

**Project:** Real Estate Consultant Services      **Date:**      **January 25, 2019**

**RE:**      **Addendum # 2**  
**# of**      **(3)**  
**Pages:**

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The following information is hereby provided in response to written questions submitted to Battery Park City Authority (“BPCA”) in connection with the Request for Proposals (“RFP”) for the “Real Estate Consultant Services” project (the “Project”).

**RFP Questions:**

1. Would you clarify whether the specified insurance requirements, "(i) as a condition precedent to the award of the contract for the work; and (ii) continuing throughout the entire term of the Contract" apply to the contract when selected for/awarded an actual work assignment and not simply for inclusion on the on-call list.

**Response:** Compliance with the stated insurance requirements is not necessary at the time of establishing the pre-qualified list, but will be confirmed at the time of award any resulting contract.

2. Is there any flexibility in these requirements based on the size of the contract assignment?

**Response:** All firms must meet the insurance requirements set forth in the RFP as a condition of entering into a contract or retainer agreement with the Authority, regardless of the nature of the assignment. No exceptions will be made for Commercial General Liability Insurance, Umbrella Liability Insurance or Professional Liability. If a firm believes the requirement for Automobile Liability Insurance is not applicable (i.e., the firm does not utilize vehicles), or the requirement for Workers’ Compensation, Employer’s Liability, and Disability Benefits is not applicable (i.e., the firm does not have employees), the Authority will consider such request on a case by case basis.

3. Do you expect the scope of work to include both residential and commercial buildings?

**Response:** Battery Park City includes both commercial and residential properties (both rental and condominiums). Accordingly, the Authority expects to require consultant to provide services with regard to both. However, firms who have experience with only residential properties, or only with commercial properties are eligible to apply to be included in the Authority’s Pre-Qualified List of Real Estate Consultants, from which the Authority will assign work after considering, *inter alia*, expertise, cost, and M/WBE status..

4. Do you expect the scope of work to include residential buildings with for sale units?

**Response:** See response to Question 3.

5. Sections VI.A and VI.B of the RFP enumerate the list of questions and information sought from respondents. Are proposals required to respond to each item individually,

using the same numbering as in the RFP, or can responses be incorporated into a narrative format?

**Response:** For ease of review, responses to the enumerated lists of questions should be answered individually using the same numbering as in the RFP. However, nothing precludes proposers from also incorporating related information throughout its response.

6. Given the on-call nature of the RFP, the use of sub-consultants will be dependent on individual scopes or task orders issued. If MBE/WBE participation is dependent on the team being engaged for specific services, how should this be addressed within the proposal response and MWBE Utilization Plan?

**Response:** As set forth in Addendum 3 issued on January 25, 2019, Exhibit B of the RFP has been modified and replaced. In sum, because this solicitation has been issued to develop a list of pre-qualified vendors and will result in the award of one or more contracts with a scope to be determined, the Authority will assess M/WBE and SDVOB goals at the time of the award of the contract based on the specific scope of work. For purposes of responding to this RFP, proposers *may* provide information related to the potential use of M/WBE and SDVOB firms, but since goals will be set at a later date, proposers may opt to provide such information at that time. In addition, at the time that a contract is awarded, if a proposer believes that a waiver of or exclusion from goals is appropriate, such request will be addressed at that time.

7. If a respondent may not meet the MBE/WBE participation goal, must a request for waiver be submitted with the proposal? If so, does BPCA have a standard waiver request form for use?

**Response:** See response to Question 6.

8. Section VIII of the RFP requires that “each Cost Proposal must state an hourly fee structure for the Real Estate Consultant Services contemplated herein.” Must this fee structure include a fixed price, or estimated total cost, for each service, or will providing an hourly rate for each team member suffice? The cost of each service and future tasks are likely to be highly variable based on BPCA’s future needs, the duration of specific task orders, etc.

**Response:** Cost proposals should set forth the hourly rate of each team member. Proposers may also indicate whether they would consider negotiating flat fees, depending on the specific nature of the work. However, Proposers need not provide the specific, proposed cost of each future task, given the variable needs and scope of services.

9. May respondents submit additional appendices containing information such as firm collateral, team member resumes, etc. to supplement the Responses to Questions and Information Required sections but not count against the 10-page limit on proposal length?

**Response:**

The ten (10) single-sided page limit is exclusive of the Required Attachments outlined in Section VI (C) of the RFP, which includes a requirement to provide an appendix of

professional biographies for the Lead PM, any key person and senior level staff identified in any Proposal. However, such requirement is limited to the submission of professional biographies and anything additional will be counted towards the 10-page limit.

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By signing the line below, I am acknowledging that all pages of this Addendum have been received, reviewed and understood, and will be incorporated into the Proposal submitted. This document must be attached to the Proposal for consideration.

\_\_\_\_\_

Print Name

Signature

Date

Number of pages received: \_\_\_\_\_<fill in>

Distributed to: All prospective Proposers