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November 10, 2022  
REQUEST FOR PROPOSALS (RFP) No. 1  
FOR  
GENERAL CONTRACTOR SERVICES

<b>Kitware Contracting POC</b>	<b>Kitware Construction POC</b>
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Kitware, Inc. requests qualified individuals and firms with experience in general contracting work to submit quotes to Kitware for General Contract Services. The successful responder(s) shall provide general construction management and administration of a variety of small to large construction project sites as well as experience constructing secure facilities that meet specific requirements established by the U.S. Government.

## 1. INTRODUCTION

Kitware, Inc. requires General Contract Services to build a specialized facility at the Kitware Headquarters located in Clifton Park, NY. This RFP outlines the basic requirements for the provision of general contractor services for this specific facility known as Lab C.

Kitware is seeking quotes from qualified firms desiring to enter into an agreement to provide these general contractor construction services for this project. All quotes must be received by Kitware by December 2, 2022. Kitware may select one firm to complete this work with a desired completion date in July of 2023.

The services shall be completed in accordance with the scope of work contained in this RFQ and within the negotiated time frame between Kitware and the General Contractor.

## 2. SCOPE OF WORK and BASE REQUIREMENTS

The Lab C space is approximately 29 ft x 60 ft for 1,600SF and will contain a computer network that will be used for developing and testing leading edge, proprietary devices and systems that are very sensitive to external Radio Frequency (RF) interference. A network equipment closet of approximately 12 ft x 9 ft will be constructed within the main space and may require additional cooling.

Constructing this room will require removal of three existing walls and the construction of four new walls from true floor to true ceiling. These walls will have substantial sound proofing and RF shielding requirements. A new electrical distribution system will be required to supply power to approximately 39 computers. Additional split unit A/C units will be needed to handle the heat generated. Building air supply and return ducts will have to be modified to meet maximum cross section requirements. Computer network cabling will be provided by Kitware.

Interested parties should contact Kitware at [contracts@kitware.com](mailto:contracts@kitware.com) to indicate their intent to bid. Kitware will provide further details, including architectural drawings and details on government requirements, once a non-disclosure agreement is in place.

### 3. PROPOSAL FORMAT

Responders are required to submit their quotes in the following format:

- a. Estimated Cost Proposal
- b. Technical Proposal
  - i. Technical Information, Clarifications, and Assumptions
    1. Include the critical details required to successfully complete the project within the time proposed;
    2. Clarifications/Assumptions;
    3. Exclusions;
    4. Provide a project schedule starting with receipt of the notice to proceed (work authorization) and ending with the project's completion.
      - a. Timing for completion of the physical construction is linked to the customer's program schedule. The desire is to have construction finished within **six (6) months** of starting the project.
  - ii. Project Staffing Requirements
    1. All staff must be US Citizens. Please identify the individuals who will be a part of the main project team and confirm that all staff will be US Citizens. This includes any outside personnel, such as subcontractors.
      - a. All staff who come on site must sign a Non-Disclosure Agreement (NDA).
  - iii. Financial Responsibility
    1. Responder is expected to comply with reasonable requests from Kitware to verify responder's financial capabilities to perform this work; and
    2. Provide year of incorporation (if applicable),
  - iv. Qualifications
    1. Describe Responder's top-level experience, capabilities, and other qualifications for this project; and
    2. Please include any construction experience of secure facilities that must meet strict security requirements.
  - v. References

1. Responder must provide three (3) references for projects similar in size and scope to the project.

#### 4. Contract Administration

- a. Submission Instructions
  - i. Please provide responses in .pdf or .docx format to [contracts@kitware.com](mailto:contracts@kitware.com).
- b. Questions
  - i. All questions concerning this project and requests for interpretation of the contract can be sent to [contracts@kitware.com](mailto:contracts@kitware.com).
- c. Proposal Duration
  - i. Proposals submitted in response to this RFP must be valid for a period of sixty (60) days from proposal submission deadline and must be marked as such.
- d. Expenses of Preparing Responses to this RFP
  - i. Kitware will not cover any costs related to the responders' response to this RFQ. Such expenses are to be borne exclusively by the responders.
  - ii. There is no guarantee that an award will be made.
- e. Business License
  - i. Responder shall submit a copy of its current, valid business license with its proposal or upon award including insurance and proof of appropriate insurance coverage.

#### 5. Award of Contract

A Kitware evaluation committee will review all proposals to determine if interviews are necessary. If interviews are conducted, firms will be scheduled to present their proposal to the evaluation committee in order to respond to questions from the evaluation committee relevant to the firm's proposal.