

**Project:** BPC Sustainability Plan, New Green Guidelines, and Sustainability Implementation Plan Project (the “Project”): Request for Proposals (“RFP”) –

**Date:** August 9, 2019

**RE:** Addendum #2  
**# of Pages:** 6

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The following responses (the “Responses”) are provided to questions the Battery Park City Authority (“BPCA”) has received in writing. The Responses are provided in bold, italicized print immediately following the questions.

1. With regard to Section VI. INFORMATION REQUIRED | A. Questions and Information Sought Relating to the Work: Please look at page 6, numbers 7 & 8 are missing. Please advise if we should renumber the list or if numbers 7 and 8 were inadvertently left off and should be included.

***As a result of a formatting error, the questions in the Section VI. of the RFP were misnumbered, and there are no questions 7 and 8. Please treat this outcome as an intentional deletion of those question numbers. All information pertinent to the RFP is included in the questions issued, and no additions are required.***

2. Does BPCA anticipate that advisors currently performing real estate consulting services for the Authority would be conflicted from participating in the requested scope of services?

***BPCA does not anticipate that Proposers currently performing real estate consulting services for the Authority would be conflicted from participating in the Project. However, BPCA reserves the right to make a determination regarding a Proposer’s eligibility at any time subsequent to its receipt of Proposals. In addition, BPCA requires that Proposers fully and accurately respond to all questions set forth in Section VI. B of the RFP. Proposers should also be mindful of existing confidentiality obligations when preparing their Proposals, which may be subject to disclosure pursuant to New York State FOIL.***

3. Should M/WBE subcontractors fill out the Diversity Questionnaire in addition to the prime contractors?

***No, sub-consultants do not need to fill out the Diversity Questionnaire.***

4. For a team involving multiple consultants, should each individual firm complete a fifteen page proposal, or is a proposal only necessary from the prime consultant? i.e. should each

consultant provide a cover letter, executive summary, responses to the questions, and required attachments? Or should these items be completed by the prime consultant only.

***Only the prime consultant, which will be the named Proposer, must submit a Proposal and all its components in response to the RFP.***

5. If *only* the prime consultant should submit a proposal, what information is required of subconsultants? Resumes only (per appendix 6A)?

***The experience, qualifications, expertise and staffing provided by the sub-consultants should be woven into the appropriate provisions of the Proposal submitted by the prime consultant/named Proposer. Resumes for all employees identified in the Proposal, including sub-consultants, are required as per the RFP's Section VI. C.***

6. Should the Mandatory Forms be filled out by all team members, or only the prime consultant?

***Only the prime consultant/named Proposer should complete the Mandatory Forms.***

7. Can BPCA advise on a project fee range? Does the client have allocated fee ranges for each aspect of the Scope?

***BPCA cannot provide a recommended fee range. It is the responsibility of the Proposer to provide a Cost Proposal that adequately covers the Project Scope of Work.***

8. Is there a site plan available showing the boundaries of the work area?

***The Project will apply to all of Battery Park City. A map reflecting the approximate boundaries of Battery Park City is attached to this Addendum.***

9. Can BPCA share energy and water meter data? At the pre-bid meeting they said they don't have an energy audit, would be great if they had this data so we can have a sense of current performance.

***Although not available for dissemination during procurement, BPCA will share any energy and water meter data in its possession with the selected Proposer after execution of the contract for this Project.***

10. Can BPCA provide any plans for utilities upgrades?

***Although not available for dissemination during procurement, BPCA will share this information, to the extent that it is available, with the selected Proposer after execution of the contract for this Project.***

11. Can BPCA provide any lessons learned or changes to landscape maintenance from the initial sustainability plan?

***The selected Proposer will be responsible for gathering this information, as stated in Section IV. A of the RFP's Scope of Work (IV. Sustainability Plan and New Green Guidelines / A. Data Gathering)***

12. Do you have a preferred list of consultants, or are there consultants that you've worked with in the past for: Property Management, Leasing, Legal Consulting

***BPCA does not have a preferred list of consultants for this Project.***

13. Can you please confirm which of the mandatory forms need to be completed by subconsultants, if any?

***Please refer to the responses to Questions #5 and #6 of this Addendum.***

14. Does BPCA plan to share the presentation and sign-in sheet from the pre-proposal meeting?

***In accordance with BPCA policy, BPCA will not provide a copy of the sign-in sheet or the presentation from the pre-proposal meeting.***

15. Can the M/WBE percentages be re-distributed (i.e. 20% WBE and 10% MBE) or must they be strictly allocated 15% MBE and 15% WBE?

***While the goal is to achieve an equal distribution between MBE and WBE, the percentages for M/WBE goals may be re-distributed between these categories if necessary in order to achieve a total combined percentage of at least thirty (30) percent. Any such redistribution of the M/WBE goals will be subject to the review and approval of BPCA.***

16. The insurance requirements for the Proposer requires Professional Liability Insurance. Does BPCA consider the Sustainability Plan, New Green Guidelines or the Sustainability Implementation Plan the provision of professional services?

***The services associated with the Project are considered professional services.***

17. The proposal is not allowed to be any longer than 15 pages single sided, inclusive of the responses to the questions and information required in Section VI.A and VI.B. Do these questions need to be responded to by the Proposer team, or individually by both the Proposer and each Sub-consultant?

***The Proposer must respond collectively, on behalf of its entire team, to all questions listed in Section VI. A ("Questions and Information Sought Relating to the Work") and VI. B ("Questions and Information Sought Relating to Proposer's Firm & Eligibility") of the RFP.***

18. Are the Mandatory Forms identified in VI.C need to be responded to by just the Proposer or individually by both the Proposer and each Sub-consultant?

***Please refer to the response to Question #6 of this Addendum.***

19. Regarding the cooperation with internal BPCA legal staff and in certain instances, BPCA outside legal counsel identified in I.B, will the Proposer and Sub-consultant team have direct access to BPCA consultants (lawyers, real estate experts, etc.) or will correspondence be administered by BPCA?

***All contact and correspondence between the selected Proposer and other outside BPCA consultants will be administered by BPCA as BPCA deems appropriate. Each Proposer must provide within its team all disciplines and areas of expertise necessary for the performance of the Project and should not rely upon any other outside BPCA consultant to perform any required service included in the Project Scope of Work.***

20. To what degree will the plan and guidelines overlap with the Lower Manhattan Coastal Resiliency Project?

***It is expected that the Lower Manhattan Coastal Resiliency Project, among other more broadly based projects, studies, document and other sources of information, will provide climate change response and adaptation context for the selected Proposer; however, the Sustainability Plan and New Green Guidelines will address a broader set of sustainability topics tailored specifically for Battery Park City.***

21. It was stated at the pre-bid meeting that BPCA intended to launch the plan on Earth Day, 2020. Given the breadth and depth of this project, is it conceivable that more time would be allocated for certain tasks, beyond Earth Day?

***It is conceivable that certain elements of the Sustainability Implementation Plan may be completed following Earth Day 2020; however, the Sustainability Plan and New Green Guidelines are expected to be completed by Earth Day 2020.***

22. Is BPCA looking for the Proposers to include the development of new architectural/design guidelines for rehab work on the private and public buildings of BPC, separate from sustainability guidelines?

***The question is not entirely clear. As stated in Section IV.C of the RFP's Scope of Work, Guidelines for BPC buildings (both commercial and residential) and infrastructure that are not owned by BPCA will be a part of the New Green Guidelines, as will BPCA-owned buildings and assets. There will be one set of New Green Guidelines covering all types of properties, although the document may be presented in sections or according to categories.***

**[NO FURTHER TEXT ON THIS PAGE]**

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By signing the line below, I am acknowledging that all pages of the addenda has been received reviewed and understood, and will be incorporated into the bid price submitted. This document must be attached to the proposal for consideration.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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

Distributed to: All present and all prospective Proposers

# BATTERY PARK CITY

