



BROOKLYN LAB
CHARTER SCHOOL

REQUEST FOR ESTIMATES (RFE)
CONTRACTED SERVICES FOR BUILDING RENOVATION

BROOKLYN LABORATORY CHARTER SCHOOL
240 JAY STREET
BROOKLYN, NY 11201

4/19/2015

A firm may bid on the entire scope of work or a portion thereof.

1. SUMMARY AND BACKGROUND

Brooklyn Laboratory Charter School (“Brooklyn Lab”) is an open enrollment public charter school located in downtown Brooklyn. The mission of Brooklyn Laboratory Charter School prepares students with academic foundation, digital literacy and leadership skills necessary to excel in college and professional life as they grow as ethical leaders. Brooklyn Lab will opened in fall 2014 in the heart of downtown Brooklyn for its inaugural 6th grade. Next year it will welcome 6th and 7th grade classes.

The purpose of this Request for Estimate (RFE) is to solicit Estimates from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Brooklyn Laboratory Charter School wishes to go.

A firm may bid on the entire scope of work or a portion thereof.

2. ESTIMATE GUIDELINES

This Request for Estimate represents the requirements for an open and competitive process. Estimates will be accepted until **5pm EST April 30, 2015**. Any Estimates received after this date and time will be returned to the sender. All Estimates must be signed by an official agent or representative of the company submitting the Estimate and submitted via email. Documents submitted in any other format other than pdf will not be accepted.

If the organization submitting an Estimate must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the Estimate. Additionally, all costs included in Estimates must be all-inclusive to include any outsourced or contracted work. Any Estimates which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs. Plans are attached for the bidder’s references. A bidder may request a walkthrough of the space in preparing their estimate by emailing erin@brooklynlaboratoryschool.org.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFE. All contractual terms and conditions will be subject to review by Brooklyn Lab legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT SCOPE AND DESCRIPTION

Brooklyn Laboratory Charter School is seeking to work with a firm or firms to fulfill the following tasks:

- Procure and install suspended linear light fixtures in 4 classrooms, including light switches and accompanying
- Procure and install fire rated double doors at one interior entrance
- Procure and install 3 fire-rated interior doors with
- Procure and install 20 convenience outlets and 8 data ports per classroom per plans
- Procure and install new switches as required for new lighting
- Install 5000 square feet of new carpet tile and accompanying doorway saddles
- Procure and install mini split HVAC unit in 3 classrooms with a new three phase 200 AMP 42 Circuit Breaker Panel
- Procure and install new lighting throughout the stage and wings
- Install new full height dry wall partitions between classrooms with sound insulation between two rows of staggered studs, caulk at top and bottom
- Procure and install firestopping at all existing and new holes in demising walls in 4 classrooms
- Repair existing slab, re-grade and replace drainage, and install new rubber surface throughout courtyard

4. REQUEST FOR ESTIMATE AND PROJECT TIMELINE

Request for Estimate Timeline:

All Estimates in response to this RFE are due no later than 5pm EST April 30, 2015.

Evaluation of Estimates will be conducted from April 30, 2015 until May 5, 2015. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than May 6, 2015.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by May 15, 2015.

Notifications to bidders who were not selected will be completed by May 15, 2015.

Project Timeline:

Project initiation phase must be completed by June 15, 2015.

5. BUDGET

All Estimates must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC).

NOTE: All costs and fees must be clearly described in each Estimate.

6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their Estimate for consideration:

- Description of experience of key capacities
- Examples of at least 3 or more clients that you have worked with, preferably demonstrating experience in working in the charter sector
- A full scope of work and deliverables
- Timeframe for completion of the project

7. ESTIMATE EVALUATION CRITERIA

Brooklyn Lab will evaluate all Estimates based on the following criteria. To ensure consideration for this Request for Estimate, your Estimate should be complete and include all of the following criteria:

- Overall Estimate suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to web site design and hosting as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit a copy of their Estimate in a pdf document to erin@brooklynlaboratoryschool.org.