

**STATE BANK OF INDIA – New York Branch**  
460, Park Avenue  
New York  
NY – 100221

Date: 01/18/2023

**State Bank of India, New York Branch invites Request for Proposal (RFP) for architectural design services for their office premise in New York**

**Last date of submission: 02/03/2023**

**1. The summary details of the RFP are as under**

<b>Sr No</b>	<b>Particulars</b>	<b>Description</b>
1	Location of the premises	State Bank of India, 460, Park Avenue, New York, NY – 10022  or  Any other location as decided by Bank
2	Nature of work	Provide Architectural & Interior Design Services for our office at New York which will consist of the design and fit-out of approximately 50,000 RSF consisting of bank teller location, vault, conference rooms, workstations, collaboration space, board room, bathrooms, interior connection stair, support space and pantries.
3	Timeline for completion of the Project	24 months – specific schedule dependent on design / real estate strategy.
4	Mode and Address for submission of RFP documents	RFP documents provided in this section to be filled and physical copies to be submitted to:  Vice President (P & A) State Bank of India, 460, Park Avenue, New York, NY – 10022
5	For RFP related queries	Email to <b>vppna.nyb@statebank.com</b>
6	Eligibility Criteria	Provided in Para 2 of this document
7	Phase wise detailed scope of work (preliminary / tentative)	Provided in Para 3 of this document

## 2. Basic eligibility Criteria

Sr No	Criteria
1	Company should have experience of minimum 5 years in providing the similar services
2	Company should be profitable organization on the basis of profit before tax (PBT) for at last 03 (three) financial years.
3	Past/present litigations, disputes, if any (Adverse litigations could result in disqualification, at the sole discretion of the Bank)

## 3. Phase wise details of scope of work

As per Annexure - I

## 4. Important Notes

- i. The Bank reserves the right to reject any or all the RFP(s) without assigning any reason whatsoever.
- ii. Failure to furnish all the information required as per the RFP documents shall result in rejection
- iii. Short listing of company should not be treated as a contract for the proposed work.

## 5. Proposal content / formats for submission of the proposal:

- i. Covering letter as per Annexure - II on Company's letter head.
- ii. Company details on their letter head as per Annexure – III
- iii. Proposal of fees and hours for full scope of work (design services) as per format provided in Annexure - IV
- iv. Important notes for proposal content
  - Indicate the **insurance coverage** and limitations, including *Professional Liability and Errors and Omissions* policies; submit a copy of statement of same from your current provider.
  - Clearly identify any elements of the required Scope to be executed by subcontractors, consultants, vendors, and/or persons other than full-time employees of the firm.
  - Clearly identify **all exclusions, qualifications or exceptions** to the required Scope; specify any non-standard or optional services and indicate those costs under Miscellaneous.

## **Scope of Work**

The selected architectural firm will be responsible for the full scope of Interior Programming, Site Analysis of any selected site(s), Test Fits (include cost per site as notes), Schematic Design, Design Development, Construction Documents, Construction Administration and Furniture Services appropriate for a project of this nature. Scope of work should include coordination of all consultants (i.e., engineering, technology, lighting, electrical, etc.) required to provide complete and professional services for the outlined proposal. Scope of services should reflect, and not be limited to, the following:

### ***Phase I: Project Schedule & Site Evaluations***

**A. Project Schedule:** The Architect will prepare an overall project schedule indicating activities, due dates, phases, presentations, deliverables and decisions and approvals required. Assume a maximum of three (3) revisions to the schedule due to changes by SBI.

**Deliverable** - The schedule will graphically identify each phase/task milestone and its duration. Written approval by SBI of the project schedule and each phase is required for work to proceed.

**B. Site Analysis:** The Architect, in conjunction with the Real Estate Team and Project Team will inspect any short-listed sites.

**Deliverables** – The Architect will issue a report outlining observations, pros, cons, costs and benefits, potential liabilities, and recommendations associated with the new floors. The report will identify both tenant and landlord responsibilities.

### ***Phase II: Project Requirements and Program***

**A. Executive Goals and Objectives:** The Architect will discuss with SBI ideas concerning factors which will contribute to and support the success of the project. This discussion will include present and future headquarters staff size, corporate identity and image, budget, schedule, review and approval process, key areas of concern, and any other pertinent issues.

**Deliverable** - A complete summary of the overall goals and objectives will be issued for review and approval. The Architect will issue a full set of meeting minutes for distribution to all related parties for their information review and approval.

**B. Program Questionnaire Development:** The Architect will work with the Project Team to develop questions to be issued to personnel for data gathering and interviews. The team will mutually determine the scope of the data gathering as well as what format will be used for gathering information and data in a manner reflective of the needs and requirements. Data to include:

- Current workspace assessment
- Future personnel growth projections
- Departmental functions and cross functional activities
- Workflow and material/information circulation
- Individual and departmental proximity and adjacencies requirements
- Ancillary areas, support areas, etc. requirements
- Equipment and personal filing requirements
- Use of conference, storage, file and shared areas for time, efficiency and proximity
- Pantry/Cafeteria
- Coordinate with AV vendors on design and finish
- Assess Lighting requirements

**Deliverable** - Program Questionnaire will be issued for SBI's review and approval.

**C. Data Gathering/Interviews:** Interview Managers and staff as required.

**D. Data Confirmation:** Executive review of potential "red flag" issues, inconsistencies, and presentation of potential options.

**Deliverable** - Report summarizing meeting notes and decisions.

**E. Data Analysis**

**F. Space Allocation Identification**

**G. Program Summary**

**Deliverable** - Report identifies data analysis, preferred adjacencies, space allocations and work area typical for all departments.

**H. Program Finalization**

**Deliverable** - Final report for SBI's review and approval on which the space plans, furniture plans and construction documents as well as ballpark cost estimate will be based.

**I. Block and Stack Diagrams**

**Deliverable** - The Architect will present a visual depiction of all floor plans indicating all department adjacencies and square footage allocations. SBI's review and approval required.

### ***Phase III: Field Verification***

**A. Drawing Verification:** The Architect will be responsible to field verify critical dimensions against existing “as-built” plans. Upon receipt of building architectural drawings, the Architect will verify locations and dimensions of existing building elements such as columns, cores, and interior window walls for compliance with the received drawings.

**Deliverable** - The Architect will notify the project manager if the base building drawings received from the owner require amendment to reflect actual conditions. The exceptions or misrepresentations identified in the field will be documented and forwarded for review to determine the appropriate course of action.

### ***Phase IV: Space Planning/Schematic Design/Preliminary Pricing Package/Plan Check***

**A.** The Architect will prepare accurate Space Plans indicating department and team adjacencies along with the furniture and equipment layout and preliminary concepts for final design considerations. All these elements are planned in accordance with ADA code requirements, cost effective reuse of existing elements and budget, schedule and logistic parameters.

**Deliverable** - 1/8” = 1’ - 0” scale plans, reproduced from original drawings, will be presented to SBI for information, review, evaluation and approval. The space plans will include (5) revisions under basic services. Additional space plans will be prepared as an additional service only after written authorization has been obtained from SBI.

#### **B. Preliminary Budgeting**

**Deliverable** – The Architect will issue to a selected Construction Manager/General Contractor a Preliminary Pricing Package inclusive of the final space plans and detailed notes for the initial construction pricing.

**C. Preliminary Plan Check:** The Architect will review for approval the preliminary space plans with the appropriate government agencies.

### ***Phase V: Design Development***

This phase is the most visual of the process. It is a refined culmination of all the previous steps. Drawings, fabric samples, carpet, paint/ wallcovering samples, light fixtures, etc. are reviewed and selected at this time. Specifications along with the drawings are reviewed again for budget constraints.

*The Architect must include the furniture process into the overall schedule.*

Final selections are approved and the documentation of all elements and specifications begins. Furniture typicals and finishes are approved by SBI.

**A. Design Presentations:** One (1) preliminary and one (1) final presentation to SBI for approval of the following: furniture, finishes, lighting solutions, etc.

**B. Pricing Package**

**Deliverables** - The Architect will include space plans, design development concepts on plans and/or elevations with a written breakdown of all construction elements in for submission to a selected Construction Manager or Contractors for preliminary pricing.

**C. Furniture Request for Proposal:** SBI will require new furniture. SBI will have an agreement with a furniture dealer and will have the furniture plan prepared by the Architect sent to them for pricing. Architect will review pricing and furniture package. The Architect will be required to work closely with the furniture dealer and manufacturer to locate all furniture, provide critical dimensions, electrical requirements, coordinate finishes, etc. The Architect is responsible for generating and monitoring a Furniture Punch list upon furniture installation.

**Deliverables** - The Architect will prepare a furniture specification package including typical layouts, technical information regarding all design elements, details, specifications and warranties. This information will be the basis for the furniture pricing. Spreadsheet analysis, value engineering and coordination of furniture mockups (if required).

***Phase VI: Contract Documentation***

Work in this phase will be based on previously prepared and approved space plans, project budget and design development.

**A. Contract Documents:** The Architect will prepare a set of Construction Documents addressing all previously approved aspects of programming, planning and design.

**Deliverables** – Basic Final Working Drawing set will consist of, but not be limited to, the following:

- Site Plan
- Vicinity Map
- Project Team
- Building Summary
- Sheet Index
- Building Department Notes
- Abbreviations (Construction Industry Standard)
- Disabled Access Requirements per Title 24 CAC, ADA Federal Regulations
- Legends
- Specifications
- Door and Hardware Schedule
- Demolition Plan (as necessary)
- New Construction Plan (Partition Plan)

- Furniture Plan
- Systems Furniture Electrical Plan
- Power and Signal Plan (Telephone and Data Plan)
- Reflected Ceiling and Lighting Plan
- Finish Plan
- Associated Plans, Elevations, Detail Drawings, Specifications, etc.
- Details: Partitions, Soffits, Suspended Ceilings, Architectural Millwork, etc.

**B. Coordination of MEP, Telephone/Data, and Furniture Plans:** The Architect will coordinate with the consulting engineer & Technology consultant for the completion of a full set of construction documents.

**Deliverables** – The mechanical, electrical, plumbing and structural engineering drawings and all data/voice/network plans will be furnished by others and coordinated by the Architect. The Architect will provide all information required to the consulting engineers. The Engineers will be responsible for their own work. The Architect will coordinate all documents into the final bid set.

### **C. Bid Analysis**

**Deliverables** - The Architect will assist Cushman & Wakefield Project Manager in evaluating additional value engineering alternatives.

### ***Phase VII: Construction Administration***

**A. Construction Administration:** Prior to the commencement of construction, on-site review and approval by the Architect of the proposed locations for partitions, doors, utilities, and other major elements indicated by the General Contractor through snap lines, spray paint marks, etc. The Architect will be responsible for monitoring the quality of construction on a regular basis, and attendance of a weekly site meeting. The Architect will verify that all items including but not limited to the following items are in conformance with the Contract Documents: partition location, electrical/telephone/data locations, light fixtures, finish materials, and millwork locations.

**Deliverables** - The Architect will prepare, upon construction completion, a Construction Punch list of items needing correction or modification and will monitor the Punch list through final completion. The Architect will be responsible throughout the project to notify the Project Manager and SBI immediately, in writing, of any non-compliant items as actual construction relates to the approved construction documents.

### ***Phase VIII: Optional Services***

Provide a description of all work considered additional services, outside of the Basic Services. Please describe how such services are defined and compensation approval process for these services.

**A. Include a list of personnel hourly billing rates**

**B. Include fixed rates for frequently requested additional services. Provide a unit cost for additional site analysis and Test fits.**

**C. Interior Stair – 2-floor connection; 3-floor connection**

**D. Reimbursable Expenses**

**Other area(s): Confidentiality of Information**

Architect acknowledges that it may be given access to areas in which it may observe or acquire private, regulatory or material non-public information about entities listed, employed, or regulated by (including but not limited to information relating to: investigatory matters, personnel matters, regulatory matters, matters involving broker/dealers, issuers, or issues). Architect shall consider such information Confidential Information.

Architect acknowledges the sensitive and secret nature of the Confidential Information it will have access to and agrees that it will treat such Confidential Information as strictly confidential and shall exercise the same degree of care in the protection of the Confidential Information as the Architect exercises with respect to its own proprietary property and trade secrets, but in no event shall it be less than a reasonable degree of care given the nature of the Confidential Information.

Architect shall not use, disclose (except to Architect's Personnel involved in the performance of Services), copy or publish any Confidential Information for any purpose other than the performance of Services without the prior written approval of SBI unless or until information is: (1) lawfully in Architect's possession prior to the Agreement and not under a duty of non-disclosure; (2) voluntarily disclosed by a third-party so long as that party is not under a duty of non-disclosure; (3) generally known to the public; or (4) developed by Architect independent of the disclosure or other acquisition.



**(Covering letter)**  
[On company's letter head]

To,

**Vice President (P & A)  
State Bank of India – New York Branch  
460, Park Avenue  
New York  
NY – 10022**

Dear Sir,

**Ref: Request for Proposal (RFP) invited by State Bank of India, New York Branch**

We have examined the details of RFP published on State Bank of India, New York Branch's website. We herewith submit our proposal for the invited RFP and note to submit any supporting document(s) as requested by the Bank to fulfill criteria as mentioned in the RFP.

2. While submitting this proposal, we certify that the undersigned is authorized to sign on behalf of the company and the necessary support document delegating this authority is enclosed to this letter.

3. We undertake that we will not resort to canvassing with any official of the Bank, connected directly or indirectly with the RFP process to derive any undue advantage. We also understand that any violation in this regard, will result in disqualification of the proposal.

4. It is further certified that the contents of our RFP are factually correct and in the event of any information / particulars proving to be incorrect, the Bank will have right to disqualify us from the said RFP process.

5. We understand that you are not bound to accept any RFP you receive and you may reject all or any RFP without assigning any reason or giving any explanation whatsoever.

Sincerely,

(Signature & Name)

Duly authorized to sign Bid for and on behalf of  
**(Name and Seal of the company)**

Company Details

**A. Background information about firm:**

- Name of the Firm and website
- Date of incorporation / constitution of the Firm
- Proof of incorporation / constitution of the Firm
- Office Location(s)
- Local office address & year it was founded (if different than the year the firm was founded)
- Number of employees (total and local, if different)
- Organization structure
- Firm's philosophy and approach to project execution, including, if formulated, a mission statement
- Specialization of firm
- Approximate percentage of work based on fees earned over the last two (2) year period (e.g., seventy percent (70%) commercial, thirty (30%) retail, etc.
- Particulars of the authorized signatory of the firm / company:  
Name, designation and contact details

**B. A brief summarization of similar projects that have been completed recently, including**

- A description of the project objectives, square footage and the services provided.
- Client references for those projects, including contact names and telephone numbers.
- Consultants and vendors (engineers, general contractors, and furniture dealers, etc.) for those projects, including contact names and telephone numbers.

**C. A detailed description of firm's approach to completing the scope of work for this project; list the specific tasks and deliverable products for each phase**

**D. Resumes for the main members of the Project Team assigned to this project including the Project Manager, Project Designer, Job Captain, etc., their respective responsibilities, and billing rates and their work on previous similar projects.**

Proposal of fees and hours for full scope of work (design services)

**General instructions**

- Utilizing the format provided in this Annexure, indicate the Fees and Hours proposed to fulfill the tasks necessary to the project within the context of the attached Preliminary Project Schedule. **Failure to utilize the prescribed format may result in disqualification of the Proposal.**
- List the **Reimbursable Expenses** that are expected to be encountered during the course of this assignment. Itemize unit costs for all regularly occurring expenses (mileage, reprographics, etc.) and indicate all mark-ups applicable to actual out-of-pocket expenses for which receipts or similar documentation will be provided.
- Indicate any **mark-ups** for professional fees of consultants engaged and paid by you.
- Indicate any **interest charges or penalties** for delinquent payments, and at what point they become effective.
- Architect must commit they get no fee/benefit from any of the contractors, consultants, service providers etc.
- The following billing procedures shall be followed:
  - a. Invoices should include a) total fees from inception of project to date; (b) total expenses from inception of project to date; and (c) fees and expenses from current month.
  - b. **Invoices** shall be submitted on a monthly basis, to be received by this office no later than the twenty-fifth (25th) business day of the month for fees and expenses incurred for the month ending. Fees and expenses are to be submitted separately; fees are to be identified and subtotaled by phase, activity or task, in accordance with the executed Agreement.
  - c. Attached to the monthly invoice submission shall be a **Statement of Account**, indicating: the amount for invoices previously submitted; the amount for the current month's invoices; the amounts received from SBI to date; and, the amounts received from others, to-date.
  - d. Should modification to the Agreement for additional fees be necessary, a written **Additional Design Service Request** shall be submitted to SBI. Additional fees will be authorized only upon written approval by SBI. Any hours accrued by the selected Architectural Firm without written authorization will be the responsibility of the Architectural Firm.
  - e. Provide examples of your proposed Invoice, Statement, and Additional Services forms.

Format

<b>Phase/Task</b>	<b><u>Lump Sum Fee</u></b>	<b><u>Allocated Hours</u></b>
<b>I. Project Schedule &amp; Site Evaluation</b>	\$ _____	_____
<b>Subtotal</b>	<b>\$</b> _____	_____
<b>II. Project Requirements and Program</b>	\$ _____	_____
<b>Subtotal</b>	<b>\$</b> _____	_____
<b>III. Field Verification</b>		
A. Field Verification	\$ _____	_____
<b>Subtotal</b>	<b>\$</b> _____	_____
<b>IV. Space Planning/Schematic Design, etc.</b>		
A. Space Planning	\$ _____	_____
B. Preliminary Pricing Package	\$ _____	_____
C. Preliminary Plan Check	\$ _____	_____
<b>Subtotal</b>	<b>\$</b> _____	_____
<b>V. Design Development</b>		
A. Design Development/Presentations	\$ _____	_____
B. Pricing Package	\$ _____	_____
C. Furniture	\$ _____	_____
<b>Subtotal</b>	<b>\$</b> _____	_____
<b>VI. Contract Documentation</b>		
A. Contract Documents	\$ _____	_____
B. Coordination of MEP, Telephone/Data, Furniture Plans	\$ _____	_____
C. Invitation to Bid/Bid Analysis	\$ _____	_____
<b>Subtotal</b>	<b>\$</b> _____	_____
<b>VII. Construction Administration</b>		
A. Construction Administration	\$ _____	_____
<b>Subtotal</b>	<b>\$</b> _____	_____
<b>TOTAL</b>	<b>\$</b> _____	_____
<b>VIII. Optional Services</b>		
A. Additional Building Site/Systems (Per Building)	\$ _____	_____
B. Prepare ADA Survey	\$ _____	_____
C. Prepare Test Plans (Per Building)	\$ _____	_____
D. Construction Administration Hourly Rate	\$ _____	_____
E. Stair Design – 2-floor connection	\$ _____	_____
F. Stair Design – 3-floor connection	\$ _____	_____

**IX. Miscellaneous**

A. Estimated Reimbursables

\$ \_\_\_\_\_

B. Reimbursable Mark-Up Factor

\$ \_\_\_\_\_