

RFP: **BPC Dog Runs Upgrades
Design Project (the “Project”)**

Date: **August 9, 2024**

RE: **Addendum #1**
of Pages: **5**

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- 1) The attendee list from the August 8, 2024 Pre-Proposal Meeting and Site Walkthrough – including the names and contact information of individual attendees as well as the respective names of their firms – is appended hereto as Attachment #1.
 - 2) The following revision is hereby incorporated into the RFP:
 - The Proposals due date included in *Section V. D – Submission of Proposals* is hereby corrected from September 21, 2024 to **August 21, 2024**, as shown in Attachment #2.
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By signing the line below, I am acknowledging that all pages of this Addendum #1 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

ATTACHMENT #1
DOG RUNS UPGRADES DESIGN PROJECT –
AUGUST 8, 2024 PRE-PROPOSAL MEETING
AND SITE WALK-THROUGH ATTENDEE LIST

(ATTACHED)

BATTERY PARK CITY AUTHORITY

One World Financial Center

NEW * YORK

MEETING SIGN-IN SHEET

Subject: Battery Park City Dog Runs UPGRADE: Design Services

Date: 8/8/24

NAME	AFFILIATION	TELEPHONE	FAX
Mikel LaMarUSA	BPCA	212.417.4335	N/A
Mitali Naik	Grain Collective	917-921-4464 212-920-9345	N/A.
Susan Doban	DOBAN ARCHITECTURE	917-417.3287	—
Tom Lamb	GREENMAN-PEDERSEN, INC.	518-285-3568	—
FLORESCOE	GPI	631 791 7211	
STEVEN LEE	SWA/BALSLEY	646-860-7602	
Sofia Gallo	RPA - ^{Ronnette Riley} Architect	212-594-4015	
Annie Tan	RPA - ^{Ronnette Riley} Architect	212-594-4015 x29	
JOHN SCHRECK	M&J ENG., P.C.	5168217300	—
Kathy Hogan	M&J Eng PC	516-458-8485	—
Isabella Torelli	M&J Eng.	516821-7300 x363	—
Abdullah Asiri	MEJ Engineering	917 771 2110	—
Tyler Newbold	ABB	212 206 0630	
Kimberlye Saul	BPCA	REDACTED	—
Sen Yam	BPCA	212-417-2337	
Janie Ngo	BPCA	REDACTED	N/A
Padraic Defino	Urban Engineers	845-430-0207	—

ATTACHMENT #2
RFP'S SECTION V.D: SUBMISSION OF PROPOSALS
REVISED (CORRECTION TO PROPOSALS DUE DATE)

(ATTACHED)

Upon notice of an improper contact, BPCA shall make a determination regarding the Proposer's eligibility to continue participating in this RFP.

D. Submission of Proposals

Proposals must be received by BPCA no later than 3:00 p.m. on ~~August~~ September 21, 2024.

- Each Proposer must e-mail their Technical Proposal, as defined in Section VI(B) below, to the following e-mail address:
technicalproposals@bpca.ny.gov The Technical Proposal must be clearly labeled as "Proposal Enclosed – "Battery Park City Dog Runs Upgrade Design."
- Each Proposer must also e-mail their Cost Proposal, as defined in Section VIII herein, to the following e-mail address:
costproposals@bpca.ny.gov The Cost Proposal must be separately attached and clearly labeled as "Battery Park City Dog Runs Upgrade Design".
- **Each Proposer is responsible for the successful delivery and receipt of their Proposal. BPCA is not accepting Proposals sent via messenger, overnight courier, or certified mail to BPCA offices.** If a Proposer has already sent a Proposal via one of these methods, please e-mail the Proposal to the above e-mail address by the Due Date. If a Technical Proposal's file size is too large to submit by e-mail, the Proposer must make alternate electronic accommodations (e.g., linking to a file sharing website), which shall also be transmitted through technicalproposals@bpca.ny.gov. Please contact the Designated Contact prior to the Due Date in order to ensure successful transmission of the documents prior to the Due Date.

Proposals *must* arrive at the time and place specified herein. Please leave ample time for submission. Late Proposals, no matter the cause of their lateness, will NOT be accepted. Hard copy or faxed Proposals will NOT be accepted. A Proposer may, after submitting a Proposal, amend its Proposal by submitting an amended Proposal, clearly labeled "Amended Proposal – Battery Park Dog Runs Upgrade Design," as long as the amended Proposal is submitted by the Due Date.

VI. PROPOSAL FORMAT AND CONTENTS

A. Proposal Format

The submitted Proposal must be organized in accordance with the subheadings of Proposal contents set forth in this Section VI, and shall be prepared to be printed on paper size no larger than standard 8-1/2" x 11" with a minimum font size of 11 point, with reasonable exceptions for charts, graphics and financial information. Proposal pages must be numbered, with the Proposer's name and "Battery Park Dog Runs Upgrade Design" clearly marked on the cover of each of the Technical Proposal and the Cost Proposal.

B. Proposal Content

In addition to the separately sealed Cost Proposal, each Proposal must include the following in the order listed (the "Technical Proposal"):

- 1) Executive Summary.
- 2) Completed Proposal Submission Packet, attached as Exhibit C.
- 3) Financial Statements: Provide a copy of your firm's most recent Audited Financial Statements (within the last year) or, where an audited financial statement is not available, the most recent tax return. In the event you do not have an audited financial statement you must provide a statement to that effect and summary financial information for the calendar year most recently ended certified by an authorized officer.
- 4) Appendices:
 - Attach professional biographies for all key personnel identified in your Proposal.