

# **Request for Proposal (RFP) General Contractor Lump Sum**

## **Sleepy Hollow Conference Room**

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*This document is confidential to Regeneron and may only be used by organizations responding to this Request for Proposal. Proposals provided will be kept strictly confidential.*


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## REGENERON COMPANY AND PROJECT INFORMATION

### 1. COMPANY INFO

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Regeneron (NASDAQ: REGN) is a leading science-based biopharmaceutical company that discovers, invents, develops, manufactures and commercializes medicines for the treatment of serious medical conditions. Regeneron commercializes medicines for eye diseases, high LDL cholesterol and a rare inflammatory condition and has product candidates in development in other areas of high unmet medical need, including rheumatoid arthritis, atopic dermatitis, asthma, pain, cancer and infectious diseases. For additional information about the company, please visit [www.regeneron.com](http://www.regeneron.com) or follow @Regeneron on Twitter.Dunderave10

The Company's corporate headquarters and research laboratories are located in Tarrytown, New York. Additionally, Regeneron has large-scale biologics manufacturing facilities in Rensselaer, New York, and Raheen, Ireland where it produces commercial and investigational products for its clinical trials, and a satellite office in Basking Ridge, New Jersey.

### 2. PROJECT DESCRIPTION AND SCHEDULE

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This request for proposal is for Regeneron's intent to cosmetically upgrade the existing 2nd floor main entry lobby and conference center at the Regeneron owned Sleepy Hollow Office building, located at 1 Rockwood Road, Sleepy Hollow, NY, the "Site"

The project is located on the 2nd floor of the building and consist of the main lobby and Conference Center adjacent to the lobby. The lobby renovation will undergo a cosmetic upgrade including a replacement of the turnstile and the lobby desk. The conference center will undergo a cosmetic upgrade, with interior conference room door replacement, and scope to support new AV and furniture which would both be procured and installed by the owner. Mechanical, electrical, fire protection, fire suppression, and tele data scope are all part of the package to support the cosmetic upgrade. Additional scope outside of these two workspaces include the installation of Unit Heaters at the men's bathroom and women's bathroom adjacent to the lobby.

Regeneron has engaged Francis Cauffman Architects (FCA) and Vanderweil as Engineers for the project.

#### **Estimated Project Milestones:**

Commencement of Work	<b><u>7/01/2021</u></b>
Substantial Completion	<b><u>10/25/2021</u></b>
Final Completion	<b><u>11/22/2021</u></b>


## BIDDER PROCESS

### 3. Intent to Bid

Upon receipt and review of the RFP, please confirm via the eRFX system and email, your intent to participate in this RFP process to Teri McCullough (teresa.mccullough@regeneron.com)

**Responses should be submitted electronically on or before June 22, 2021.** Late submissions by Bidders can be refused by Regeneron at their sole discretion. Additional proposal materials must be received electronically by the same time as the proposals.

In submitting a proposal, Bidder agrees that the proposal remains valid for at least ninety (90) calendar days after the closing date for submission of proposal and may be extended beyond that time by mutual agreement.

Regeneron reserves the right to reject any proposals not received by the date and time specified and to remove the supplier submitting the late response from further consideration. All proposals become the property of Regeneron.

#### A. RFP Schedule

RFP Phase	Important Dates	Special Notes
Release of RFP	06/02/2021	
Intent to Bid Due	06/04/2021	
Pre-Proposal Tour and Conference	06/07/2021	Lysander Chan, PM <a href="mailto:Lysander.Chan@regeneron.com">Lysander.Chan@regeneron.com</a> (914) 262-5832 SHO Lobby @ 9:00 am. Contact Lysander prior to confirm attendance.
RFI's Due	06/11/2021	
RFI response Distributed	06/16/2021	
Proposal Due	06/22/2021	
Proposal Review and Evaluation	06/23-06/30/21	
Notice of Intent to Award	TBD	
Schedule may be subject to change		

**Note to bidders:** Regeneron will not answer any formal questions during the walkthrough. All discussions are informal and off the record. Any and all formal questions must be submitted in writing to the Strategic Sourcing & Procurement ("SS&P") representative.

#### B. RFP Exhibits

Exhibit A – MSA General Contractor SOW
Exhibit B - General Contractor Lump Sum Pricing Sheet
Exhibit A1- Issue for Bid Set
Exhibit B2- Omega Abatement Drawing
Exhibit C- Division 1 Specification: Owner's Rules and Regulations
Exhibit D- Project Closeout Turnover Checklist
Exhibit E1- Method of Procedure


Exhibit E2- Notice of Work  
Exhibit F– JLL/Regeneron Standard Operating Procedure Fire Alarm Work OnSite  
Exhibit G1- Covid Questionnaire  
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Exhibit K- Muraflex Contact Information

### C. Evaluation Criteria

All responses received as a result of this RFP are subject to evaluation by the Regeneron Evaluation team. To evaluate all proposals, the team will determine which proposals are reasonably acceptable for an award. If required, written or oral discussions may be conducted with any or all of the firms to make this determination.

Such evaluation will include but not be limited to the following criteria:

1. Firms' Experience – Listing of all similar scope and scale projects either completed or in progress.
2. Experience of Key Staff Members
3. Technical Expertise / Core Competencies
4. QA / QC program for excellence
5. Project Approach
6. Process timeline / Workflow and Engagement
7. Innovation – examples of ability to think outside the box
8. Total Fee
9. A list of 3 client and 3 professional references

It is the intent of Regeneron to review and assess the RFP responses to determine if the information submitted from GC firms meet the needs of Regeneron.

### D. Proposal Requirements / RFP Response

Bidder shall identify the following information in their proposal:

- Statement of qualifications:
  - Each respondent shall submit materials that highlight its breadth of knowledge and experience on similarly complex projects
- Staffing chart:
  - Indicate positions, time on the project and percentage of time allocations during their time on the project
  - Provide resumes for the key staff
- Fee:
  - Basic Fee breakdown using the attached Pricing Sheet
  - Project Staffing Plan with rates, hours and totals
  - GC Fees during Construction (See project estimate above for order of magnitude).
  - Detailed reimbursable expenses
- Technology:
  - Information on the proposed use of technology
  - Ability to produce 3D images and renderings


- Information regarding your firms Quality Assurance
- Process, Workflow & Schedule:
  - Project Approach and process timeline
  - Project Workflow and required engagement

**E. Form of Contract**

Regeneron intends to award these services to firms who already hold a Master Services Agreement (MSA). The selected firm will receive a project specific Statement of Work (SOW) for General Contractor Services, only, which will reference and incorporate the terms and conditions of the MSA. Prior to the construction phase of the Work, if Regeneron elects, the Construction Manager may be awarded a Construction Phase Statement of Work, which reflects the solicitation, negotiation and selection of trade contractors as detailed in the referenced MSA.

**F. Strategic Sourcing & Procurement (“SS&P”) Contact Information**

Name Teri McCullough  
 Location Tarrytown, NY  
 Email Teresa.mccullough@Regeneron.com  
 Phone (914)-409-3020

**G. Real Estate & Facilities Management (“RE&FM”), Project Management Contact Information**

Name Lysander Chan  
 Location Tarrytown, NY  
 Email Lysander.Chan@Regeneron.com  
 Phone (914) 262-5832

**H. Supplier Diversity**

Regeneron is committed to providing equal access to our business opportunities and strives to ensure that the organizations with which we do business reflect the diversity of our customers and the communities where we live and work. Regeneron seeks opportunities to work with diverse partners whenever possible. If your company meets any of the diverse business classifications, please attach a copy of all certifications to your RFP response. If you are in the process of becoming certified, please attach a copy of the application to your RFP response

**I. Contractor Integrity**

It is the intent of Regeneron to award contracts only to “responsible” Contractors. At the discretion of Regeneron, RFx and contract documents may require each Offeror to certify that the firms and/or principals have never been convicted of a felony; never been suspended, debarred or terminated from any project with cause; and/or never failed to file taxes. At the discretion of Regeneron, the Offeror shall certify that the firms and/or principals do not have a conflict of interest with an employee of Regeneron and/or employees of other Contractors contracted to provide goods or services to Regeneron.

At the discretion of Regeneron, a third-party background check will be conducted prior to a contract award. The background check will include but not be limited to the following:

- Compliance and sanctions database search
- Watch lists and politically exposed person (PEP) database checks
- Online corporate registration confirmation


- Adverse media / Internet research, including local professional language
- Public profile of overview of subjects
- Review or primary online regulatory and/or litigation databases
- Detailed background information on companies and individuals to include corporate registration for companies and identifiers for individuals
- Identification of corporate affiliations for individuals
- Confirmation of professional licenses
- Review of local online litigation records including civil, criminal and bankruptcy /insolvency records
- Review of Health & Safety, Environmental, Sustainability & Quality Programs, Injury & Illness Records, Regulatory Inspection/Audit Results, Insurance Certificates, and Workers' Compensation & Experience Modifier

**J. Insurance Requirements**

GC shall maintain in force during the term of the Agreement, at its own cost and expense, insurance in quantities and types as is customary in the industry for the types of Services to be provided to Regeneron as per executed Master Services Agreement. Upon request by Regeneron, Vendor shall provide to Regeneron evidence of such insurance.

**K. Contractor Management Program**

- Regeneron has recently established a business relationship with ISN ([www.isn.com](http://www.isn.com)) to further enhance our contractor management program. Effective immediately, ISNetworld will begin serving as Regeneron's primary contractor information management system. As a result of this action, contractors performing services for Regeneron are required to become subscribers to ISNetworld.

If your company is a current subscriber to ISNetworld, there is no additional fee; however, please ensure your company has completed the requirements specific to Regeneron. If your company is new to ISNetworld, there is an annual fee for this service. Regeneron believes the benefits to both parties will far exceed any associated costs. A comprehensive list of contractor benefits and a subscription quick start guide are included from ISN.

Regeneron requires your company to complete/submit the following information in ISNetworld:

- Company Profile
- Environmental, Health and Safety (EHS) Questionnaire
- EHS Programs
- Document Submittal: Insurance, OSHA Forms and Experience Modifier

In order to be considered by Regeneron during the contractor selection process, your company must be a subscriber or agree to subscribe to ISNetworld. For further details about please contact the ISN Customer Service Team at (800) 976-1303 or visit their website at [www.isn.com](http://www.isn.com).

The Contractor's cooperation and participation in bringing this cost-effective technology solution to our business relationship is appreciated. Regeneron and ISN representatives will schedule Users Group Meetings and Help Desks to provide additional assistance and demonstrate the benefits within your company's ISNetworld account. All contractors who have subscribed to ISNetworld for Regeneron will receive details for these meetings.


- b. Regeneron has a Vendor Code of Conduct (“Vendor Code of Conduct”) and expects everyone with whom it has commercial dealings to meet such standards.

Contractor hereby acknowledges that it has read Regeneron’s Vendor Code of Conduct, which is available at: [https://www.regeneron.com/sites/default/files/Vendor\\_Code - May 2017 Version 1.1.pdf](https://www.regeneron.com/sites/default/files/Vendor_Code_-_May_2017_Version_1.1.pdf) , and shall act at all times consistently with the terms thereof.

Regeneron shall have the right, in its sole and absolute discretion, to immediately terminate this Agreement for cause in the event of a material violation of the Vendor Code of Conduct by Contractor.