

# THE TRUST FOR GOVERNORS ISLAND

## ON-CALL OWNER'S REPRESENTATIVE CONSULTING SERVICES REQUEST FOR PROPOSALS Addendum #1

January 23, 2024

**To:** RFP Respondents

**From:** Will Johnson, Vice President, Design + Construction

**Subject:** Responses to questions received

**Intent:** This Addendum is a part of the RFP Documents. Acknowledge receipt of this Addendum by initialing in the space provided below and returning a copy with the submitted proposal. Failure to do so may disqualify the submission.

**Contents:** 1. **Submission deadline extended to February 01, 2024, by 4:00pm.**

2. Written responses to submitted questions, organized in following categories:

- A. RFP & Proposal Questions
- B. Role of the Owner's Representative Questions
- C. Project Scope Questions

3. Pre-Proposal Conference Presentation

Note: Some individual questions have been combined for clarity.

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Initial \_\_\_\_\_ Date \_\_\_\_\_

**A. RFP & PROPOSAL QUESTIONS**

- 1. The Trust indicated that a copy of the presentation shared during the Pre-Proposal Meeting will be shared with viewers. Will this PPT be emailed to those who registered, and/or will it be posted only on The Trust's website? Also, will The Trust share written responses to questions posed during the Pre-Proposal Meeting?**

*The presentation is attached to the end of this Addendum and also available at:*

*<https://www.govisland.com/about/business-opportunities>. All questions must be submitted in written form.*

- 2. Was the power point presentation from the meeting shared with all participants? Is it in the NYState Contract Reporter website?**

*The presentation is attached to the end of this Addendum and also available at:*

*<https://www.govisland.com/about/business-opportunities>*

- 3. Will answers to questions be posted to the website or sent directly to registered consultants?**

*All responses will be available at: <https://www.govisland.com/about/business-opportunities>*

- 4. Is an attendance sheet available for the preproposal meeting?**

*No*

- 5. Is a video recording of the January 5<sup>th</sup> Pre-proposal Conference available for those that were unable to attend?**

*No*

- 6. Are there other procurement rules that we should be aware of that would affect the RFP process for consultants or contractors?**

*Proposal selection requirements are outlined in Section IV of the RFP document.*

- 7. Is there an incumbent performing this role for TGI? Is there an incumbent Owner's Rep firm currently or recently under contract?**

*The Trust has not had "on-call" Owner's Representative firms contracted previously.*

- 8. Regards the fee: the presentation seemed to suggest that a table describing initial year rates along with a statement of annual escalations would be sufficient. The RFP indicates that the proposal should include a staffing plan for each of the five years (plus two optional extension years). Please clarify.**

*Exhibit E of the RFP document is a "Sample" Fee and Cost Schedule. Respondent shall submit a fee Proposal on its letterhead in the form of Exhibit E. The respondent shall list all staff members positions and their "fully loaded" hourly rate over a 7-year period (2024 through 2030.)*

*Respondents can provide staff positions and rates per year, on individual sheets, or a single page all-inclusive compensation form that indicates the annual multiplier for the contract and option years. Where staffing/personnel change over the duration of the term, Consultant will be required to request alternative/substitute staffing approval from the Trust.*

9. **Should we submit 2024 rates? Is there an assumed escalation rate? If not, should we propose one?**  
*The Trust does not have an assumed escalation rate. See response #8.*
10. **In regards to pricing, do you require anything other than the hourly rate per staff member? Would you be interested in understanding the typical fee structure we use for our projects?**  
*See Section IV. Proposal Selection Requirements, Proposal Format, 7. Fee Proposal for additional requirements.*
11. **Exhibit E in the RFP states that a separate Compensation Proposal Form must be submitted for each year of the initial five-year contract term, plus each of the two one-year extension option years for a total of 7 (seven) Compensation Proposal Forms, but during the Pre-Proposal Meeting it was stated that we could provide a single form with hourly rates that includes multiplier information for future years. Please confirm how you would like the hourly rates to be submitted.**  
*See response #8.*
12. **Is there is a separate form that we should we utilizing for our compensation proposal? Item #1 notes that a form is included on the following page but an additional page was not included in the RFP.**  
*See response #8.*
13. **There appears to be a discrepancy in the RFP document. Exhibit E is labeled as the "Compensation Form," but in the RFP document's exhibit C – Contract Template, Compensation is labeled as exhibit B. Please provide clarification on this matter.**  
*Exhibit E is the Compensation Schedule to be used for the RFP response. The Contract Template uses its own separate system for headings and numberings.*  
*See response #8.*
14. **Do we need to include individual compensation forms for each of the 5-year contract terms and the 2 additional option years, or is it acceptable to have one all-inclusive compensation form that indicates the annual multiplier for the contract/option years, as mentioned during the Pre-Proposal Conference?**  
Yes, one all-inclusive compensation form is acceptable.  
*See response #8.*
15. **Item #2 under Exhibit E mentions a “Compensation Proposal Form” which the Respondent needs to complete for 7 years. Is this different from the Fee Schedule listed in Exhibit E? Will a template of this form (Compensation Proposal Form) be provided which includes positions with loaded hours in order to evaluate the Proposals?**  
*See response #8.*
16. **Item #2 under Exhibit E lists an example of details to include in the “staffing plan portion of the RFP response”. Please provide a template or a full list of information that the Trust expects to see.**  
*No template will be provided. See response #8.*

**17. Are all proposed staff indicated in the Org Chart to be included in Exhibit E, or just each position?**

*Each position, see response #8.*

**18. Item #3 under Exhibit E states Respondents are not to include estimates of Site Office expenses in their Compensation Proposal. Please confirm Site Office expenses should be listed in the “Fee Proposal” section of the Respondent’s Proposal.**

*See response #8.*

**19. Could you provide a staffing plan as specified in the RFP?**

*No template will be provided, see response #8.*

**20. For the submission, how many team members are required, and what roles should they fill?**

*Per the discretion of the Respondent.*

**21. Within the RFP documents, Exhibit A designates section 1F as the fee proposal. However, in the same documents, Exhibit E is labeled as the Compensation proposal. Should Exhibit E be considered and included as item 1F? Please advise.**

*Yes, Exhibit E. See response #8.*

**22. I understand that the RFP states that, “The Trust may select one or more firms to provide the scope of Owner’s Rep consultant services.” However, more specifically, how many awards are anticipated under this solicitation? If multiple firms are selected as discussed during the pre-proposal conference, what is the process for selecting firms at the task level?**

*The Trust anticipates selecting 3-5 firms and reserve the right to assign task orders to a specific firm or ask for fee proposals for a task order from all or some of the selected firms. This will depend on the specific scope of each task order.*

**23. In sharing our proposed Team Organization, is the descriptive organizational chart specifically meant to illustrate the relationships between and the responsibilities of staff members within the Owner’s Rep firm? Or is it meant to illustrate the anticipated relationships between the Owner’s Rep firm, the Trust, external consultants, external stakeholders, and other parties? Or both?**

*The relationship between the Owner’s Rep firm and the Trust.*

**24. Please clarify the request to “provide evidence that it is a properly formed and registered entity in “good standing” in the jurisdiction where legally organized”. Is there a specific method or document preferred to meet this requirement?**

*No specific method or document.*

**25. Is it possible to define the anticipated staff or hours required on a monthly basis? Is there an expectation for the Owners Representative to have a full-time presence on-site during the course of a project?**

*No project has been defined for this RFP. The Respondent shall show their ability to scale staff as required for specific projects. There is not an expectation that a Consultant team will have a full-time*

*presence on the Island. On-Island staffing will be determined by the scope, scale and duration of any individual task.*

- 26. Page 10 paragraph 5. A. of the RFP requests a one page resume for each lead individual, but paragraph g. above says that proposers must provide evidence that all proposed engineers, professional services firms, individuals or subcontractors proposed as part of the team are licensed to provide services. Is the Trust wishing to see copies of professional certifications for all staff on the org chart, regardless of if an individual is considered “lead,” or will you accept their professional certifications and titles as they are listed on the organization chart?**

*Evidence of professional certification is not required for this RFP response.*

- 27. Please provide clarity on what the Trust would like included in the “Approach” portion of the proposal? Is there specific information you’d like us to address in the Approach section of our response?**

*The Trust has not requested any specific information. Standard scope of services and any additional information the proposer would like to present that sets their organization apart. This solicitation is for “On-call” services for a wide range of types of capital projects. This is an opportunity for respondents to address how they are prepared to staff on-call assignments with diverse tasks.*

- 28. Would you like us to include our standard scope of services to illustrate our comprehensive approach to project management and to supplement what is proposed as the Scope of Services in Section III.A.?**

*The Trust has not requested any specific information. Standard scope of services and any additional information the proposer would like to add that sets their organization apart.*

- 29. Section IV.4.a denotes “Provide examples of projects of similar scope that the Proposer has completed within the last five years,...”, please advise how many project examples are required to submitted as part of the proposal.**

*There is no specific number of projects examples required. The Trust has a wide range of projects. The type and quantity of projects is at the discretion of the proposer based on their best understanding of the Trust’s needs.*

- 30. Exhibit B indicates that the submitting vendor will (upon request) file for Passport clearance and will submit a Doing Business data Form. It is not clear if, in addition to the Prime, does the Trust require our sub-consultants to also complete Passport and/or ‘Doing Business Data Forms’ (with the proposal, or upon request.**

*Respondents must submit a completed Doing Business Data Form with their response. The PASSPort Questionnaire is not required for RFP response, but respondents must submit one upon request and selected respondents may be required to complete PASSPort. Doing Business Data Forms and PASSPort questionnaires for subconsultants are not required as part of the RFP response, but must be provided upon request.*

- 31. Is a PASSPort Questionnaire required? The form indicates “if requested”**

*See response to question #30.*

- 32. Can you please confirm that the below has NOT been requested? If requested: PASSPort Questionnaire(s) submitted directly to the NYC Mayor’s Office of Contract Services (MOCS) via <http://www.nyc.gov/passport> (see RFP Policies & Procedures)**  
*See response to question #30.*
- 33. In Exhibit A on page 12, under “Completed and signed,” the second item states, “If requested, PASSPort Questionnaire(s) submitted directly to the NYC Mayor’s Office of Contract Services.” Can the Trust clarify if submission of PASSPort Questionnaires is requested as part of proposal submissions?**  
*See response to question #30.*
- 34. In considering potential options for the work to be performed, we would like to inquire about the passport compliance requirements. Specifically, we would like to understand if we were to use vendor partners would they also be required to go through passport compliance procedures. Could you please provide clarification on this matter, including any relevant details or guidelines?**  
*Vendors and subconsultants may be required to complete PASSPort questionnaires and Doing Business Data Forms upon request depending on the scope and value of the work to be performed. See response to question #30.*
- 35. Regarding the “Required materials” list in Exhibit A on page 12 of the proposal, can the Trust confirm it would like all the Proposal information, Exhibits, A, D and E and a completed Doing Business Data Form in one single PDF document, or would the Trust prefer items 1 – 5 detailed in the required materials to be separate PDF documents/attachments?**  
*A single PDF document is preferred.*
- 36. Are there any M/WBE requirements or goals for projects awarded under this contract? Is there an M/WBE or SDVOB percentage requirement?**  
*As Owners Representative consultants will not be holding any subcontracts on behalf of the Trust, there is no M/WBE goal or requirement for the consultant contract itself. That being said, the Trust strongly encourages M/WBE firms with relevant experience to respond to this RFP.*
- 37. Are there any pre-qualifications needed for the prime firm and subconsultants?**  
*Refer to team qualifications Section IV, 4 of the RFP.*
- 38. How many years of experience are required for candidate qualification?**  
*No specific experience requirement is noted in the RFP. Responses will be reviewed holistically, and considering all information submitted.*
- 39. Is there a preferred Project Management software that the ‘Trust’ uses?**  
*No*

40. For the proposed team, we are planning to propose several options for each role on our team given the undefined nature of the project scope or timing. Would you like us to illustrate what the structure of a typical Envioe project team would be?

*At the discretion of the proposer.*

41. Regards the \$10M limit for E/O coverage, and though the RFP states that limits can be met with combination of coverage, our insurer noted this E/O coverage is higher than the norm and asked about for the limit. And of the total capital budget, what is the average dollar value of individual projects?

*If a respondent seeks any changes to the draft contract, including any changes to the required types, limits, or other requirements of insurance, it must detail any such proposed change as part of its RFP response in Exhibit D, Contract Comments.*

42. Concerning the project insurance requirements, is the \$10 million limit for the Professional Liability (PL) coverage specifically intended for the Owner's representative? Our standard coverage is usually \$1 million, and depending on the project, we are occasionally requested to increase it to \$2 million.

*See response to question #41.*

43. Would the agency consider reducing the Professional Liability (Errors and Omissions) from the required \$10 million to \$5 million?

*See response to question #41.*

44. Will you consider lower insurance limits for Professional Liability for the O/R depending on the project scope and size?

*See response to question #41.*

45. Although this is an IDIQ for owner's representative and the RFP indicates :” B. Design and Pre-Construction 2. Construction Team procurement, management and oversight. b. Create list of recommended contractor(s) and/or the construction manager(s) “ Question: Being that there will be a selection / contract of 3 - 5 IDIQ firms, Will the owner's rep firm be excluded from construction management of *all construction contracts* or just the contract they are assigned as an owners rep?

*Selected respondents will be excluded from construction management of the contracts they are assigned as an Owner's Rep.*

46. Please provide the names of the design team members engaged for the substation project.?

*The Trust is not providing the design team member names at this time.*

#### **B. ROLE OF THE OWNER'S REPRESENTATIVE QUESTIONS**

47. Section III. Scope of Services / B. Design & Pre-Construction / Section 1 / Note f states that we are to be managing “Sustainability Goals”. Can you please outline the requirements that we will be responsible for managing?

*Sustainability Goals will be available to the respondents upon contact award. Respondents should demonstrate their experience in working on projects with sustainability goals or accomplishments, in particular with respect to new building technologies or material choices.*

- 48. In Section III. Scope of Services / B. Design & Pre-Construction / Section 1 / Note c and Note g, both of the above sections have a statement, “Work with the Trust governing agencies to ensure the project compliance”. Can you further define and or clarify “Project Compliance” and / or provide examples as to what these projects are going to be audited against in order to achieve “compliance”?**

*Compliance refers to governing agencies, prevailing wage requirements, Federal requirement (if applicable).*

- 49. The presentation outlined The Trust’s expectation for the sequencing of upcoming capital projects; when would you expect the Owners Rep to be selected and on-boarded?**

*The Trust expects to execute contracts by early July, 2024.*

- 50. Does the scope of the selected Owner’s Rep include communication and coordination with the National Parks Service or other federal agencies having jurisdiction on the island?**

*Yes.*

- 51. Item K in Exhibit B states, " Any transaction will be structured as "net" dealt to the Trust, with the selected Respondent, if any, being responsible for all fees relating to the project." Does this require the selected Owners Representative to provide proposals/task orders for specific projects that include all associated costs or fees. Please clarify?**

*Selected Owners Representatives may be required to provide all-in cost proposals prior to assignment of a specific project upon request. Certain tasks may be contracted on a “time and materials” basis while others will require consultants to submit a “lump sum” fee proposal to cover their scope of work for the duration of the defined task.*

- 52. What is the expectation for the Owners Representative in the Registration process for New York City Funding, as well as for coordination with City agencies such as LPC and SBS?**

*Administrative support in both project approval from the Mayor’s Office of Management and Budget, contract registration with the NYC Comptroller’s Office, and submissions and communications with governing agencies is anticipated.*

- 53. Does The Trust have a preference for the OR consultant’s staff to be stationed ‘on island’ during labor intensive phases; if yes, will work space (with power and IT access) be made available for 1-3 persons during any given project phase?**

*Stationing of staff is dependent on project demands, but the Trust is not anticipating the Owners Representative Consultants to have full-time office or administrative space on the Island. The Trust will have limited “hot desks” available for staff as needed within the Trust’s office at Building 108 or other spaces Power and internet will be available.*



**54. What is your expectation for on-site representation during Construction?**

*Stationing of staff is dependent on project demands, but the Trust is not anticipating the Owners Representative Consultants to have full-time office or administrative space on the Island. The Trust will have limited "hot desks" available for staff as needed within the Trust's office at Building 108 or other spaces Power and internet will be available.*

**55. Is transient work space available for those times that staff for the Owner's Rep team are on site?**

*Stationing of staff is dependent on project demands, but the Trust is not anticipating the Owners Representative Consultants to have full-time office or administrative space on the Island. The Trust will have limited "hot desks" available for staff as needed within the Trust's office at Building 108 or other spaces Power and internet will be available.*

**56. As part of the financial management of the project, do you require the O/R to manage funding sources – i.e. to allocate capital expenditures in the project budget by funding source?**

*The Owner's Representative will require a full understanding of Project funding sources and may also be responsible for project budget tracking. That being said, the management of funding sources is the responsibility of the Trust.*

**57. Please confirm the level of support needed for city funding. We are currently assuming preparation of an Exhibit A budget and narrative for submission to OMB for approval, but no preparation of requisitions to the City for reimbursement.**

*Project budget tracking and project scoping is required. New needs requests and Capital Budget coordination with OMB is the responsibility of the Trust.*

**58. Will Cost Estimates be required to be produced by the Owner's Rep?**

*The respondent may be required to manage third-party cost-estimators, contracted by the Trust.*

**C. PROJECT SCOPE QUESTIONS**

**59. What is the approximate size and number of tasks that are anticipated in a given year?**

*This is difficult to project, but the Trust manages 10-15 capital projects at one-time and tasks associated with those capital projects will be managed by the on-call Owners Representative consultants.*

**60. Please provide an anticipated average cost of projects to be managed by the Owners Representative per year?**

*Project budgets may range from \$500 thousand to \$30 million.*

**61. Can you provide a listing and brief description of projects that are currently active, or will soon become active and you are planning to engage consultant support on?**

*Currently active projects with anticipated consultant support include:*

- *New 27kV Electrical Substation and associated building*
- *New waterline from Brooklyn to Governors Island (HDD)*

- *Stormwater improvements in the Historic District*
- *New lighting in the Historic District*
- *Large scale roof replacement in the Historic District*
- *Building renovations in Historic District*
- *Pier reconstruction*

**62. Also, what type of projects, not currently in the active category, may be part of this on-call consultant contract over its term?**

*Trust projects fall into a few general categories:*

- *Architecture: Adaptive re-use of existing and historic structures. Capital improvements such as roof replacements and stabilization projects.*
- *Maritime: Seawall replacement, pier reconstruction and ferry infrastructure.*
- *Civil and Landscape: Replacement of Trust owned utility systems such as electrical transformers, feeders and lighting, sanitary system replacement, new water lines, and grading/drainage projects.*
- *MEP: Replacement of HVAC systems, sewage pump house reconstruction, FSS pump house reconstruction.*

**63. Is there a list of architects, engineers, and construction managers that you have engaged with on some of these projects? If so, can you share that with us?**

*The Trust currently has a stable of on-call architects, engineers, and planners, listed below:*

- *Arup US, Inc.*
- *BKSK Architects, LLP*
- *Field Operations*
- *FXCollaborative*
- *Indigo River*
- *Jacobs Engineering*
- *Jaklitsch Gardner Architects*
- *KPF Consulting Engineers*
- *Langan Engineering*
- *Marble Fairbanks Architects*
- *Marvel Architects*
- *McLaren Engineering*
- *Practice for Architecture and Urbanism*
- *Quennell Rothschild & Partners*
- *Rogers Partners*
- *S9 Architecture*
- *SCAPE Landscape Architecture*
- *Smith-Miller + Hawkinson Architects*
- *Starr Whitehouse Landscape Architecture*
- *VHB Engineers*
- *WXY Architecture + Urban Design*

**64. What magnitude of projects will the on-call owner representative participate in?**

*Project budgets may range from \$500 thousand to \$30 million.*

**65. Can you share with us a high-level timeline (estimated start & end date by fiscal quarter) of the various projects you have outlined?**

*Projects and schedules will be shared with selected consultants.*

**66. Please confirm whether all projects are prevailing wage and whether you require the O/R to review certified payrolls for compliance with prevailing wage?**

*Trust capital projects funded with NYC and NYS capital funds are required to use prevailing wage rates. Depending on the scope of the task, the Owners Representative consultant may be asked to review contractor pay requisitions for compliance and accuracy.*

**67. Can you provide a list or a forecast of projects envisioned over the course of the next 5 years with associated scope and budgets for each?**

*See response to Question #61.*

**68. Does the 'Trust' perform tenant fit-out for leased spaces?**

*Fit-out work may be undertaken by a tenant or performed by the Trust. The Trust regularly negotiates "Landlord work" investments as part of its leases, in which case, an Owners Representative consultant may be asked to oversee the capital investment associated with a Tenant's lease.*

DESIGN ON-CALL RFP

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# Pre-Submission Conference

January 5, 2024

Email: [gibids@govisland.org](mailto:gibids@govisland.org)

## Agenda

1. Introductions
2. Governors Island and the Trust
3. Capital Project Overview
  - Architecture / Historic Preservation
  - Utilities / Infrastructure / Landscape & Site
  - Maritime Infrastructure
4. RFP Overview
5. Questions

## Governors Island at a Glance

- 172 acres at the center of New York Harbor
  - 120 acres of open space, including 43 acres of public park
- 1.3M SF of historic buildings in NYC's largest Historic District
- 33 acres of planned new development
- Minutes by ferry from Lower Manhattan and Brooklyn
  - Expanded ferry routes
- 1M+ annual visitors, year-round public access



## About the Trust

- Independent non-profit organization created by the City of New York
- The Trust owns and operates the buildings, utilities and land on the Island
- Responsible for the planning, operations, and ongoing development of the Island
- Capital projects are managed by the Design + Construction department, who acts as Owner's Rep. / Client on behalf of the Trust



## Waterfront + Yankee Pier

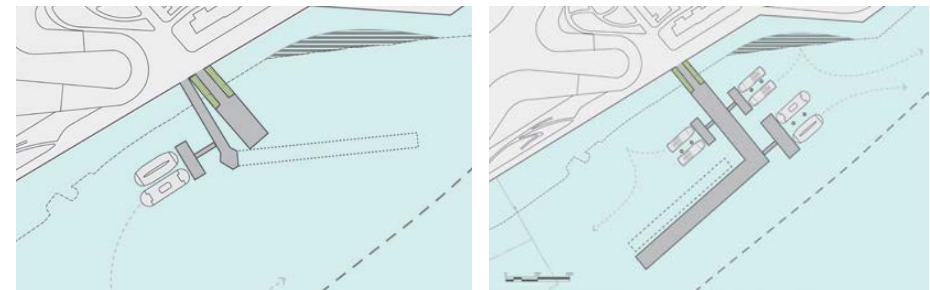
### Interim Pier upgrades

A new ADA compliant ferry landing servicing the NYC Ferry route will be installed at Yankee Pier, allowing for increased passenger and vessel capacity. An existing ferry barge will be relocated to Pier 101, creating much-needed redundancy for the Trust's growing vessel fleet as well as for emergency and public ferry use.

### Waterfront Master Planning + Concept Design

The Trust is beginning a waterfront master plan to inform capital investment along its 2.2 mile shoreline. The first phase of concept planning and design for the reimagining of Yankee Pier has been completed.

Yankee Pier will serve as the primary passenger entry point for the Island and provide critical support for the opening of the first phase of the nearby Climate Center.





## Nolan Park + Building 20

### 20 Nolan Park

Once a two-family officer residence, historic Building 20 will complete renovations in 2024, with Billion Oyster Project and NYU Gallatin set to move in as year-round cultural tenants in two commercial suites.

The building is being restored to its 1930s exterior condition, with a continuous wrap around porch, an ADA compliant first floor with new exterior ramp, and will have all new electric MEP systems.

### Cultural Campus

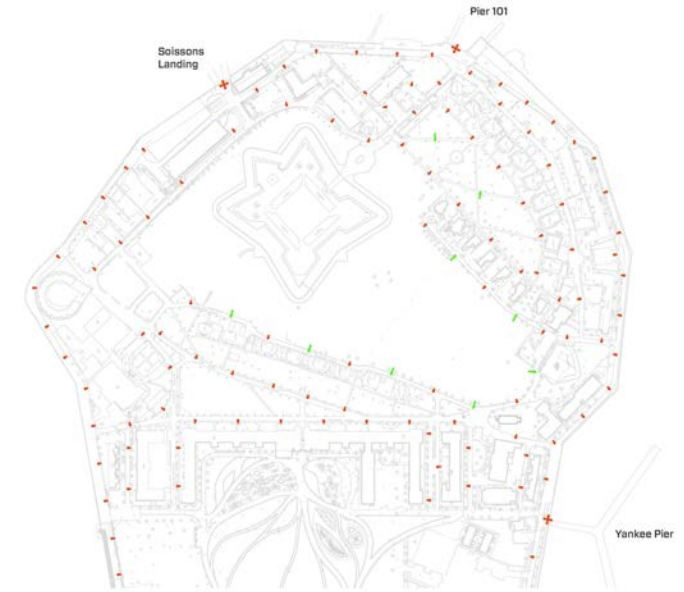
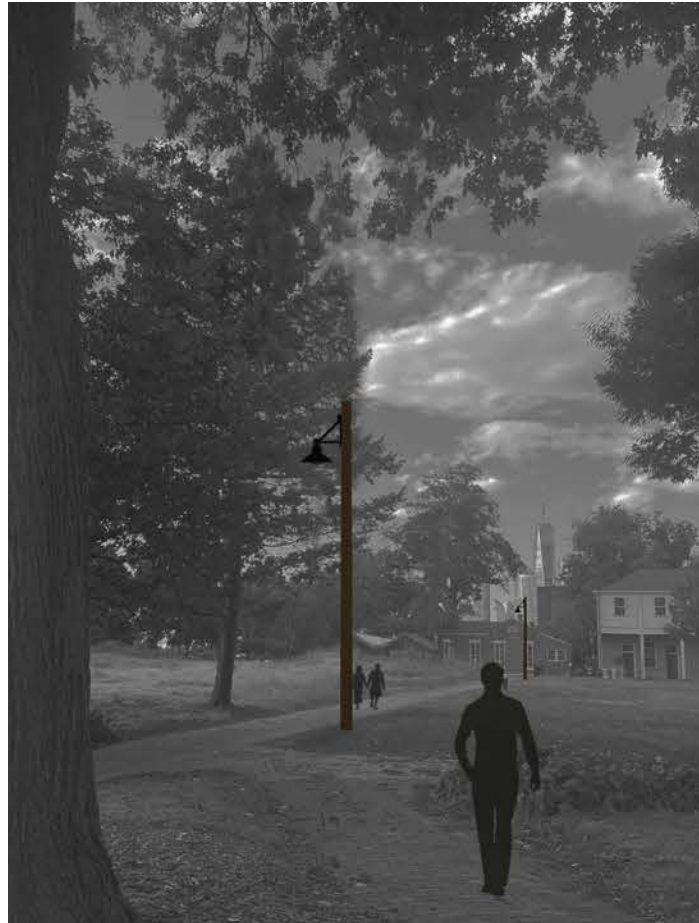
The renovation of Building 20 is the first capital investment towards a year-round cultural campus in Nolan Park. The Trust began a Nolan Park master plan in 2023 that will guide the renovation and restoration of 13 former residences to support arts and culture programming for the public and non-profit organizations in residence.



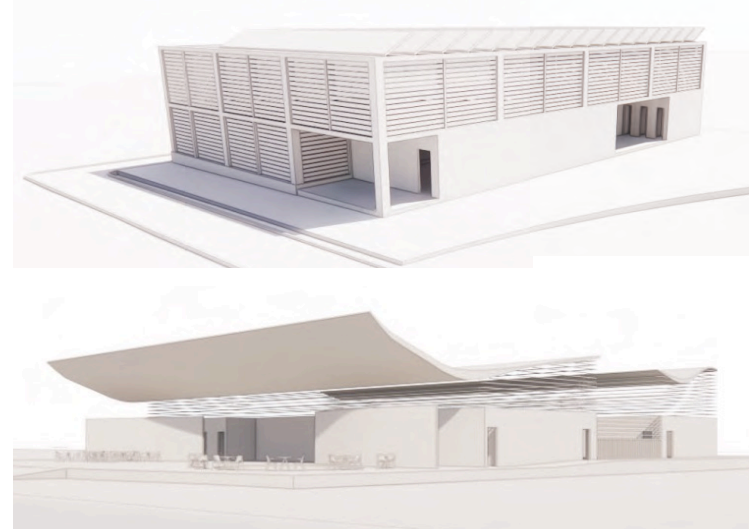
# Historic District Site Lighting

New, unified site lighting will be installed throughout the Governors Island Historic District in 2024 to provide a safe and welcoming visitor experience through all seasons.

The hooded LED lights will minimize light pollution and be mounted to wood poles to blend into the existing landscape, allowing for easier long-term maintenance. The lighting system will be coupled with infrastructure to support a new fiber loop throughout the Historic District.



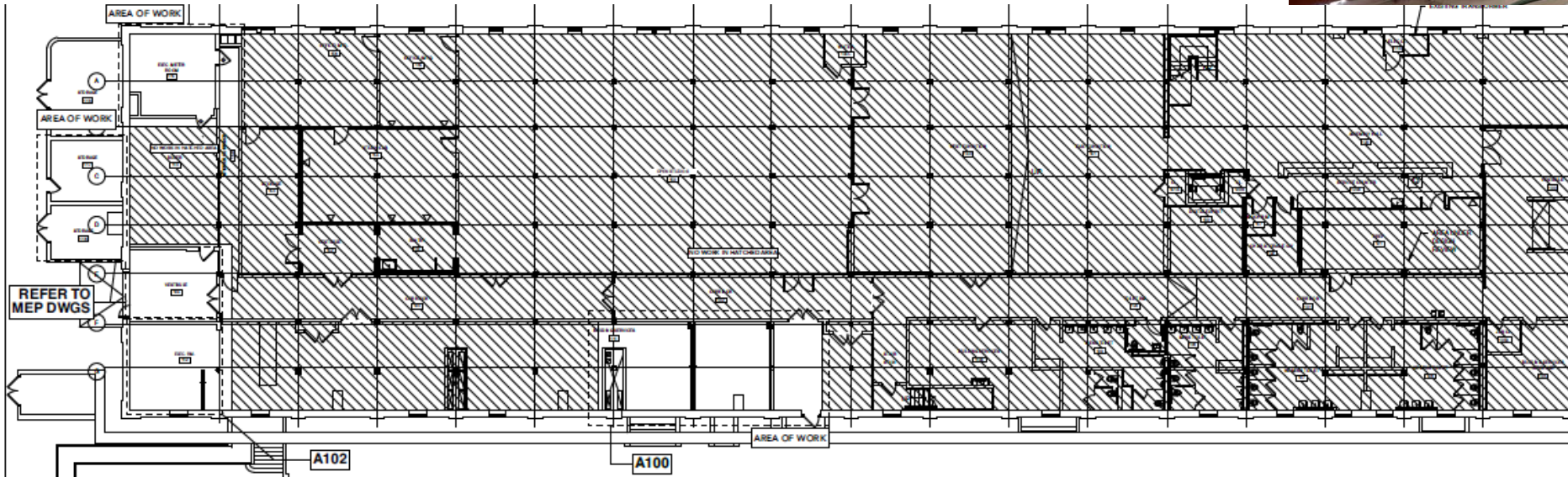
## Capital Projects - 27kV Substation



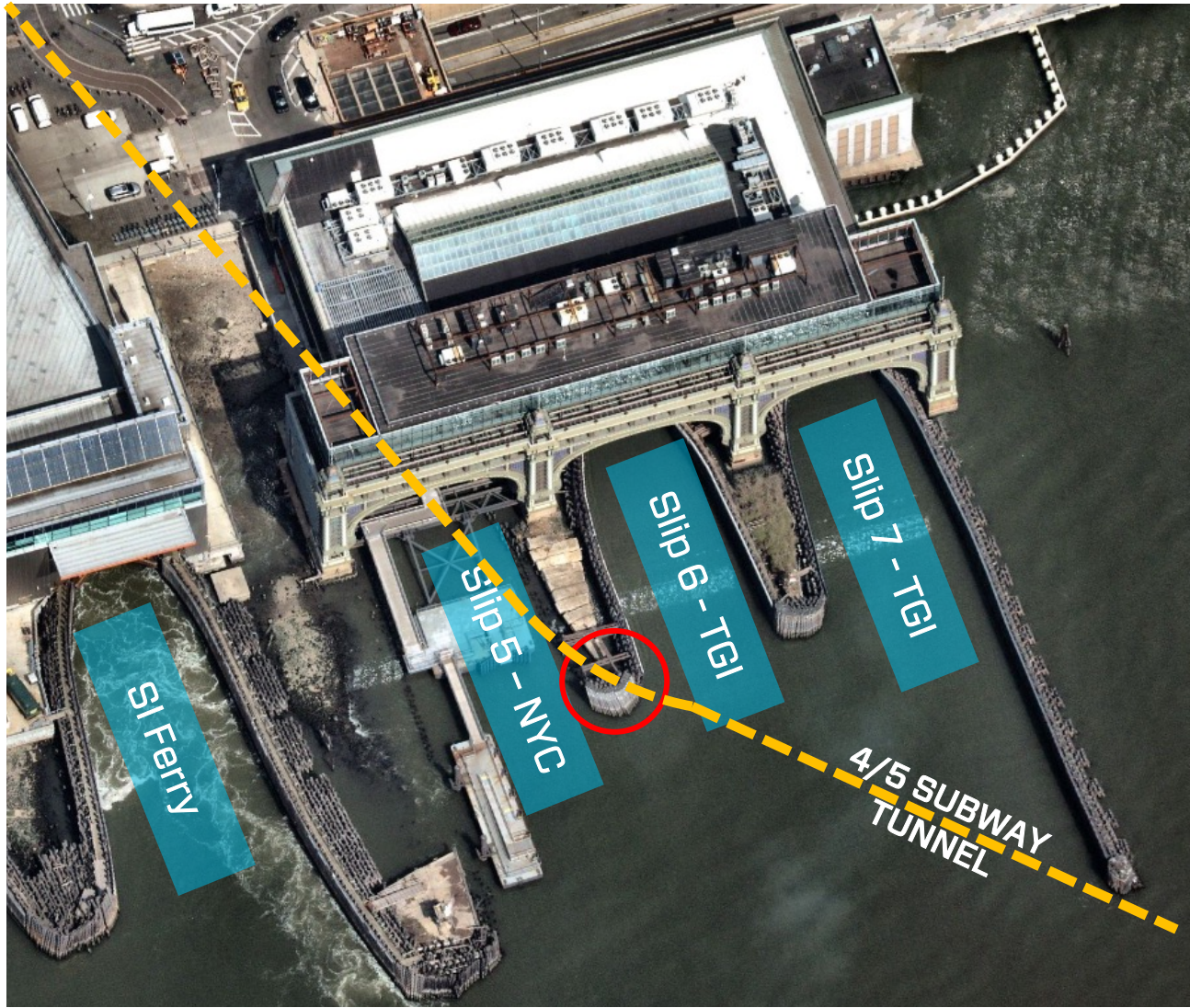
# Capital Projects - B400 Section 0 Roof Replacement



# Capital Projects - B110 IT Interior Fit Out



# Capital Projects - BMB Pile Cluster

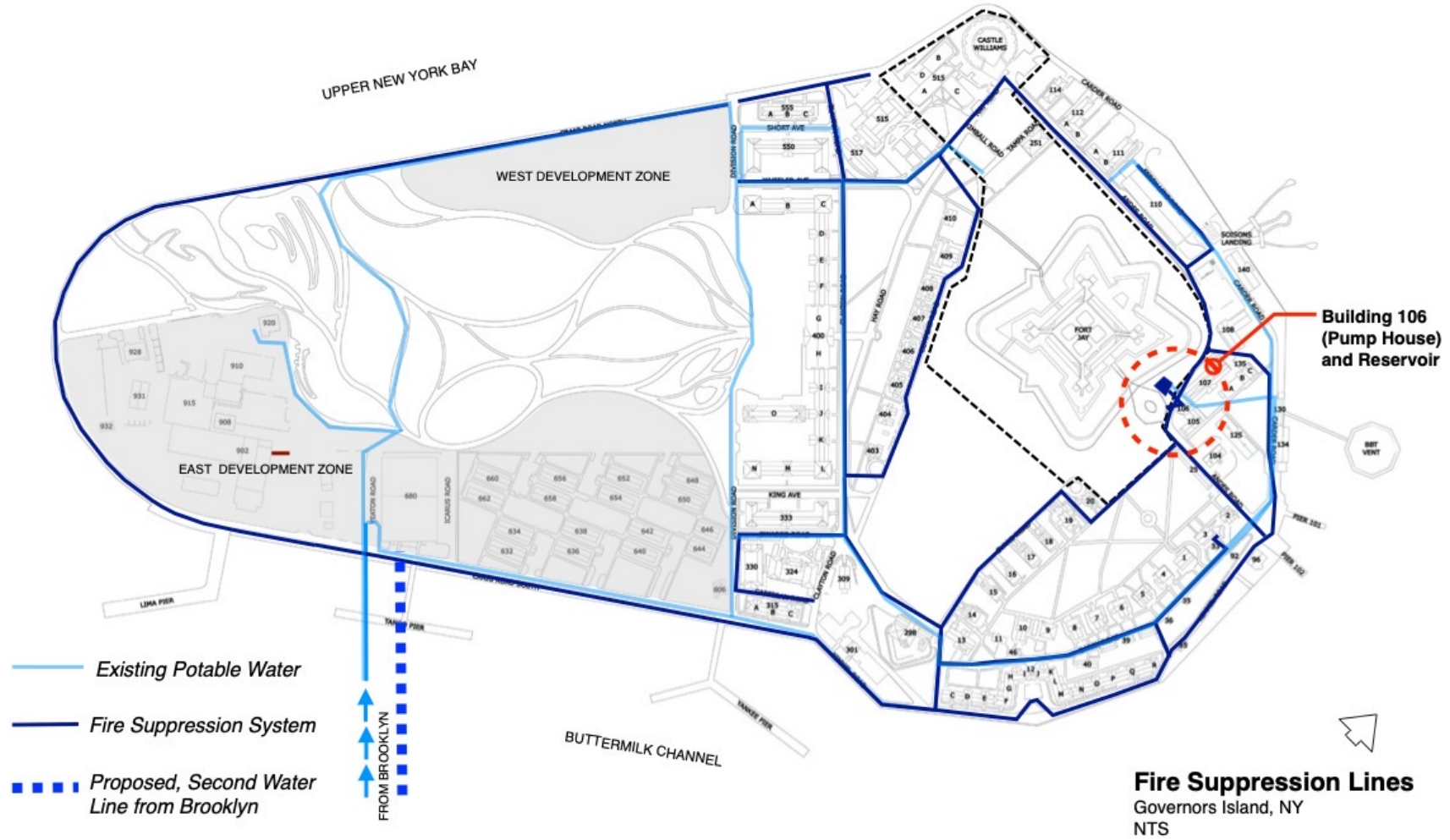


## Park and Public Space



# Island-Wide Water Systems

The replacement of US Army and USCG era water mains throughout the island.

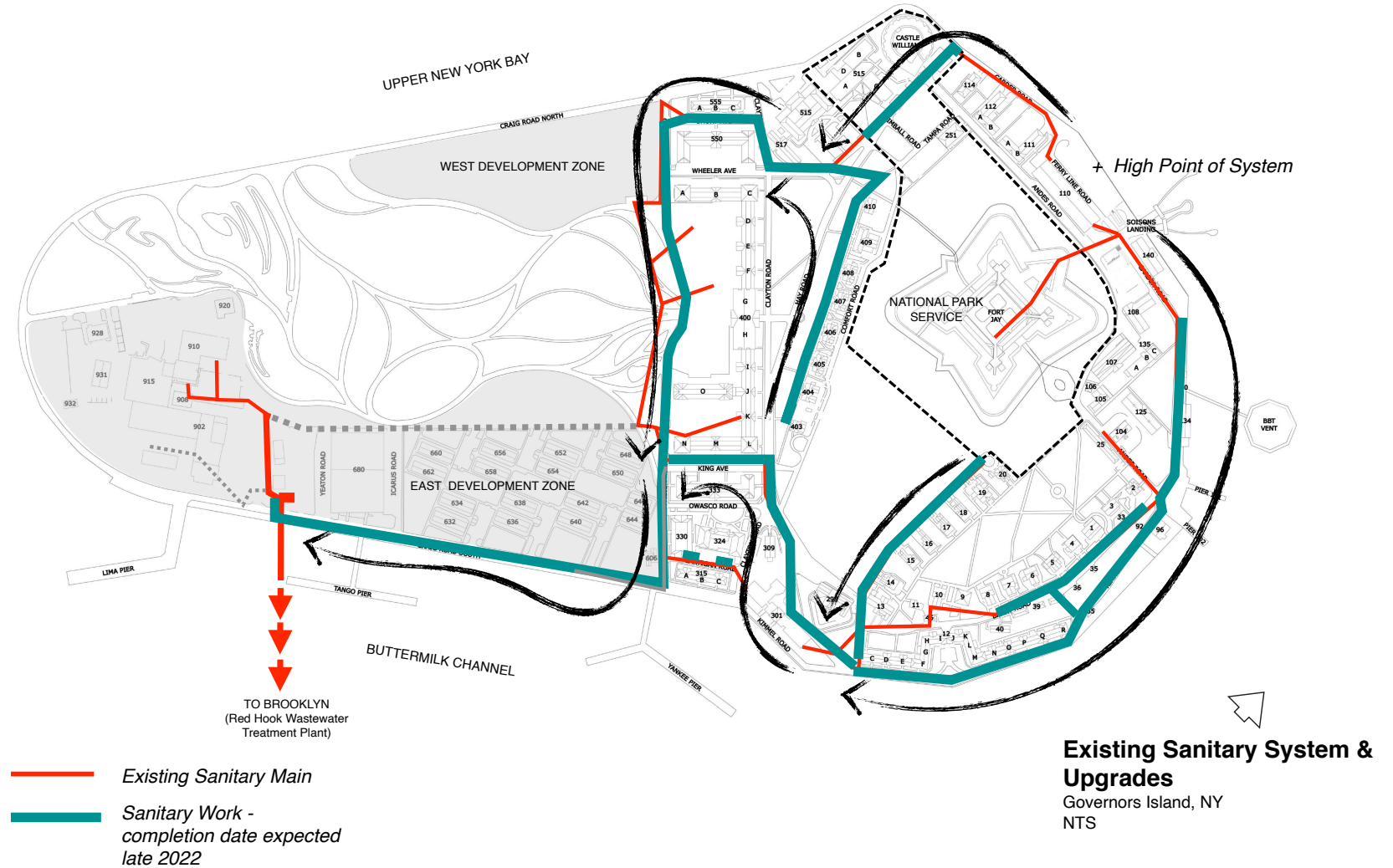




# Island-Wide Sanitary Sewer Replacement

The replacement of US Army and USCG ere sanitary sewer mains throughout the island.

Phase 1 of the project was to install over 3 miles of aging sewer mains throughout the historic district and relocate existing mains from the Development Zones for future development potential.



# GOVERNORS ISLAND

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**Questions Due: January 12**  
**Clarifications Issued: January 19**  
**Proposal Due: January 26**

**Please use the “Raise Hand” function for today’s Q&A.**

**Email: [gibids@govisland.org](mailto:gibids@govisland.org)**