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## Contracting Opportunity

**Title:** Commercial Real Estate Brokerage Services  
**Agency:** Hugh L. Carey Battery Park City Authority  
**Division:** Procurement  
**Contract Number:** TBD  
**Contract Term:** Twenty four (24) months with 2 one-year extension options, in BPCA's discretion.  
**Date of Issue:** 12/06/2019  
**Due Date/Time:** 12/30/2019 3:00 PM  
**County(ies):** All NYS counties  
**Location:** Battery Park City  
**Classification:** Financial - *Consulting & Other Services*  
**Opportunity Type:** General  
**Entered By:** Robert Nesmith  
**Description:** Description of Goods or Services to Be Bid

Battery Park City Authority d/b/a Hugh L. Carey Battery Park City Authority ("BPCA") requests qualifications (individually a "Qualification Package" and collectively "Qualification Packages") from commercial real estate brokerage firms (individually a "Respondent" and collectively the "Respondents") to provide BPCA with commercial real estate brokerage services. The selected firm will assist BPCA in evaluating and negotiating the ground lease for one or more properties within Battery Park City (hereafter the "Project"). These efforts are intended to complement and enhance BPCA's existing staff capabilities, and the selected firm will work in concert with BPCA's real estate advisor and owner's representative, HR&A Advisors, Inc. All brokerage services must be performed by brokers duly licensed in New York State.

Interested parties may download the complete request for proposals ("RFP") via the link provided below or by visiting BPCA's website at [www.bpca.ny.gov](http://www.bpca.ny.gov) and clicking on the "Opportunities" tab. **All Qualification Packages must meet the requirements listed in the RFP.**

As stated in the RFP, firms interested in responding to the RFP must complete the Mandatory Forms Packet located on BPCA's website at <http://bpca.ny.gov/wp-content/uploads/2015/03/Vendor-ResponsibilityQuestionnaire.pdf>. The completed forms must accompany the firm's Qualification Package.

## Restricted Period

Respondents are restricted from making contact with anyone other than the Designated Contacts (identified below) during the period from the time of publication of this advertisement through approval of the procurement contract by BPCA (the “Restricted Period”). Employees of BPCA are required to record certain contacts during the Restricted Period, including, but not limited to, any oral, written or electronic communication with a governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the governmental entity’s conduct or decision regarding the governmental procurement, and to make a determination of responsibility based, in part, upon any such contact. Failure to abide by this process may result in a finding of non-responsibility.

## Eligibility / Qualifications Requirements / Preferences

Minority-Owned Business Enterprises (“MBE”), Women-Owned Business Enterprises (“WBE”) and Service-Disabled Veteran-Owned Business Enterprises (“SDVOB”) are encouraged to submit Qualification Packages. For questions on MBE/WBE/SDVOB participation, joint ventures and sub-contracting goals ONLY, please contact “Diversity Designated Contact”: Mr. Justin McLaughlin-Williams at 212.417.2337 or [justin.mclaughlin-williams@bpca.ny.gov](mailto:justin.mclaughlin-williams@bpca.ny.gov).

### **MBE/WBE UTILIZATION GOAL REQUIREMENTS FOR BPCA CONTRACTS:**

In accordance with Article 15-A of the New York State Executive Law and regulations adopted pursuant thereto, BPCA has established separate goals for participation of New York State Certified minority and women-owned business enterprises for all state contracts. BPCA is required to implement the provisions of Article 15-A and 5 NYCRR Part 143 for all state contracts (1) in excess of \$25,000 for labor, services, equipment, materials or any combination for the foregoing and (2) in excess of \$100,000 for real property renovations and construction.

For purposes of this procurement, please note that no MWBE or SDVOB goals have been established at this time. However, BPCA will assess each contract issued pursuant to this solicitation for MWBE goals prior to award.

As a condition of this procurement, the Respondent and BPCA agree to be bound by the provisions of §316 of Article 15-A of the Executive Law regarding enforcement. Respondents must document “good faith efforts” to provide meaningful participation by certified M/WBE subcontractors or suppliers in the performance of the awarded contract. For guidance on how BPCA will determine a Respondent’s “good faith efforts,” refer to 5 NYCRR § 143.8. Additionally, Respondents must refer to Mandatory Forms of this document for a list of forms that must be provided in order to fully comply with Article 15-A of the New York State Executive Law and 5 NYCRR Part 143.

### **SDVOB UTILIZATION GOAL REQUIREMENTS FOR BPCA CONTRACTS: In**

accordance with Article 17-B of the New York State Executive Law and regulations adopted pursuant thereto, BPCA has established separate goals for participation of New York State Certified service-disabled veteran-owned business enterprises for all state contracts. BPCA is required to implement the provisions of Article 17-B and 9 NYCRR Part 252 for all state contracts (1) in excess of \$25,000 for labor, services, equipment, materials or any combination for the foregoing and (2) in excess of \$100,000 for real property renovations and construction.

For purposes of this procurement, please note no MWBE or SDVOB goals have been established at this time. However, BPCA will assess each contract issued pursuant to this solicitation for SDVOB goals prior to award.

As a condition of this procurement, the Respondent and BPCA agree to be bound by the provisions of 9 NYCRR §252.2 regarding enforcement. Respondents must document “good faith efforts” to provide meaningful participation by certified SDVOB subcontractors or suppliers in the performance of the awarded contract. For guidance on how BPCA will determine a Respondent’s “good faith efforts,” refer to 9 NYCRR § 252.2(s).

**BPCA reserves the right to cancel or withdraw in whole or in part this RFP at its sole discretion. Respondents will be notified in the event the RFP is cancelled via the BPCA website.**

**Service-Disabled Veteran-Owned Set Aside: No**

## Contact Information

**Primary contact:** Hugh L. Carey Battery Park City Authority  
Procurement  
Battery Park City Authority  
Emily Birdseye  
Assistant Contracting Officer  
200 Liberty Street  
24th Floor  
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United States  
Ph: 212-417-4309  
emily.birdseye@bpca.ny.gov

**Submit to contact:** Hugh L. Carey Battery Park City Authority  
Procurement  
Battery Park City Authority  
Emily Birdseye  
Assistant Contracting Officer  
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24th Floor  
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**Supporting document shown below:**

The following supporting documents are available for download:

Document title	Description	Type
Commercial Real Estate Brokerage Services	RFP	pdf

To download these documents, please visit the New York State Contract Reporter website: <http://www.nyscr.ny.gov>

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