



UNITED NATIONS
PROCUREMENT SERVICE

REQUEST FOR PROPOSAL

Subject: Study of Long Term New York-Area Space Needs for the United Nations

1. Request and Deadline. The United Nations requests your proposal for the above project, in accordance with this document and the annexes attached. Proposals must be submitted to the United Nations no later than **at 13:00 HRS (New York Time).**
2. Contents. This Request for Proposal (RFP) consists of this document and the following annexes and appendices:

Annex A:	The Project: Statement of Work and Specifications
Annex B:	Proposer Qualifications
Annex C:	Submitting a Proposal
Annex D:	Acknowledgement Letter
Annex E:	Form of Proposals and Evaluation Criteria
Annex F:	Form of Contract and General Conditions
Appendix A:	Information to United Nations Vendors
Appendix B:	List of Reference Documents
Appendix C:	List of Existing Current Studies, Plans, and Surveys

PLEASE NOTE

- This document is an **RFP** and **not an invitation to bid**.
 - The terms of this RFP, including the contents of the Statement of Work/Specifications (Annex A) and the United Nations Form of Contract and General Conditions (Annex F), will become part of any contract if the United Nations decides to accept your proposal and enter into contract negotiations with you. This means that any such contract will require compliance with all factual statements and representations made in your proposal, subject to any modifications agreed to by the United Nations during contract negotiations.
3. Required Breadth of Proposal. Your proposal (referred to in this RFP as the “Proposal”) must include information in sufficient scope and detail to allow the United Nations to consider whether your company has the necessary capability, experience, knowledge, expertise, financial strength, and capacity to satisfactorily perform and complete the work specified.
 4. Intention to Submit. The United Nations requests that **promptly after receiving this RFP**, you complete and return the attached Annex D (Acknowledgement Letter) to advise the United Nations if your company intends to submit a proposal, and if not, the reason(s) for not submitting. **The Acknowledgment Letter also binds your firm to the confidentiality provisions of the RFP and acknowledges the proprietary interest of the**

United Nations in the RFP and the information encompassed by it. Please have the Acknowledgment Letter (i) completed, (ii) signed by an authorized representative, and (iii) returned via facsimile to the United Nations to [REDACTED] at (212) [REDACTED]. **The United Nations will review the registration/eligibility status of companies that fail to return the completed acknowledgement letter. Such failure may result in removal of your company from the roster of registered/eligible vendors.**

5. How and Where to Submit Proposals.

IMPORTANT NOTES

- **Technical proposals and financial proposals must be completely separated and submitted in their own individual and separately addressed and labeled envelopes/packages.**
- **Each proposal for each UN RFP must be submitted in a separate envelope. Please do not combine proposals for this RFP and another RFP in the same envelope.**

PROPOSALS THAT DO NOT COMPLY WITH THE SUBMISSION REQUIREMENTS STATED IN THIS RFP WILL BE INVALIDATED.

- (a) Proposals, and all attachments, appendices, and annexes, must be in the English language and must be submitted in the number of copies, and in the media, stated in Annex C-2.104 of this RFP.
- (b) Each Proposal must be submitted in a sealed envelope/package.
- (c) So that the United Nations can identify your proposal at the time of receipt, the outer envelope/package of your proposal must clearly indicate:
 - The RFP number.
 - The name of the United Nations official named in this RFP.
 - The RFP deadline.
 - The name of your company.
 - Whether it is the technical proposal or financial proposal.

Thus, the envelope must be clearly marked and addressed as follows:

United Nations
Procurement Service
Attn: Bid Opening Unit, Registry, (212) 963 4816*
304 East 45th Street, Room FF-295
New York, New York 10017, USA

RFP Number: RFPS-[REDACTED]

Closing Date & Time: [REDACTED] 2008 13:00 HRS (New York Time)

Submitting Company: [Name]

**AS APPLICABLE:
TECHNICAL PROPOSAL
FINANCIAL PROPOSAL**

*** PLEASE NOTE: This phone number may not be used for queries concerning this RFP. This number is given only to facilitate receipt of proposals delivered by hand or by courier.**

- (c) Proposals must be delivered to the stated address during United Nations working hours, from 9:00 a.m. to 5:00 p.m. (New York Time), Monday through Friday except for United Nations holidays.
- (d) Each submitter is responsible for ensuring that the sealed envelope/package containing the proposal reaches the stated address before the time and date indicated above so that it is time stamped and acceptable for opening. **Delivery to any other United Nations office location will be at the risk of the submitter and will not constitute timely delivery.**
- (e) Written proof of receipt will not be given unless a postal/courier service receipt or other form of receipt is presented, at the time of delivery, for signature by the United Nations.

PROPOSALS RECEIVED AFTER THE STATED DEADLINE WILL BE INVALIDATED.

- (f) The United Nations Procurement Service strongly encourages you to deliver your proposal by hand or via courier so that you can track delivery and ensure receipt by the United Nations Procurement Service in time for the stated deadline. Please allow three (3) or more business days for courier delivery since some courier firms deliver only once a day and you may therefore miss the deadline.

PLEASE NOTE: Mail sent via postal service will be processed at the United Nations central mail processing facility regardless of address shown on envelope/mail package and may take a few weeks to reach the addressee through the UN's internal distribution system.

6. Public Opening.

- (a) A public opening of proposals will take place on [REDACTED] **2008 at 14:00 HRS (New York Time)** in the Bid Room of the Procurement Service on the second floor of 304 East 45th Street, New York, New York 10017, USA. The purpose of public opening is to record the proposals that have been timely submitted.
- (b) No prices will be announced or discussed at the public opening. Therefore, only technical proposals, and not financial proposals, will be opened to record the name of those submitting proposals. Companies submitting proposals are welcome to send not more than five (5) representatives with proper authorization to observe the recording of received proposals.

- 7. Queries. All queries relating to this RFP must be in writing, and sent to - [REDACTED] via facsimile to (212) [REDACTED] or via email to [REDACTED]@un.org not later than [REDACTED] **2008**. Please also notify the United Nations immediately via facsimile if any part of this RFP is missing or illegible. Please remember that this facsimile number may be used only to (a) send the Acknowledgement Letter requested in Paragraph 4 above, (b) send queries and (c) report missing or illegible parts of this RFP. **Proposals must NOT be sent to this facsimile number or email address.**

Name:

Chief, Procurement Services

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ANNEX A-1
PROJECT BACKGROUND

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ANNEX A-1

PROJECT BACKGROUND

1. Description of Project

The United Nations (UN), and its various related entities, units and missions, use extensive space and facilities (both owned and leased) in the New York City area. To enable future planning and budgeting, the UN has decided to commission a comprehensive, independent study of its long term space needs. (This study is interchangeably referred to in this RFP as the “Overall Study” or the “Study”).

The Overall Study will consist of the following distinct but related component studies:

- A market/needs study (the “Market/Needs Study Component”), analyzing (a) the New York City office/facilities market and (b) all of the UN’s leased and owned space in New York City, concentrating on long term planning for space allocation.
- A feasibility study (the “Feasibility Study Component”) concerning the construction of a new permanent building on the North Lawn of the UN’s New York City headquarters complex (the “North Lawn Building”). In this regard, the UN has performed a preliminary and general economic analysis (the “Business Analysis”) based on (a) a preliminary estimate that the North Lawn Building would consist of approximately 900,000 square feet, and (b) two occupancy date scenarios: (i) 2015; and (ii) 2023, which coincides with the expiration of existing off-complex leases for large blocks of space.¹

The Overall Study will address all relevant issues and concerns, and all reasonable alternatives, relating to each of these component studies, and state how the components interrelate.

2. Study Purpose and General Scope

The purpose of the Overall Study is to identify, analyze, assess, and report on (a) the long term availability of suitable space in New York City, (b) all relevant needs (including necessary or appropriate resources and information), (c) all relevant issues, concerns, obstacles, and risks, and (d) all reasonable alternatives, sufficient to enable the UN to make a fully informed decision on which long term scenario(s) to pursue.

The approximate total area of the space involved in the Overall Study is 2,000,000 square feet.

¹ The North Lawn Building option would consolidate these large spaces within the new building, and thus the estimate that the new building might consist of approximately 900,000 square feet. However, this information is included here only to indicate the significant scale of the Feasibility Study, and is not intended to prescribe a minimum, maximum, or target building size. The final size of a potential North Lawn Building will be determined based on the recommendations stated in the Feasibility Study.

Market/Needs Study Component

The purpose of the Market/Needs Study Component is to analyze, assess and report on (i) all suitable space that will become, or is anticipated to become, available in New York City through 2023, and (ii) alternate long term strategies for New York City office space for the UN and its related entities, units, and missions.

Feasibility Study Component

The purpose of the Feasibility Study Component is to identify, analyze, assess, and report on (i) all relevant needs (including necessary or appropriate resources and information), (ii) all relevant issues, concerns, obstacles, and risks, and (iii) all reasonable alternative programs (including building size/footprint/square footage) relating to the North Lawn Building, all of which, as a whole, will be sufficient to enable the UN to make a fully informed decision on whether to proceed with the North Lawn Building and which scenario to pursue.

By way of illustration and clarification, the Feasibility Study Component:

- (a) Will not be limited to analyzing the North Lawn Building as described in the Business Analysis.
- (b) Will take into account and address how to preserve the architectural integrity and original design intent of the historic United Nations complex, such that the new building may be operated as an integral part of a complex and in accordance with current principles of energy conservation, sustainability, and efficiency.
- (c) Will not include architectural articulation or full schematic design, but will include creating pre-schematic diagrams and design guidelines sufficient to guide further development and create realistic budgets.
- (d) Will establish a wide set of options, alternatives, and scenarios for UN Member States to consider, including but not limited to (1) office space, (2) spaces for Member States, (3) delegate facilities, (4) touch-down spaces for UN missions, (5) a relocated Security Council chamber, (6) public facilities, (7) public access for exhibits and tours, and (8) alternate uses for the North Lawn grounds.
- (e) Will be sufficiently comprehensive to enable the immediate start of design and budgeting based on the choices the Member States make.

3. Study Methodology

The Overall Study will be developed, and submissions and presentations will be required, in phases, as described in Annex A-3 of this RFP.

4. UN Project Management

This Study project will be managed and supervised under the direction of the Chief of the UN Architectural and Engineering Unit, who may decide to assign or designate other specific

contacts or personnel to interact with, monitor, supervise, or direct some or all of the work relating to the Study.²

Other direct participants will include but not be limited to the following UN Operational Departments:

- Security and Safety
- Information Technology
- Facilities Management Services (FMS), including Plant Engineering

Other (less direct) participants may include, without limitation, Advisory or Review Boards.

In any event, UN senior management will be involved with all major decisions.

5. Demolition of Temporary North Lawn Building

As part of separately approved and ongoing work relating to the UN Capital Master Plan (CMP), an existing temporary building on the North Lawn will be demolished. Information relating to the location and scheduled demolition of this temporary building will be made available on request.

6. Reference Documents

The following Reference Documents, attached as Appendix B to this RFP, provide additional related information:

- _____ — _____ Report to the General Assembly
- _____ — _____ Resolution adopted by the General Assembly
- Business Plan (?)

7. Existing Current Studies

Attached as Appendix C is a list of the physical studies, plans, and surveys already conducted by the United Nations that are still current. These materials may relate to or inform the Overall Study or its components and will be made available on request.

8. Study Duration

It is expected that the Overall Study will be completed in nine to twelve months from the date the final Contract is signed with the successful bidder.³

9. Payment for Study Work

² The work and services relating to the Study are collectively and interchangeably referred to in this RFP as the “Work” or the “Services”.

³ Those responding to this RFP are interchangeably referred to as “proposers”, “bidders”, “vendors”, or “consultants”. The plural forms of these terms include the singular, as the context may require. The respondent to whom the contract relating to this RFP is ultimately awarded is interchangeably referred to in this RFP as the “Consultant”, the “Professional Firm”, or the “Successful Bidder.” Where the context may require, the capitalized and lower-case versions of all of the terms mentioned will have the same meanings.

It is anticipated that the UN will pay for the Work monthly, based on monthly invoices submitted according to the final Contract.

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ANNEX A-2

FULL STUDY SCOPE AND SPECIFICATIONS

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ANNEX A-2

FULL STUDY SCOPE AND SPECIFICATIONS

IMPORTANT NOTES

1. The tasks and activities described in this RFP must not be considered complete. It will be part of the responsibility the proposers to critically analyze those tasks and activities, and (a) to expand, reduce, or amend them as necessary or appropriate in preparing their proposals, and (b) to identify areas of overlap and inefficiencies, and allocate tasks to minimize or eliminate them. In sum, the consultant will be expected to identify in its proposal, and if the Successful Bidder to perform, all work necessary to efficiently and economically fulfill the objectives of this Overall Study project.
2. The Overall Study must, wherever appropriate, identify or suggest alternative scenarios, and include new or refined time lines.

SECTION A2-1. REQUIRED GENERAL ELEMENTS OF THE STUDY

A2-1.01 Overall Study

The Overall Study will include and require:

1. A thorough review of existing conditions, review of available and relevant background information and documentation, and site visits, as necessary or appropriate (“Background Work”).
2. In-depth interviews with all UN Departments to understand and assess future space needs and space planning (“Department Interviews”).
3. At each phase of the Study, updating, and as necessary fleshing out, the Business Analysis (“Business Analysis Update”).
4. Senior-level presentations to the UN at all submission milestones (“Senior Presentations”).

A2-1.02 Market/Needs Study Component

This component will include:

- A survey and analysis of suitable space that will become, or is anticipated to become, available in New York City through 2023.

The term “suitable space” as used in this RFP includes, without limitation, considerations as to (a) the size of available space blocks and their contiguity; (b) building class; (c) utility, infrastructure, parking, communications, and technology needs and availability; (d) UN-specific security considerations (including natural disasters); and (e) fit-up requirements.

- Alternate long term strategies for New York City office space for the UN and its related entities, units, and missions.
- Business Analysis Updates.

A2-1.03 Feasibility Study Component

The Feasibility Study Component will include—for all scenarios and alternative programs presented—investigating, analyzing, reporting on, and making recommendations relating to, (a) the building site (including soil conditions and environmental assessment and impact); (b) utility, infrastructure, parking, and communications needs and availability; (c) zoning, land use, and other regulatory requirements; (d) design guidelines for architectural and engineering work; (e) traffic and noise impact; (f) social, political, and community implications and relations; (g) labor and employment considerations (including union labor and relations); (h) insurance coverage and considerations; (i) security considerations (including natural disasters); and (j) project time lines.

By way of illustration and clarification, the Feasibility Study Component will include:

- A study of consolidating all UN staff on campus (“Consolidation Study”).
- Alternate uses for the North Lawn grounds (“Alternate Uses”).
- Business Analysis Updates.
- Studies by architectural historians specializing in modernist preservation and modernist planning to evaluate preservation/compatibility issues, including compatibility with the existing headquarters building (“Preservation Study”).
- Studies of landscaping and relocating artwork (“Landscaping/Artwork Study”).
- Recommendations on efficiencies and economies (“Efficiencies Recommendations”).
- Given the complexities of the proposed project and related obstacles, establishing a new earliest occupancy date (“Revised Occupancy Dates”).
- Presentations to the City of New York and to the community (“Community Presentations”).
- Recommendations on the process for selecting a project architect/engineer (“Architect/Engineer Recommendations”).

SECTION A2-2 REQUIRED SPECIFIC ELEMENTS OF THE MARKET/NEEDS STUDY COMPONENT

The Market/Needs Study Component must include the following:

- (a) Narrative and graphic time lines identifying the suitable space that will become, or is anticipated to become, available in New York City through 2023.
- (b) As to each potential space identified, an assessment and analysis (to the extent possible, applicable and appropriate) of the following:
 - (i) Power and communications considerations:
 - Requirements for day-to-day operations and in case of emergency

- Potential telecommunication interference from the site or from nearby facilities
- (ii) Parking requirements/available facilities
- (iii) Technology considerations
 - Considerations in design, construction, operations, and communications.
 - Limitations or constraints of technology.
 - Necessary improvements or enhancements in connection with the security considerations stated below.
- (iv) Security considerations (including natural disasters)⁴
 - Building, infrastructure, traffic/ingress/egress, utilities and essential services, personnel, physical assets, telecommunications, computer systems, postal and shipping.
 - Security advantages or disadvantages and implications arising from the proposed site.
 - The following specific topics/elements:
 - Vulnerabilities
 - Perimeter security
 - Stand-off distances
 - Hazmat spill and plume boundaries
 - Exterior lighting
 - Building/blast hardening measures
 - Blast protection levels
 - Anti-terrorism measures
 - o Potential chemical, biological, or radiological attacks
 - o Potential cyber attacks
 - On-Site security forces and technologies
 - o Identification/searches of persons and vehicles
 - Under-vehicle inspection devices
 - Employee identification badges
 - Visitor registration/escorts
 - Handprint or thumbprint scans
 - Retina scans
 - o Surveillance
 - X-ray and magnetic detection
 - Explosives detection
 - Air intake for heating, ventilation and air conditioning systems
 - Rooftop intrusion

⁴ This will require, as part of or in coordination with the activities described under Section A2-3.07 below, (1) interviewing UN security personnel to (i) understand the existing security program, and (ii) ascertain the particular baseline concerns and needs for the UN, and (2) reviewing existing security assessments to ascertain compatibility with each proposed site.

- Radiation detection equipment
- Mail handling/anthrax testing
- Redundancies

SECTION A2-3. REQUIRED SPECIFIC ELEMENTS OF THE FEASIBILITY STUDY COMPONENT

For all alternatives and scenarios relating to the North Lawn Building, the Feasibility Study Component must include the elements described in this Section. Certain elements are to be addressed in certain phases of the Overall Study, as specified in Annex A-3; except as so specified, each element will apply to each phase and each alternative program proposed, as necessary or appropriate to meet the Overall Study objectives.

A2-3.01 Site and Infrastructure

(a) Topographic study and survey

(b) Geological study

- (i) Surface and subsurface investigation
- (ii) Soil bearing capacity: soil borings
- (iii) Lateral/subjacent support
- (iv) Underground utilities (including telecom facilities): location and impact of proposed building
- (v) Subway tunnels and facilities: location and impact of proposed building
- (vi) Seismic hazards

(c) Environmental assessment

- (i) Phase I and if required, Phase II to ascertain the presence of contaminants

NOTE: Phase II (environmental remediation) would require prior UN approval.

(d) Environmental impact

NOTE: This analysis must assume and adopt USGBC LEED standards for Platinum Certification.

- (i) Water demands
- (ii) Solid waste discharge (gpd)
- (iii) Wastewater discharge (gpd)
- (iv) Storm water discharge
- (v) Power demands
- (vi) Air emissions/carbon footprint
- (vii) Affect on nearby properties

- (viii) Adverse impact from any condition on nearby properties
- (ix) Utilities: availability and adequacy
- (1) Water
 - (2) Sanitary sewer
 - (3) Storm sewer
 - (4) Gas
 - (5) Electric
 - A. Power requirements
 - B. Emergency power requirements
- (x) As to each of items (i) through (ix) above:
- (1) Source/ownership: public or private?
 - (2) Any private agreements in place?
 - (3) Capacity limits/restrictions/moratoria
 - (4) Point of entry-adjoining public streets?
 - (5) Location of tie-in
 - (6) Potential tie-in fees, allocation fees or other charges
 - (7) Need to enhance, expand, or relocate
 - (8) Private easements required?
- (e) Communications requirements/impact
- (f) Emergency communications requirements
- (g) Any potential telecommunication interference from the project or to the project from nearby facilities
- (h) Parking requirements/available facilities
- (i) Traffic impact
- (i) Points of ingress and egress
 - (ii) Are any improvements planned/required to streets or highways?
 - (iii) Will proposed improvements impose or impair road and/or mass transit accessibility?
 - (iv) Will new mass transit routes or new stops be available/required?
 - (v) Noise impact
 - (vi) Air rights
 - (1) Is the proposed building within any flight path(s)?

- (2) If so, will it fall within any air rights restriction area?

A2-3.02 Land Use, Regulatory, and Governmental Considerations

- (a) Title search and review
- (i) Building or use restrictions
 - (ii) Easements, rights of way
- (b) Zoning/land use considerations
- (i) Zoning ordinance and map
 - (ii) Proposed use permitted as a matter of right?
 - (iii) Required variances, exceptions, conditional uses
 - (iv) Area, bulk and dimensional requirements/required variances
 - (v) Flood plain or other restricted development areas
 - (vi) Outstanding development, improvement, security or maintenance agreements
 - (vii) Historic/archeological/landmark property or district
 - (1) Restrictions that flow from such designation
 - (viii) Transfer of development rights zone
 - (ix) Exactions to be imposed
 - (1) Capital contributions
 - (2) Impact fees
 - (3) Dedication requirements
 - (x) Pending/contemplated condemnation actions that would affect the property
 - (xi) Pending or contemplated rezoning actions that would affect the property
 - (xii) Pending or contemplated street or roadway changes that would affect the property
 - (xiii) Available economic development incentives
 - (xiv) Confirming letter(s) from zoning/construction officers(if obtainable)
 - (xv) List and describe all necessary licenses, permits, and approvals necessary to commence construction of and occupy the proposed building, including:
 - (1) Identifying each government agency
 - (2) A time line for obtaining each approval, with a total for all approvals
 - (xvi) The planning and regulatory regime/environment-receptivity or resistance to project
 - (xvii) The availability/advisability of zoning and planning assistance (expeditors)

A2-3.03 Community Considerations

- (a) Relationship to the surrounding geographical area
- (b) Impact on and benefits to surrounding community, city, and state communities
- (c) Community/neighborhood/merchants associations
- (d) Political acceptability, neighborhood, district, city, state, and national

A2-3.04 Staff and Visitor Considerations

- (a) United Nations staff impacts relating to construction of New Building, including noise and other disturbances, and steps to mitigate those impacts.
- (b) Negative impacts (including economic) on programs that depend on and service the flow of visitors to the site because of restricted access during construction of New Building, and steps to mitigate those impacts.

A2-3.05 Technology Considerations

- (a) Investigate and compare technology in design, construction, operations, and communications.
- (b) Identify proven or unproven, state-of-the-art, technology.
- (c) Identify limitations or constraints of technology.
- (d) Identify improvements or enhancements in connection with the security considerations stated in Section A2-3.07 below

A2-3.06 Architectural and Engineering Services⁵

A2-306.1 General Parameters

The Feasibility Study will not include architectural articulation or full schematic design, but will include creating pre-schematic diagrams and design guidelines sufficient to guide further development and create realistic budgets.

By way of illustration and clarification, all design work in the Study:

- Must assume and adopt USGBC LEED standards for Platinum Certification.
- Must take into account, and incorporate as appropriate to the scope of the Study, key measures for:
 - Ecologically sensitive and appropriate historic preservation.
 - Water efficient landscaping with effective storm water management.

⁵ Some of the study components described in this section overlap, or may overlap, with other sections of this RFP.

- Reduction of development footprint, heat island effects and light pollution.
- US and international Standards and Guidelines should be considered and including the Sustainable Buildings Industry Council (SIBC) Guidelines.
- Cost-effective implementation of applicable sustainability principles, such as:
 - o Reducing resource consumption.
 - o Maximizing use of renewal materials, energy, and water sources.
 - o Optimum safe and efficient facilities management via monitoring, controls, verification devices, training, and procedures.

A2-306.2 Specific Design Elements

The design work relating to the Study shall include the following specific elements.

(a) Stage 1 - Pre Design

- (i) Interview UN staff to establish current operational procedures and future initiatives to establish redundancies and opportunities for operational cost savings by using the new building as a shared facility.
- (ii) Review industry trends to identify facility and operational considerations that may provide the UN with opportunities for improved efficiency and reduced operating costs.
- (iii) Establish a facility program to identify space and spatial requirements, adjacencies, and building restrictions.
- (iv) Establish site program to identify acreage required, access limitations, and potential orientation.
- (v) Campus Circulation Plan and Traffic Study
 - (1) Present three (3) schemes showing campus entrances, security checkpoint areas, and circulation paths.
 - (2) Circulation Plan must be color coded to show pre-checkpoint areas, post-checkpoint areas, staff only areas, and areas open to non-credentialed visitors.
 - (3) Each scheme must be accompanied by a neighborhood traffic and foot circulation analysis for that scheme.
 - (4) The plans must be accompanied by a qualitative "pro-con" analysis of the schemes.
- (vi) Building Programming and Area Diagrams
 - (1) Present three (3) schemes showing building entrances, lower floor circulation patterns, vertical circulation patterns, service circulation patterns, core locations, lower floor program adjacencies, upper floor typical layouts, service entrances, and building support areas.

- (2) The plans must be accompanied by a qualitative "pro-con" analysis of the schemes, areas breakdowns, skin/volume ratios, and skin/area ratios.
- (vii) Urban Massing Diagrams
- (1) Present three (3) schemes for arranging building mass on the site, diagrams that show cast shadows onto the site, streets, and adjacent buildings for both solstices and an equinox.
- (viii) Building Skin Studies
- (1) Present three (3) different systems of exterior enclosure. At least one system must match the appearance of the post-renovation Secretariat.
- (2) Indicate relative cost, performance, and sustainable characteristics.
- (2) Provide a qualitative "pro-con" analysis of the schemes.
- (ix) MEP System Studies
- (1) Present three (3) different MEP systems.
- (2) Indicate relative cost, performance, and sustainable characteristics.
- (3) Provide a qualitative "pro-con" analysis of the schemes.
- (x) Structural System Studies
- (1) Present three (3) different structural systems.
- (2) Indicate relative cost, performance, and sustainable characteristics.
- (3) Provide a qualitative "pro-con" analysis of the schemes.
- (xi) Security Considerations – coordinating with UN personnel and security consultants participating in this study to maximize seamless integration of security measures into building design/aesthetics/open space/amenities/streetscape
- (xii) Quantitative Pre-Design Analysis
- (1) Provide a matrix of total construction costs for the various schemes.
- (2) Matrix must show the cost associated with various combinations of the Programming, Massing, MEP, Structure and Skin schemes.

NOTE: If a particular combination is unfeasible or undesirable, indicate this instead of providing a cost.

(b) *Stage 2 – Blocking Diagrams*

- (i) Based on client feedback of the Pre-Design submission, develop a complete set of blocking diagrams for the building, and the site. These diagrams submission must adequately represent all building systems so that they can be accurately estimated.

The blocking diagram submission must include:

- (1) Floor plans
- (2) Lighting plans

- (3) Wall sections
 - (4) Exterior skin details
 - (5) MEP plans and risers
 - (6) Structural plans
 - (7) Landscaping
 - (8) Site-works
 - (9) Site lighting
 - (10) Outline specification
- (ii) Complete an environmental evaluation of the proposed design (including test borings).

NOTE: This evaluation may overlap with or require an update or revision of certain previously stated Study components.

- (iii) Cost estimating - prepare cost estimates for the following:
- (1) Capital construction cost
 - (2) Building operational costs (utilities, maintenance, staffing, etc.)
 - (3) An operational evaluation, projecting operational costs to include utilities, operational efficiencies, modified equipment and storage requirements, and labor requirements). This evaluation will include, for comparison, a summary of recent operating costs for existing facilities and services and the facilities and services to be housed in the proposed new building.

A2-3.07 Security Considerations (including Natural Disasters)

The Feasibility Study Component will contain, for all alternate programs presented, a comprehensive security analysis and evaluation of:

- Building, infrastructure, traffic/ingress/egress, utilities and essential services, personnel, physical assets, telecommunications, computer systems, postal and shipping.
- Security advantages or disadvantages and implications arising from the proposed North Lawn Building, including centralized versus dispersed facilities.
- Coordinating with architects and engineers to maximize seamless integration of security measures into building design/aesthetics/open space/amenities/streetscape.
- Roles and responsibilities of, coordination and cooperation with, governmental agencies (local, state and federal).

NOTE: It is anticipated that frequent meetings with UN Security will be required to determine the specific security requirements for each program.

The security analysis and evaluation will include the following specific topics/elements:

- (a) Establishing baseline:

- (i) Interviewing UN security personnel to (i) understand existing security program and facilities, and (ii) ascertain particular concerns and needs for the proposed new building.
 - (ii) Reviewing existing security assessments and ascertain compatibility with the proposed new building.
- (b) Threats, vulnerabilities, risks, impediments
- (c) Perimeter security
 - (i) Control of streets, alleys, traffic patterns, means of ingress and egress.
 - (ii) HMOSS recommendations, which discourage parking under the footprint of the building, must be followed.
 - (iii) Screened car access and line of sight issues must be addressed.
- (d) Stand-off distances
- (e) Hazmat spill and plume boundaries
- (f) Berms and barriers
- (g) Exterior lighting
- (h) Building/blast hardening measures
 - (i) Blast protection must be at the levels set in the prescriptive HMOSS document and Kroll report; however deviations from the actual setbacks prescribed in these reports may be proposed using the performative GSA ISC (Integrated Security Committee) document.
 - (ii) Ballistic requirements must be considered.
 - (iii) Progressive collapse requirements must be considered.
- (i) Anti-terrorism measures
- (j) Potential chemical, biological, or radiological attacks
- (k) Potential cyberattacks
- (l) Security forces and technologies
 - (i) Identification/searches of persons and vehicles
 - (1) Under-vehicle inspection devices
 - (2) Employee identification badges
 - (3) Visitor registration/escorts
 - (4) Handprint or thumbprint scans
 - (5) Retina scans
 - (ii) Surveillance
 - (1) X-ray and magnetic detection

- (2) Explosives detection
 - (3) Air intake for heating, ventilation and air conditioning systems
 - (4) Rooftop intrusion
 - (5) Radiation detection equipment
 - (6) Mail handling/anthrax testing
 - (7) Weapons/weapons lockboxes
- (m) Redundancies
- (n) Coordination/integration with existing UN facilities
- (o) Resistance of Members, delegations, and employees
- (p) Incident/emergency response plans
 - (i) Terror threats
 - (ii) Emergency power
 - (iii) Emergency telecommunications
 - (iv) Emergency operations
 - (v) Emergency facilities
 - (vi) Evacuation
 - (vii) Protection of Members, delegations, and employees (and their families)
- (q) For office occupancy, UN standard office control procedures and a remote armory must also be considered.
- (r) Any required increase in capacity of the existing campus IT and Security Control Center necessitated by the new building.

A2-3.08 Labor and Employment Issues

As to planning, construction, and operational phases:

- (a) Union labor considerations
- (b) Existing collective bargaining agreements/applicability
- (c) Prevailing wage issues
- (d) Minority/women owned enterprise hiring issues

A2-3.09 Insurance Considerations

- (a) Obtain and review copies of existing insurance policies.
- (b) Assess and recommend the types and items of coverage (including additional expanded coverage) that will become necessary with respect to the proposed new building, including without limitation:
 - (i) Builder's risk
 - (ii) Fire
 - (iii) Earthquake
 - (iv) Wind
 - (v) Flood
 - (vi) War
 - (vii) Terrorism risk
 - (viii) Kidnap and ransom
 - (ix) Liability
- (c) Assess/estimate cost of the recommended coverage.

ANNEX A-3
STUDY PHASING AND SUBMISSIONS

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ANNEX A-3

STUDY PHASING AND SUBMISSIONS

The Overall Study will be developed, and submissions and presentations will be required, in phases, as described below.

SECTION A3-1. THE PHASES AND THEIR COMPONENTS

A3-1.01 Phase I (30%) – Preliminary Findings.

A3-101.1 Overall Study

Background Work and Department Interviews, and findings relating thereto, including a report on future space needs.

A3-101.2 Market/Needs Study Component

A survey and analysis of suitable space that will become, or is anticipated to become, available in New York City through 2023, including narrative and graphic time lines.

A3-101.3 Feasibility Study Component

- Consolidation Study
- Business Analysis Update

A3-101.4 Overall Study

Senior Presentations as to Phase I.

A3-1.02 Phase II (50%) – Developing Alternatives.

A3-102.1 Overall Study

Alternate long term strategies for New York City office space for the UN and its related entities, units, and missions.

A3-102.2 Market/Needs Study Component

To the extent directed by the UN based on Phase I, an update of the Phase I report and the assessment and analysis referred to in Section A2-2 above.

A3-102.3 Feasibility Study Component: Alternate Uses of North Lawn

In this Phase, the Consultant will offer five (5) alternative programs for the UN to consider. This phase will include:

- Reasoning based on Phase I results (including Background Work and Department Interviews.
- Points of coordination with other Interested Parties.

- Consolidation Study update.
- Business Analysis Update.
- Alternate Uses.
- Offer five (5) alternate programs for the use and/or development of the North Lawn grounds.
- For each of the five programs, a preliminary budget.
- For each of the five programs, a preliminary diagram.
- For each of the five programs, a summary of sustainability objectives, and how each program/diagram accomplishes them.
- For each of the five programs, the Stage 1 – Pre Design elements referred to in Section A2-306.2(a)(i) through (iv) of this RFP.

Based on the Phase II submission under this Section A3-102.3, the UN will select three (3) North Lawn programs for further study.

A3-102.4 Overall Study

Senior Presentations as to Phase II.

A3-1.03 Phase III (70%) – Feasibility Study Component: Analyze Three (3) North Lawn Programs.

In this Phase, the Consultant will further analyze the three (3) North Lawn programs selected by the UN. This phase will include, for all three (3) programs:

- Background Work (as necessary), and findings relating thereto.
- Preservation Study.
- Landscaping/Artwork Studies.
- Efficiencies Recommendations.
- For each of the three programs, the Stage 1 – Pre Design elements referred to in Section A2-306.2(a)(v) through (xii) of this RFP, and the Stage 2 – Blocking Diagrams referred in Section A2-306.2(b) of this RFP.
- The security analysis referred in Section A2-3.07 of this RFP.
- Updates/revisions of the Phase I submission, as necessary or appropriate (including incorporating all UN review comments as provided below).
- Revised Occupancy Dates.
- Senior Presentation.

Based on the Phase III submission, the UN will give further direction to focus the Feasibility Study Component on some or all of these three (3) programs.

A3-1.04 Phase IV (90%).

This phase will include:

- More fully developed and refined Feasibility Study based on UN direction following Phase III.
- The Blocking Diagrams referred to in Section A2-306.2(b) of this RFP.
- Updates/revisions of the Phase III submission, as necessary or appropriate (including incorporating all UN review comments as provided below).
- Community Presentations.
- Senior Presentation.

A3-1.05 Phase V (100%) – Completion of Overall Study

This phase will include:

- Final Market/Needs Study report and related documents, including updates/revisions of previous submissions, as necessary or appropriate (including incorporating all UN review comments as provided below).
- Final Feasibility Study report and related documents, including updates/revisions of the Phase IV submission, as necessary or appropriate (including incorporating all UN review comments as provided below).
 - Architect/Engineer Recommendations.
- Senior Presentation.

SECTION A3-2. SPECIFIC PROCEDURES FOR SUBMISSIONS

Without limiting the requirement for Senior Presentations for all Study Phases as stated elsewhere in this RFP, the Professional Firm shall follow these additional procedures and requirements for all submission made in connection with this project:

A3-2.01 All Submissions

All submissions shall be made on or before the deadlines stated in the final approved Study schedule.

The Professional Firm shall attach to each submission all background material, such as calculations, assumptions, notes, reference material, or worksheets necessary or appropriate to support the submission and the information, conclusions or recommendations contained therein.

A3-2.02 All Interim Submissions – Phases I (30%), II (50%), III (70%) and IV (90%)

- (a) Submit an Executive Summary and Table of Contents.

- (b) Submit a progress set of all Study elements and components.
- (c) Schedule a presentation and a separate review meeting with UN and other project participants.
- (d) Record and incorporate all review meeting comments and suggestions.
- (e) Allow up to four (4) weeks for UN reviews and written comments.
- (f) Within five (5) days of receipt of UN review comments, submit written responses to all comments.

A3-2.03 Phase V (100%) Final Submission

- (a) Submit to the UN for its review a complete Submission (100%), including:
 - Executive Summary.
 - Table of Contents.
 - All Study elements and components. Without limitation, the final diagrams required under Section A2-306 of this RFP shall be 100% complete, shall be based on the Interim 50% Submission, and shall incorporate all UN reviews and comments.
- (b) Schedule a presentation and a separate review meeting with UN and other project participants.
- (c) Record and incorporate all review meeting comments and suggestions.
- (d) Allow up to four (4) weeks for UN reviews and written comments.
- (e) Within five (5) days of receipt of UN review comments, submit written responses to all comments.

A3-2.04 Revised Final Submission

In accordance with the approved submission schedule, submit a revised and final version of the submittal, incorporating all comments, with changes from the Final Submittal highlighted, “red-lined”, or “bubbled” (as appropriate) to clearly indicate all changes.

The UN will then review the Revised Final Submittal to confirm that all comments have been satisfied.

ANNEX A-4
OTHER RULES AND REQUIREMENTS RELATING TO
THE STUDY

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SECTION A4-1. OTHER UN WORK

A4-1.01 Subsequent Design or Construction Work. UN policy precludes firms that work on the Study from participating in subsequent design or construction work, either as a prime contractor or subcontractor. However, those firms may be considered for subsequent consulting services to manage a competition for awarding design or construction work.

A4-1.02 Giving Up Other Work. If the consultant preliminarily selected for the Study has a current contract for work relating to the UN's Capital Management Program (CMP), and if that consultant desires to be formally engaged for the Study, the consultant must give up the other contract.

SECTION A4-2. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

Before beginning any Work, and as a condition precedent to beginning any Work, the Professional must execute and deliver, and must cause its Subcontractors to execute and deliver, a Confidentiality and Non-Disclosure Agreement on the UN's standard form.

SECTION A4-3. COOPERATION, COMMUNICATION, AND COORDINATION

A4-3.01 Communication With Interested Parties. The Professional Firm shall administer and manage all Work in order to ensure comprehensive, clear and timely communication and understanding among the Professional Firm's subcontractors (sometimes referred to below as "Subcontractors" or "Subconsultants"), the UN, and the UN's designated advisors and consultants with respect to the Study and related projects (collectively, the "Interested Parties"). The Professional Firm shall also ensure that all Interested Parties are kept fully informed about the status of the Study.

A4-3.02 Communication Among Interested Parties. The Interested Parties shall keep each other informed of all activities pertaining to the Study and shall consult with each other at least once a week and whenever circumstances warrant that may have a bearing on the status of any Party or that may affect the full and timely achievement of the Study's objectives.

A4-3.03 Consultation With UN Teams. The Professional Firm shall consult, to the extent necessary or appropriate, with the design and construction teams involved with all ongoing or planned FMS projects, such that those projects and the New Building will be completely coordinated and compatible.

A4-3.04 Keeping UN Informed. The Professional Firm shall promptly inform the UN of any difficulties that would impede or interfere with the timely completion of the Study in accordance with the terms of this RFP and the Contract(s) signed in connection with this RFP. The Professional Firm shall respond promptly and responsively to any concerns raised by the UN and make any adjustments, changes, corrections, or improvements requested by the UN.

A4-3.05 Preparing Documents. The Professional Firm shall prepare all documents relating to the Study, including but not limited to reports, drawings, and correspondence in a clear, concise and cogent manner, in accordance with that degree of skill and care ordinarily exercised by

nationally recognized practicing professionals performing similar services in New York City under the same or similar circumstances.

A4-3.06 Professional Conduct. The Professional Firm shall cooperate and coordinate in a cordial and professional manner with the UN, and all other Interested Parties. The Professional Firm shall also ensure that all of its personnel and its Subconsultants perform the Services in a positive, constructive and creative manner.

SECTION A4-4. REPORTING

A4-4.01 Monthly Status Report. Without limiting the interview and meeting requirements stated elsewhere in this RFP, the Professional Firm shall submit a brief but reasonably detailed monthly Status Report listing open issues, areas of concern, and progress relating to the Study.

A4-4.02 Other Reports and Information. Assist the UN in preparing reports or responses to the General Assembly or to internal review bodies, including consultation, supplemental analysis, presentation of material in different formats, or verbal presentation.

SECTION A4-5. MEETINGS

Meetings will typically take place at the offices of the United Nations in New York. The Professional Firm shall, without limiting the interview and other meeting requirements stated elsewhere in this RFP:

A4-5.01 Orientation Meeting. Promptly after begin formally engaged to perform the Study, schedule and attend an orientation meeting with the UN and all Key Personnel, and all other appropriate personnel of the Professional Firm and its Subconsultants, to assure complete understanding of the goals, objectives, and schedules for the Study.

A4-5.02 Weekly Meetings. Schedule and attend weekly meetings between UN personnel and a principal of Professional Firm to review performance, discuss staffing of Project and plans for the upcoming week. Prepare agendas for all the meetings, and submit to them to the UN two working days in advance of the meetings. Submit a summary record of each meeting and initiate and implement any required follow-up action.

A4-5.03 Other Required Meetings. Attend all other required meetings, discussions, conferences, or presentations, such as internal UN meetings, meetings with host country, state or city authorities, donors, community representatives, or others requested or required to complete the Work.

A4-5.04 Meeting Minutes. Submit brief minutes to the UN of all meetings (both formal and informal) held during the course of the Work within three business days of the meeting. Minutes will be accepted upon review, discussion and UN approval at the subsequent meeting.

SECTION A4-6. DOCUMENT SECURITY

A4-6.01 Document Safe. Documents and other materials, in any medium, that are classified or stamped as “Confidential/Sensitive” must be kept fully secure. When not in use, hardcopies of all documents and tangible embodiments of all media, must be stored in the Professional Firm’s office in a UL listed burglary-resistant, GSA Class V rated or approved equivalent container. The container must have a multiple position Group 1-R combination lock, relocking device, special metal alloy that resists carbide drilling and affords overall security protection. This requirement also applies to all Subconsultants.

A4-6.02 Additional Document Security. Additional documents security information and requirements will be provided to the Successful Bidder.

SECTION A4-7. FORMATS AND STANDARDS

The Professional Firm shall:

A4-7.01 Prior Format Approval. Submit proposed paper and electronic formats of all deliverables for UN approval two (2) weeks prior to the first or draft submittal; include this process on the appropriate schedule. In every instance when information can be communicated in several ways, propose the clearest and least complex method: outlines are preferred over text, matrices are preferred over narrative, complete diagrams are preferred over incomplete detailed drawings, and sketches and photographic images are preferred over complex rendered images. For each deliverable, state the description of the scope or element at the beginning of the document.

A4-7.02 Document Preparation and Submission Standards. Comply with the following document preparation and submission standards for all proposals in response this RFP and for all subsequent submissions, unless otherwise specifically provided in this RFP or instructed by the UN:

- (a) Submit all documents to the UN in both hard copy and electronic versions simultaneously, via three (3) hard copies and a CD ROM or email.
- (b) Submit all electronic versions of documents and drawings in the default file format for the software used to develop the documents and drawings, and with an additional DXF or PDF file of all drawings, when requested. **All submitted material must be editable by the UN.**
- (c) Submit all documents in the English language, using US Dollars and US units and measurements.
- (d) Follow existing drawings and background materials for names/titles of buildings and location of structures and improvements.
- (e) Submit all Reports in 8 ½” by 11” format.
- (f) Submit all Graphics in 8 ½” by 11” color format.
- (g) The Drawings produced for the Study shall be: 11” x 17” for sketches and supporting documents, 36” x 58” (full size) and 18” x 29” (half size) for design submittals.

(h) Update software as required, in consultation with the UN. The systems presently in use are:

- (1) AutoCAD 2004 or higher
- (2) Microsoft Office XP or higher
- (3) Excel: budgeting, cost monitoring, tables, charts
- (4) Word, for word processing
- (5) PowerPoint: graphics and presentations
- (6) Project: design schedules
- (7) Adobe Photoshop, for image-based renderings

A4-7.03 Related Materials. Prepare such other reasonably related materials and preparations as the UN may request.

SECTION A4-8. REIMBURSABLE SERVICES AND EXPENSES

Except as otherwise expressly stated in this RFP, or otherwise requested or approved in advance and in writing by UN, the fees payable to the Professional Firm shall include all Services and all of the Professional Firm's expenses relating to the Services.

A4-8.01 Additional Services. The UN may at its discretion request additional services relating to the Study, which will be added via a contract amendment or Change Order as Reimbursable Services/Expenses.

A4-8.02 Printing

- (a) Non-reimbursed printing will include (a) the required deliverables and submissions called for under this RFP in the required number of copies (in addition to the required electronic versions); (b) any printing required in order to communicate among the Interested Parties; and (c) any printing required for submittals, presentations or meeting materials to the Department of Buildings or other authorities.
- (b) Printing for additional copies of the Study or related materials for the UN's internal use or review will normally be performed by the UN. If the UN requests in writing that the Professional Firm perform such printing, the rates will be as agreed in advance, and the service will be reimbursable.

ANNEX B
PROPOSER QUALIFICATIONS

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ANNEX B PROPOSER QUALIFICATIONS

In responding to this RFP, the proposer must answer each of the following questions in detail, in the order presented, and in the format required under Annex E-1 (Form of Technical Proposal).

B-1.01 Background of Your Firm

Please provide the following information about your firm:

(a) Firm particulars

- Firm Name
- Firm Address

NOTE: If your firm has more than one office, complete the information for the office location proposed for this Study project, and separately for the firm as a whole. If a new office location is proposed for this project, indicate this separately.

- Telephone
- Fax
- Email
- President/Director/Head of Office Senior Partner (one name)
- Proposed Project Manager (one name)
- Contact person for the RFP process
 - Name
 - Telephone
 - Fax
 - Email

(b) Length of time in business

(c) Type of business entity

- (i) Updated copy of your firm's entity form or status, if it has changed since your application to register.

(d) General experience/capabilities

(e) Business philosophy

(f) Approach and methodology

(g) Senior management

- (h) Total number of staff/employees (overall and broken down by division/department/business unit/specialty) as of the date of the Proposal.

NOTE: Count each person once; the total should equate to the “total number of staff/employees” above).

- (i) Organizational structure of the lead firm for managing and operating the services relating to this Study, including an organization chart showing all positions and the number of personnel in each position.
- (j) Organizational arrangement for all of the firms included in the Proposal, including:
- (i) An organization chart: a one-page organization chart of the firms included in the Proposal, indicating each firm’s technical specialties, firm name, one Project Manager, and up to three Key Personnel.
 - (ii) Summary of the team: a one-page (total) summary listing all of the firms included in the Proposal (legal name, address, telephone number, fax number, email and contact name for the RFP process).
- (k) Specialties: please specify (referring to the organization chart) which firm, department, or person will deal with each of the Study elements referred to in this RFP.
- (i) Name a team leader within your organization who will have ultimate responsibility for this Study, and provide the following information about that person:
 - (ii) Title in firm
 - (iii) Years with firm
 - (iv) Years in this position
 - (v) Previous firm(s)
 - (vi) Title with previous firm(s)
 - (vii) Years with previous firm(s)
 - (viii) Relevant project experience: use the “Similar projects” format below (or, if project is project already included in the firm’s information, list title only).
 - Role
 - With this firm or another firm?
 - Why relevant to this Study project

NOTE: The resume for the team leader may be attached as a supplement to the Proposal, but the information must be provided in format above.

- (l) Name up to three additional names to be classified as Key Personnel for the lead firm, including the same information as the previous section for the team leader.

NOTE: The resume for the Key Personnel may be attached as a supplement to the Proposal, but the information must be provided in format above.

- (m) Prior work with the other firms comprising the proposed team: list up to three other projects that have been undertaken jointly with other firms in the proposed team, in same format as “Similar Projects” (or, if a project is already included in the firm’s information, list title only).
- (n) Professional liability (E&O) insurance in place
 - (i) Insurer
 - (ii) Policy limits
- (o) Recent or foreseeable mergers or acquisitions
- (p) Detailed list and status of any:
 - (i) Litigation, arbitration, or mediation involving the firm and any client (past or present)
 - (ii) Investigation or proceeding alleging violation of any law, ordinance, or regulation with respect to the firm’s operations, policies, or prior contracts, purchases, or services
 - (iii) Suspension, debarment, voluntary exclusion, or determination of ineligibility by any governmental or quasi-governmental agency
 - (iv) Indictment, conviction, or civil judgment against it in any matter involving fraud or official misconduct

B-1.02 Similar Projects and References

Please provide the following:

- (a) A client list.
- (b) A description (not more than one page each) of at least three but no more than six similar projects—past and current—that you have done for similar clients, including those in New York City, specifying ***in descending chronological order starting with the most recent:***
 - (i) Project name
 - (ii) Project location
 - (iii) Project size
 - (iv) Project cost (in US dollars)

- (v) Name, current address, current telephone number of the client and the name, title, and current telephone number and current e-mail address of its primary contact person.

Please Note: The contact named must have had direct responsibility for the referenced project.

- (vi) Role of firm
- (vii) Project manager
- (viii) Duration/period of services (including dates)
- (ix) Cost of services (in US dollars)
- (x) Any other firms in your proposed team for this RFP that were involved.
- (xi) For current projects include start date, finish date, and status.

NOTE: If more than three projects are submitted the UN will choose the three most relevant to review.

B-1.03 Expertise

- (a) Please state the specific areas of expertise of your in-house-permanent professional employees
 - (i) Principal experts (with CVs)
 - (ii) Tenure with firm
- (b) Please identify those areas of expertise that will be outsourced/subcontracted for this study, and those who will provide it.

For all subcontractors, provide the same information, in the same order, and in the same format, as in Sections B2-1.01, 1.02, and 1.03 (a) above.

B-1.04 Financial Report

Please provide audited financial reports for your firm for the last three years.

B-1.05 Work samples

Please provide:

- (a) A copy of a similar study you have done.
- (b) Any other samples of work demonstrating unique skills of the firm. (This group of samples must not exceed 25 pages total.)

B-1.06 Brochures

Brochures or supplemental information is not required, but may be submitted if they will contribute to knowledge of the firm(s). If submitted, they should not be bound into the Proposal.

B-1.07 Other Information

- (a) Provide a narrative of the methodology and plan for accomplishing this project.
 - (i) A proposed project schedule for the Study, in Gantt chart format (“Project Schedule”).
 - (i) A separate plan detailing how your firm, if engaged, would approach and handle this project during the first 90 days after award (“90 Day Plan”).
- (b) Provide a detailed table outlining each service component of this project, and the percentage of time and effort required to complete that service component.
- (c) A cost estimate for the study, broken down by each service component, and the method for calculating each.

B-1.08 Potential Conflicts of Interest

This Study must be independent, without conflicts (or potential conflicts) of interest. UN policy precludes firms that work on this study from participating in subsequent design or construction work, either as a prime contractor or subcontractor. However, those firms may be considered for subsequent consulting services to manage a competition for awarding design or construction work.

- (a) Please disclose whether or not any owners, officers, employees, or agents, or their spouses, domestic partners, or immediate family members, is currently, or has been in the past year, an employee of, or contractor or consultant to, or agent, advisor, attorney to or member of any of the following:
 - (i) The UN or any of its affiliated agencies.
 - (ii) Any government or quasi-government body or agency that might have regulatory control over this building project.
 - (iii) Any community or neighborhood organization in the vicinity of the UN headquarters.
- (b) Include the complete name and address of each such person and specify their connection to any of the above.

IMPORTANT NOTE

Notwithstanding anything to the contrary contained in this RFP, the Consultant for this Study will be selected according to applicable UN procurement requirements and procedures.

ANNEX C-1
DECLARATION AND DISCLOSURE OF PROPOSER

CONFIDENTIAL-SAMPLE ONLY

ANNEX C-1

DECLARATION AND DISCLOSURE OF PROPOSER

The undersigned declares, represents, and discloses to the UN as follows (check as appropriate):

- _____ 1. Proposer accepts the Terms and Conditions in Annex C-3 and agrees to do all acts required in Annex C-3.
- _____ 2. Proposer acknowledges that work may be partially awarded between different proposers, in accordance with Annex C-3.
- _____ 3. Proposer shall submit a performance bond if required under this RFP.
- _____ 4. Proposer, if awarded a contract, may be liable for liquidated damages if provided for in this REP or the contract
- _____ 5. Proposer is aware that the UN is not committed to award a contract or to reimburse any costs incurred by the proposer in connection with the RFP process.
- _____ 6. Proposer is aware that neither this REP, nor any of its annexes, including this Annex C-1, constitutes any agreement or contractual relationship between the UN, or any of its entities, and the proposer. Proposer acknowledges that the sole purpose of the REP and its annexes is to enable vendors to submit a proposal; proposer will not regard, or seek to rely upon, this RFP or any of its annexes as an offer on the part of the UN capable of acceptance by the proposer.
- _____ 7. Proposer acknowledges that Proposals will be evaluated according to the UN Financial Regulations and Rules and the evaluation criteria specified in Annex E-3.
- _____ 8. In the event the proposer is a United States entity, proposer will indicate in its Proposal whether or not the prices specified therein are currently subject to GSA Federal Supply pricing and state the GSA Contract Number and Expiration Date.
- _____ 9. Proposer's Proposal will be valid for the time period stipulated in Annex C-3.
- _____ 10. Proposer is familiar with and accepts the UN's conditions for the withdrawal and modification of Proposals and the UN's rules governing errors in Proposals and public opening of Proposals.
- _____ 11. Proposer accepts the Confidentiality terms stated in Annex C-3; and is aware that in the event the UN requires proposers to execute a non-disclosure agreement, as stated in Annex C-3, and proposer refuses to sign, proposer will not be allowed to participate further in the RFP.
- _____ 12. Proposer accepts the Collusive Bidding and other Anti-competitive Conduct terms stated in Annex C-3 and represents that the Proposal has been compiled without the improper assistance of employees or former employees of the UN, in accordance with Annex C-3.
- _____ 13. Proposer has not, and is not, engaged in any corrupt practices.
- _____ 14. Proposer is not aware of any existing or potential conflict of interest as specified in Annex C-3. If during the procurement process a conflict of interest arises, or appears likely to arise, proposer will notify the UN immediately in accordance with Annex B.

- _____ 15. Proposer agrees to immediately update its vendor profile in UNGM (www.ungm.org) with new information in accordance with Annex C-3.
- _____ 16. Proposer acknowledges that any costs it may incur in connection with the submission of a Proposal to the UN are at the sole expense of the proposer.
- _____ 17. Proposer shall promptly inform the UN in writing of any proposal submitted, or likely to be submitted, by a holding, parent, subsidiary, or affiliated company of the proposer in response to this RFP of which it is aware, or ought reasonably to be aware.
- _____ 18. Proposer shall submit a bid bond if required elsewhere in this RFP.

REGISTERED OFFICE
OR OTHER ADDRESS
OF PROPOSER:

POSTAL ADDRESS:

TELEPHONE NUMBERS:

FACSIMILE NUMBERS:

Signature of authorized official of proposer or person otherwise authorized to sign the proposal on behalf of the proposer:

SIGNATURE:

DATE OF SIGNATURE:

NAME (Block Letters):

POSITION HELD:

ANNEX C-2

PROPOSAL PROCEDURE AND CONTENTS

CONFIDENTIAL-SAMPLE ONLY

ANNEX C-2

PROPOSAL PROCEDURE AND CONTENTS

The following rules and procedures will apply to all Proposals.

C2-1.01 ACKNOWLEDGEMENT LETTER

Each proposer is requested to return the acknowledgement letter (Annex D) duly signed by an authorized representative whether or not your firm intends submit a proposal. This acknowledgement letter and which also binds the proposer to the confidentiality provisions of this RFP and acknowledges the proprietary interest of the United Nations in the RFP and the information encompassed by it.

C2-1.02 MANDATORY SITE VISIT AND BIDDERS CONFERENCE

All proposers must attend a **mandatory** pre-proposal site visit and bidder's conference, which is scheduled for [REDACTED], 2008, at 2:00 p.m. New York time, at the UN Headquarters in Manhattan. A maximum a five (5) persons from each proposers may attend. Participants should enter the United Nations premises at the Visitor's Entrance (on the East side of First Avenue and 46th Street), and should arrive at not later than 1:45 pm to allow time for security check. Valid photo ID must be produced (valid driver's license or valid national passport). After the site visit, a bidder's conference will be held to provide all proposers a brief overview of the project, followed by a question and answer session. Confirmation of attendance, names with corresponding contact information and number of attendees per company must be submitted in advance by email to the attention of [REDACTED] ([REDACTED]@un.org), by 5:00 pm (new York Time) on [REDACTED], 2008. All responses to questions will be communicated by facsimile to all proposers after the bidder's conference.

C2-1.03 VENDOR REGISTRATION

Firms that are not fully registered with the UN at the time of the award decision cannot be considered for an award.

Firms that intend to respond to this RFP must be at least provisionally registered with the United Nations Procurement Division (UNPD). Those that are provisionally registered at the time of the issuance of this RFP must become fully registered prior to the time of the award.

Vendors who are not currently fully registered with UNPD are directed to the United Nations Global Market website, <http://www.ungm.org/>, where information and documentation pertaining to the registration process can be obtained.

Please note that the registration process can take several weeks and vendors are encouraged to begin the process immediately. Once your firm is fully registered with UNPD, you will receive a letter from the UNPD Vendor Registration and Management Team stating that your firm is a fully registered vendor. If you are not in possession of such a letter, please contact the Vendor Registration and Management Team to confirm your registration status (register@un.org).

C2-1.04 PROPOSAL SUBMISSIONS

- (a) **Required Form.** Technical Proposals shall be in the format required under Annex E-1 attached to this RFP. Financial Proposals shall be completed and submitted by the bidder in the form attached to this RFP as Annex E-2.

The Technical Proposal shall also include or be accompanied by the following:

- (i) Proposer Qualifications, answered in detail, and in the order presented in Annex B.
 - (ii) The Project Schedule.
 - (iii) The 90 Day Plan.
 - (iv) An acknowledgement by the bidder that the terms of the Contract and General Conditions (Annex F) are acceptable to the bidder. If the bidder has reservations with respect to any of those contract terms, the bidder must indicate them with specificity as stated in Annex E-3 of this RFP.
 - (v) A Quality Control Plan, substantially in the form attached to this RFP as Annex C-3.
- (b) **Number of Copies.** Firms responding to this RFP are required to provide three (3) sets of hard copies (3 copies of the Technical Proposal and 3 copies of the Financial Proposal) and two (2) sets of CDs (2 CDs for the Technical Proposal and 2 CDs for the Financial Proposal). Each document and CD must be clearly labeled and identified as the Technical Proposal or Financial Proposal (whichever applies).

NOTE: The Technical Proposal (both hard copies and CDs) must NOT contain any financial, fee or cost information. Technical Proposals that contain financial, fee and cost information can lead to disqualification.

- (c) **Other Requirements.** Except as otherwise stated in the preceding paragraphs (a) and (b), firms responding to this RFP must also comply with the other applicable requirements contained in Section A4.702 of this RFP.

ANNEX C-3
TERMS AND CONDITIONS TO SUBMIT A PROPOSAL

[TO BE SUPPLIED/INSERTED BY UN PROCUREMENT]

ANNEX C-4
SAMPLE QUALITY CONTROL PLAN

[TO BE PROVIDED/INSERTED BY UN PROCUREMENT]

CONFIDENTIAL-SAMPLE ONLY

ANNEX D
ACKNOWLEDGEMENT LETTER

CONFIDENTIAL-SAMPLE ONLY

ANNEX D
ACKNOWLEDGEMENT LETTER

[On Firm Letterhead]

Subject: Study of Long Term New York-Area Space Needs for the United Nations

Dear Sir:

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. RFPS-_____ dated _____ 2008 and confirm that we:

☐ INTEND ☐ DO NOT INTEND

to submit a proposal in response to the RFP to the United Nations by the deadline of _____ 2008 13:00 HRS (New York Time) and that we:

☐ INTEND ☐ DO NOT INTEND

to send one (1) authorized representative to attend the public opening of the proposals.

We also acknowledge that this RFP is confidential and proprietary to the United Nations, and contains privileged information. Upon request, we will return the REP or any part thereof, and all copies thereof, to the United Nations.

Name and Title of Authorized Representative: _____

Signature: _____

Company Name and Address: _____

Telephone No.: _____

Facsimile No.: _____

IMPORTANT: In order for your company to remain as a registered vendor, you must return this acknowledgement letter even if you do not intend to submit a proposal at this time.

If you do not intend to submit a proposal to the United Nations, please indicate the reason:

☐ We do not have the capacity to submit a proposal at this time.

☐ We cannot meet the technical requirement for this REP.

☐ We do not think we can make a competitive offer at this time.

☐ Others (please specify): _____

Kindly return this acknowledgement immediately via fax (212) 963-1140

Procurement Service

United Nations

Attention: Bid Opening Official

NOTE: Due to the current security arrangements, your authorized representative must present a completed copy of this letter in order to attend the public opening of proposals.

ANNEX E-1
FORM OF TECHNICAL PROPOSAL

CONFIDENTIAL-SAMPLE ONLY

ANNEX E-1
FORM OF TECHNICAL PROPOSAL

The Technical Proposal should be organized and presented as follows:

E1-1.01 REQUIRED SECTIONS AND ORDER

- (a) Title Page
- (b) Table of Contents, listing the title and page number for each section, subsection, and exhibits/schedules, with page numbers.
- (c) Executive Summary
- (d) Body of Proposal
- (e) Project Schedule
- (f) 90 Day Plan
- (g) Proposer Qualifications

E1-1.02 REQUIRED HEADERS AND NUMBERING

Please organize your Technical Proposal as follows:

- Number each page in the proposal from first to last; do not re-start page numbering for each section.
- As a header on every page, include (i) the name of the lead firm as a header on every page, and (ii) the name of the anticipated contract (Study of Long Term New York-Area Space Needs for the United Nations).

ANNEX E-2
FORM OF FINANCIAL PROPOSAL

[TO BE PROVIDED/INSERTED BY UN PROCUREMENT]

ANNEX E-3
EVALUATION CRITERIA

CONFIDENTIAL-SAMPLE ONLY

ANNEX E-3

EVALUATION CRITERIA

1.1 Evaluation Criteria Methodology for Scoring Technical and Financial Proposals

The total score which a firm may obtain for its Proposal is 100 points. The Technical Proposals will be weighted 60 percent and the Financial Proposals 40 percent.

The Technical Proposal will consist of two parts: (a) written submission; and (b) verbal presentation. The written submissions will be scored against a total possible score of 50 points. Only those firms that achieve at least 35 points out of the 50 total points in the written portion will be invited to a verbal presentation. The presentation will be scored against a total possible score of 10 points.

1.2 Evaluation Criteria for Technical Proposals (Written Portion)

Each written submission will be evaluated according to the following criteria in descending order of importance:

CRITERION	SCORING BREAKDOWN
1. Size and expertise of firm and team	8 Points (total available)
a. Adequate staffing levels for project	3 Points
b. Prior experience in comparable projects	5 Points
2. Project experience	13 Points (total available)
a. Similarity of role and projects	4 Points
b. Client satisfaction with management skills: organization of services, responsiveness, adherence to schedule, initiative, cost and quality control	3 Points
c. Communication skills	3 Points
d. Attention to detail	3 Points
3. Successful completion of projects with comparable scope by lead firm	7 Points (total available)
a. Similarity of projects	5 Points
b. Similarity of lead firm's role in this project	2 Points

CRITERION	SCORING BREAKDOWN
4. Client satisfaction for lead firm for projects with comparable scope	10 Points (total available)
a. Management aspects: organization of services, stability of personnel, responsiveness, adherence to schedule, initiative, cost and quality control, contract administration, fee issues	4 Points
b. Communication skills	3 Points
c. Attention to detail	3 Points
5. Quality of Proposal	7 Points (total available)
a. Brevity	2 Points
b. Clarity and simplicity, both written and visual	2 Points
c. Completeness	3 Points
6. Relevant project samples	5 Points (total available)
a. Quality	1 Points
b. Completeness	2 Points
e. Compliance with project objectives	2 Points

1.3 Evaluation Criteria for Technical Proposals (Verbal Presentation)

At verbal presentation, the firms selected will be asked to present two topics:

- One past project, its problems and successes
- Suggestions for approaching this project

The presentation will be evaluated based on the following criteria:

1. Communication skills
 - a. Clarity of verbal presentation
 - b. Appropriateness of visual presentation
 - Compelling visual material
 - Clear graphics
 - c. Fit to UN audiences (clear, responsive)
2. Suitability of project manager
 - a. Good communication skills (clear, precise)
 - b. Handles confusing or difficult questions well
 - c. Flexible response, can switch from presentation to Q&A
 - d. Evidence of experience managing large teams effectively
 - e. Intangible (initiative, optimism, commitment)
3. Preparation
 - a. Ability to follow rules (i.e. number of people, time limits)

- b. Familiarity with technical material
 - c. Knowledgeable and comfortable presenters
 - d. Understanding of the project
4. Effective interaction among team members
- a. Clear understanding of roles for each firm and person
 - b. Appropriate sense of the project hierarchy and importance of each team member

1.4 Evaluation Criteria for Financial Proposals

In order to evaluate your firm's Financial Proposal, the United Nations requests submission of the following:

- Financial Proposal (Annex E-2)
- Acceptance of Contract Terms and Conditions

IMPORTANT NOTES

1. **Any contract resulting from this RFP will be based on the terms and conditions contained in the Contract Template and General Conditions attached as Annex F. In your Proposal, you must either (a) acknowledge that these terms and conditions are acceptable to your firm or (b) state with specificity any reservations you may have and propose specific alternate wording.**
2. **Such reservations and alternate wording will be associated with the appropriate risk factor and will be taken into account in evaluating your Proposal and comparing it with other Proposals.**
3. **In order to be considered compliant and responsive to this RFP, all proposers must expressly state all exclusions, exceptions, and conditions in their Proposals.**

The financial evaluation will assess both costs and risk factors. It will be conducted in accordance with the following criteria in descending order of importance:

- (a) The points for the Financial Proposal will be calculated using the following formula:

$$\frac{[\text{Maximum points for the Price Component}] \times [\text{Lowest Price Proposal}]}{[\text{Price of Proposal Being Evaluated}]}$$

- (b) Contract terms and conditions will be assessed according to the proposer's reservation(s) on the Contract Template and General Conditions (Annex F and the proposed alternate wording.

ANNEX F
FORM OF CONTRACT AND GENERAL CONDITIONS

[TO BE PROVIDED/INSERTED BY UN PROCUREMENT]

CONFIDENTIAL-SAMPLE ONLY

APPENDIX A
INFORMATION TO UNITED NATIONS VENDORS

[TO BE PROVIDED/INSERTED BY UN PROCUREMENT]

CONFIDENTIAL-SAMPLE ONLY

APPENDIX B

REFERENCE DOCUMENTS

[TO BE SUPPLIED/INSERTED BY FMS]

CONFIDENTIAL-SAMPLE ONLY

APPENDIX C

LIST OF EXISTING CURRENT STUDIES, PLANS, AND SURVEYS

[LIST TO BE PROVIDED/INSERTED BY UN PROCUREMENT]