



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

REQUEST FOR PROPOSALS

Brooklyn Navy Yard On-Call Design Services

Project Site: Brooklyn Navy Yard, Brooklyn, NY 11205

Release Date: July 22, 2024
Proposal Deadline: September 6, 2024

Contact Information:

Rosario D'Urso
Senior Project Manager
Design and Construction
on-call-design@bnydc.org

This RFP contains the following:

- I. Executive Summary
- II. Pertinent Dates
- III. BNYDC Background
- IV. Scope of Services
- V. Proposal Submission Requirements
- VI. Proposal Administration
- VII. Selection Process
- VIII. Miscellaneous Conditions
- IX. Exhibits
 - A. Declaration of Understanding
 - B. Confirmation of PASSPort Compliance
 - C. Doing Business Data Form
 - D. M/WBE Information Form
 - E. Form of Contract
 - F. Fee Proposal Form

I. EXECUTIVE SUMMARY

The Brooklyn Navy Yard Development Corporation (“BNYDC”) is issuing this Request for Proposals (this “RFP”) to seek proposals (each, a “Proposal”) from entities (“Respondents”) interested in performing on-call design services (the “Services”) in connection with various construction projects within the Brooklyn Navy Yard (the “Yard”).

The selected Respondents will perform Services on a “When and Where” basis in compliance with all applicable legal requirements pursuant to task orders issued by BNYDC as the need for Services arises in connection with various construction projects. The anticipated contract term for



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

performance of the Services is three (3) years with one (1) two-year extension option, exercisable at BNYDC's sole discretion. BNYDC anticipates entering into a contract in an amount not-to-exceed \$1,000,000 with each selected Respondent. BNYDC expects to enter into contracts for Services with approximately six Respondents, depending on the quantity and quality of Proposals received. Each successful Respondent will be eligible for each task order issued under this RFP.

Locally Based Enterprises ("LBEs") and Minority and Women-owned Businesses ("M/WBEs") are encouraged to respond to this RFP. Respondents are also encouraged, if applicable, to include LBEs and M/WBEs as sub-consultants. Any Respondent must identify in its proposal whether it or, if applicable, any of its proposed sub-consultants are LBEs or M/WBEs. Note that it is a requirement under this RFP that all respondents include at least one MBE or WBE on their proposed team as described in Section V.A.3.b and V.B. below. Respondents who fail to satisfy this requirement will not be awarded a contract.

II. PERTINENT DATES

- A. A mandatory pre- submission conference will be held at **10:00 AM on August 12, 2024** via videoconference. All prospective Respondents who plan to attend should contact Rosario D'Urso via email (on-call-design@bnydc.org) to provide names of attendees and email addresses so that attendees can receive details for attending the meeting.
- B. All questions are due no later than **5:00 PM on August 19, 2024**
- C. All Proposals are due no later than **12:00 PM on September 6, 2024**.
- D. BNYDC anticipates conducting interviews (if required) on or about week of October 21, 2024.
- E. BNYDC anticipates awarding contracts in January 2025.

III. BNYDC BACKGROUND

BNYDC is a not-for-profit corporation that serves as the real estate developer and property manager of the Yard on behalf of its owner, the City of New York (the "City"). The 300-acre industrial park on the Brooklyn waterfront is home to over 450 businesses employing more than 11,000 people and generates over \$2.5 billion per year in economic impact for the City. BNYDC's mission is to fuel the 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.

IV. SCOPE OF SERVICES

The selected Respondents shall provide BNYDC design Services in connection with various projects to be specified by BNYDC and located in the Yard on an on-call, as-needed basis and as more specifically described below and in the Scope of Services ([Appendix B](#) of the Form of Contract attached hereto as [Exhibit E](#)). It is anticipated that the Respondent will lead a team of consultants in providing the Services.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

A. CONSULTANT TEAM, SERVICES AND ADDITIONAL SERVICES

The members of the Consultant's team are expected to provide the following services:

- Architectural;
- Mechanical, Electrical and Plumbing Engineering ("MEP"); and
- Expediting.

A Respondent and/or its team may provide at its option the following additional services ("Additional Services"):

- Structural engineering;
- Fire Alarm engineering;
- Civil engineering;
- Cost Estimating;
- Fire Protection engineering;
- Audio Visual / Information Technology / Security Design; and/or
- Furniture Selection

Note that each Respondent contracting with BNYDC as Consultant under the Contract must be either an architectural or architectural & engineering firm. A Respondent may also provide **all or any** of the Additional Services. Respondents need not specialize in all the above categories to respond and should note and illustrate the areas of their expertise in their Technical Proposal, as well as their general approach to providing those services.

B. SAMPLE SCOPE OF SERVICES

Although the extent of the required services and consultant team members will vary from project to project and will be specifically described in a task order to be issued by BNYDC for such project, a sample Scope of Services to be provided by Respondent is outlined below, for illustrative purposes only:

1. Provide an initial study including evaluation of three design concepts and develop cost estimates and schedules for each concept.
2. Provide comprehensive architectural and engineering services for the selected concept, including:
 - a. Design and engineering services required for renovations, including schematic design, design development, construction documents, filing, and support during bidding;
 - b. Preparation of detailed cost estimates and phased project schedules for the renovation work;



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

- c. Review of all applicable Federal, State and City codes related to renovations and intended uses of the building or the space within the building;
- d. Obtaining all approvals required for the project, including, but not limited to, filing with the New York City Department of Small Business Services Waterfront Permitting Unit and/or New York City Department of Buildings, Public Design Commission, FDNY and DEP;
- e. Coordination with BNYDC or utility companies for service upgrades or new service connections;
- f. Construction Phase services; and
- g. Closeout, including obtaining a Notice or Certificate of Completion for completed portions of the project.

C. SERVICES TO BE PERFORMED AS PROJECT ASSIGNMENTS

BNYDC intends to solicit requests for Services on an on-call, as-needed basis (each request, a “Project Assignment”) from all Consultants whose Scope of Services under its Contract with BNYDC is within the scope of the Services requested by BNYDC (any awarded Service, a “Task Order Assignment”).

Consultants shall respond to each Project Assignment issued by BNYDC by, among any other additional requirements under its Contract, submitting a response which shall include: 1) the Consultant’s proposed approach to the Project Assignment, including a description of all specific tasks to be performed for the Project Assignment; 2) a projected timeline for all tasks; 3) the names of staff that would work on the Project Assignment, and 4) an estimate of fees in accordance with the Staff and Fee Schedule set forth in its Contract with BNYDC.

BNYDC will evaluate responses received from responding Consultant, including both Consultant’s qualifications and their proposed fees. The selected Consultant shall perform the Task Order Assignment in accordance with the terms and conditions of its Contract with BNYDC.

D. DELIVERABLES

Any Consultant providing Services through an awarded Task Order Assignment shall submit deliverables as required under its Contract with BNYDC, including, but not limited to, progress reports to BNYDC at least monthly or in accordance with any other schedule approved by BNYDC, or at BNYDC’s request (as further described in the Form of Contract attached to this RFP as Exhibit E). Such progress reports shall clearly state the reasons for any actual or anticipated delays in completion of the requested Services.

The Services may include, but are not limited to, the services listed in the form of fee proposal attached as Exhibit F (the “Fee Proposal”), in Appendix B of the Form of Contract attached as Exhibit E, and such other services as may be requested by BNYDC (the “Scope of Services”).

V. PROPOSAL SUBMISSION REQUIREMENTS



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

Each Respondent to this RFP must submit its Proposal on or prior to the Proposal Deadline following the submission procedure set forth in this RFP.

Respondents shall respond to this RFP by submitting a Technical Proposal and Fee Proposal as follows:

- A. Technical Proposal: The technical proposal shall be submitted in a separate sealed package and shall include the information outlined in this Subsection (the “Technical Proposal”). The Technical Proposal shall not include any fee or other consultant costs required for a Respondent’s performance of the Scope of Work. The Technical Proposal shall consist of the following:
 1. Cover Letter
 - a. The cover letter should summarize the Respondent’s understanding of this RFP and ability to provide the services required for the Scope of Services. The cover letter must also include the company name and address, and the name, address, telephone number and e-mail address of the person authorized to represent the responding firm.
 2. Previous Experience/Relevant Knowledge
 - a. Provide no less than three (3) and no more than five (5) examples of previous experience or relevant knowledge from projects completed within the last ten (10) years. Relevant experience should illustrate projects of similar type, scale, context, and scope of services.
 - b. Provide a minimum of three (3) client references for projects most relevant to this submission, completed within the past five (5) years. Provide name, telephone number and e-mail for each reference.
 3. Project Team
 - a. If a Respondent’s team includes more than one staff member, provide an organizational chart and qualifications of the proposed staff schedule including sub-consultants. Include resumes for the proposed Principal-in-Charge, Project Manager and key staff for the Respondent’s firm as well as all sub-consultants, highlighting relevant qualifications. Any changes to the staff schedule of a Respondent’s project team subsequent to the submittal of the Proposal must meet with BNYDC’s approval.
 - b. Each respondent must identify on their proposed team at least one MBE or WBE which has been certified by the NYC Dept of Small Business Services or New York State. This requirement may be met by the Respondent or by a sub-consultant. A copy of the certification(s) shall be included in the Technical Proposal.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

- B. Fee Proposal: The completed Fee Proposal shall be submitted in a separate sealed package. Respondent shall submit a Fee Proposal for all services to be rendered with respect to the Scope of Work. When completing the Fee Proposal, please note the following:

Each Respondent shall submit a Fee Proposal listing all anticipated staff members/job titles with the maximum hourly rates for each job title, multiplier for fringe benefits and maximum hourly billable rate. The form for the staffing cost is attached hereto as Exhibit F. Indicate which services will be provided by an MBE or WBE firm where indicated on the form. Note that for each task order issued under a contract pursuant to this RFP, a specific M/WBE participation level will be mandated. Any firm not meeting the required participation level will be disqualified from that task order. BNYDC has not yet determined the M/WBE participation levels for each task order, but we expect them to be in the range of 15% - 30% depending on project size, type, and complexity.

In addition to the information described above, Respondent's Proposal must include:

- Declaration of Understanding (attached as Exhibit A hereto)
- Confirmation of PASSPort compliance (attached as Exhibit B hereto)
- Doing Business Data Form (attached as Exhibit C hereto)
- M/WBE Information Form (attached as Exhibit D hereto)
- Acknowledged receipt of any Addendum to this RFP by attaching a signed copy of the Addendum to Respondent's Proposal (see Section VI).
- 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.

VI. PROPOSAL ADMINISTRATION

- A. Pre-Submission Conference:

A mandatory pre-submission conference will be held at **10:00 AM on August 12, 2024** via videoconference. All prospective Respondents who plan to attend should contact Rosario D'Urso via email (on-call-design@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 meeting 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.

- B. Inquiries:

Any questions or explanation desired by Respondents regarding the meaning or interpretation of this RFP must be emailed and received by BNYDC no later than 7 days after the date of the

pre-submission conference (**5:00 PM on August 19, 2024**). 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 to:

Rosario D’Urso

Senior Project Manager, Design and Construction

E-mail: on-call-design@bnydc.org

C. Submission Deadline:

Respondents shall deliver one (1) hard copy of the Technical Proposal and one (1) separate, sealed hard copy of the Fee Proposal on or **before 12:00 PM on September 6, 2024** (the “Proposal Deadline”). Respondents shall also submit the Technical Proposal in PDF format on a USB drive or via downloadable link at that time.

Firms must label the envelope: **On-Call Design Services RFP**

Any Proposal received after the Proposal Deadline will be considered for evaluation solely at the discretion of BNYDC. Proposals shall be delivered to:

John Coburn
Vice President Design + Construction
Brooklyn Navy Yard Development Corporation
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205
E-mail: on-call-design@bnydc.org

Attendance at the mandatory pre-submission meeting 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.

D. Addenda:

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

E. Interviews:

Interviews may be held with any or all of the Respondents after the receipt of Proposals. Interviews, if necessary, will be scheduled after BNYDC completes the initial review of Proposals.

VII. SELECTION PROCESS



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

A. Proposal Evaluation

Selection Process:

A BNYDC evaluation committee (the “Committee”) will perform an evaluation of all proposals submitted by Respondents. The Committee will review, evaluate and score each Technical Proposal on its technical merits in accordance with established qualitative and quantitative criteria. This evaluation and scoring will determine the Respondent’s technical rating (“Technical Rating”). A Respondent may be invited for an interview for the purpose of clarifying its Technical Proposal, after which its Technical Rating will be reviewed. Respondents will be ranked in accordance with the total evaluation score.

B. Technical Proposal Evaluation Criteria

The Technical Proposal evaluation criteria include, but are not limited to, the following:

1. Team’s general capacity to perform the services required by this RFP;
2. Qualifications of the team’s member(s), supporting staff, and sub-consultants to provide the Services;
3. Reference letters; and
4. Respondent’s experience contracting or doing business with the City and/or BNYDC.

Each of the above evaluation criteria is weighted by a factor of importance that will remain confidential.

If Respondent fails to identify at least one certified MBE or WBE as part of their project team, as described in Section V.A.3.b., Respondent’s Proposal will be disqualified from the bidding process.

C. Fee Proposal

The Fee Proposals will then be opened. The Respondents determined by BNYDC to have the best combination of Technical Rating and Fee Proposal for the Scope of Work (or designated portion thereof) will be selected to perform the Services on an on-call basis.

D. Selection

Upon selection, each selected Respondent must execute a Contract for Consultant Services substantially in the form attached hereto as Exhibit E (the “Contract”). If a Respondent desires any material or substantive change(s) to the Contract, it must include any such proposed change(s) in its response to this RFP. The contents of the selected Respondent’s 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.

VIII. MISCELLANEOUS CONDITIONS

- A. Non-binding Acceptance of Qualifications: This RFP does not commit BNYDC to award a contract for any work or services described herein.
- B. Incurring Costs: BNYDC is not liable for any costs incurred in the preparation of a response to this RFP.
- C. Modifications: Respondents may be asked to make revisions, additions or deletions to their Proposals as may be required by BNYDC.
- D. Reserved Rights: All Proposal material submitted becomes the property of BNYDC and BNYDC reserves the right at its sole discretion to:
 - 1. Reject any and all Proposals received in response to this RFP at any time prior to signing of a contract with respect to the project described herein;
 - 2. Award contracts to any number of Respondents, or none at all, based on the qualifying responses received in connection with this RFP;
 - 3. Waive, modify or correct any irregularities in Proposals received, after notification to the applicable Respondent;
 - 4. Change the structure of the proposed fee, if such is in the interest of BNYDC;
 - 5. Negotiate the final scope, staff participation, and fee before entering into contract with a successful Respondent;
 - 6. Revise the fee as BNYDC may require subsequent to receipt of a competitively bid proposal for the work described herein;
 - 7. Extend the time for submission of all Proposals after notification to all prospective Respondents;
 - 8. Terminate negotiations with one or more selected Respondents, 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;
 - 9. Terminate or modify the RFP process at any time and reissue the RFP;
 - 10. Approve or reject any sub-consultants proposed by the Respondent; and
 - 11. Request a change of any sub-consultant at any time in the contract process.
- E. Contractual Requirements:
 - 1. 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, except as otherwise provided for in this RFP.
 - 2. 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.
 - 3. 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. Non-compliance with these submission requirements shall result in the disqualification of the Proposal and/or the Respondent and/or the cancellation of any contract after its award.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

4. 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 C 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.



Brooklyn Navy Yard
 Development Corporation
 BrooklynNavyYard.org

Building 77
 141 Flushing Avenue, Suite 801
 Brooklyn, NY 11205

**EXHIBIT A
 DECLARATION OF UNDERSTANDING**

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 Contract previously entered into with BNYDC.

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

Authorized Signature, Title	Date
-----------------------------	------

Respondent Firm

Business Address

City	State	Zip
------	-------	-----

Telephone Number	Fax Number
------------------	------------

Federal Tax Identification Number

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Individual | <input type="checkbox"/> Other (State) |

(Seal, if a Corporation)



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

EXHIBIT B
CONFIRMATION OF PASSPORT COMPLIANCE

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 to the NYC.gov PASSPort website thru the link below:
<https://www.nyc.gov/site/mocs/passport/about-passport.page>



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

EXHIBIT C
DOING BUSINESS DATA FORM



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

EXHIBIT D
M/WBE INFORMATION FORM



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

EXHIBIT E
FORM OF CONTRACT



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 77
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

EXHIBIT F
FEE PROPOSAL FORM

Complete and submit this form in a separate, sealed envelope in accordance with the requirements of the RFP. Please fill out all requested information.