

REQUEST FOR PROPOSALS

FOR

DESIGN-BUILD SERVICES FOR
EV CHARGING INSTALLATION

AT THE

BATTERY PARKING GARAGE

56-80 GREENWICH STREET NEW YORK, NY

Solicited By:
LAZ Parking
New York & New Jersey, LLC
333 West 39th Street Suite 602
New York, NY 10018

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Section One: Introduction

LAZ Parking New York & New Jersey LLC

333 West 39th Street, Suite 602

New York, NY 10018

LAZ Parking, managing the Battery Parking Garage under the Metropolitan Transportation Agency (MTA), seeks an experienced Design-Builder (Bidder) for turnkey electric vehicle (EV) charging station services. The chosen Bidder will oversee design, installation, operation, and maintenance of the EV charging stations and associated infrastructure.

The EV charger deployment shall consist of (16) dual port Level-2 chargers, serving (32) parking spaces across floors 2 – 5 of the Garage Addition. The EV charging equipment shall be fed from the Garage Addition's existing service equipment located on the Ground Level.

LAZ offers opportunities for firms through a public solicitation known as a "Request for Proposals" (RFP). LAZ's objective in issuing an RFP is to publicly offer and promote specified competitive bids or proposals. The goal of the RFP process is to attract strong and viable proposals.

LAZ's selection criteria include the financial strength, demonstrated management expertise, business plan and track record of the Contractor, as well as the bid or offer. The RFP, therefore, requires the completion of an extensive application.

The *Contractor's Qualification Statement* (CQS) must be filled out completely; incomplete CQS forms will be returned and may disqualify a proposal.

Section Two: Request for Proposals – Rules and Regulations

The Property: This RFP booklet is accompanied by the *Scope of Services* to be performed at the Battery Parking Garage – 56-80 Greenwich Street, New York, NY 10006

Due Date: The Bid Due date is Monday, April 28, 2025, at 3:00 PM. Each proposal must contain three (3) copies of all submission requirements listed on the next page. The proposal must be delivered in a sealed envelope to LAZ Parking's New York office. Envelopes must be addressed as follows:

LAZ Parking NY/NJ LLC
Attn: Salik Syed
Design-Build Services for Electric Vehicle Charging
at the Battery Parking Garage
333 West 39th Street, Suite 602
New York, NY 10018

Submission Requirements: Proposals must include the following:

1. A complete *Contractor's Qualification Statement*.
2. A proposed contract.
3. A description of the method and schedule to provide Design-Build services for EV charging at the Battery Parking Garage.
4. A cost proposal of the work to be performed.

Proposal Bid:

1. If the Design-Builder selected for an award fails to execute a signed contract based on the terms submitted in the proposal, LAZ Parking may cancel or withdraw the notice of award without further obligation.
2. Within the proposal, the Design-Builder is required to furnish a comprehensive scope of work and schedule.
3. Project Requirements and Design Criteria: For further information, please consult Section 5 of the RFP for Project Reqs. and Design Criteria.

Withdrawal of Proposals: After the deadline, proposals shall be considered an offer and may not be withdrawn until at least 90 days after the deadline, as specified.

Site Visit: LAZ Parking will be conducting a pre-bid site tour on Friday, April 4, 2025, at the Battery Parking Garage – 81 Washington Street, NY, NY 10006. Please e-mail by 2:00 PM on April 3, 2025, at ssyed@lazparking.com to advise the expected number of attendees, subcontractor company(s) and representative name(s). The closing date for the submission of questions is Wednesday, April 16, 2025. Questions submitted after this deadline will not be accepted.

Selection Criteria: LAZ Parking shall consider the following criteria in evaluation:

1. **Business Experience:** Appropriateness will be evaluated based on length of experience and areas and levels of responsibilities.
2. **Financial Qualifications:** The creditworthiness of the Contractor will be evaluated to assure LAZ Parking that the Contractor can handle the scope of services in a timely manner.
3. **Cost of Design-Build services for EV Charging at the Battery Parking Garage.** All escalation costs shall be included in the proposal.

Conditions:

1. A confidentiality agreement will be required for receipt of all plans which shall remain the exclusive property of MTA/MTA Bridges and Tunnels.
2. Once submitted, a proposal becomes the property of LAZ Parking and constitutes an offer by the Contractor that may not be revoked until the 90th day after the deadline, and thereafter only in writing. No proposal shall be deemed granted and no rights whatsoever shall accrue to the Contractor or any other person against LAZ Parking or any affiliate or subsidiary thereof, nor shall there be deemed to be an executed contract for any project unless and until a fully executed contract is delivered to the Contractor.
3. **Insurance:** Please see the section of this booklet entitled “Type of Insurance requirements.”
4. **Termination:** LAZ Parking reserves the right to terminate the Contract.

Non-Discrimination: LAZ Parking will not discriminate against any person based on race, creed, color, national origin, sex, age, handicap or marital status in accepting, reviewing, and evaluating proposals.

Section Three: Type of Insurance Required by the Successful Bidder

- I. **Insurance:** Contractor shall maintain, at its sole expense:
- A. Workers' Compensation Insurance including Employer's Liability. Such insurance shall fully comply with the Worker's Compensation law(s) of the state(s) in which operations or work related to this Agreement is to be performed.
 - B. Commercial General Liability Insurance (CGL) including Products/Completed Operations coverage and Contractual Liability coverage, with a Combined Single Limit of at least \$2,000,000 per Occurrence for Bodily Injury and Property Damage. Such insurance shall (1) be underwritten by insurers acceptable to LAZ; (2) name LAZ Parking New York/New Jersey LLC., Metropolitan Transportation Authority, Metropolitan Transportation Authority Bridges And Tunnels, City and State of New York and their subsidiaries and their officers, directors and employees as additional insureds (the "Insured's") for the full policy limit; (3) provide for a waiver of subrogation with respect to any additional insured's; (4) specifically state the indemnification agreement of this contract is insured as a contractual obligation for the insurer; and (5) provide that the insurer shall give LAZ at least sixty (60) days advance written notice, by certified mail, return receipt requested, of any adverse change, or any cancellation or non-renewal of such insurance and that any adverse change, cancellation or non-renewal shall not apply to the interest of the additional insured for sixty (60) days following receipt of such notice.
 - C. Automobile Liability Insurance with a Combined Single Limit of at least \$1,000,000 per occurrence for bodily Injury and Property Damage. Such insurance shall be (1) underwritten by insurers acceptable to LAZ; (2) name the Insured; (3) apply to any automobile; and (4) provide that the insurer will provide LAZ with at least sixty (60) days advance written notice, by certified mail, return receipt requested, of any cancellation or non-renewal of such insurance; and (5) name LAZ Parking New York/New Jersey LLC., Metropolitan Transportation Authority, Metropolitan Transportation Authority Bridges and Tunnels, City and State of New York and their subsidiaries and their officers, directors, and employees as additional insureds (the "Insured's") for the fully policy limit.
 - D. Umbrella Liability: Excess coverage shall be provided with a minimum limit of \$5,000,000 per occurrence and \$5,000,000 in the aggregate. This policy sits in excess of the CGL, Auto, and Employer's Liability policies.

The Contractor will provide LAZ Parking with a Certificate of Insurance evidencing the maintenance of the insurance required above. The Certificate of Insurance shall (1) show the total limit of liability of all policies; (2) reference this contract on the Certificate of Insurance; and (3) be signed by an authorized representative of the insurance carrier.

NOTIFICATION LIST OF CERTIFICATE OF INSURANCE POLICY

II. Notice: Any notice to be served pursuant to this contract shall be delivered by either (i) personal delivery or (ii) U.S. Certified Mail, Return Receipt Requested, postage pre-paid, addressed as follows:

If to LAZ Parking:

LAZ Parking New York/New Jersey, LLC.
One Financial Plaza, 14th Floor
Hartford, CT 06103
Attn: Insurance Director

With a copy to:

LAZ Parking LLC.
One Financial Plaza, 14th Floor
Hartford, CT 06103
Attn: Insurance Compliance and Contract Administrator

And:

Metropolitan Transportation Authority
2 Broadway, 16th Floor
New York, NY 10004
Attention: Director, Risk Management

Section Four: Contractor's Qualification Statement

SUBMITTED TO:

SUBMITTED BY:

Firm: _____

Address: _____

City: _____

State: _____

PROJECT: _____

Zip: _____

Phone: _____

HAS FIRM EVER WORKED FOR THIS OWNER ON OTHER PROJECTS?

Yes ☐ No ☐

TYPE OF FIRM:

- | | | | |
|--------------------------------------|--------------------------------------|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Partnership | <input type="checkbox"/> Individual | <input type="checkbox"/> Other (provide explanation) |
| <input type="checkbox"/> Closed Shop | <input type="checkbox"/> Open Shop | <input type="checkbox"/> Minority Business Enterprise | |
| | | <input type="checkbox"/> Woman Owned Business Enterprise | |

Type of MBEWBE certification: _____

If your organization is a corporation, answer the following:

Date of incorporation: _____

State of incorporation: _____

President's name: _____

Vice-president's name(s): _____

Secretary's name: _____

Treasurer's name: _____

If your organization is a partnership, answer the following:

Date of organization: _____

Type of partnership (if applicable): _____

Name(s) of general partner(s): _____

If your organization is individually owned, answer the following:

Date of organization: _____

Name of Owner: _____

Years in business as Contractor under present firm name: _____

Under what other or former names has your organization operated?

--

Number of Employees: _____ Office: _____ Field: _____

TYPE OF WORK:

- | | | |
|------------------------|---|--------------------------|
| Electrical/Power | <input type="checkbox"/> EV Charging Installs | <input type="checkbox"/> |
| Structural Restoration | <input type="checkbox"/> Other | <input type="checkbox"/> |

☐

(Please specify)

PROJECT MANAGERS, FIELD SUPERINTENDENTS AND CONSTRUCTION EXPERIENCE:

Name:	Title	Yrs w/ Firm	Yrs Experience
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(use explanations section for additional space if needed)

OFFICERS, PARTNERS OR OWNERS AND CONSTRUCTION EXPERIENCE:

Name:	Title	Yrs w/ Firm	Yrs Experience
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FIVE LARGEST PROJECTS COMPLETED IN LAST FIVE YEARS:

Project	Owner's Representative & Phone Number	Contract Amount
		\$
		\$
		\$
		\$
		\$

FIVE LARGEST PROJECTS COMPLETED IN LAST FIVE YEARS:

Project	Owner's Representative & Phone Number	Contract Amount
		\$
		\$
		\$
		\$
		\$

Average annual billing for last five years:	\$
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Last year's billing:	\$
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Last year's billing for structural concrete repairs and waterproofing:	\$
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Average annual billing for structural concrete repairs and waterproofing:	\$
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MAJOR PROJECTS UNDER CONTRACT:

Project	% Complete & Completion Date	Arch/Engr	Contract Amount
			\$
			\$
			\$

	\$
	\$
Total projects under contract: (including those not listed above)	\$

CURRENT PROJECTS ON WHICH FIRM IS A CANDIDATE FOR CONTRACT AWARD:

HAS FIRM EVER FAILED TO COMPLETE A CONTRACT?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
HAS ANY OFFICER, PARTNER OR OWNER OF FIRM EVER BEEN AN OFFICER, PARTNER OR OWNER OF ANOTHER FIRM WHEN IT FAILED TO COMPLETE A CONTRACT?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
HAS FIRM HAD ANY SUB-CONTRACTOR FAIL TO COMPLETE A CONTRACT IN LAST FIVE YEARS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ARE THERE ANY JUDGMENTS, CLAIMS, ARBITRATION PROCEEDING OR SUITS PENDING OR OUTSTANDING AGAINST FIRM OR ITS OFFICERS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
HAS FIRM BEEN A PARTY TO ANY LAWSUITS IN LAST FIVE YEARS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

(if answer to any of above questions is yes, provide explanation)

REFERENCES:

Banks:	Account Numbers:

	Agent	Phone Number
Insurance Company:		

Bonding Company:	

Suppliers:	

Other:	

C.P.A. Firm:

Is the attached financial statement for the identical organization named on page one? Yes ☐ No ☐

Firm: _____

By: _____

Signature: _____

Title: _____

Date: _____

Attest:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

State of _____ County of _____

of _____ and that the answers to the foregoing questions and all statements therein are true and correct.

(Notary Public)

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Section Five: Technical Specifications – followed in separate package.

Section Six: Standard Payment Terms

Payment Frequency:

Payment packages are to be submitted **monthly**. Progress payments will be made based on the completion of tasks for the respective month.

Required Documentation for Payment Submission:

Each payment package must include the following paperwork, corresponding to the items listed in the bid sheet:

1. Invoice:

A detailed invoice outlining each task completed and the corresponding amounts for that month. This should match the description of items in the bid sheet.

2. Work Completion Reports:

Documentation confirming the complete of specific tasks from the bid sheet for that month, including, but not limited to:

- a. Installation reports for electrical feeds, utility meters, distribution boards, fuses, wires, conduits, sub-panels, and EV charging stations.
- b. Coordination reports for utility provider communication.
- c. Maintenance and protection of traffic (MPT) progress updates.
- d. Painting, patching, and signage completion reports.
- e. Remote monitoring, analytics setup, and software/hardware integration confirmation.
- f. Training, commissioning, and systems integration verification.

3. Supporting Documentation:

Any additional paperwork to support the completed tasks, such as:

- a. **Delivery receipts** for equipment or materials (e.g., EV charging stations, distribution boards, utility meter, fuses, and wires).
- b. **Subcontractor reports** or verification if subcontractors are used for specific installations or tasks.
- c. **Certification of completed work** for electrical or safety inspections as required for compliance.

4. Compliance Certificates:

- a. **Inspection and Safety Reports** where applicable, such as for electrical installations (e.g., fuses, meters, wiring) to ensure the work meets required safety codes and standards.

b. **Permits** or proof of completed inspections from local authorities, if required.

5. **Photographic Evidence:**

a. Clear photos of work completed (e.g., installed EV charging stations, signage, or pavement markings), showing progress at various stages for visual verification.

6. **Project Schedule Update:**

a. An updated project schedule or timeline indicating any delays, completions, or changes in the timeline of the project.