



REQUEST FOR PROPOSAL – 3D SURVEY

Brooklyn Defender Services

11/14/2025

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SECTION 1 – RFP PROCESS AND ADMINISTRATION

1. Overview

Brooklyn Defender Services (“BDS”) has engaged the services of Gardiner & Theobald Inc. (“G&T”) to administer the RFP process for “MEPFP, IT & Security Engineering Services” for the fit-out project “BDS Brooklyn Office Consolidation”. The following information in Section 1 outlines the RFP process and bid proposal submission guidelines. Please reference Section two for Project Information.

All inquiries and correspondence during the RFP process are to be addressed to the G&T contacts below via email.

2. RFP Response Timetable

RFP distribution to Bidders	11/14/25
Notification of the Intent to Participate by Bidders	11/17/25
Submission of Bid (Proposal) by Consultant	11/21/25
Target Award date	11/28/25

BDS reserves the right to change the above schedule and will notify bidders accordingly. All bid proposals received by the deadline will receive an email acknowledging receipt. BDS reserves the right not to consider proposals after the specified due date.

3. RFP Administration – Q&A and Request for Information Process

On behalf of BDS, G&T shall forward responses to all questions, requests for information and clarifications to Bidders. G&T will not be responsible for any oral instructions or interpretations of the information provided herein. Any clarifications issued during the RFP process are to be considered and incorporated into the Proposal. All Bid Proposals received shall remain in effect for ninety (90) days from the date of receipt.

All inquiries shall be sent to the following G&T contacts:

Keith Murray k.murray@gardinerusa.com	Jessica Hanley j.hanley@gardinerusa.com	Mirona Tomala m.tomala@gardinerusa.com
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4. Confirmation of RFP Receipt

Please provide email confirmation of RFP receipt, including all content and intention to bid to

Keith Murray k.murray@gardinerusa.com	Jessica Hanley j.hanley@gardinerusa.com	Mirona Tomala m.tomala@gardinerusa.com
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5. Financial Offer

Please provide your firm’s financial offer in the format located within Attachments A and B.

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6. Bid Submission

Please email a PDF copy of your Proposal to the Client and G&T at the emails below. The submission is to be clearly titled “BDS: Commissioning Services RFP Response”.

Kelli McTaggart
kmctaggart@BDS.org

Becca Miller
bmiller@bds.org

Keith Murray
k.murray@gardinerusa.com

Jessica Hanley
j.hanley@gardinerusa.com

Mirona Tomala
m.tomala@gardinerusa.com

7. Confidentiality

All information contained in this RFP and all subsequent documents and discussions related to the Project and BDS are to be kept confidential, including but not limited to, information about BDS’s business or business partners. Bidders shall not disclose to anyone, other than its employees directly connected with responding to this RFP, any information concerning this RFP.

Unauthorized duplication and or release of all or part of the information provided in this RFP, without prior written permission from BDS, will disqualify the Bidder from consideration. In addition, BDS reserves the right to all legal remedies available to it (refer to previously executed Non-Disclosure Agreement).

8. Form of Agreement

Bidder to submit proposed Form of Agreement.

Notwithstanding the foregoing, BDS reserves the right to modify the form of proposed Contract between Consultant and BDS at any time, and in such event, Consultant shall be provided with an opportunity to review such modifications and to request changes, clarifications, etc. with respect to such modifications.

9. Acceptance of Bids

Owner reserves the right not to accept this bid proposal and request a new round of bids, including a revised “best and final” bid. Owner reserves the right to reject any or all of the bid proposals and shall not be obliged to give explanations should your proposal be unsuccessful.

10. Costs of bidding

Under no circumstances shall BDS and G&T be held liable for the cost of preparing bid proposals. Any work performed prior to the signing of the Agreement shall be at the Bidder’s expense. BDS shall not be under any obligation to reimburse the Bidder should an Agreement not be executed due to an inability for the parties to agree on the terms and conditions of an Agreement.

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11. Selection Criteria and Process

The Bidders will be evaluated on the following factors:

- Competitiveness of proposal;
- A record of past performance as demonstrated by client references;
- Quality of team put forward for this project, including commitment of proposed resource;
- Ability to perform to schedule parameters;
- Completeness of response to RFP; and

12. Interviews

As part of the bidding process, you may be required to attend an interview with BDS and G&T. These interviews should include all key members of the Management and Project Team assigned to the project.

13. Further requirement

Bidders are not to submit their own standard Scope of Services as part of their Bid Proposal; however, such standard services may be included as a supplement to the Scope of Services outlined in Section 3. If the Bidder does propose to make any adjustments, modifications or clarifications to the Scope of Services with the intent to best serve the project needs, please include as an additional service or add alternate in the Bid Proposal.

SECTION 2 - PROJECT INFORMATION

1. Brief Description of the Project

Brooklyn Defender Services is a 501C3 law firm that provides representation and advocacy free of cost to people facing loss of freedom, family separation and other serious legal harms by the government. Its Brooklyn headquarters are currently located at 177 Livingston Street, Brooklyn and operates from numerous additional offices in Brooklyn and Queens and will be consolidating their office to 181 Livingston Street, Brooklyn as follows:

Partial 7 th	20,007RSF
Entire 8 th	82,150RSF
Entire 12 th	35,532RSF
Entire 13 th	35,532RSF
Entire 14 th	28,987RSF
Entire 15 th	2,825RSF
Total	212,033RSF

BDS will also have a private lobby of approximately 2,500USF, the expectation is that the LL will deliver the space in built condition. BDS will also have use of a fully built terrace located on the 14th floor.

The space is currently built to core and shell and unoccupied. It is anticipated survey can take place during business hours.

2. Project Team

Appointments to date – list core consultant team

- Client/Owner
 - Project & Cost Manager
 - Architect
- Brooklyn Defender Services
Gardiner & Theobald
Design Republic

3. Schedule

Please refer key target dates below.

Project Milestones:

Schematic Design Start	12/15/25
Design Development Start	04/06/26
Construction Documents	07/20/26
Bids / Permits	10/12/26 – 11/27/26
Construction Start	11/30/26
Construction Finish	07/23/27

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SECTION 3 - SCOPE OF SERVICES

General Requirements

- Provide all labor, equipment, and resources necessary to perform 3D laser scanning of all designated interior and exterior terraces of the building.
- Capture sufficient point cloud data to produce a dimensionally accurate 3D model reflecting existing conditions of all architectural, structural, and visible MEP elements.
- Coordinate with the Gardiner & Theobald and Design Republic to confirm required areas of coverage and model accuracy standards prior to mobilization.

Scanning Scope

- **Coverage:**
 - Entire 212,000 RSF of the building, including all interior spaces, roof, exterior terraces, including any existing furniture and / or millwork to be modelled, especially on 15th floor. All stairwells serving the BDS floors, core areas, and accessible MEP rooms.
 - Excluded spaces (if any) to be clearly identified prior to scanning.
- **Resolution & Accuracy:**
 - Minimum accuracy tolerance: ± 1/8" (6 mm) or better.
 - Point cloud density sufficient to generate detailed geometry of building elements including walls, floors, ceilings, columns, beams, glazing, and visible MEP components.
- **Registration:**
 - All scans to be georeferenced and registered into a unified coordinate system.
 - Provide alignment to existing survey control points or establish new control as required.

Deliverables

Point Cloud Data:

- RCS & RCP Point cloud files are acceptable for reference only.
- Scanned elements to be placed in their respective worksets per trade / assembly type.
- RVT should have accompanying RCS/RCP files.
- Organized by building level and area for efficient navigation.
- Combined RCS files to be under 20 files per floor.
- Align point-cloud to existing DWG (if provided)
- Accuracy of point cloud to be Band C (+/- 10mm).

3D Model:

- Develop a 3D Revit model based on the scanned data, representing architectural and structural features including walls, floors, roofs, columns, beams, stairs, doors, windows, core shafts, and ceiling planes, and basic MEP elements (ducts, piping, equipment) where visible.
- Model to be fully compatible with Autodesk Revit 2022 or later.
- Model all angles to the nearest whole degree.
- Model all perpendicular walls to at 90 degrees.
- Model all elements with corresponding components. Do not use in-place families unless otherwise noted.
- Model all door widths and heights to the nearest inches with a ¼" tolerance.
- Use door opening component to indicate wall openings. Do not edit wall profiles.
- Continuous walls must be continuous and coplanar. Do not split walls at spackle joints.
- Model all window widths and heights to the nearest inch with ¼" tolerance.
- Use generic wall types with accurate thickness.

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- All elements must be placed in existing phase.
 - Model all exposed structural elements.
 - Model all visible vertical MEP penetrations.
 - Model all core stairs that serve BDS floors .
 - Model bathrooms if included in scope including all fixtures (toilets, urinals, stalls, sinks).
 - Conduit runs 1" and greater shall be modelled for all existing MEP, single runs as well as 1" conduit bundles.
 - Model fireproofing as required at all exposed insulated elements
 - All devices to be modelled (ceiling, wall). Especially those that are required by code.
 - Model Architectural and Structural to LOD 300.
 - Model MEP to LOD 200.
 - One workset per discipline/trade. See BEP for workset list. Structural elements to be placed on "XX_DR_Structural", MEP elements to be placed on "XX_DR_MEPM" etc.

Model Orientation

- Main entry at bottom or to the right.
- Project north, orthogonal.
- Project based point to project base point.

Model Origin

- Lower left corner placed at origin. 0,0,0
- Level 0 at top of slab (TOS)

Quality Control Report:

- Summary of scanning parameters, equipment used, accuracy verification, and coordinate system.
- Comparison report highlighting any deviations between scan data and generated model.

Deliverable Submission:

- Deliver all files electronically via secure file transfer (FTP/SharePoint).
- Provide final deliverables within [X] weeks of site scanning completion.
- DR to provide project template
- All elements to be modelled per their family category.
 - No generic, non-native Revit geometry.
 - No in-place families shall be modelled.

Coordination and Access

- Coordinate site access and scanning schedule with Gardiner & Theobald to minimize disruption to any ongoing activities.
- Contractor responsible for all site safety, equipment setup, and necessary insurance or permits.
- Pre-scan coordination meeting required to confirm building areas, floor sequencing, and deliverable standards.

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