



Brooklyn Navy Yard Building 77
Development Corporation
BrooklynNavyYard.org

141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

BROOKLYN NAVY YARD DEVELOPMENT CORPORATION
REQUEST FOR PROPOSALS FOR INDUSTRIAL CAMPUS SECURITY ASSESSMENT SERVICES

ADDENDUM No. 1

May 22, 2025

This Addendum forms a part of the contract documents and modifies the original RFP document. This Addendum consists of the fourteen (14) pages, including the following attachments and responses to the questions received by BNYDC:

- 1) EXHIBIT 1 – ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM
- 2) EXHIBIT 2 – ATTENDANCE LIST FOR PRE-PROPOSAL MEETING
- 3) EXHIBIT 3 – PRESENTATION SHARED AT PRE-PROPOSAL MEETING

All proposers should include the attached Acknowledgment of Receipt of this Addendum No. 1 with their Proposal. The deadline for proposal submission is unchanged (5:00 pm EST on May 30, 2025).

RESPONSES TO BIDDER QUESTIONS

#	Topic	Question Submitted	BNYDC Answer
1	Assessment Scope	Are there key chokepoints or entrances where physical upgrades (bollards, sally ports, gatehouses) are needed?	All entrances are within the scope of the assessment.
2	Assessment Scope	Our assumption is that we can take photos onsite of facilities for the assessment. Will BNY provide a release for us to do so? Will there be any restrictions or releases needed to sign/credit, or taken into account how these photos are to be used in the development of the assessment?	All photos taken as part of this assessment can be used as part of the deliverables to BNYDC but may not be used for any uses outside of this.
3	Assessment Scope	Understanding that the 3+ mile shoreline is included in the scope of the project, how far past the shoreline, into Wallabout Bay, is included in the scope of this project?	Area past the shoreline is excluded from this scope, that is controlled by the U.S. Coast Guard.
4	Assessment Scope	What internal definitions or criteria does BNYDC use to determine what is “reasonably practicable” in the context of security investment decisions? How can we ensure our recommendations align with these thresholds and remain proportional to budget, risk, and context?	As part of the Project Management Task, BNYDC anticipates the selected vendor will develop a framework to assess and prioritize recommendations.

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5	Assessment Scope	Regarding the lighting assessment, will we be provided with existing site and building drawings (with lighting layouts and luminaire information) upon uptake of the project scope? Or will the assessment be limited to physical observation only of systems and performance?	Assessment will be observation only.
6	Assessment Scope	Will the awarded company be limited to a certain number of vehicles needed to travel around the site, and will each vehicle require a parking permit from the city, or will BNY provide a placard/decal for this?	BNYDC will provide a reasonable number of BNYDC parking permits to the selected vendor. This may be a decal if the vehicle is to be used for multiple weeks, or a temporary one-day pass.
7	Assessment Scope	What were the main challenges encountered in implementing the 2019 Security Master Plan? Were any recommendations delayed, dropped, or altered, and what can we learn from those outcomes to inform our focus and team composition?	BNYDC does not have any substantive lessons learned that need to be considered for this project.
8	Assessment Scope	For solution purchase or acquisition, would BKNY need to release a RFP or a RFQ to execute on recommendations identified in Task 2? Would the selected security consultant be asked to support the development of the requirements and assessment of the RFP under the optional task 5? If not, how would BKNY acquire technologies needed to implement the proposed enhancements?	BNYDC follows New York City Procurement rules. It is possible that writing an RFP could be part of Optional Task 5.
9	Assessment Scope	What are the top three strategic outcomes BNYDC hopes to achieve with this Security Master Plan? (Examples: reduce incident frequency, increase tenant satisfaction, modernize systems, improve compliance.)	BNYDC is seeking to implement leading practices, identify areas where BNYDC is a leader, and reduce incidents and severity of incidents.
10	Assessment Scope	Are there existing, ongoing capital projects that may impact this scope of work?	Capital Projects will be identified for the selected vendor. Depending upon the construction timeline, temporary changes may be preferred for recommendations, or they may be excluded from scope.
11	Assessment Scope	What system is currently used for incident reporting and tracking? Is there a plan to upgrade or replace it?	Currently, BNYDC uses Yardi Facility Manager.
12	Assessment Scope	Are there current lux-level lighting standards or guidelines used across the Yard (e.g., 3–5 foot candles for safety zones)?	Currently, no, but this can be discussed with selected vendor after project kick-off as there is related work planned.



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13	Assessment Scope	The RFP references radio communication. Could you clarify if the current system is analog or digital?	Digital.
14	Assessment Scope	"Doing Business Data Form" it requires detailed personal information, including date of birth and home address, for key officers and senior managers such as the CEO, CFO, and COO. As you can imagine, with the current risk climate of sensitivity to this information, can the proposal include a redacted form, and then can the private details be submitted separately and confidentially to the city office?	If a proposing vendor requires, this form could be redacted and submitted by FedEx if needed. Please contact Mkoopmans@bnydc.org for mailing address if you require this.
15	Assessment Scope	In completion of Task 2 will the selected security consultant be prohibited from recommending their own solutions or partners?	If it violates New York City Procurement Rules, then it would be prohibited.
16	Assessment Scope	Would BNYDC prefer that a drone vulnerability assessment be included as part of the base scope, or should this be proposed as an optional service? Given the Yard's size, urban location, and critical operations, we want to ensure alignment on whether airspace threat evaluation is desired as part of the overall security posture review.	If the selected vendor included this as a recommendation, it could be included within the scope of Optional Task 5.
17	Assessment Scope	Is there a possibility of the selection of multiple vendors and or the selection of a vendor for tasks 1-4 and a different vendor selected for task 5?	It is unlikely, but possible. BNYDC anticipate it will either use Optional Task 5 to complete implementation or complete the work in-house.
18	Assessment Scope	Are there any areas within the 300-acre site that are considered high-risk or sensitive (e.g., critical infrastructure, hazardous materials, high-value assets)?	Many areas of the Yard are considered sensitive. For example, Steiner Studios, the CoGen power plant (fuel barge area), fuel tank storage in the Yard, oil tanks for backup boilers, Gas for vehicles.
19	Assessment Scope	Does BNYDC envision a follow-up evaluation or audit process to assess the effectiveness of the Security Master Plan after implementation?	No, but BNYDC may consider it if this was part of the recommendations developed by the selected vendor.
20	Assessment Scope	Are there any security enhancements that are prohibited under the scope of this project?	No, however BNYDC follows all Federal, State, and City laws, rules, and regulations.
21	Assessment Scope	Are tenants generally responsible for providing their own security within their spaces?	No, it is not required. However, some tenants, such as Steiner Studios, Dock 72, etc. do provide their own security. Occasionally, for large events, organizers will provide security that collaborates with BNYDC's team.

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22	Assessment Scope	Please confirm if the supporting network infrastructure is included in scope for all tasks.	No, it is out of scope.
23	Assessment Scope	Will the consultant be responsible for assessing the physical and network infrastructure that supports the existing security systems (e.g., cabling, switches, power sources, and connectivity)?	No, it is out of scope.
24	Assessment Scope	Are there any high value or sensitive tenants that require additional security?	No, not that are included in the scope of this project.
25	Assessment Scope	Is there a current integration strategy or digital platform (e.g., GIS, BIM, IWMS) that security systems must align with?	No.
26	Assessment Scope	Does BNYDC utilize any internal or third-party design standards for physical and electronic security?	No.
27	Assessment Scope	Are there construction budgets that need to be adhered to?	No.
28	Assessment Scope	Is this Security Master Plan tied to funding justifications, grant compliance, or long-term strategic investments?	No.
29	Assessment Scope	Have there been any recent after-action reports, inspections, or insurance audits that identified vulnerabilities?	No.
30	Assessment Scope	Has BNYDC conducted any Vehicle-Borne Improvised Explosive Device (VBIED) or ramming risk assessments?	No.
31	Assessment Scope	Are there designated secure zones, buffer zones, or blast standoff areas integrated into site design?	No.
32	Assessment Scope	Are the dry docks included within the scope of this project?	No.
33	Assessment Scope	Are there underground utilities, tunnels, or service corridors that require special security considerations?	No.
34	Assessment Scope	Is there a federal requirement for staff to possess a TSA TWIC (Transportation Worker Identification Credential) card to access any location contained in the Scope of the project	No. BNYDC can provide staff with TWIC cards to access spaces as needed.
35	Assessment Scope	Does BNYDC maintain as-built drawings, riser diagrams, or device-level plans for all security systems?	No. Documentation that is available will be shared with the selected vendor.
36	Assessment Scope	Should an RF assessment be included as part of the base scope or proposed as an optional service?	This could potentially be included as part of the Optional Task 5.

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37	Assessment Scope	What is the composition of the current security workforce (in-house vs. contracted)?	Please see the organizational chart provided in the RFP. All staff are in-house.
38	Assessment Scope	Please identify all systems that are included within the scope of this project (i.e. electronic access control, video surveillance, intrusion detection, radio communications, etc.).	Please see RFP task one for an overview of all systems that are in scope. Additional specifics can be provided if requested by the selected vendor after project kick-off.
39	Assessment Scope	What level of autonomy do tenants have over their own security protocols? Are there shared responsibilities or centralized oversight?	Tenant systems would be solely within tenant spaces. Tenant controlled spaces are excluded from this scope.
40	Assessment Scope	Do tenants have their own independent security systems, or are they managed by BNYDC centrally?	See answer to question 39.
41	Assessment Scope	Who owns/manages the security systems within the tenant space? Are there separate security systems or are all tenant spaces secured with BNY staff/equipment?	See answer to question 39.
42	Assessment Scope	Who at BNYDC is the final decision-maker for prioritizing recommendations or approving funding for implementation?	The Chief Operating Officer, with input from the Chief Executive Officer.
43	Assessment Scope	Please confirm what the expectations are for surveys in interior of buildings throughout the Navy Yard. Will a random sampling of buildings be acceptable to survey or are there pre-selected buildings to be surveyed? Or will all need to be surveyed? Particularly for the assessment of interior lighting and electronic security devices. If the former, can a square footage be shared?	The scope of the project is focused on the entire campus but excludes spaces that are private to our tenants (e.g., interiors of individual tenant suites, interiors of single tenant buildings). BNYDC will pre-select buildings. The selection will focus on our multiple-tenant buildings. It will be approximately 10-15 buildings and approximately 3M sq ft total building space. However, the assessment will focus on public spaces (i.e., lobbies, hallways).
44	Assessment Scope	Property is identified as having 300 acres/50+ buildings. Please confirm that the entire property is included in the scope of this project. If not, please identify what buildings are excluded from the scope of this project.	See answer to question 43.
45	Assessment Scope	Can you confirm the total number of buildings included in the assessment scope, along with their respective square footages and use types?	See answer to question 43.
46	Assessment Scope	Please share the current list of buildings identified for review within this project.	See answer to question 43.

#	Topic	Question Submitted	BNYDC Answer
47	Assessment Scope	What non-risk factors—such as operational continuity, tenant satisfaction, or reputational resilience—are considered when evaluating security decisions? These factors will influence the composition of our “A Team”?	The scope of this work is focused on operational objectives, the other non-risk factors listed could all be considered if the vendor chooses to include them in the proposal.
48	Assessment Scope	How can we ensure that our proposed scope complements existing city-wide or organizational strategic priorities, rather than just operational objectives? Are there broader initiatives—such as ESG, capital works, or digital transformation—that the Security Master Plan must align with?	The scope of this work is focused on operational objectives.
49	Assessment Scope	Who will be the primary point of contact for weekly check-ins—Security Department leadership, BNYDC project manager, or both?	The Security Department Leadership will serve as Project Manager and the primary point of contact. The Chief Operating Officer will provide final approval of deliverables.
50	Assessment Scope	How does BNYDC enforce design and operational security standards in lease agreements or renovations?	The tenant alternation guidelines can be shared with the selected vendor after kick-off.
51	Assessment Scope	Task 1: 1b. Access Vulnerability (Architectural and Physical Security) • Barriers - Vulnerability analysis and risk mitigation for parking lots and other high-risk venues as subsequently determined within the first two weeks of the project with the selected consultant, including access control • Lighting (Interior for all multi-tenant buildings and all Exterior): Could you please clarify the number of parking lots and high-risk venues to be assessed for Access Vulnerability?	There are 10 parking lots for review. Please see the answer to question 18 for high-risk venues to be assessed for Access Vulnerability.
52	Assessment Scope	What is the extent of radio coverage on the site today? Is it dedicated to facilities/security? Do they operate on licensed frequencies? How many channels and users? What type of equipment is used for the repeaters (Motorola, SOLID, ADC other)? Any off site coverage needs?	There are two dedicated digital channels that cover the entire Yard.
53	Assessment Scope	How many written policies and procedures does BNYDC have for review? Can a page count be provided?	There are two policies and procedures for review. The security post orders/decision tree (11 pages) and the BNYDC policies and procedure manual (55 pages).

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54	Assessment Scope	To what extent should we engage with internal and external stakeholders during Task 1? Are there specific expectations to include tenants, front-line staff, or other groups in the assessment phase?	There will be minimal engagement with Front Line Staff (e.g., observation, short question / answer sessions if needed). BNYDC does not anticipate the selected vendor will need to engage tenants or external stakeholders.
55	Assessment Scope	To get a ‘full picture’ of the campus, we would want to review sites during different times of the day and night. Will we have any limitations to be considered for access during other times of each day and/or workday vs. weekends?	There will be no limitations. BNYDC security is 24/7.
56	Assessment Scope	What metrics are currently tracked for incident response, patrol coverage, or access violations?	These will be shared with the selected vendor.
57	Assessment Scope	Are security devices on a separate/dedicated network? Cabling infrastructure separated in any way? Or is a converged network approach utilized? i.e. Common network switch stacks, and cables terminated on patch panels adjacent to all other structured cabling	They are combined. We are in the process of segmenting security devices to separate VLAN's.
58	Assessment Scope	What is the average daily volume of visitors, deliveries, and contractors? Are there peak times or seasonal fluctuations?	There are approximately 630 visitors, deliveries and contractors that enter the non-public spaces of the Yard each day. This can be discussed further with the selected vendor after project kick-off.
59	Assessment Scope	Will the consultant have access to historical incident reports, security logs, and system performance data to inform the assessment?	This can be discussed with the selected vendor after project kick-off.
60	Assessment Scope	Are there existing KPIs or performance benchmarks currently used by the Security Department that the consultant should consider or build upon?	This can be discussed with the selected vendor after project kick-off.
61	Assessment Scope	Is BNYDC open to piloting new technologies or operational models before full-scale implementation? If so, are there preferred areas or buildings for such pilots?	This can be discussed with the selected vendor after project kick-off.
62	Assessment Scope	Are there known “hot spots” or tenant-reported security concerns within the Yard or surrounding perimeter?	This can be discussed with the selected vendor after project kick-off.
63	Assessment Scope	Is BNYDC subject to specific resilience frameworks, insurance standards, or critical infrastructure regulations (e.g., MTSA)?	This can be discussed with the selected vendor after project kick-off.
64	Assessment Scope	What is BNYDC’s risk tolerance? Are you seeking a highly secure, moderately open, or community-oriented security posture?	This can be discussed with the selected vendor after project kick-off.

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65	Assessment Scope	Where are lighting gaps known to exist, and do any create surveillance blind spots or unsafe conditions?	This can be discussed with the selected vendor after project kick-off.
66	Assessment Scope	What are the current challenges with traffic flow, parking enforcement, or congestion within the Yard?	This can be discussed with the selected vendor after project kick-off.
67	Assessment Scope	Is there an existing inventory or map of all security systems (CCTV, access control, alarms, call boxes)?	This can be provided if requested by the selected vendor after project kick-off.
68	Assessment Scope	What are the current vendors or platforms for video surveillance, access control, and emergency communications?	This can be provided if requested by the selected vendor after project kick-off.
69	Assessment Scope	Please identify all existing integrations to any systems within scope for full understanding of current security technology attributes.	This can be provided if requested by the selected vendor after project kick-off.
70	Assessment Scope	Can BNYDC provide a current inventory of all security technologies in use? If not able to provide prior to award, are accurate as-builts available for all installed devices?	This can be provided if requested by the selected vendor after project kick-off.
71	Assessment Scope	Can the current vendors for the CCTV cameras and the radio networks be shared?	This can be provided if requested by the selected vendor after project kick-off.
72	Assessment Scope	Task 1.C indicates "Life Safety Management" as a technological system to be assessed by the awarded consultant. Please confirm what is included in this system.	This includes existing "panic buttons". The vendor may assess the need for additional types of this tool.
73	Assessment Scope	How are insights and operational intelligence from front-line security staff currently captured and integrated into strategic decision-making or future planning? How might this influence our approach to gathering insights in Task 1?	This is done through team meetings and communication. BNYDC would welcome recommendations in this area as part of the project.
74	Assessment Scope	How is cybersecurity addressed for physical security systems (e.g., firewall segmentation, patching, remote access)?	This is outside of the scope for this project.
75	Assessment Scope	Which areas of the current security posture are considered 'mature' by internal standards, and what criteria were used to make that determination?	This will be shared with the selected vendor after project kick-off and can be used to inform the detailed workplan developed as part of the Project Management Task.
76	Assessment Scope	During site visits, will a BNY employee accompany the consultant, or will they be given an access card to enter each facility with proper visitor credentials?	This will vary depending upon the area being assessed and the type of assets being assessed. BNYDC does not anticipate access issues.

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77	Assessment Scope	Could you clarify what “other special systems” are currently integrated with the security technology platforms (fire and intrusion systems were mentioned during the conference)?	We are currently utilizing access control and video over the network. There are no other systems included at this time.
78	Assessment Scope	Is there a standard approach for serving PoE devices that are outside of Ethernet range?	We typically do not deploy POE devices outside of the Ethernet range. Should that be necessary, we would try to employ extenders to avoid power adapters in the wild.
79	Assessment Scope	<p>Task 1: 1b. Access Vulnerability (Architectural and Physical Security)</p> <ul style="list-style-type: none"> Barriers - Vulnerability analysis and risk mitigation for parking lots and other high-risk venues as subsequently determined within the first two weeks of the project with the selected consultant, including access control Lighting (Interior for all multi-tenant buildings and all Exterior): Could you please clarify the number of “specific locations” to be assessed for lighting? Recommendations for clarification may include: <ul style="list-style-type: none"> Defined quantity of parking areas and structures Defined quantity of Vehicle and pedestrian gates and walkways used at night Defined quantity of building interiors (is it all 50 buildings? In the lobby of each building? How many floors per building?) All other 300 acres: Generalized assessment of overall light quality and conditions? If not, what is the required measurement criteria? 	We would like the entire yard to be assessed for lighting except for the restricted dry dock areas. Approximately 12 of the 50 buildings would need to be assessed, and in those the assessment excludes tenant spaces (i.e., will only need an assessment of the lobby and hallways, etc. in the buildings).
80	Assessment Scope	Are there preferred vendors or procurement constraints (e.g., city contracts, approved suppliers) that may affect technology recommendations?	Yes, BNYDC follows NYC City Procurement rules.
81	Assessment Scope	Are there specific city, union, or agency policies we must navigate when developing organizational or staffing recommendations?	Yes, BNYDC security staff are unionized and part of Local 553. BNYDC follows all NYC City Procurement rules and operates under a Master Contract with the City.
82	Assessment Scope	How is the 3-mile shoreline currently secured? Are there any maritime access controls, patrols, or coordination with harbor authorities?	Yes, BNYDC works closely with the U.S. Coast Guard. Additional detail can be shared with the selected vendor.

#	Topic	Question Submitted	BNYDC Answer
83	Assessment Scope	Are there any other systems that tie into the security systems that need to be assessed?	Yes, T2, S2, and ProxyClick.
84	Assessment Scope	How is visitor access currently managed and tracked? Is there a digital visitor management system in place?	Yes, we use ProxyClick and Plate Smart.
85	Assessment Scope	Will the selected consultant have access to historical incident reports, system logs, and maintenance records?	Yes.
86	Assessment Scope	Will we be able to review historical incident data (e.g., trespassing, theft, workplace violence, protest activity, flooding)?	See answer to question 85.
87	Assessment Scope	Is BNYDC seeking to evolve its guard model (e.g., concierge style, customer-focused, or deterrence-based)?	Yes, this is in-scope for this project.
88	Assessment Scope	Are there any infrastructure limitations (e.g., power, connectivity, bandwidth) that affect the deployment of modern security technologies?	Yes. BNYDC has historic, industrial buildings with a range of materials used. This impacts power, connectivity, and bandwidth.
89	Assessment Scope and Capital Projects	Will the consultant have access to BNYDC's capital construction plan to ensure alignment between security infrastructure recommendations and upcoming development projects?	Capital Projects will be identified for the selected vendor. Depending upon the construction timeline, recommendations for temporary changes may be preferred or they may be excluded from scope.
90	Assessment Scope and Capital Projects	Are there known future developments, capital projects, or tenant expansions that must be factored into the assessment and plan?	See answer to question 89.
91	Assessment Scope and Capital Projects	Are there any recent or upcoming capital improvement projects that may impact the scope of this engagement or overlap with the systems to be assessed (e.g., the parking lot reconfiguration noted during the conference)?	See answer to question 89.
92	Cost	Please clarify if expenses for travel to and from site and staff meals while onsite are reimbursable.	Exhibit F: Cost Proposal Form must include any travel. BNYDC prefers staff rates that are inclusive of all staff costs.
93	Cost	Will the Optional Task 5 cost proposals be considered in the 10% weighing of the selection process? If so, please clarify the tasks that should be considered in developing the Task 5 cost proposal. Before having completed Tasks 1-4, the effort and extent of recommended implementations is unknown.	Please see Exhibit F: Cost Proposal Form for details on what should be included in the Task 5 pricing proposal. Evaluation of Cost will be on Tasks 1-4.

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94	Cost	Should the cost proposal for Task 5 include a fixed scope or be presented as a menu of services with hourly rates? Again this could also have cost impacts	Please see Exhibit F: Cost Proposal. BNYDC is requesting a monthly estimate for the staff that could provide support for the tasks described in Task 5.
95	Deliverables	Please clarify the duration of time that BNYDC requires to review draft deliverables. Has this been incorporated into the proposed 12-week schedule?	As part of the Project Management Task, BNYDC anticipates the selected vendor will develop a detailed work plan that includes BNYDC review. Reviews are expected to be within the proposed 12-weeks.
96	Deliverables	Does BNYDC have requirements for the document format of the Security Master Plan beyond the topics and sections outlined within Task 3 (i.e. size, layout, formatting, font styles, etc.)?	No, there are no additional formatting requirements. BNYDC anticipates the selected vendor will propose a format that works for the BNYDC team leading the work as part of the regular project management tasks.
97	Deliverables	Please confirm if the Implementation Summary portion of the Security Master Plan is intended to be a construction schedule? If so, what information is desired to be included?	The implementation summary is intended to be a work plan for BNDYC staff to use. It is not a construction schedule.
98	Deliverables	Should the consultant design full training curricula (including materials), or just outline the structure and content. This could have a significant impact on costs	This is part of the Optional Task 5: Implementation Support. Please see Exhibit F: Cost Proposal. Use the form to provide an estimate for the monthly costs of the staff required to complete this type of work.
99	Deliverables	Following the Association for the Advancement of Cost Engineering (AACE), would a level 5 rough-order-of-magnitude cost estimate be sufficient for the cost analysis?	Yes, that would be sufficient.
100	Forms	Are there any non-negotiable clauses in the standard contract that respondents should be aware of before proposing changes?	No, but BNYDC prefers minimal to no changes to the Form Contract. If a Respondent desires any material or substantive change(s) to Exhibit E: Form of Contract, these must be included as proposed change(s) in the RFP response.
101	Forms	Regarding Exhibit B – Confirmation of PASSPort Compliance I'm getting a "We're Sorry. You have reached an outdated or non-existing page" error message when I click on the link: http://www1.nyc.gov/site/passport/index.page Could you please provide an updated link?	Please access the NYC.gov PASSPort website thru the link below: https://passport.cityofnewyork.us/

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102	Forms	Will BNYDC assist new vendors with navigating the PASSPort registration process if they are not yet registered?	Please access the NYC.gov PASSPort website through the link below: https://passport.cityofnewyork.us/ PASSPort is a system outside of BNYDC control. Any vendor needing support can use the MOCS Help page linked on the page above or reach out to MOCS directly.
103	Forms	We have reviewed Exhibit E – Form of Contract and find it to be generally acceptable. Should our submission be of interest, we would seek to discuss a limited number of provisions with you to better align terms with the nature of the services. Will BNYDC consider modifications to the terms and conditions? If so, should this be indicated in our submission, or discussed post-award?	Yes, if a Respondent desires any material or substantive change(s) to Exhibit E: Form of Contract, these must be included as proposed change(s) in the RFP response.
104	On-Site Requirements	The RFP states that Task 1 should be conducted ~90% on-site. Can you clarify if this applies to the entire team or just key personnel? This may have an impact on deploying the most suitable consultants	We anticipate the equivalent of one key staff person will be onsite for ~70% of the project, with 90% of their time onsite during Task 1. This is not a mathematical exercise, but rather shared to emphasize BNYDC wants on-site presence for this work.
105	On-Site Requirements	The RFP notes that “BNYDC requires at least one project staff member be on site for 70% of such staff member’s time performing Work for the duration of the project. BNYDC prefers that work related to Task 1 (Assessment) to be conducted at or near 90% on-site.” Is it acceptable for the on-site time to be spread across multiple team members to reach those minimum requirements?	Yes, that is acceptable.
106	Pre-Proposal	Can the list of participants in the pre-proposal meeting be shared with all attendees?	Yes. Please see Exhibit 2.
107	Pre-Proposal	May we have a copy of the PowerPoint presentation that was shared at the pre-proposal conference?	Yes. Please see Exhibit 3.
108	Prior Master Plan	Are any of the outcomes or recommendations from the 2019 Security Master Plan still being considered for implementation? Will any of those recommendations be required to be assessed as part of this scope of work?	BNYDC has implemented all recommendations from that plan that are still relevant to our work and external factors today. The selected consultant does not need to assess the prior plan.
109	Prior Master Plan	Can the last Security Master Plan produced in 2019 be shared? If not at this time, will the 2019	No. BNYDC prefers the incoming vendor to develop a plan without using the prior plan as an input.



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		Security Master Plan be shared with the awarded consultant?	
110	Prior Master Plan	What was the budget for the security assessment completed in 2019? Can the budget for this security assessment be shared with the vendor?	The 2019 Master Plan project budget was \$86,000. BNYDC prefers the incoming vendor propose the budget for this work.
111	Recommendations	Regarding the “prioritized recommendations and impact analysis,” could clarification be provided on specifically what impact should be measured or provided to assist BNYDC with finalizing proposed recommendations? For example, is impact in regards to the severity of impact to the site following a security incident?	As part of the Project Management Tasks, BNYDC anticipates the selected vendor will develop a framework to assess and prioritize recommendations. This could include severity of impact to the site following an incident.
112	References	The RFP mentions providing references for clients similar to BNYDC, can you further clarify how that should be defined?	This is for the proposing vendor to determine.
113	Timelines	Is the 12-week timeline for Tasks 1–4 fixed, or is there flexibility based on the consultant’s proposed approach? The schedule will be largely dependent on stakeholder availability and data access, any unavailability could lead to delay. Again this could also have cost impacts	The 12-week timeline is BNYDC’s estimate regarding the amount of time required to complete this work. There is flexibility, but this can be used to inform the number of hours in Exhibit F: Cost Proposal.



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EXHIBIT 1
ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM #1

Please submit this signed acknowledgement as part of the Proposal.

Receipt Acknowledged by:

Authorized Signature, Title Date

Name of Company

Business Address

City Zip Code

Addendum No. 1 Authorized By:

Minden Koopmans
Chief of Staff
Brooklyn Navy Yard Development Corporation



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EXHIBIT 2

ATTENDANCE LIST FOR PRE PROPOSAL MEETING

Firm	Attendee	Website
Arup	Andy Quinn	andy.quinn@arup.com
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Brooklyn Navy Yard Building 77
Development Corporation
BrooklynNavyYard.org

141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

EXHIBIT 3
PRESENTATION SHARED AT PRE-PROPOSAL MEETING

THE BROOKLYN NAVY YARD

INDUSTRIAL CAMPUS SECURITY
ASSESSMENT SERVICES TO DEVELOP
SECURITY MASTER PLAN



AGENDA

- Introductions
- About the Yard
- RFP Details
- Q&A

ABOUT THE YARD & DEPARTMENT



ABOUT THE YARD

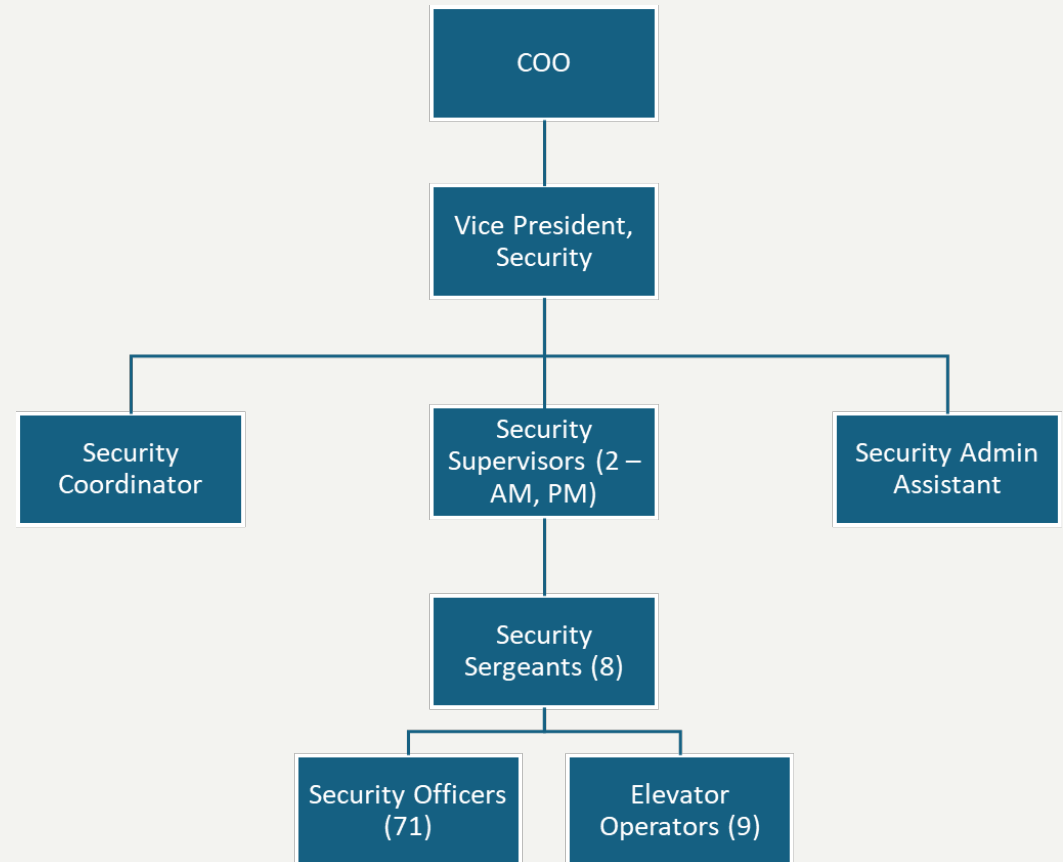
- Non-profit entity managing City-owned land
- The 300-acre industrial park
- On the Brooklyn waterfront
- Tenants include over 500 businesses
- 50+ buildings
- Buildings include legacy Navy construction, renovated spaces (from 1960s to present), and new construction
- Mix of industrial and office spaces



SECURITY DEPARTMENT

Identifies vulnerabilities with our access control, technology, parking, and all assigned security posts to proactively address Yard-wide security needs, while staying aligned with the organization's overall mission and capital construction plan.

- Over 90 staff members
- Staff manage certain events (including BNYDC and externally managed) and assist with wayfinding
- Staff file incident reports for all incidents (e.g., water leaks, fires, elevator entrapments, speeding vehicles, trips and falls, vehicle collisions)
- Work with our neighboring police departments and assist with community needs (e.g., crowd control in public spaces for events such as the NYC Marathon, support for community giving events such as large-scale food distribution events)



SECURITY POSTS

- A. The Command Center
- B. The Concierge Desk
- C. Ferry Landing Command Center
- D. Ferry Landing Booth
- E. Clinton Avenue Gate
- F. Cumberland Gate
- G. Sands Street Gate
- H. Clymer Street Gate
- Traffic Detail (Yard-wide)
- Building Checks/Fire Watch (Yard-wide)

BROOKLYN NAVY | YARD



RFP DETAILS



RFP SCOPE

BNYDC is seeking an assessment of the Brooklyn Navy Yard industrial campus's current security practices and research on leading practices for similar organizations to develop recommendations and a Security Master Plan to best meet the needs of our industrial tenants, visitors, and community.

Summary:

BNYDC conducts this kind of assessment to develop a Security Master Plan, every 5-6 years. The last was in 2019.

The Scope of Work includes four required tasks:

1. Assessment: Assessing all aspects of security on the Yard
2. Recommendations: Develop prioritized recommendations with impact analysis
3. Implementation plan: Develop BNYDC's Security Master Plan, with implementation details
4. Project Management

Plus, optional 5. Implementation support that BNYDC may elect to contract for once the project is underway.

The selected consultant will be required to be regularly onsite at the Brooklyn Navy Yard to conduct the assessment (~4-5x week) in Task 1, and to provide in-person presentations in the subsequent Tasks.

RFP SCOPE – TASK 1

Task 1: Assess security on the Yard

The specific areas to assess include:

1a. Operational Security

Comprehensive review and assessment of existing security policies and procedures and security staffing with specific recommendations of implementation measures to improve existing security policies and procedures and security staffing. The review and assessment of existing operational security measures must include the following considerations in the context of (1) normal hours of operation (i.e., 9am-5pm), (2) Off-hours (i.e., 5pm-9am) and (3) Emergencies

1b. Access Vulnerability (Architectural and Physical Security)

- Barriers
- Lighting

1c. Technological Systems

- Security systems
- Security management solutions to track and communicate with all front-line teams
- Life Safety Management

1d. Surveillance

- CCTV System and Digital Video Management
- Vulnerability analysis and risk mitigation for high-risk venues
- System design and integration guidelines which include integration with emergency call boxes, intrusion and fire alarms, as well as other emergency communications.

1f. Parking

1g. Security Command and Control Center

Task 1 Deliverables

- Assessment of Existing Systems and Policies

RFP SCOPE – TASK 2

Task 2: Recommendations with impact analysis

For this task, the selected consultant will develop detailed recommendations to address the findings of the assessment in Task 1 and incorporate industry best practices. The recommendations should meet or exceed all industry standards, be informed by BNYDC's reality (e.g., not-for-profit, unionized staff, urban and waterfront location), and be prioritized based on the impact and cost of implementation.

Task 2 Deliverables:

- Report on Recommendations

RFP SCOPE – TASK 3

Task 3: Security Master Plan, with implementation details

Develop a BNYDC Security Master Plan to address findings in the Task 1 Assessment with the finalized Recommendations in Task 2. The Security Master Plan will include but not be limited to the following topics:

- Executive Summary
- Introduction o BNYDC Goals and Objectives
 - Scope
 - Description of Process and Implementation
- Security Program
 - Management and Administration
 - Security Staffing, Supervision, and Training
 - Control Center
 - Security Awareness Training
 - Crisis Response and Recovery Plan

- Operational Policies and Procedures
- Physical Security Plan
- Contingency Plans
- Implementation summary with timeline, duration, costs, owners, risks and dependencies

Task 3 Deliverables:

- BNYDC Security Master Plan

RFP SCOPE – TASK 4

Task 4: Project management

Tasks 1-3 to ensure that the team is ready to own the implementation of the Security Master Plan at the end of the engagement.

This work will include:

- Development of a detailed work plan, with milestones, deliverable dates, etc.
- Weekly status updates on progress
- Weekly check-ins with Security Department leadership to review areas of assessment, socialize findings, and validate analysis.

Task 4 Deliverables

- Project Workplan
- Weekly status reports
- Establish Department Key Performance Indicators (KPIs) to be reported to BNYDC Executive Leadership.

RFP SCOPE – TASK 5

Task 5: (Optional) Implementation Support

Provide project management, process design, technology implementation, and/or change management services to support the Security Department with implementing the Security Master Plan. This work should be proposed as an optional add-on service that BNYDC can elect to engage the consultant for at contracting or at any point during the project engagement. The exact tasks will be defined by the above deliverables and BNYDC leadership

Task 5 Deliverables

All applicable implementation artifacts. This could include process maps, training materials, job aids / job manuals, job descriptions for new or re-designed roles

PROPOSAL REQUIREMENTS

Submit as a PDF and send to mkoopmans@bnydc.org by 5:00 pm EST on Wednesday, July 17, 2024.

Proposal should contain:

Cover Letter (~1 page):

An executive summary of the Respondent's understanding of, and proposed approach to, the Scope of Work (as further detailed in Section E above);

1. The firm's full name and address; and
2. The name, address, telephone number and email address of the person authorized to represent the Respondent in all aspects of contract negotiations.

Previous Experience/Qualifications (~4 pages):

1. A brief summary of the Respondent's background, services, location of your headquarters and the office that will administer the work, with an emphasis on your firm's experience with past projects involving assessing and developing recommendations for security practices and procedures at similar campus-based settings and for clients similar to BNYDC (~2 pages). Highlight your team's expertise in on-site assessment, leading practices research, and coaching security leadership as part of implementation hand-off.
2. Three (3) past projects of similar size and scope completed by the Respondent in the past 5 years. For each project, explain the specific services performed and a list of names of the firm's staff assigned to the project (~ 2 pages per project).

PROPOSAL REQUIREMENTS - *Continued*

Proposed Project Approach (~5 pages)

1. Submit a narrative explaining the Respondent's proposed approach to the Work, including the following: 1. Detailed description of the Respondent's approach to the Work that addresses your proposed procedures and methodology.
2. Detailed percentage of time on-site (vs. remote) for each task. BNYDC requires at least one project staff member to be on-site for 70% of such staff member's time performing Work for the duration of the project. BNYDC prefers that work related to Task 1 (Assessment) to be conducted at or near 90% on-site.

Proposed sequencing and schedule for completing this Scope of Work

BNYDC anticipates that the selected Proposer will complete Tasks 1-4 in approximately 12 weeks.

PROPOSAL REQUIREMENTS - *Continued*

Cost Proposal (Exhibit F)

Cost Proposal: Proposers should include with their Proposal a Cost Proposal in the form attached as Exhibit F hereto for all services to be rendered with respect to the Scope of Work. The Cost Proposal should include the names, titles, and approximate years of experience for the proposed personnel for the Project, proposed number of hours for all proposed personnel and their hourly rates, and any other breakdown of the costs needed for the full completion of Tasks 1-4 as set forth in this RFP. For avoidance of doubt, the figures provided in the Cost Breakdown should account for all requirements set forth in this RFP.

As part of the Cost Proposal, please include detailed costs for the optional Task 5 (Implementation Support Services).

Forms

- Declaration of Understanding (attached as Exhibit A hereto)
- PASSPort Form (attached as Exhibit B hereto)
- Doing Business Data Form (attached as Exhibit C hereto)
- New Vendor Form 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.
- BNYDC Form of Contract (Exhibit E): It is BNDYC's intention to enter into contracts with respondents and substantially in Form attached (Exhibit E). BNYDC will favor proposals from respondents who are willing to execute the contract in the form attached hereto.

SELECTION CRITERIA



A BNYDC evaluation committee (the “Committee”) will perform an evaluation of all Proposals submitted by Respondents. The Committee will review, evaluate, and score each Respondent’s Proposal based on the following criteria:

- a) Staff Experience (25%)
- b) Company Qualifications (25%)
- c) Scope Approach (40%)
- d) Cost (10%)

KEY DATES

- All **questions** are due no later than **12:00 pm EST on Friday, May 16, 2025.**
- All **responses to questions** will be posted by BNYDC on **Thursday May 22, 2025.**
- All **Proposals** are due no later than **5:00 pm EST on Friday May 30, 2025.**
- BNYDC anticipates **awarding** a Contract on or about **June 18, 2025.**

ANY QUESTIONS?

