

# CLEARY GOTTLIB

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**Request For Proposal**  
3D Survey Design Services

**One Liberty Plaza**  
**New York, NY**

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**November 21, 2025**

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## Request for Proposal

Date: November 21, 2025

To: 3D Survey Consultants

From: Cleary Gottlieb Steen & Hamilton LLP (CGSH)

Title: Cleary - One Liberty Restack  
3D Survey Services

Email Proposals to: Gardiner & Theobald, Inc.

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## 1.0 Introduction & RFP Process

### 1.1 Overview

Cleary Gottlieb Steen & Hamilton LLP (“CGSH”) has engaged the services of Gardiner & Theobald Inc. (“G&T”) to administer the RFP process for 3D Survey Services for the design and fit-out of their New York headquarters at One Liberty Plaza. The following information in Section 1 outlines the RFP process and bid proposal submission guidelines. Please reference Section 2 for Project Information.

### 1.2 About CGSH

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CGSH is a global leader in the legal space, with 14 offices worldwide, employing approximately 1,100 lawyers from more than 50 countries. CGSH supports every client relationship with intellectual agility, commercial acumen, and a human touch. Global corporations, financial institutions, sovereign governments, local businesses, and individuals come to CGSH for consistently practical and forward-looking advice.

## **1.3 Background**

CGSH currently leases floors 34 – 46 at One Liberty Plaza, with floors 34 and 35 unoccupied. The firm is currently pursuing a new workplace solution at the same location, which would have CGSH occupying floors 44 – 53 at One Liberty. M. Moser has been onboarded to provide architectural services, and has produced several planning studies, attached as Appendix C.

**Accordingly, your firm is invited to participate in the RFP process for 3D Survey services for this project.**

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## 1.4 RFP Response Timetable

Date	Event
November 21 <sup>th</sup> , 2025	RFP distribution to Bidders
December 3 <sup>rd</sup> , 2025	Submission of Bid (Proposal) by consultant
December 10 <sup>th</sup> , 2025	Target Award date

CGSH 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. CGSH reserves the right not to consider proposals after the specified due date.

CGSH may call your team for in-person or virtual interviews after your bids have been received.

## 1.5 Confirmation of RFP Receipt

Please provide email confirmation of RFP receipt and intention to bid to:

David Andril  
[d.andril@gardinerusa.com](mailto:d.andril@gardinerusa.com)

Adam Rodgers  
[a.rodgers@gardinerusa.com](mailto:a.rodgers@gardinerusa.com)

CC :

Jessica Hanley  
[j.hanley@gardinerusa.com](mailto:j.hanley@gardinerusa.com)

Keith Murray  
[k.murray@gardinerusa.com](mailto:k.murray@gardinerusa.com)

Elliot Hawkins  
[e.hawkins@gardinerusa.com](mailto:e.hawkins@gardinerusa.com)

## 1.6 RFP Administration – Q&A and Request for Information Process

On behalf of CGSH, G&T shall forward responses to all questions, requests for information and clarifications to Bidders. All questions pertaining to this RFP are to be submitted to:

David Andril  
[d.andril@gardinerusa.com](mailto:d.andril@gardinerusa.com)

Adam Rodgers  
[a.rodgers@gardinerusa.com](mailto:a.rodgers@gardinerusa.com)

CC :

Jessica Hanley  
[j.hanley@gardinerusa.com](mailto:j.hanley@gardinerusa.com)

Keith Murray  
[k.murray@gardinerusa.com](mailto:k.murray@gardinerusa.com)

Elliot Hawkins  
[e.hawkins@gardinerusa.com](mailto:e.hawkins@gardinerusa.com)

Any clarifications issued during the RFP process are to be considered and incorporated into the Proposal.

## 1.7 Bid Submission

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All bidders should submit proposals no later than **December 3, 2025 at 5:00 pm (ET)**.

Please ensure the proposal includes the following completed documents:

- Appendix A: Company Questionnaire
- Appendix E: Master Services Agreement (MSA)

**Please ensure that all documents returned have been renamed with your Company Name in the title, for instance:** Company Name Design Services RFP Bidder Questions.xlsx.

All documents should be sent back within an unlocked .zip folder. Please use the following naming convention of:

- ("Your Company name")\_3D Survey\_ RFP response.zip.
- Example: CGSH\_3D Survey\_RFPresponse.zip.

All Bid Proposals received shall remain in effect for ninety (90) days from the date of receipt.

## 1.8 List of Appendices Attached

- Appendix A: Company Questionnaire
- Appendix C: M. Moser Testfit Package
- Appendix E: Master Services Agreement (MSA)

## 1.9 Proposal Scope and Requirements

Your Proposal should include the below:

- Company Profile
  - Overview of the firm, including history, size, and core competencies.
  - Experience with similar projects, particularly in capital real estate.
  - Key personnel and their qualifications.
- Approach and Methodology
  - Description of the firm's approach to project management and quantity surveying.
  - Methodologies and tools to be used for scheduling, budgeting, risk management, and reporting.
  - Approach to stakeholder management and communication.
  - Approach to engaging with stakeholders to understand current challenges within their current space and engineering performance goals for their space
- Technical and Professional Expertise
  - Details of relevant experience and successful outcomes.
  - References for at least three similar projects, including client contact information.
- Proposed Team
  - Resumes and qualifications of key personnel to be assigned.

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- Organization chart showing the roles and responsibilities within the project.
  - Expected resourcing and time allocation for the project
- Pricing Structure
  - Detailed cost breakdown for services.
  - Explanation of the fee structure (e.g., hourly rates, fixed fees, or cost-plus arrangements).
  - Options for additional services that may be provided at an added cost.
- Implementation Timeline
  - Estimated timeline for onboarding, setup, and launch of the project team.
  - Confirmation of alignment with the proposed project schedule.
- Risk Management Approach
  - Overview of strategies to handle potential risks.
  - Tools and processes used for continuous risk assessment and mitigation.

## 1.10 Pricing Proposal

Pricing proposal must be in US Dollar (USD) and include all associated and fully burdened costs. Participants may be required to answer questions or provide additional information regarding their pricing proposal during any subsequent discussions.

As noted above, please include an hourly rate schedule, as CGSH may request services on a T&M basis prior to the test fit phase of design.

## 1.11 Review, Selection and Notification

CGSH will carry out its review activities, select finalists, and notify Participants of their status by the dates indicated above. Finalists may be requested to present key aspects of their proposals to CGSH stakeholders.

CGSH's evaluation will take several factors into consideration, such as:

- 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; and
- Completeness of response to RFP.

All specific selection criteria, scoring models and rankings are confidential and will be shared at CGSH's sole discretion.

## 1.12 Interviews

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

## 2.0 Project Information

### 2.1 Brief Description of the Project

CGSH currently leases floors 34 – 46 at One Liberty Plaza, with floors 34 and 35 unoccupied. The firm is currently pursuing a new workplace solution at the same location, which would have CGSH occupying floors 44 – 53 at One Liberty. The new premises would comprise approximately 470,000 RSF. M. Moser has been onboarded to provide architectural services, and has produced several early planning studies, attached as Appendix C.

Please refer to Appendix C for the current state of design on the project.

The program may provisionally include:

- Public facing reception area
- Training Room / Town Hall / Event Spaces
- Café for employees' use
- Hydration/Coffee Points
- Kitchen facilities, including necessary structural design for exhaust support and floor penetrations
- Cafeteria - may require reinforcement
- Multiple Interconnecting staircases
- Conference Rooms, Meeting Rooms, Huddle Rooms
- Open office Workstations
- Breakout / Touchdown / Collaboration Spaces
- Mother's Room
- Multifaith Room
- IT Help Desk
- Mail Room
- Facilities and Security Offices
- Storage Rooms
- IDF/ MDF Rooms
- Board Room
- Multi-story event space
- Studio space for recording audio / video

### 2.2 Project Team

Appointments to date:



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- Project Owner: Cleary Gottlieb Steen & Hamilton
- Project & Cost Manager: Gardiner & Theobald
- Architect: M. Moser
- MEPS+LV: RDA
- Code Consulting: CCI

## 2.3 Project Schedule

Please refer to Appendix D: Draft Project Schedule for full project schedule. Please note that this schedule is preliminary and subject to change, as the lease is not yet finalized. Additionally, the landlord at One Liberty Plaza, Brookfield Properties, will be undertaking substantial work to upgrade the façade and other elements of the building. This will be coordinated with CGSH's work.

Tentative Project Milestones:

- Design:
  - Discovery Dossier Prep 9/25/2025 - 2/2/7/2026
  - Functional Experience 2/27/2026 - 7/17/2026
  - Aesthetic Experience 7/17/2026 - 12/4/2026
  - Construction Documentation 12/4/2026 - 4/9/2027
- CM Bid & Award: 7/17/2026 - 8/21/2026
- Permit (Alt 2) 7/17/2026 - 4/16/2027
- Construction: 3/19/2027 - 12/15/2028
- Move (TBD)

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## 3.0 Scope of Services

### General Requirements

- Provide all labor, equipment, and resources necessary to perform 3D laser scanning of all designated interior and exterior spaces 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 M. Moser to confirm required areas of coverage and model accuracy standards prior to mobilization.
- Moser will provide existing drawings, documents, and standard families
- Vendor will attend a BIM kick-off meeting to review schedule, and agree on model origin points, etc.

### Scanning Scope

- **Coverage:**
  - Entire ~470,000 sf interior area of the floors to be included in Cleary's new premises at OLP, including all interior spaces, roof, exterior façades, stairwells, core areas, and accessible MEP rooms.
  - Pre-and post-demo scans of the floors that Cleary currently occupies (floors 43 – 46v)
  - Excluded spaces (if any) to be clearly identified prior to scanning.
- **Resolution & Accuracy:**
  - Minimum accuracy tolerance:  $\pm 1/4"$  (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.
  - Vendor to model beam penetrations accurate to shape, size, and location at each beam on each floor
- **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:

- Registered, unified point cloud files in .RCP/.RCS (Autodesk ReCap) and .E57 formats.
- 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:

- Vendor to work in M Moser's ACC project using BIM Collaborate Pro and a cloud workshared model. Any updates should be done to Vendor's "work in progress" model, then shared with Design Collaboration. Moser will provide access to their interior models for reference.
- Point clouds must be linked to Vendor's WIP Revit model for future use

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- 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 2023 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 1/4" 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 1/4" tolerance.
- Use generic wall types with accurate thickness.
- All elements must be placed in existing phase.
- Model all exposed structural elements.
- Model all visible vertical MEP penetrations.
- Model existing convenience stairs
- Model window mullions and convectors
- Model bathrooms if included in scope including all fixtures (toilets, urinals, stalls, sinks).
- Model Architectural and Structural to LOD 300.
- Model MEP to LOD 200.
- Model floor cell pathways
- Model elevator machine room

## **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:**

- Early version of model for architect review
- Deliver all files electronically via secure file transfer (FTP/SharePoint).
- Provide final deliverables within 2 weeks of site scanning completion.
- Model to be under 100MB in size
- Floor flatness / "heat map" report
- Virtual tour (aka "doll house") / 360 degree camera photo walkthrough

## **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.

## 4.0 General RFP Terms and Conditions

By submitting a Response to this RFP, Participants agree to the terms contained herein.

**Conditions of Contract.** Participant's response ("Response") is deemed to have been made subject to the terms and conditions of this RFP. Any alternative terms and conditions offered by Participant are deemed to have been rejected by CGSH unless expressly accepted by it in writing. The RFP is not an offer capable of acceptance and, except as expressly stated in this RFP, is not intended to create legally binding relations. Participant's Response will be a valid offer and capable of acceptance by CGSH. This RFP, any negotiations and any subsequent contract formed as a result ("Final Contract") will, unless otherwise directed by CGSH, be subject to New York law and both parties will be required to submit to the exclusive jurisdiction of the Courts in New York, NY .

**Confidentiality.** This request and its content are Confidential Information which Participant must not disclose. The terms of the Non-Disclosure Agreement (NDA) between Participant and CGSH apply to all RFP activities and documentation.

**Contract Negotiations.** The decision to commence, continue or terminate negotiations with a Participant is solely at the discretion of CGSH and CGSH may, in its sole discretion, invite any party to become a Participant and commence negotiations at any time.

If contract negotiations are commenced, they may require face-to-face meetings and these will be held at a date and time directed by CGSH, and the Participant will be responsible for all of its direct and related costs, including, but not limited to, travel and per diem expenses.

**Modification of RFP.** CGSH reserves the right to modify the provisions of this RFP at any time prior to the deadline for the receipt of Responses. Notification of such modification shall be provided to all Participants known to have received a complete copy of this RFP who have not declined to participate.

**Accuracy of Response.** The Participant represents and warrants that the information it provides to CGSH is complete and accurate. In particular, Participant accurately states its abilities as well as prices for performing the work and furnishing the relevant labour, supplies, materials, and equipment. Any responses by Participant on its position regarding proposed contractual terms must also be accurate.

**No Obligation.** This RFP is not a commitment that a contract is forthcoming. CGSH is under no obligation to accept or consider Responses that are received. Additionally, CGSH reserves the right to cancel the project, at any time, with no obligation to those Participants and companies that have submitted Responses to this RFP. CGSH may, at its sole discretion (i) negotiate a contract with any Participant, even one who is not the lowest bidder; (ii) negotiate modifications to Response prices with the successful Participant; and (iii) not award any contract as a result of this RFP.

CGSH reserves the right not to accept this bid proposal and request a new round of bids, including a revised "best and final" bid

Discussions, negotiations, understandings, and agreements pertaining to this RFP do not, by itself, obligate CGSH in any manner. CGSH's obligation to a Participant, if any, will commence only when there is a Final Contract signed by both Parties, including CGSH's authorized representative. CGSH will not be responsible for any work done by the Participant, even work done in good faith, if it occurs prior to the contract start date set forth in such Final Contract.

**Press Release/Publicity.** Participant shall not issue any release or statement regarding this RFP, or its terms. Participant shall not use CGSH's name, trademarks or logos in any manner without CGSH's prior written consent.

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**Responses.** Participants' Response to this RFP may be included in whole or by reference in the Final Contract. All sales, supporting materials, and other documentation submitted with the Response will become the property of CGSH.

**Expenses.** The Participant will absorb all costs incurred in the preparation and development of the Response to this RFP, and no payments or reimbursements will be made by CGSH in relation to these costs.

**References.** CGSH may contact any customer references provided by the Participant and use other sources to obtain information regarding the Participant.

**Participant's Business Conduct – Human Rights and Ethical Behaviour.** CGSH is committed to promoting a positive work environment and maintaining the highest levels of ethics and integrity. CGSH requires its vendors be committed to these same principles. Participant agrees that it complies with all aspects of CGSH's Vendor Code of Conduct.

**Validity.** In submitting a Response, the Participant agrees that the Response remains valid for ninety (90) calendar days after the closing date for submission of Response and may be extended beyond that time by mutual agreement.

## 5.0 Appendix A: Company Questionnaire

Please review, complete, and return Appendix A: Company Questionnaire, included with the RFP documents.

The purpose of this questionnaire is to obtain general company information and CGSH-specific details in relation to client relationships and commercial information

*Failure to complete this section in its entirety may be viewed as an incomplete response and result in removing your proposal from consideration.*

## 6.0 Appendix B: Financial Offer

Please complete and return Appendix B: Financial Offer document, included with the RFP documents. The response must be submitted in an Excel spreadsheet format.

- Provide a competitive fee proposal that delivers value for money to CGSH, including but not limited to alternative fee structures and billing arrangements.
- All fees must be provided NET and in US Dollars (\$).
- Submit a detailed fee breakdown itemized by stage/task as configured in the excel document
- Indicate any anticipated reimbursable expenses required in addition to the lump sum fees.
- Include any additional services you offer that may provide added value to the project.

## 7.0 Appendix C: Test Fit Package

Please refer to Appendix C, included with the RFP documents, M. Moser's test fit studies.

## **8.0 Appendix D: Preliminary Project Schedule**

Please refer to Appendix D, included with the RFP documents, for a detailed preliminary project schedule.

## **9.0 Appendix E: Master Services Agreement**

Please refer to Appendix E, included with the RFP documents, for the required Master Services Agreement (MSA) with CGSH.