

# **REQUEST FOR PROPOSAL**

FOR

Chartwell expansion project

Approximately 61,500SF of new construction.

Proposal Due Date: 5/24/2021

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## RFP INSTRUCTIONS

### INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

You are invited to submit a proposal to provide CM Services for the subject Project in accordance with the criteria discussed below and the technical description of required services set forth in the Scope of Work Document attached hereto and made a part hereof. Your proposal should address the technical points set forth in the Scope of Work Document and in other respects conform to the following instructions:

I. Introduction to the RFP Process: Outlined below.

II. Description of Scope:

Chartwell Pharmaceutical, LLC., is proposing to expand its existing 2 story 30,600SF pharmaceutical facility and construct 61,552SF of new office, production, manufacturing, and laboratory space at the main campus in Congers, NY. This construction includes the demolition of existing office space (3,635SF) while the facility remains in operation and is slated for implementation in 3 phases.

Additionally, a new 323SF of Guard house station will be constructed to provide a secure entry point to the site.

**Phase A:** northern portion of the site. Out of the ground production/laboratory building.

Floor	Square footage
1 -Process/storage	10,704
2-laboaratory	10,704
Total	21,408

**Phase B:** south portion of the site. Out of the office building.

Floor	Square footage
1 -Office	6,697
2 -Office	8,182
Total	14,879

**Phase C:** central portion of the site. Out of the ground storage building.

Floor	Square footage
1- Process/storage	12,633
2-Process/storage	12,632
Total	25,265

It is anticipated that phase A, will be completed by end of Q4, 2021.



### **Photo of work constructed in place, phase A.**

III. Proposal Format:

A. Technical Format:

Bidder's proposal shall include the following technical responses to this RFP:

1. A detailed work plan clearly indicating how the Bidder proposes to accomplish the work within the schedule and specifying the location(s) where the work will be performed. Please outline any possible schedule improvements.
2. A description of Bidder's approach to the work, including a detailed project execution plan associated with all tasks.
3. Bidder shall include a separate milestone schedule, showing all work on or before the required date. Additionally, bidder shall include a resource table for this project showing labor and supervisory resources required for performance of work according to the Bidder's WBS and schedule.
4. Bidder shall describe the availability, quantity and quality of facilities, equipment, and labor that, in Bidder's opinion, will be necessary for the execution of the work.

## B. Commercial Format:

Bidder's proposal shall include the following commercial responses to this RFP:

1. Any agreements entered as a result of this RFP shall be based on Chartwell's standard Terms and Conditions attached to this RFP. Your proposal should indicate in a separate subsection of your commercial proposal any specific exceptions to Chartwell's Terms and Conditions, which shall be considered in evaluating your overall proposal. Your proposal shall include the name, address, and telephone number of the individual(s) authorized to conduct contract discussions and make contractual commitments on behalf of your company.

Your proposal shall not contain for reference, nor utilize for a response, any standard preprinted forms (i.e., Standard Terms and Conditions Form, etc.). Substitution, in its entirety, to Chartwell's Terms and Conditions shall not be accepted and may disqualify you from further consideration.

2. In a separate subsection of your commercial proposal, please provide the following information:

a. Type of Organization: Please indicate whether the entity proposing to perform the work is a sole proprietorship, partnership, joint venture, or corporation, as well as the name of the jurisdiction under whose laws that entity is organized and operates. If the proposing entity is a joint venture, please identify the companies forming the joint venture and indicate whether and to what extent the performance and payments proposed will be guaranteed by the joint venture's parent companies. If the proposing or guaranteeing entity is a subsidiary of a parent company, please identify the parent company and indicate whether and to what extent the performance proposed will be guaranteed by the parent company.

b. Headquarters, Place of Performance and Responsible Officer: Please state the location of the headquarters office of the proposed entity and, if different, the location of the office primarily responsible for the performance of Work. If the proposing entity is a joint venture, please identify the headquarters locations of the companies forming the joint venture. If the proposing entity is a subsidiary of a parent company, please identify the headquarters location of the parent company. For each location identified, please furnish the name, address, and telephone number of the executive officer at that location responsible for the conduct of business at that location.

c. Partners: For each partner whom you expect to utilize in the performance of the work, please furnish:

(1) The work scope to be subcontracted.

(2) The name, address, and telephone number of the responsible executive of that subcontractor who will be expected to oversee performance of the subcontracted work scope.

(3) The estimated percentage of the work, which that subcontract represents; and

(4) The estimated percentage of the Agreement price attributable to that subcontract.

## C. Financial Format:

Bidder is requested to provide a Lumpsum price.

Please submit pricing in attached "Pricing Workbook".

Bidder shall include provision for all applicable permits, licenses, and taxes in Bidder's proposed price.

## IV. General Information:

### A. Intent to Bid:

Firms wishing to participate in the bidding process must provide a written letter of an intent to bid prior to submitting a proposal, along with a signed copy of the Confidentiality Agreement. The Chartwell project management team/Representative must receive the letter of intent to bid by 12 noon on 5/5/2021. Failure to submit a letter of intent to bid may result in the disqualification from further participation in this RFP process. The submission of the letter of intent to bid constitutes the Firm's concurrence with the requirements of this RFP.

Only Firms submitting a letter of intent to bid will receive amendments and other information regarding this RFP. Failure to submit a letter of intent to bid to Chartwell by the deadline specified may result in the rejection of the Firm's proposal.

The Firm must identify an individual as their Authorized Representative. This individual will be the point of contact for communication purposes between the Firm and the Chartwell Representative during this RFP process.

Include the following information in the letter of intent to bid:

- Firm's Name
- Firm's Authorized Representative for this RFP, name, and title
- Address
- Telephone Number
- Fax Number
- Statement of intent to bid

**B. Key RFP Dates:**

The following is a list of the activities relevant to the RFP process. Chartwell reserves the right to change these dates and will notify the Bidder in such a case.

Table – RFP Dates

Agenda	Due date
RFP issue date	4/30/2021
Letter of intent due	5/5/2021
Pre-bid meeting	5/11/2021
RFP questions deadline	5/17/2021
Proposals due	5/24/2021
Presentations for selected bidders	6/8/2021
Award contract	6/15/2021
Contractor start date	7/1/2021

C. Submission of Proposals:

The proposal shall be submitted in electronic formats to: [Nnana.oti@chartwellpharma.com](mailto:Nnana.oti@chartwellpharma.com); and [Eric.Farkas@chartwellpharma.com](mailto:Eric.Farkas@chartwellpharma.com)

Your electronic proposal should be organized into three (3) separate sections (Technical, Commercial, and Financial).

D. Submission of Questions:

Questions shall be submitted in electronic mail. No telephone questions shall be allowed. Bidders shall refer to the specific RFP paragraph number and page, and shall quote the sentence or paragraph being questioned. All questions shall be directed to:

Name: Nnana Oti

E-mail: [Nnana.oti@chartwellpharma.com](mailto:Nnana.oti@chartwellpharma.com)

E. Pre-Bid Meeting and Site Walk-Downs:

All potential bidders must attend a pre-bid meeting scheduled on 5/11/2021 at 9:30 am located at Chartwell main campus, Congers, NY. Please limit your company's representation to 2 people. The purpose of the pre-bid meeting shall be to review the RFP specifications, Chartwell's contractual requirements, bid response format and to clarify any items included in this RFP.

At the conclusion of the pre-bid meeting, a walk-down of the subject Project and the surrounding areas will take place to assist Bidders in clarifying any technical issues.

F. Oral Presentations and Demonstrations:

At the conclusion of the evaluation, but prior to awarding the contract, Chartwell may request the Bidder to give an oral presentation. Key project team members must be present at this meeting. At the option of Chartwell, oral presentations and demonstrations by Bidders may be requested for clarifying characteristics or significant elements related to the proposals. Bidders will not be allowed to alter or amend their proposals through the presentation process. Bidders shall not be permitted to attend competitor oral presentations. Chartwell reserves the right to require and conduct oral presentations with any Bidders who submit proposals to be considered further for contract award.

G. Alternatives:

Bidder is encouraged to submit alternatives that will provide better results, lower cost and/or improved schedule. However, in order to ensure consideration, alternatives must be accompanied by a proposal that is fully responsive to the requirements of this RFP. Please present any ideas your company has for an incentive program for this project.

H. Exceptions and Interpretations:

Requests for clarification of the RFP documents will be received, and clarifications and interpretations will be issued by written addenda.

No interpretation or clarification given orally or separately will be effective to alter or affect the RFP documents unless confirmed by written addendum. Exceptions or qualifications to the RFP documents are discouraged and may result in proposal disqualification.

I. Proposal Tenure:

Unless withdrawn in accordance with this RFP, all proposals shall be considered firm offers until the date of the award of the contract or ninety (90) calendar days after the proposal due date, whichever occurs first.

J. Cancellation of RFP or Rejection of Proposals:

This RFP may be canceled or any or all proposals may be rejected at the sole discretion of Chartwell. Unsolicited proposals, modifications to proposals, or noncompliance to the bid schedule may result in disqualification.

K. Disclaimer:

This RFP is not an offer, and no contract shall result from this RFP unless and until Chartwell enters into a written definitive agreement with another party. Chartwell reserves the right to contract with any or no party, in its sole discretion, as a result of this RFP.

List of Documents included in this RFP;

-RFP Instructions

-Pricing Workbook

-Contract Construction Agreement

Addendums Acknowledged (Please acknowledge all addenda received during this RFP process);

Addendum #\_\_ - \_\_\_\_\_

Addendum #\_\_ - \_\_\_\_\_

Addendum #\_\_ - \_\_\_\_\_

Pricing.

Your bid is based on the documents and addenda listed above. Please fill out your total Lump sum price.

Price \_\_\_\_\_

Firm \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_