



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT SERVICES FOR BROOKLYN NAVY YARD BUILDING 303 9TH FLOOR SUBDIVISION & FIT-OUT

Release Date: July 17, 2026
Submission Deadline: August 19, 2026

Project: Brooklyn Navy Yard: Building 303, 9th Floor Subdivision & Fit-out
Address: 399 Sands St, Building 303, 9th Floor, Brooklyn, NY 11205

Contact Information:
John Coburn
Vice President, Design & Construction
303cm_rfp@bnydc.org

A. EXECUTIVE SUMMARY

The Brooklyn Navy Yard Development Corporation (“BNYDC”) is seeking proposals for construction management services (“Proposals”) from entities (“Respondents”) interested in performing construction management services for the subdivision of the entire 9th Floor of Building 303 in Brooklyn Navy Yard, as well as the fit-out of one of the units with a cleanroom (the “Work”).

Subject to the availability of funds and responses to this Request for Proposals (“RFP”), BNYDC will select one construction management firm (“CM”) for the Project to be phased as follows (please note the below dates are subject to change at BNYDC’s discretion):

- Phase I – preconstruction and estimating services to begin September 2026.
- Phase II- construction and post-construction services to begin Q1 2027.

The CM will be responsible for the procurement and holding of all subcontracts, management and supervision during construction, final acceptance, and project closeout.

Your firm is invited to submit a Proposal for the Work described in 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 and sub-contractors. The entire project has a target participation goal of 20% MBEs, 10% WBEs, 15% LBEs, as well as a minority & women workforce goal of 47%, a



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local workforce goal of 25%, and a new hire goal of 10 positions. For more details, please refer to Article 40 of the form of contract attached hereto as Exhibit H.

This RFP contains the following:

- A. Executive Summary
- B. Pertinent Dates
- C. BNYDC Background
- D. Project Background
- E. Proposal Submission Requirements
- F. Proposal Administration
- G. Selection Process
- H. Contract Particulars
- I. Miscellaneous Conditions
- J. Exhibits
 - a. Exhibit A - Declaration of Understanding
 - b. Exhibit B - Confirmation of PASSPort Compliance
 - c. Exhibit C - Doing Business Data Form
 - d. Exhibit D - M/WBE Information Form
 - e. Exhibit E – Staffing Plan
 - f. Exhibit F – Fee Table
 - g. Exhibit G - Scope of Services
 - h. Exhibit H - Form of Contract (*Please note: this exhibit will be provided in an Addendum*)
 - i. Exhibit I - Schematic Design

B. PERTINENT DATES

1. A **mandatory** meeting with a site walk-through will be held at 8:30 am on Wednesday, July 29, 2026, at the project site: Building 303, located at 399 Sands Street, Brooklyn, NY 11205.
 - a. All Respondents who plan to attend the pre-submission meeting must register using the following link: [Building 303 Floor 9 Construction Management RFP – Fill out form](#)
 - b. You must complete the registration form at least 24 hours prior to the start of the meeting.
 - c. Instructions for attending the meeting will be sent to everyone who registers for the meeting. Please note that parking passes will not be issued for this meeting.
2. All questions are due no later than 5:00 pm on August 4, 2026.
3. All Proposals are due no later than 12:00 pm on August 19, 2026.
4. BNYDC anticipates conducting interviews on or about September 14, 2026.
5. BNYDC anticipates awarding a Contract on or about September 23, 2026.
6. BNYDC anticipates the Work will start on or about September 28, 2026.



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C. BNYDC BACKGROUND

BNYDC is a not-for-profit corporation that serves as the real estate developer and property manager of the Brooklyn Navy Yard (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 500 businesses employing more than 13,000 people and generates more than \$2.5 billion per year in economic impact for New York City. 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.

D. PROJECT BACKGROUND

i. PROJECT BACKGROUND

Since the mid-2000s, the Yard has undergone significant growth, fueled by the renovation of the majority of the Yard’s historic buildings. One of these developments is the Admiral’s Row complex, which opened in 2019. Comprised of a shopping complex, which includes Wegmans, and 350,000 SF of Class A light industrial space in Buildings 303 and 212, it has developed into a hub for advanced manufacturing at the Brooklyn Navy Yard. The 9th Floor of Building 303 is the last remaining industrial space to fit-out in this complex.

Though the 9th Floor was initially intended for a single office user, in 2024 BNYDC secured funding from the New York City Economic Development Corporation (“EDC”) to perform subdivision, buildout, and fit-out work of the space in order for BNYDC to lease such space to industrial and/or office tenants working in the innovation or life sciences industries, consistent with the City’s efforts to grow New York City’s green economy and innovative industries.

The lower four floors of Building 303 operate as a parking garage, supporting the Wegmans supermarket in Building 212; floors 5 through 8 operate as subdivided light industrial spaces. BNYDC is looking to emulate the use and layout of floors 5 through 8 for this new project to subdivide the ninth floor, which is 40,000 SF.

ii. PROJECT DESCRIPTION

The Project is divided into two Phases: pre-construction and estimating services (Phase I), and construction and post-construction services (Phase II), as described further below and in the Scope of Services attached hereto as Exhibit G. The CM’s work in each phase will cover two parts of the Project:

- Part A: Subdivision of the floor into eight (8) white box suites



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- Part B: Selective fit-out of one approximately 6,000 SF subdivided Advanced Manufacturing Suite, which will comprise of an ISO 7 Clean Room, office space, support spaces, and a pantry.

Please note that there might be additional fit-outs associated with this project depending on funding availability.

As of July 2026, BNYDC has onboarded a designer for the entirety of the project, which was procured over the past year. Please refer to [Exhibit I](#) for the schematic design of the Project.

E. SCOPE OF WORK

A description of the scope of work is presented in [Exhibit G](#), Scope of Work, attached to this RFP.

F. PROPOSAL SUBMISSION REQUIREMENTS

Each Respondent shall submit, on or before the submission deadline date and time, two (2) sealed packages, one package containing two (2) copies of Item 1 set forth below, and the other package containing one (1) copy of Item 2 set forth below:

- I. Technical Proposal/Statement of Qualifications: A technical proposal/statement of qualifications (the “Technical Proposal”) shall be submitted in separate sealed package and labeled accordingly on the outside of the package. It shall include the information outlined in this section below. The Technical Proposal shall not include any fee or other consultant costs required for the performance of the Project.

The Technical Proposal shall contain the following information:

1. Cover Letter: A (maximum one page) letter summarizing the Respondent’s understanding of the Project and the key points of your Proposal. Include the firm’s full name and address and the name and contact information of the person authorized to represent the Respondent in all aspects of contract negotiations.
2. Previous Experience/ Qualifications:
 - a. Provide a summary of the firm’s experience. (maximum two (2) pages)
 - b. Provide examples of five (5) relevant projects in terms of type, size and/or cost for which the firm has provided construction management services within the last ten years. For each project, note the specific services performed (whether as joint venture or as prime), start and completion dates, a client reference with phone numbers, construction cost, and the



- names of the firm's staff assigned to each project. For each of these projects, describe how your firm met or exceeded MWBE contracting and local community hiring goals (maximum two (2) pages per project);
- c. Prepare and submit a detailed statement of your approach to the Project; your understanding of the purpose and scope of the Project; your ability to complete the Project within the proposed schedule and budget based on factors such as staff resources, Project Management plan and organizational commitment, logistical difficulties of planning and construction adjacent to occupied facilities; and your ability to manage concurrent complex projects, involving multiple subcontractors, and MWBE contracting and local community hiring goals (maximum two (2) pages);
 - d. Submit an organizational chart for the firm and each sub-consultant, indicating key Project staff members and their level of responsibilities; a chart of the Project organization with the names of all staff that will be working on the Project; a list of personnel to be assigned, their skill classification and function on the Project; and detailed resumes of key Project staff members showing related experience. The organizational chart must also include a sub-consultant that will monitor compliance with the MWBE goals of BNYDC.
 - e. Provide a detailed, coordinated schedule demonstrating the time frame for completion of the entire Project, including for pre-construction, construction, and closeout services. Such Project Schedule should detail time frames for all required construction operations, as well as interrelationships between significant subcontracts and/or components of the work (maximum (2) two pages).
3. Completed and signed Declaration of Understanding (attached as Exhibit A).
 4. Completed and signed Confirmation of PASSPort Compliance (attached as Exhibit B).
 5. Completed and signed Local Law 34 Doing Business Data Form (attached as Exhibit C).
 6. Completed M/WBE Information Form (attached as Exhibit D).
 7. Completed and signed Staffing Plan (attached as Exhibit E).
 8. Acknowledgment of any Addenda (acknowledged receipt of any Addendum to this RFP by attaching a signed copy of the Addendum to the Proposal).



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- II. **Fee Proposal:** A fee proposal (the “Fee Proposal”), as described in this section below, shall be submitted in a separate sealed package and labeled accordingly on the outside of the package. An additional electronic copy of both proposals in pdf format shall be submitted in two (2) separate e-mails to 303cm_rfp@bnydc.org. The e-mails should have the subject lines “BNYDC Building 303 9th Floor CM Technical Proposal” and “BNYDC Building 303 9th Floor CM Fee Proposal”.

The Fee Proposal, as described below, shall be submitted in a separate sealed package and use the template included below:

Each Respondent shall submit a Proposed Fee/ Fee Table (attached as Exhibit F to this RFP) for all services to be rendered on the Project. The Fee Proposal shall consist of the following:

1. Preconstruction staffing costs.
2. Estimated costs including:
 - a. Payment and performance bond costs
 - b. CM staffing costs
 - c. General conditions
 - d. Proposed fixed fee, inclusive of all Overhead and Profit to remain fixed for the Project’s duration
 - e. Insurance
3. Staffing costs for construction and post construction
4. Costs for general conditions itemized for construction and post construction
5. Fee Table for each increment of proposed construction cost indicated on the form: The Fixed Fee is to include all Overhead and Profit and will remain fixed, irrespective of the Project’s duration. The Fixed Fee for the construction and post-construction phases will be determined after the pre-construction phase based upon the Fee Table submitted with the proposal; shared savings based upon initial bids and BNYDC’s budget; and time and cost incentives.
6. Multipliers: The Respondent shall indicate their proposed multiplier for overhead to be applied to the respective maximum hourly rates above. Also indicate the multiplier used for subcontractors, as appropriate.
7. The Allowances for General Conditions are for direct reimbursement of the CM/Build Contractor’s actual costs without any mark-up unless otherwise provided for, which may include, but is not limited to the following itemized list:
 - a. Field Office / Trailers
 - b. Utility Charges (for Field Office)
 - c. Field Office Furniture
 - d. Reproduction/Fax Equipment & Service
 - e. Field Office Supplies



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- f. Telephones
- g. Postage, Messenger, Printing
- h. Bottled Water & Cooler
- i. Survey
- j. Permits & Fees
- k. Janitorial/Cleaning Services
- l. Rubbish Removal (for Field Office)
- m. Miscellaneous Carpentry
- n. Project Signs
- o. Progress Photos
- p. Computers/Networking /Software
- q. Blueprints
- r. Temporary Toilets
- s. Such other services as deemed necessary by BNYDC
- t. Miscellaneous Expenses

G. PROPOSAL ADMINISTRATION

1. Pre-Submission Conference:

A mandatory pre-submission conference meeting with site walk-through will be held at **8:30 am on Wednesday, July 29, 2026**, at the project site: Building 303, located at 399 Sands Street, Brooklyn, NY 11205. 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.

2. 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 **5:00pm on August 4, 2026**. 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:

John Coburn
Vice President, Design & Construction
303cm_rfp@bnydc.org

3. Submission Deadline:

Respondents shall submit an electronic copy as well as two hard copies of both the Technical Proposal and the Fee Proposal on or before **12:00pm on August 19, 2026** (the "Proposal Deadline"). Any Proposal received after the Proposal Deadline will be



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considered for evaluation solely at the discretion of BNYDC. Proposals shall be delivered to:

John Coburn
VP of Design & Construction
141 Flushing Avenue
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303cm_rfp@bnydc.org

4. Addenda:
Receipt of an Addendum to this RFP must be acknowledged by attaching a signed copy of the Addendum to the Proposal. Any Addendum shall become a part of the requirements for this RFP.
5. Contract Revisions: If a Respondent desires any material or substantive change(s) to the form of contract attached hereto as Exhibit H, Respondent must include any such proposed change(s) in its response to this RFP.

G. SELECTION PROCESS

A BNYDC evaluation committee, including representatives of the Architectural and Engineering Consultant team already selected to design this Project, will review, evaluate and score all Proposals. The selection of the CM will be based upon an evaluation of the following:

- a. Qualifications and quality of staff assigned to the Project, as well as the terms under which the Respondent will commit its personnel;
- b. Related experience of the Respondent in providing services on projects of similar scope, use, size and complexity; demonstrated success in providing CM services as reflected via references from clients on completed projects of similar scope and intent;
- c. Proposed approach to providing services and the Respondent's understanding of the Project schedule and budget
- d. Demonstrated commitment to MWBE contracting and conformance on projects with local community hiring goals;
- e. Proposed Fees for the Project, as described in Section F, Proposal Submission Requirements.



H. CONTRACT PARTICULARS

Upon selection, the successful Respondent shall execute a Construction Management Contract substantially in the form attached hereto as Exhibit H (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 Proposal, together with this RFP and any formal questions and answers provided during the RFP process, will be incorporated into the final contract at BNYDC's discretion.

1. **LIQUIDATED DAMAGES.** The contractor shall be charged a certain amount per calendar day for delay of substantial completion, as further described in the form of contract attached hereto as Exhibit H.

I. MISCELLANEOUS CONDITIONS

1. **Non-binding Acceptance of Qualifications:** This RFP does not commit BNYDC to award a contract for any work or services described herein.
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. Reject any and all Proposals received in response to this RFP at any time prior to signing of a contract with respect to the Work;
 - b. Award a contract to other than the lowest fee Respondent;
 - c. Waive, modify or correct any irregularities in Proposals received, after notification to the Respondent;
 - d. Change the structure of the proposed fee, if such is in the interest of BNYDC;
 - e. Negotiate the final scope, staff participation, and fee before entering into contract with successful Respondent;
 - f. Revise the fee as BNYDC may require subsequent to receipt of a competitively bid proposal for the Work;
 - g. Extend the time for submission of all Proposals after notification to all prospective Respondents;
 - h. 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;
 - i. Terminate or modify the RFP process at any time and reissue the RFP;
 - j. Approve or reject any sub-consultants proposed by the Respondent; and
 - k. Request a change of any sub-consultant at any time in the contract process.
5. **Contractual Requirements:**



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- 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 H, except as otherwise provided for in this RFP.
- 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. 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.
- 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 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.



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Exhibit A
Declaration of Understanding

Please access [here](#).



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Exhibit B
Confirmation of PASSPort Compliance

Please access [here](#).



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Exhibit C
Doing Business Data Form

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Exhibit D
M/WBE Information Form

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Exhibit E
Staffing Plan

Please access [here](#).



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Exhibit F
Fee Table

Please access [here](#).



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Exhibit G
Scope of Services

Please access [here](#).



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Exhibit H
Form of Contract

This exhibit will be provided in an Addendum.



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Exhibit I
Schematic Design

Please access [here](#).