in any Proposal. No rights shall accrue to any Proposer unless and until a contract is awarded to a Proposer.

FIAO intends to accept a proposal, if it accepts any, within thirty (30) days after the due date of the Proposal. The acceptance of a Proposal will be announced only by mailing to or delivering at the office designated in the Proposal, a notice in writing specifically indicating such acceptance of the Proposal signed by an authorized representative on behalf of FIAO. Rejection of a Proposal will be only by either (a) a notice in writing specifically stating that the Proposal is rejected, signed by an authorized representative on behalf of FIAO and mailed to or delivered at the office designated in the Proposal, or (b) the omission of FIAO to accept a Proposal within thirty (30) days after the due date of the Proposals. No other act of FIAO shall constitute rejection of a Proposal.

Proposals shall be irrevocable for thirty (30) days after the due date of the Proposal.

**Insurance:**

Professional Liability and Construction Insurance coverage requirements are defined in the Appendix (Attachment “A”).

**Form of Contract:**

At time of award, FIAO and the selected Architectural Firm shall enter into a contract of which components of this RFP, the proposal and modified AIA document A141-2004 Contract documents shall be a part. The selected Architectural Firm will be under contract to supply both development and design build services to complete the project. The selected Architectural Firm is “at risk” for project scope, quality, price, schedule, and completion of all construction as set forth in the Contract Documents. The selected Architectural Firm will hold all trade contracts and trade supplier contracts. The contract will be based on a modified AIA document A141-2004.

**On-Site Observation:**

FIAO may have a Construction Representative assigned to the project. Their primary task will be to attend the regular on-site construction meetings, receive pay requests, and assist with the project as appropriate.

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## **PROJECT OVERVIEW:**

### **FIAO Background:**

The Federation of Italian American Organizations, commonly called FIAO, is a not-for-profit 501C3 charitable community service organization. Incorporated in 1976, its 45 member organizations are united in order to effectively deliver needed services from a broad-based membership. As a result, FIAO knows the needs of its community and enjoys an abiding trust and deep appreciation from the community

FIAO's programs provide a vast array of needed and critical services to all Brooklyn residents free of charge. Its professional staff and services are funded by contracts with the New York City Department of Youth and Community Services, the New York State Office of Addiction and Services, the New York City Department of Education through the After-School Corporation, the New York City Beacon School Program, as well as private donations, and volunteer workers. FIAO's crucial services include academic intervention for youth, educational enrichment, academic support, recreational activities, tutoring, arts and cultural activities, career education, pre-employment skills, counseling for academic and social competencies, family counseling, violence prevention, computer skills, GED preparation, ESL classes, language classes, music, art and dance classes, and multi-cultural education in its after-school sites and Beacon School. Other services include assistance in filing for citizenship, Medicaid, Medicare, Food Stamps, Public Assistance, Section 8, HEAP, and Green Card renewal, and translations. Other FIAO administered community activities include the annual Columbus Day Parade and student Essay and Poster contests with a theme of racial and interfaith harmony, community clean-ups, public service announcements, Scholarships to HS graduates pursuing higher education, and neighborhood improvement events. For more than four decades, Federal/State/City leaders have recognized FIAO's outstanding services with public funding allocations and, more importantly, community residents know and count upon FIAO's work.

FIAO is led by an elected Board of Directors with a Board Chair, President, Vice-President, Secretary, and Treasurer. FIAO operates with more than 500 employees led by an Executive Director, Program Directors for each of its programs, a Finance officer, secretaries/bookkeepers, site workers, and a cadre of community volunteers. Each year, every FIAO program is audited by the appropriate City & State agencies to ensure that each funded contract is fiscally & operationally providing high quality services to targeted populations. Moreover, FIAO has a yearly comprehensive corporate audit internal as well as external performed by approved governmental firms. FIAO is proud of its 40 + years of consecutive highly rated audits, never receiving an adverse or negative rating.. Internal checks and balances are also in place, further ensuring the proper expenditure of funds and efficiency of operation.

In its continuous expansion of community services to meet the increasing social, cultural and educational needs of our multi-cultural community of Southern Brooklyn, FIAO opened in 2018 its 44,000 square feet Community Center, IL Centro, to thousands of residents. For more info log into [www.fiaobrooklyn.org](http://www.fiaobrooklyn.org)

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## **Project Purpose:**

As southern Brooklyn grows in population, with the advent of Asian, Russian, Middle Eastern, and European immigrants, as well as an increase in senior citizens, the need for social, educational, and cultural services becomes more critical. Even with the challenges of COVID 19 and its subsequent variants, FIAO successfully continued to provide Social Services and counseling, after-school programs and IL Centro as a hub of mental, physical and social wellness to thousands of families and youth. In addition to our offices and schools, FIAO's Community Center regularly hosts 3,000 members with a multitude of health and wellness offerings. Its large **meeting spaces** for events, conferences, exhibitions, multi-cultural and multi-age celebrations as well as its panoramic **swimming pool**, its sports multipurpose **gymnasium** and **fitness center** have extraordinarily enriched the health and wellness of the community.

The **renovation of the pantry**, which is part of the large multi-purpose first floor space, into a **fully functional training kitchen** will greatly enhance the best of our diverse community as well as prepare all interested in embracing the culinary arts as an elite profession to pursue. Part of FIAO's mission is to prepare residents for employment, reduce the number of residents on public assistance, foster individual self-worth, and prepare residents to fully embrace participation in the community.

The **renovation of the roof terrace and the extension of the elevator to the roof** will enhance health and wellness offerings as well as create positive socialization for all residents. The result would be a richer, self-sufficient community that would contribute to the economic health of southern Brooklyn. Further, it would reduce crime, build stronger inter-cultural ties and improve the quality of life for all residents.

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FIAO is seeking an Architectural Firm that is committed to quality, has proven experience in the management and construction of urban community centers and related facilities, capable of bringing innovative approaches to the Project, ensuring timely completion, and is willing to partner with FIAO for the mutual success of the project.

## **Project Description:**

The project includes the renovation of the kitchen and of the roof terrace with the extension of the elevator to the roof at 8711 – 18<sup>th</sup> Avenue, Brooklyn, NY.

The selected Architectural Firm services will include Schematic Design, Design Development, Construction Documentation and Construction Administration for the scope of work noted below. The construction schedule is estimated to be approximately 12 weeks in duration, which is to be finalized by the General Contractor upon Contract Award.

### **Training Kitchen**

- Renovate existing pantry into a more commercial kitchen, for the purpose of providing cooking demonstrations.
- Remove & replace existing finishes and equipment with cleanable surfaces, including new floor, ceiling, and wall finishes, and new commercial grade equipment.
- Provide new electric cooking equipment.
- Provide new motorized shutter or partition to allow kitchen to open to multipurpose room for demonstrations.
- Review locations and potentially relocate double-acting doors.

### **Roof Terrace / Elevator Extension**

- Modify existing roof deck to an occupiable terrace – as passive recreation – in accordance with the latest building codes.
- Extend the current elevator and shaft to the roof level with doors opening directly to the exterior to provide accessibility to those in a wheelchair.
- Provide a new glass guardrail at the existing parapet to replace the existing steel pipe guardrail with metal mesh infill.
- Provide associated life safety systems for egress as required

The Architectural Firm will engage sub-consultant to provide design services for the following building systems or components: mechanical, plumbing, electrical, structural, vertical transportation, landscape design, kitchen design, and expediting.

## **Budget:**

The budget is currently \$1 million. This budget is all-inclusive.

## **Anticipated Schedule:**

The desired Design start is April 1, 22 with completion May 30, 2022.

The desired Construction start is July 1, 22 with completion August 31, 2022.

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## **Scope of Services:**

The Proposer must demonstrate the capacity and experience to execute the following services:

### Pre-Design and Pre-Construction Phase

- Introduction of key team members, including each party’s primary contact and the person authorized to make decisions.
- Develop a major milestone schedule (Gantt chart).
- Prepare and submit all required documents related to Zoning and Permitting.
- Complete the design process and produce construction documents
- Develop a provisional construction Critical Path Method (CPM) schedule indicating methods and sequencing of construction.
- Develop requirements for safety, quality assurance, and schedule adherence.
- Perform a “constructability” review of the construction documents.
- Perform maintainability review of the construction documents.
- Provide detailed construction cost estimates to achieve the budget.
- Develop construction budget to be maintained throughout construction.

### Schematic Design

- Floor Plans
- Interior/exterior elevations
- Sketches/vignettes of special areas
- Preliminary finish palette
- Preliminary ceiling and lighting plan
- Preliminary furnishings/look & feel.
- Sketch renderings (up to 4) to convey design intent
- One final schematic package

### Design Development

- Architectural treatments, including materials palettes, millwork, and color selections.
- Floor plans and furniture plans
- Reflected ceiling plans
- Interior elevations and sketches as required to communicate design intent
- Details of key design elements as required to communicate design intent
- Final materials and finishes
- Coordination with Client’s engineering and other consultants
- One final Design Development package

### Construction Documents

- Floor Plans and schedules

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- Interior elevations and building sections as required
- Enlarge plans and elevations of special areas where necessary
- Reflected ceiling plans
- Power and communication (outlet) plans
- Finish plans and schedules.
- Design details
- Code required signage standards.
- Project Manual, including General and Supplementary Conditions, General Requirements, and Technical Specifications.
- Engineering drawings of systems included in Architect's scope of services ( prepared by Architect's consultants) and coordination with Client's engineering and other consultants.
- One Permit set
- One Bid Set.

## Implementation

### Bidding and Award Phase

- Arrange bid packages.
- Develop requirements to assure time, cost, and quality control during construction.
- Provide a provisional construction schedule (CPM) for issuance with bid packages.
- Identify bidders and generate bidder documents.
- Schedule and conduct pre-bid conferences.
- Advertise and distribute bidding documents.
- Monitor bidder activity.
- Review and analyze bids.
- Award bids.
- Update construction schedule.

### Construction Phase.

- Establish and maintain coordinating procedures
- Develop and maintain a detailed schedule (CPM) including delivery, approvals, inspection, testing, construction, and occupancy.
- Prepare and submit change order documentation for approval of FIAO.
- Maintain a system for review and approval of shop drawings.

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- Maintain records and submit bi-weekly reports and formal monthly reports to FIAO.
- Maintain quality control and ensure conformity to plans.
- Provide cost control through progress payment review and verifications according to the approved schedule and contract amounts.
- Coordinate and provide post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, commissioning, as-built, temporary & final certificate of occupancy and FIAO’s final acceptance.

Warranty Phase

- Complete, Coordinate and monitor the resolution of remaining “punch-list” items.
- Coordinate, monitor, and resolve all warranty complaints to the satisfaction of FIAO during a one-year general warranty period.

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## **QUALIFICATION REQUIREMENTS:**

In order to be considered qualified; each Proposer shall demonstrate and furnish evidence of the following, to the satisfaction of FIAO. FIAO also has the right to request additional documentation and to supplement information provided by the Proposer.

Submit information in the order listed below. Include only the information requested or directly related to the requested information in each section.

### **A Management Summary**

- Provide a cover letter indicating the philosophy of your firm in providing the service.
- Identify a single point of contact and appropriate contact information.
- If the Proposer is a joint venture, all major participants shall sign the letter.

### **B Team Experience**

- List the experience the team has had in the last five years on similar projects.
- Identify the role that members of the proposed team played in each of the referenced projects and the date the projects were completed (identify projects done while with other firms).

### **C Key Personnel & Management Structure**

- Provide the team’s key personnel by position.
- Provide a brief resume on each key member of the team, including the Architect/Engineer of Record and the Construction Manager for each of the professionals.
- Show the organizational chart for this project.
- Describe your Quality Management Plan and define how your firm tracks quality issues throughout the project.

### **D Team Qualifications and Organization**

- Identify the full name, address, ownership, and brief history of the Design-Build team. If a team including an Architect and General Contractor will provide the services, provide this information for each. Also include an explanation of how the team will enter into the Contract (e.g. Joint Venture) and guaranty the team’s performance as a DDB.
- Identify the overall team qualifications to furnish design and construction services for this project. Include LEED certification and examples of LEED certified projects similar to this project.
- Define the technical approach your firm would employ to complete the project.

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- Define the roles of the major participants throughout the project.
- Identify the size of the firm or if this is a team identify the size of each of the team members. Provide the annual dollar volume of the firm or each of the team members.

**E References**

- Provide a listing of all similar projects done within the last five years.

**F Supporting Data**

- Include in this section data you think is significant to this project, but not included in any of the above sections.

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## **PROPOSAL CONTENT AND FORMAT**

### **A Cover Letter**

- Provide a transmittal / cover letter on its letterhead (or on the letterhead of one of the Project Team members) that identifies all key Project Team members and relationships. This letter must contain the printed name, affiliation and title of the individual(s) authorized to execute the contract and shall be signed by that individual(s). This letter shall clearly state that this Proposal is currently valid and shall remain valid and irrevocable for at least ninety (90) days from submission. Attached to the transmittal/cover letter the information requested in the section entitled “Qualification Requirements”.
- Include a statement declaring the Proposer’s intent to enter into a Contract with FIAO to deliver the project in the event the Proposer is ultimately selected for award.

### **B Methodology / Business Plan**

- Provide a description of how the project is to be accomplished, listing the tasks and sub-tasks with sufficient detail to show the team’s understanding of the process.
- Define the roles of the Construction Manager during the design phases and the Architects/Engineers during the construction phases.
- Describe the technology that will be employed to keep the team members and owner informed.
- Identify the quality control process and responsible party throughout the project.

### **C Schedule**

- Provide a schedule showing major tasks, milestones for design and construction, review dates, submittal dates, and other key dates, as well as estimated completion date.
- Discuss the schedule, critical dates and situations that may delay the schedule and controls to assure the schedule is maintained.

### **D Development and Design-Build Team – including subcontractors**

- List key individuals who will be used on this project. Indicate the availability of the Project Manager and other proposed team members.
- Provide an organizational chart including A/E, any consultants, construction manager and major subcontractors.
- Include a brief resume for all key individuals (even if submitted with the Qualifications Submittal).
- Identify litigation that any team member is currently involved in or has been involved in within the last 3 years.

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- Provide information on M/WMBE (minority) participation provisions.

## **E Design**

- Two (2) or more perspective views or artistic renderings of the concept.
- Provide well-developed Schematic Design documents. The documents should include a site plan with utilities, landscaping, floor plans with major dimensions, sf areas, sections showing heights and construction, engineering drawings showing all major systems and components.
- Provide outline specifications defining construction materials and systems, including manufacturer and/or quality standard where applicable. Define the finishes for all spaces and other information as to fully describe the finished project.
- Identify all long-lead items and provide pre-purchase specifications as necessary.
- Include a validation of the program building functional requirements, showing these requirements and how this design will fulfill these requirements.
- Identify any unique features of the design, measures to provide an energy efficient spaces, and features to enhance the life-cycle costs of the project.

## **F Price**

- In a separate sealed envelope (with required licensing information) provide the lump sum price to complete the project. Provide a breakdown of the price by scope of services required for design and construction. Utilize the price matrix included in the Appendix (Attachment “D”).
- Provide hourly rates for key individuals for additional services not included in the proposed services.

By submitting the Proposal, the Proposer’s team acknowledges that they have visited the site, examined all available documents, and have included appropriate responses in the Proposal.

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**PROPOSAL SUBMISSION:**

The Proposer shall submit (3) three copies of all documents, except the Lump Sum Price. Submit one copy of the price as described below. Proposal submissions shall be sent to the following address:

FIAO -Federation of Italian American Organizations of Brooklyn, Ltd.  
8711 -18th Avenue Brooklyn, NY 11214 ATTN. Rosalisa Licci

Proposals must be signed by the person legally authorized to represent the firm or company, dated, and sealed within an envelope marked "PROPOSAL ENCLOSED" and bear the name of the prospective respondents.

Submit the Lump Sum Price in a separate envelope. Seal the envelope.

The Cover Letter, Methodology / Business Plan, Schedule and the DDB Team information should be submitted in a bound 8½ X 11inch format. Fold-out documents are acceptable.

The Design should be depicted on drawings that should be at least 18 X 24, but not larger than 24 X 36. The drawings should include all appropriate titles, legends, graphic scales, legible notes and dimensions, and related items.

Submit the specifications and the validation of the program in a bound 8½ X 11inch format.

**Submission Date:**

The proposals are due by **Wednesday, March 16, by 4:30pm.**

Proposals received after the above-cited time will be considered a late bid and are not acceptable, unless waived by FIAO.

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**Submittal Follow-up:**

If FIAO discovers inconsistencies in the submittal or feels a significant question remains after reviewing the submittal they may ask for a written clarification of the issue / question from the Proposer. If a clarification is requested, the Proposer will have 24 hours to deliver the response.

Oral interviews or meetings with the Proposer’s team are not anticipated, however if the evaluation team determines significant information could be obtained from interviews, they may request interviews.

It is the responsibility of each respondent to examine this entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submission deadline has passed, all submissions will be final. FIAO will not request clarification from individual respondents relative to their submission but reserves the right to ask for additional information from all parties who have submitted qualifications.

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**PROPOSAL EVALUATION PROCESS:**

It is FIAO’s intent to award a contract for the services of the proposal. All Proposals will remain valid for a period of sixty (60) days. FIAO will evaluate the Proposals in accordance with the evaluation criteria and process described in this Section.

The approach and process are those applicable to a competitive negotiated procurement whereby, if the selection process runs full course, Technical and Price Proposals are initially evaluated to determine those which are responsive submittals. Then submittals are further evaluated in accordance with pre-established criteria to establish scores for each. Non-price proposal elements will be evaluated, followed by the evaluation of price proposals. Each Proposer may be invited for a private interview and meeting to discuss any aspect of its Proposal and to answer specific questions.

The following criteria will be used by FIAO to evaluate Proposers who have met the requisite qualifications:

- Cover Letter
- Methodology / Business Plan
- Schedule
- Development
- Design
- Price

For each Proposal, numerical scores based upon the pre-established criteria will be established for each of the Technical Factors, taking into account the content, quality and completeness of the materials submitted. The numerical scores for the Technical Factors will then be summed to establish a total Technical Rating for each Proposal.

Discussions and negotiations will be held with those Proposers. The RFP, its Attachments and/or Contract may be revised via addenda; and a call for revised or Best and Final Offers (“BAFOs”) may be issued to Proposers.

FIAO may, however, at any point in the selection process, select a Proposer for Contract award without further discussions and negotiations or issuing a call for BAFOs, or may reject all Proposals. If an award is made, the selected DDB would be the Proposer whose Proposal was found to be most advantageous to FIAO, based on price and the other evaluation factors considered.

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If FIAO believes that, with some modifications or clarifications, certain marginal Proposals could reasonably be expected to fall within the competitive range, FIAO may decide, in its sole and absolute discretion, to solicit such modifications and clarifications.

FIAO reserves the right, in its sole and absolute discretion, to establish the criteria for defining the competitive range and determining which Proposers, if any, will be excluded for further consideration. Each Proposer may be invited for a private interview and meeting to discuss any aspect of its Proposal and to answer specific questions posed in advance in writing and/or orally.

FIAO shall have the right, in its sole and absolute discretion, to award the Contract to the Proposer who, in their opinion, could perform the Work in the best interests of the FIAO.

Upon the determination of the best proposal the successful DDB team will be notified and contract proceedings initiated.

If, for any reason FIAO and selected DDB are unable to complete the contract process the Owner may consider offering a contract to the next Proposer.

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**Insurance Requirements**

The entity providing DDB services entering into the contract shall have the insurance coverage as specified in AIA A141-2004, Exhibit A, Article A11, subject to the following modifications and supplementations:

1. The DDB entity, rather than the Owner, shall procure the property insurance (builder’s risk insurance) specified by section A.11.4.
2. The DDB entity shall maintain professional liability insurance to ensure against errors or omissions in design work for the Project in amount of not less than \$2,000,000.00 and with a deductible of no greater than \$100,000.00. Such insurance shall either be on an occurrence basis and kept in force for occurrences arising at any time on the Project or on a claim made basis and kept in force for no less than five years after final completion.
3. The DDB entity shall maintain a least the following minimum limits of coverage:
  - a. Worker’s Compensation:
    - i. State ----- Statutory
    - ii. Applicable Federal ----- Statutory
    - iii. Employer’s Liability ----- \$100,000, Each Accident  
\$500,000, Disease, Policy Limit  
\$100,000, Disease, Each Employee
    - iv. Benefits Required by Union Labor Contracts – as applicable
  - b. Comprehensive General Liability (including Protective; Products and Completed Operations; Broad Form Property Damage):
    - i. Bodily Injury and Property Damages:  
  
\$1,000,000 Each Occurrence, \$2,000,000 Aggregate  
Policy shall be endorsed to have General Aggregate apply to the project only.
    - ii. Products and Completed Operations Insurance shall be maintained for a minimum period of five years after final payment, and the DBB entity shall continue to provide evidence of such coverage to the Owner on an annual basis during the aforementioned period.
    - iii. Property Damage Liability Insurance shall include coverage for the following hazards:
      1. X (explosion)

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2. C (collapse)
3. U (underground)
  
- iv. Contractual Liability (Hold Harmless Coverage):
  1. Bodily Injury and Property Damage Combined:  
\$1,000,000---Each Occurrence, \$2,000,000 P.D.  
Aggregate
  
- v. Personal Injury, with Employment Exclusion deleted:  
\$1,000,000---Aggregate
  
- c. Comprehensive Automobile Liability (owned, non-owned, hired):
  - i. Bodily Injury and Property Damage Combined: (CSL –  
Combined Single Limit)  
\$1,000,000 CSL, Each Person, Each Accident, Each  
Occurrence
  
- d. Umbrella Excess Liability, \$5 million over primary, \$10  
thousandretention.

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**Price Matrix**

All costs should be expressed numerically and in writing.

**DDB Fee:** %  
(Overhead and profit markup required for the direct and indirect cost to develop, design and build the project).

**Lump Sum Cost Breakdown:**  
(For all direct and indirect costs required to develop, design and build the

project).#1 - Design and Pre-Construction Phase:\$

#2 - Bidding and Award Phase \$

#3 - Construction Phase \$

#4 - Warranty Phase \$

**Lump Sum Cost Total:** \$