

# REQUEST FOR PROPOSAL: CONCEPTUAL DESIGN FOR BROOKLYN NAVY YARD'S FIRST MASTER PLAN BUILDING



**BROOKLYN  
NAVY YARD**



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1. The Brooklyn Navy Yard Development Corporation (“BNYDC”) is seeking to engage a qualified firm to enter into an agreement to provide an initial, limited conceptual design (“Conceptual Design”) to advance predevelopment of the first building to be developed under BNYDC’s Master Plan (“Master Plan”). BNYDC is issuing this Request for Proposal (“RFP”) to seek proposals from entities (“Respondents”) interested in performing these services, which are further detailed in this RFP.
2. The detailed Scope of Services can be found herein in Exhibit C.
3. Locally Based Enterprises (“LBEs”) and Minority- and Women-owned Businesses (“MWBs”) are encouraged to respond to this RFP. Respondents are also encouraged to include LBEs and MWBs as subconsultants. Each Respondent must identify in its proposal whether it or, if applicable, any of its proposed subconsultants are LBEs or MWBs.
4. To be eligible to submit a proposal under this RFP, a Respondent must have previous experience in providing design services for projects that meet the following parameters, all within the last 36 months from the date this RFP is issued: (1). At least one project that includes at least 200,000 gross square feet of industrial space, (2). At least one project of 1,000,000 gross square feet or more in size; (3). Cumulatively, 5,000,000 square feet of projects, including projects in the U.S. and other countries. The Respondent’s experience is expected to demonstrate that the Respondent is versant in current directions and developments in industrial and mixed-use urban developments.
5. The not-to-exceed fee for this RFP is \$80,000.
6. All undefined capitalized terms set forth in this RFP shall have the same definitions as set forth in Appendix A to Part III of the Draft Consultant Contract (the “Contract Draft”) attached to this RFP as Exhibit E.
7. Drawings, draft Form of Contract and relevant project documentation are available electronically [here](#).

1. A mandatory pre-submission conference will be held at 10:00 AM on October 10, 2023 via Zoom. All prospective Respondents who plan to attend should contact Jacqueline Pagett via email (jpagett@bnydc.org) to provide names of attendees and email addresses so that attendees can receive details for attending the meeting. Attendance at this pre-submission conference is required in order to submit a proposal in response to this RFP.
2. All questions are due no later than 5:00 PM on October 13, 2023.
3. All Proposals are due no later than 11:00 AM on November 3, 2023.
4. BNYDC anticipates conducting interviews on or about November 20, 2023\*.
5. BNYDC anticipates awarding a Contract on or about December 2023\*.
6. BNYDC anticipates the Work will start on or about December 2023\*.

\* Please note dates above are estimates and are subject to change.

BNYDC is a not-for-profit corporation that serves as the real estate developer and property manager of the Brooklyn Navy Yard on behalf of its owner, the City of New York (the “City”). The 300-acre urban manufacturing hub on the Brooklyn waterfront is home to over 500 businesses employing more than 11,000 people and generating over \$2.5 billion per year in economic impact for the City of New York.

BNYDC’s mission is to fuel New York City’s economic vitality by creating and preserving quality jobs, growing the City’s modern industrial sector and its businesses, and connecting the local community with the economic opportunity and resources of the Yard. Further information can be found at [www.brooklynnavyyard.org](http://www.brooklynnavyyard.org).

Refer to Exhibit C for the detailed Scope of Services.

Each Respondent must submit its Proposal no later than the Proposal Deadline in accordance with the submission procedure set forth in this RFP. Each submission must consist of the following:

1. **Technical Proposal/Statement of Qualifications:**
  - a. The Technical Proposal/Statement of Qualifications shall be submitted as a digital copy and shall include the information outlined in Subsection B below. The Technical Proposal/Statement of Qualifications shall not include any fee or other consultant costs.
  - b. Each Technical Proposal shall contain the following information:
    - i. **Cover Letter (maximum 1 page):** Submit a letter summarizing the Respondent's understanding of the Scope of Services, including the firm's full name and address as well as the name, address and telephone number of the person authorized to represent the Respondent in all aspects of contract negotiations.
    - ii. **Previous Experience/Qualifications:** Provide the following:
      1. Firm's brochure along with a brief summary of the firm's history, location of firm's headquarters and the office that will administer the work (maximum 2 pages).
      2. Examples of projects of similar size and scope, that meet the eligibility requirements described in Section A.4 above. For each project, explain the specific design services performed, provide a client reference with a phone number, and list names of the firm's staff assigned to the project (maximum 2 pages per project). Projects including purpose-built or multi-story industrial space, and international projects, should be highlighted. The Respondent's experience is expected to demonstrate that the Respondent is versant in current directions and developments in industrial and mixed-use urban developments.
      3. Organizational chart for the firm and each subconsultant indicating Project staff members and their level of responsibility as well as their skill classification/function on the project (maximum 1 page).
      4. Resumes for key project staff illustrating relevant experience (maximum 2 pages per resume).

- iii. **Proposed Project Approach (maximum 3 pages):** Submit a brief narrative explaining the Respondent's proposed approach to the Project, including the following:
  - 1. Detailed description of the Respondent's approach to complete the Scope of Services, including approach, methodologies and division of work;
  - 2. Proposed schedule for completing the Scope of Services, including critical path items, key milestones, and submission dates (per task);
  - 3. List of subcontractors, including whether the Respondent and each subcontractor is LBE or M/WBE.
    - a. Please note that BNYDC requires that any successful Respondent utilizes subcontractors as stated in its Proposal.
    - b. **Staffing Plan:** See Exhibit F.
- iv. **Declaration of Understanding:** See Exhibit A.
- v. **Confirmation of PASSport Compliance:** See Exhibit B.
- vi. **Local Law 34 Doing Business Data Form:** See Exhibit D.
- vii. Acknowledged receipt of any Addendum to this RFP by attaching a signed copy of the Addendum to Respondent's Proposal.
- viii. If a Respondent desires any material or substantive change(s) to the form of Contract (attached as Exhibit E hereto), Respondent must include any such proposed change(s) in its response to this RFP.

**2. Fee Proposal:**

- a. Each Respondent shall provide a hard copy of the completed Fee Proposal Form (see Exhibit G), along with a spreadsheet backup showing the names and titles of proposed personnel detailed in the Staffing Plan. This spreadsheet shall contain the proposed hours for this Project broken out by project phase, as well as the proposed hours and hourly rates for each staff member to match the Fee Proposal Form.
- b. The spreadsheet, clearly showing the proposed staffing costs along with total expenses, shall be submitted in the separate, sealed envelope with the Fee Proposal Form.



**1. Pre-Submission Conference:**

A mandatory pre-submission conference will be held at 10:00 AM on October 10, 2023 via Zoom. All prospective Respondents who plan to attend should contact Jacqueline Pagett via email ([jpagett@bnydc.org](mailto:jpagett@bnydc.org)) to provide names of attendees and email addresses so that attendees can receive details for attending the meeting.

Attendance at the mandatory pre-submission conference is a condition precedent to BNYDC acceptance of a Proposal. Therefore, if you have not attended the mandatory pre-submission conference, do not submit a Proposal.

**2. Inquiries:**

Any questions or explanation desired by the Respondents regarding the meaning or interpretation of this RFP must be emailed and received by BNYDC no later than 5:00 PM on October 13, 2023. BNYDC will evaluate the need to respond to inquiries. No verbal responses will be provided, and any information given to a prospective Respondent will be furnished to all prospective Respondents as an addendum to the RFP (an "Addendum"). All questions must be directed in writing via email to:

Sebastian Andersson  
Project Manager, Brooklyn Navy Yard Development Corporation  
E-mail: [mpdesignrfp@bnydc.org](mailto:mpdesignrfp@bnydc.org)

**3. Submission Deadline:**

On the submission date, Respondents shall email a digital copy of the Technical Proposal and deliver a hard copy of the Fee Proposal.

- i. The Technical Proposal shall be submitted via email as one PDF, including any attachments, exhibits, or appendices. Technical proposals shall be submitted to: [mpdesignrfp@bnydc.org](mailto:mpdesignrfp@bnydc.org)
- ii. Respondents shall deliver one (1) hard copy of the Fee Proposal to the address below:

Sebastian Andersson  
Brooklyn Navy Yard Development Corporation  
141 Flushing Avenue, Suite 801  
Brooklyn, NY 11205

- iii. Respondents must label the envelope containing the Fee Proposal as “Conceptual Design for First Brooklyn Navy Yard Master Plan Building”
- iv. Both the Technical Proposal and Fee Proposal must be received no later than 11:00 AM on November 3, 2023. Any Proposal received after the deadline will be considered for evaluation solely at the discretion of BNYDC.

**4. Addenda:**

Receipt of any addenda to this RFP must be acknowledged by attaching a signed copy of the addendum to the Technical Proposal. Any addenda shall become part of the requirements of this RFP.

**5. Interview:**

Interviews may be held with any or all the Respondents after the receipt of proposals. Interviews with BNYDC, if applicable, will be scheduled after BNYDC’s initial review of proposals, and are entirely at BNYDC’s discretion.

**1. Proposal Evaluation:**

A BNYDC evaluation committee (the “Committee”) will perform a two-part evaluation of all proposals submitted by Respondents (each a “Proposal”). First, the Committee will review, evaluate and score each Respondent’s Technical Proposal on its technical merits in accordance with established qualitative and quantitative criteria (see criteria below and Section F, Proposal Requirements). This evaluation and scoring will determine the Respondent’s technical rating (“Technical Score”). Technical Proposals will be evaluated based on the following criteria:

- a. Team’s experience with projects of similar size and scope (including subcontractors), especially qualifications and relevant experience of Key Personnel;
- b. Proposed concept for and understanding of scope alignment, proposed approach to the scope of work;
- c. Respondent’s experience contracting or doing business with the City of New York and/or BNYDC;
- d. MWBE and LBE participation;
- e. References from clients on completed projects of similar scope and scale;
- f. Proposed schedule.

After all Respondent(s) have received a Technical Score from all Committee members, the Fee Proposals will be opened. Respondent(s) determined by BNYDC to have the best combination of Technical Score and Fee Proposal for the Scope of Services (or designated portion thereof) will be selected.

**2. Selection of Firm:**

Upon selection, the successful Respondent must execute a Contract for the Work substantially in the form attached hereto as Exhibit E (the “Contract”). If a Respondent desires any material or substantive change(s) to the Contract, then the Respondent must include any such proposed change(s) in its Technical Proposal in response to this RFP. The contents of the selected Proposal, together with this RFP and any formal questions and answers provided during the Proposal process, may be incorporated into any final Contract at BNYDC’s discretion.

**1. Non-binding Acceptance of Qualifications:**

This RFP does not commit BNYDC to award a contract for any services.

**2. Incurring Costs:**

BNYDC is not liable for any costs incurred in the preparation of a response to this RFP.

**3. Modifications:**

Respondents may be asked to make such revisions, additions or deletions to their proposals as may be required by BNYDC.

**4. Reserved Rights:**

All proposal material submitted becomes the property of BNYDC and BNYDC reserves the right at its sole discretion to:

- a. Issue a separate RFP for BNYDC design service projects at any time, even if such service projects may be within the scope of this RFP;
- b. Reject any and all Proposals received in response to this RFP at any time prior to signing of the Contract;
- c. Award a contract to other than the lowest fee Respondent;
- d. Waive, modify or correct any irregularities in Proposals received, after notification to the Respondent;
- e. Change the structure of the proposed fee, if such is in the interest of BNYDC;
- f. Negotiate the final scope, staff participation, and fee before entering into contract with successful Respondent;
- g. Revise the fee (and/or scope, accordingly) as BNYDC may require subsequent to receipt of competitively priced proposals;
- h. Extend the time for submission of all Proposals after notification to all prospective Respondents;
- i. Terminate negotiations with a selected Respondent and select the next most responsive Respondent, or take such other action as deemed appropriate if negotiations fail to result in a signed Contract within a reasonable amount of time from the commencement of negotiations;
- j. Terminate or modify the RFP process at any time and reissue the RFP;
- k. Approve or reject any sub-consultants or sub-contractors proposed by the Respondent; and
- l. Request a change of any sub-consultant or sub-contractor at any time in the contract process.



**5. Contractual Requirements:**

- a. Any Respondent awarded a contract as a result of this RFP process will be required to sign a Contract substantially in the form as attached hereto as Exhibit E.
- b. Any information which may have been released verbally or in writing prior to the issuance of the RFP shall be deemed preliminary in nature and bind neither BNYDC nor the Respondent.
- c. Any Respondent awarded a contract as a result of this RFP will be required to obtain clearance through the City's Procurement and Sourcing Solutions Portal ("PASSPort"). PASSPort moves the VENDEX process online, eliminating paper submissions. Since PASSPort clearance is a pre-requisite to BNYDC's award of a contract, **Respondents are required to be registered and up to date in PASSPort prior to submitting their response to this RFP and to include their PASSPort identification number with submission of their Proposal as attached hereto as Exhibit B.** Non-compliance with these submission requirements shall result in the disqualification of the proposal and/or the cancellation of any contract after its award.
- d. Notice to Vendors: Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the Doing Business Data Form attached as Exhibit D hereto and return it with this proposal. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.)

If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

**BNYDC appreciates your interest in this RFP and looks forward to receiving your Proposal.**

By signing in the space provided below, the undersigned certifies that the Respondent (i) has read and understands the scope and requirements of this Project, as described in the RFP and all attachments; (ii) has the capacity to execute this Project, (iii) agrees to accept payment in accordance with the requirements of this RFP and the standard Contract, attached hereto as Exhibit E, and (iv) will, if its Proposal is accepted, enter into the attached Contract with the Brooklyn Navy Yard Development Corporation.

The undersigned further stipulates that the information in his/her Proposal is, to the best of his/her knowledge, true and accurate.

\_\_\_\_\_

Authorized Signature, Title

\_\_\_\_\_

Date

\_\_\_\_\_

Consultant Firm

\_\_\_\_\_

Business Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Fax Number

\_\_\_\_\_

Federal Tax Identification Number

☐ Corporation

☐ Partnership

☐ Individual

☐ Other (State)

\_\_\_\_\_

(Seal, if a Corporation)

The Respondent shall submit this Confirmation of PASSPort Compliance, which replaces VENDEX and shall include its PASSPort identification number. All VENDEX processes are now completed in the PASSPort Portal, this replaces the paper forms. Please register and complete new questionnaires as soon as possible. PASSPort will not be importing any information from VENDEX. The main purpose of PASSPort is to be a completely paperless interactive system.

Please access the NYC.gov PASSPort website [here](#).

(PLEASE ACCESS FORM [HERE](#))

The Brooklyn Navy Yard Development Corporation (“BNYDC”) is seeking to engage an appropriately qualified firm to enter into an agreement to provide initial conceptual design to inform marketing collateral for a proposed new industrial and commercial building at the Brooklyn Navy Yard (the “Project”).

### **Background**

Since its closure in the 1960s, the Brooklyn Navy Yard has been successfully reimagined and redeveloped as a modern industrial park. Today the Yard boasts over 6 million square feet of industrial and commercial space; over 500 businesses call the Yard home, and over 11,000 people work on site.

While there has been substantial new construction in recent years, most of this growth has occurred through the renovation of historic buildings. Today, there are few remaining buildings of significant size that can be redeveloped. Ground-up development is necessary to continue BNYDC’s mission of job creation.

Foreseeing this, in 2018 BNYDC released its Master Plan, which identified three large development sites: the first site to be developed is Kent Avenue Master Plan Site (“the Kent Site”). The first parcel of the Kent Site to be developed (“the A3 Site”), is identified in the attachments accessible [here](#).

In 2022, BNYDC engaged a pre-development Owner’s Representative to help guide BNYDC through the initial stages of pre-development. This work resulted in a preliminary schedule, cost estimate, and narrative of key components of the overall development of the Kent Site. To continue advancing predevelopment, BNYDC seeks the services listed in this RFP. The deliverables of this RFP are intended to aid BNYDC in marketing the Building (at the A3 Site) and attracting an anchor tenant. The deliverables under this RFP will, among other things, give potential anchor tenants relevant information regarding the Building and the overall development, and present it in an appropriately appealing light.



**Core Building Features and Goals:**

Besides answering the question of where new development at the Yard should occur, the Master Plan proposes a bold, new typology of industrial and commercial office building that would meet the needs of 21st Century tenants. Imagining the first major, multi-story industrial building to be built in the U.S. in many years, BNYDC, working with design firm WXY Architecture + Urban Design, previously identified the following core design and operational goals:

1. The building will feature spaces required by a modern industrial tenant throughout its lifecycle:
  - a. Ground floor level: public amenity space, retail, showrooms, circulation;
  - b. Ground floor and second levels: logistics, loading, parking;
  - c. XL space: large industrial spaces that replicate the feel and experience of a typical, large, ground floor facility, with high ceilings, minimal columns, and in general, space that is appropriate for fabrication and assembly;
  - d. Mid-level light industrial floors: floors subdivided into relatively small spaces, to be used for small-scale fabrication and assembly, and prototyping;
  - e. Upper tower floors: creative office space.
2. Other building goals and features:
  - a. Sufficient and efficient loading, logistics, and vertical circulation, including freight and passenger elevators appropriate for a dense, multitenant building of this nature;
  - b. Floor plans and MEP layouts that allow for efficient subdividing and expansion of tenant spaces over time;
  - c. Adherence to a very high sustainability standard, e.g. net-zero emissions, through incorporation of proven decarbonization technology that could include heat pumps, sealed HVAC distribution, efficient window glass and frames, effective insulation, geothermal heating, white roofs, etc.;
  - d. Incorporation of technology to maximize efficiency and useful life of building systems, and to minimize the building's carbon footprint;
  - e. Resiliency to storms and long-term sea level rise, including locating of critical building system infrastructure (e.g., electrical substation) above ground floor.

**Project Stakeholders:**

There are several parties with roles in the execution of the Project. These parties and roles are defined below:

1. Brooklyn Navy Yard Development Corporation: The Client for this Project, the Brooklyn Navy Yard Development Corporation (“BNYDC”) is the not-for-profit corporation that serves as the real estate developer and property manager of the Brooklyn Navy Yard on behalf of its owner, the City of New York. Frequent coordination with BNYDC will be required for the successful implementation of this Project.
2. Tenants: BNYDC holds the leases for approximately 500 tenant entities within the Navy Yard. These tenant businesses employ over 11,000 people. These tenants are served by the utilities owned and maintained by BNYDC. Coordination with tenants that may be affected by the work will be required at the design stage and during construction.
3. New York City Department of Buildings: The primary authority having jurisdiction related to this Contract.

**Scope of Services**

BNYDC shall provide the successful Respondent with the narrative and other materials developed by its pre-development consultant, including proposed development program, floor area, floor height, and description of building materials and construction. Working in part from those materials as well as based on the successful Respondent’s discussions with BNYDC, knowledge, expertise, and research, the successful Respondent shall perform the below-listed Task and submit the below-listed Deliverables (as defined below) to propose and deliver an initial conceptual design for the first Master Plan Building on the Kent Site (the “Initial Conceptual Design”).

The Scope of Services for this Project will therefore consist of the Task and Deliverables listed below. As part of the Scope of Services, for the Task and each of the Deliverables the successful Respondent shall:

- Present drafts on a rolling, as-needed basis during meetings (virtual or in person) with BNYDC staff members for feedback.
- Allocate an not-to-exceed amount of time (in hours) for post-submission support and back-up.

**Task: Initial Conceptual Design**

The successful Respondent shall deliver an Initial Conceptual Design for the first Master Plan Building on the Kent Site, incorporating available information on the site and current plans, addressing BNYDC and Project needs , and reflective of discussions with and feedback from BNYDC.

The successful Respondent shall assess all existing materials in pursuit of the Initial Conceptual Design and provide BNYDC with its analysis. Further, the successful Respondent shall incorporate emerging and contemporary practices, directions, and developments in industrial and mixed-use urban developments on an international scale in the development of the Initial Conceptual Design.

**Deliverables:**

The successful Respondent shall provide the below-listed deliverables (each individually, a “Deliverable” and together, the “Deliverables”) for the Initial Design Conception as part of the Scope of Services. Deliverables shall incorporate discussions with and feedback from BNYDC throughout the process. Deliverables include:

- a. Exterior renderings
  - i. at least one (1) rendering per side of the Building; and
  - ii. one (1) birds-eye view rendering of at least two sides of the Building.
- b. Interior renderings
  - i. one (1) rendering each of the ground floor lobby and ground floor loading area;
  - ii. two (2) renderings each of the XL industrial space and light industrial space; and
  - iii. one (1) rendering of office space.
- c. Complete cross-section of the Building showing scale and activities on each floor based on development program (please see relevant examples [here](#)).
- d. Two (2) renderings showing landscaping along Gee Avenue and the Barge Basin.
- e. Concept Floor Plans of each element of development program, i.e. ground floor, XL industrial, light industrial, and office.

**General Administrative Requirements**

1. Quality Control Program: The Consultant shall have a written Quality Control Program in place as part of standard office practices. BNYDC may request to review the Quality Control Program at any time. The Quality Control Program shall apply to all areas of the scope of services, including the review of all drawings prior to submission to BNYDC.
2. Meetings: The Consultant shall initiate and function as coordinator for all meetings required in the performance of the Services and shall provide necessary data and prepare appropriate presentations for these meetings. The Consultant shall be available to meet with BNYDC and other agencies and/or organizations as required to effectively perform the Services. Unless otherwise agreed to, the Consultant shall be responsible for preparing meeting agendas and presentations, recording minutes, distributing minutes within 5 business days and revising minutes based on comments received.
3. Additional Allowable Expenses: All anticipated expenses shall be included in the provided lump sum fee. The Consultant is permitted to be reimbursed for printing, mailing, courier service or any other expenses approved in advance by BNYDC. An allowance for these expenses must be included in the fee proposal.
4. Staffing Plan: The Consultant shall maintain a spreadsheet of all personnel assigned to the Project, including their name, title and role on the Project. This should be sent to BNYDC along with each invoice. For any changes to Key Personnel, a resume must be submitted to BNYDC.



(PLEASE ACCESS FORM [HERE](#))

(PLEASE ACCESS DRAFT CONTRACT [HERE](#))

Complete and submit this form as part of the Technical Proposal. Add additional rows as needed. A resume for each person listed below must also be submitted as part of the Technical Proposal. The Maximum Hourly Billing Rate shall be inclusive of all multipliers for insurance, overhead, profit, etc.

Firm Name	Personnel Title	Personnel Name	Estimated Hours	Maximum Hourly Billing Rate

Complete and submit this form in a separate, sealed envelope in accordance with the requirements of the RFP. Fees for the Task shall be all-inclusive, including all expenses and subcontractor fees. In addition, please note that the fee for the Task is “not to exceed” maximum to be billed at the hourly rates listed in Exhibit F. The not-to-exceed fee for this contract shall be \$80,000.

Task	Not-to-Exceed Fee
Task 1 - Conceptual Design	\$
Allowance for Reimbursable Expenses	\$
Voluntary Alternates:	
Alternate #1:	\$
TOTAL NOT-TO-EXCEED FEE (Task 1 plus Reimbursable Expenses):	\$
TOTAL FEE INCLUDING ALTERNATES:	\$

Submitted by:

Authorized Signature, Title

Date

Consultant Firm

Business Address

City

State

Zip

Telephone Number

Email address

Federal Tax Identification Number