



Consulate General of
the Republic of Korea in New York

Korean Cultural Center NY
On behalf of the
Consulate General of the Republic of Korea
Request for Proposal

**General Contractor Services For
Korean Cultural Center NY Library**

Issued: Monday, December 6, 2021

Due: Friday, January 21, 2022 @ 2:00 pm ET



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1. ABOUT THE KOREAN CULTURAL CENTER NY

Inaugurated in 1979, the Korean Cultural Center New York (KCCNY) is a branch of the Ministry of Culture, Sports and Tourism of the Republic of Korea. KCCNY works to promote cultural arts exchange and stimulate interest in Korean culture through diverse activities including gallery exhibitions, performing arts concerts, film festivals, and educational programs.

Gallery exhibitions are organized by Gallery Korea, a division of KCCNY for various Korean, Korean-American, and international artists. Each year, multiple exhibitions are held and hundreds of artists have showcased their works through our annual Call for Artists program in addition to our specially curated programs.

KCCNY both presents and supports performing arts events that span traditional Korean music and dance to contemporary works. With our annual Open Stage program that provides rising performers to showcase their works in New York to special presentations with prestigious local cultural arts institutions, KCCNY's performing arts programs attract audiences from all over the country.

The film division is also a dynamic part of KCCNY with increasing attention and support from the New York audience. Through programs like Korean Movie Night New York, KCCNY introduces new Korean films and features Korea's most prominent directors through specially curated series. The film division also presents international and local film festivals with partners like Film at Lincoln Center and the New York Asian Film Festival.

Furthermore, KCCNY hosts food competitions and workshops with the world's top chefs presenting Korean cooking techniques and unique ingredients for the public as well as for culinary students and professionals. Our programs celebrate the long standing traditions as well as embrace new creative interpretations with Korean culinary aspects.

The Center also proudly supports athletes of all Korean sports as well as athletes of Korean background. We also have special programs with taekwondo, an official Olympic sport, and have been supporting K-12 schools as well as universities to provide the highest quality of education and encourage its growth in the US.

Our library holds a rich collection of books and research materials in both English and Korean, covering topics such as Korean literature, history, and more. We also allow our users to access e-books through our website. Open to the public, the library is a space that allows our visitors to delve deeper into Korean culture.

By utilizing these ample resources and capabilities, the ultimate role of KCCNY is to reinforce Korea- U.S. relations by promoting Korean culture and values through diverse mediums.

2. ABOUT THE NEW YORK KOREA CENTER

On June 28th, 2018, KCCNY held the official Groundbreaking Ceremony for the New York Korea Center, which will be the new home of KCCNY at its opening in 2022.

With a new beginning at the New York Korea Center, KCCNY will be able to provide a newly expanded platform to operate more comprehensively to serve the New York community and be a part of its vast cultural spread. It will serve as a multiplex cultural hub for audiences that provides a window into Korean art, music, film, history, language, literature, and cuisine.

The design of the New York Korea Center embodies the modern Korean sensibility of innovation in harmony with tradition. A multi-layered glass facade creates a screen wall that illuminates three sculptural figures within - composed of polished ceramic, rough terracotta, and milled wood - representing Heaven, Earth, and Humanity.



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The iconic figures embrace the building’s three distinct zones: soaring public spaces, semi-public cultural lecture rooms and the library, and administrative offices. The New York Korea Center will be a valuable venue for promoting cultural exchange and enhancing mutual understanding between Korea and the United States. The Center will be located at 122 E. 32nd Street in New York City.

3. PROJECT DESCRIPTION / SCOPE OF WORK

Project Description

KCCNY invites responsible parties to submit proposals to provide general contractor services for the KCCNY Library at the New York Korea Center, 122 East 32nd Street 3rd Floor, New York, NY. This location is currently under construction, with construction expected to complete by the first half of 2022.

General Contractor Scope of Work

- Custom bookcases
- Custom shelves above bookcases
- Custom circulation desk & backdrop
- Custom stools
- FF&E (including purchasing and installation) per provided specifications
- Closet fit-out
- Signage
- Floor treatment
- Allowance for replacing the existing wooden ceiling louver
- Submittals - Provide samples, shop drawings, and mock up for all custom work, but not limited to.
- Periodical walk-through and construction report
- May require coordination with the main building contractor which is under construction.
- Not expected to pull a separate permit for the scope of work.
- Include Construction Contingency.
- *Also, please include a note indicating the appendix which is a bid set under the scope of work.*

4. BID SCHEDULE

December 6, 2021	RFP Release
December 6- 17	Q+A period
December 15	Construction Site Walk-through
January 21, 2022	RFP Submissions Due
By the end of January	Interviews for Selected Firms, Team Selected

5. BID PROPOSAL

5 A. Submission Procedures

Proposals, both hard copies and one digital version on a labeled flash drive are due to the office of KCCNY by 2:00 pm ET on Friday, January 21, 2022.



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Please submit (hand-deliver) five (5) bound proposals to:

Attention : Mr. Yun Jeung Jo, Director of Korean Cultural Center NY, c/o Yeonji Hwang

460 Park Avenue 6th Floor New York, NY 10022

KCCNY is not responsible for lost or misdelivered proposals. Proposals will not be returned to proposers and all RFP submission materials will become the property of KCCNY.

5B. Questions Regarding the RFP

Starting at the date of issuance of the RFP and ending: Friday, December 17, 2021 at 5:00 pm ET. KCCNY will entertain questions or field points of clarification regarding the RFP document. Inquiries by telephone or any other communication method will not be accepted. Please email any questions to BOTH yeonji@koreanculture.org AND praxes@praxes-ny.com. At KCCNY's discretion, questions and answers will be forwarded anonymously to all firms participating in this RFP.

5C. Construction Site Walk-through

To facilitate Contractor's understanding of the project, KCCNY has scheduled a walk-through of the New York Korea Center. While this walk-through is not mandatory for Contractors, KCCNY strongly suggests that all attend. The walk-through is scheduled for Wednesday, December 15, 2021 at 2:00 pm ET. Registered attendees are asked to meet at the New York Korea Center, 122 East 32nd Street, New York, NY, prior to 1:50 pm. Registration is required to participate in the walk-through. Please indicate your intent to participate by Monday, December 13, 2021, 2:00 pm ET, providing the names and contact information of those planned to attend, to: Yeonji Hwang yeonji@koreanculture.org.

5D. Post Bid Team Interviews

Post Bid Team Interviews may be conducted at the discretion of KCCNY. The details regarding proposer's interview, if needed, will be provided after responses are received and reviewed. KCCNY reserves the right to award the project without holding post-bid interviews.

6. BID PROPOSAL FORMAT

In an effort to keep the proposals at a concise level to facilitate review, we have determined an overall proposal submittal guideline. Please maintain a fifteen-page limit on the body of the proposal. Any additional information necessary in your submission should be presented as attachments. The bid proposal shall be organized according to the outline provided below.

SECTION A: Team

SECTION B: Relevant Experience and Expertise

SECTION C: Schedule

SECTION D: Fee Proposal

SECTION A: Team

Cover Letter



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A one-page Cover Letter expressing your team’s interest for consideration. It should be completed, signed and dated by an authorized representative of the proposer.

Team Composition and Organization

All team members and resumes and relevant experience for the partners and associates who will work on the project. Include an organizational chart showing team structure and include a detailed description of the proposed role of the lead firm and associated firm and sub-consultants for the project. Illustrate how your team will handle client communication. Resumes should be attached as an appendix at the back of the booklet and will not be considered a part of the page count.

Firm’s Approach

Your firm’s philosophy and approach to this project. It is of particular interest to KCCNY to learn how your team composition, design approach and philosophy will integrate and influence the project. Provide a brief narrative of the methodologies your firm will use to understand project needs and desires, and how your design process works to realize such goals.

SECTION B: Relevant Experience and Expertise

Prior Built Work

Descriptions of three relevant, recent projects that your firm has undertaken in the United States within five (5) years. This must be built work and must include the total project cost and square footage for each project included. Text and illustrations not required for this list. Please provide three references with contact information, from each of the clients of the projects described, for which you have completed similar services.

SECTION C: Schedule

Please provide a detailed schedule indicating the key tasks required for this project. This schedule should indicate no more than three (3) months of construction from the receipt of Temporary Certificate of Occupancy (TCO).

SECTION D: Fee Proposal

Contractor must provide a bid based on the plans, specifications and project specific conditions noted in this RFP. The project budget cap is \$351,156.63 and please include construction contingency. The addendum should be a separate line item.

Please note that KCCNY is a tax-exempt institution.

7. EVALUATION CRITERIA

Each proposal will be rated by the Evaluation Committee based on the following criteria and weights:

Evaluation Criteria	Maximum Available Percentage
Quality of proposed approach	30%
Demonstrated level of organizational capability	20%
Demonstrated quantity and quality of successful relevant experience	20%
Price tendered	30%



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* Please note that the following criteria MUST be met:

- Must have construction experience within the past 5 years for a project of similar scope (i.e. library, gallery, etc.)
- Project(s) noted above are required to be 50% or larger than the area of KCCNY's Library (note Construction and Bidding Document) AND with a budget of 80% or more of KCCNY's Library project

8. CONDITIONS/DISCLAIMER

Your firm agrees to adhere to and accept the following conditions:

- a) KCCNY reserves the right to qualify, accept, or reject any or all partners as deemed to be in the best interest of the center
- b) KCCNY reserves the right to accept or reject any or all proposals and to waive any irregularities or technicalities in the RFP and in any proposal as deemed to be in the best interest of the center
- c) KCCNY reserves the right to negotiate any alterations to bid specifications due to oversight or error
- d) KCCNY reserves the right to accept or reject any exception taken by the partner to the terms and conditions of this RFP
- e) KCCNY reserves the right to seek clarification, in writing, from partners about areas of their RFP response during the evaluation process
- f) KCCNY will not pay for any information requested herein nor will it be liable for any costs incurred by the partner in preparing the proposal
- g) KCCNY reserves the right to contract for a project that is not the lowest in price, provided that, in the sole judgment of the Evaluation Committee, the project offered under the higher bid has additional value or function which justifies the difference in price
- h) All proposals become the property of KCCNY and will not be returned to the partner
- i) No individual extension of this deadline will be granted for any reason

KCCNY reserves the right to:

- a) Award to other than the lowest price bidders
- b) Reject all bids and invite further competition if deemed necessary
- c) Waive, modify, or correct any irregularities in proposals received, after notification to the bidders
- d) Extend the time for submission for all proposals after notification to all bidders
- e) Terminate or modify the RFP process at any time and reissue the RFP
- f) Terminate negotiations with a selected bidder and select the next most responsive bidder when contract negotiations fail to result in a signed agreement within a reasonable amount of time
- g) Approve or reject any subcontractors proposed in this submission
- h) Request a change of subcontractors at any time in the contract
- i) Require changes in team composition at the sole discretion of KCCNY

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