



**BROOKLYN LAB**  
**CHARTER SCHOOL**

**REQUEST FOR PROPOSAL (RFP)**  
**ASBESTOS REMOVAL**

**BROOKLYN LABORATORY CHARTER SCHOOL**  
**240 JAY STREET**  
**BROOKLYN, NY 112101**

**4/19/2015**

## 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 6<sup>th</sup> grade. Next year it will welcome 6<sup>th</sup> and 7<sup>th</sup> grade classes.

The purpose of this Request for Proposal (RFP) is to solicit proposals 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.

## 2. PROPOSAL GUIDELINES

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

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals 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.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. 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 to fulfill the following tasks:

- **Asbestos removal for pipe wrapping in the basement area.** Remove asbestos from areas within the basement where the environmental report and inspection suggests the presence of asbestos. This is currently less than 50 square feet and is limited to pipe wrapping.

## 4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

### Request for Proposal Timeline:

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

Evaluation of proposals 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 proposals 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 proposal.

**6. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal 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. PROPOSAL EVALUATION CRITERIA**

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

- Overall proposal 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 proposal in a pdf document to [erin@brooklynlaboratoryschool.org](mailto:erin@brooklynlaboratoryschool.org).