

REQUEST FOR PROPOSALS

FOR

FLUSHING AND MAINTENANCE
OF THE DRAIN PIPES

AT

BATTERY PARKING GARAGE
56 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

LAZ Parking is now accepting proposals for the flushing and maintenance of the drain pipes at the Battery Parking Garage.

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 Consultant, 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 & Regulations

The Property: This RFP booklet is accompanied by the *Scope of Services* to be performed at the Battery Parking Garage.

Due Date: Each proposal must contain three (3) copies of all Submission Documents described on the next page. The proposal must be delivered in a sealed envelope to LAZ's New York office on or before February 18th at 3 PM, (the "Deadline") at which time they shall be opened in the presence of MTA contract manager or another authorized designee. Envelopes must be addressed as follows:

LAZ Parking NY/NJ LLC
Battery Parking Drain Pipes Flushing
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. Fully-executed *Bid Guarantee*.
3. A proposed Contract.
4. A description of the method and schedule to flush and provide maintenance for the drain pipes.
5. A proposal of the cost of the work.

Proposal Bid: If the Consultant selected for an award fails to execute a signed contract on the basis of the terms submitted in the proposal, LAZ can cancel or withdraw the notice of award without further obligation.

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After the deadline, proposals shall be considered an offer and may not be withdrawn until at least 90 days after the deadline as specified.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

February 4th at 1 PM. Meet in the lobby of the Battery Parking Garage at 70 Greenwich Street in lower Manhattan. Final questions are due no later than February 11th at 3 PM. Questions submitted after this deadline will not be accepted.

All Consultants are encouraged to attend, and may bring a project engineer familiar with the scope of work. After the deadline, proposals shall be considered an offer and may not be withdrawn until at least 90 days after the deadline as specified.

Selection Criteria:

LAZ shall consider the following criteria in evaluating proposals:

1. **Business Experience:** Appropriateness will be evaluated on the basis of length of experience and areas and levels or responsibilities.
2. **Financial Qualifications:** The creditworthiness of the Consultant will be evaluated to assure LAZ that the Consultant can handle the scope of work in a timely manner.
3. **Cost of Providing Flushing of the Drain Pipes and Maintenance.** All escalation costs shall be included in the proposal.
4. **Term of maintenance contract to be yearly, renewable.**

Conditions:

1. A confidentiality agreement will be required for receipt of all plans which shall remain the exclusive property of MTA/TBTA.
2. Once submitted, a proposal becomes the property of LAZ and constitutes an offer by the Consultant 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 Consultant or any other person against LAZ 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 consultant.
3. **Insurance:** Please see the section of this booklet entitled "Type of Insurance Required by the Successful Bidder" for all insurance requirements.
4. **Termination:** LAZ reserves the right to terminate the Contract.

Additional Conditions:

LAZ reserves the right, without liability, to

1. Postpone the submission deadline,
2. Reject any and all proposals,

3. Negotiate all terms and conditions, including compensation and location, with any proposer,
4. Modify or withdraw this RFP or any property specified in it at any time and without explanation, or waive any requirement.

Section Three: Type of Insurance Required by the Successful Bidder

- I. **Insurance:** Consultant 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 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. Such notice to be given by certified mail, return receipt requested to the address herein below set forth.

The Consultant will provide LAZ 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.
333 West 39th Street Suite 602
New York, NY 10018
Attn: Salik Syed, Senior Facilities Manager NY/NJ

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, 21st 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:

Structural Restoration

☐

Masonry Restoration

☐

Waterproofing/Roofing

☐

Other

☐

General Construction

☐

(Please specify)

PROJECT MANAGERS, FIELD SUPERINTENDENTS AND CONSTRUCTION EXPERIENCE:

Name:

Title

Yrs w/ Firm

Yrs Experience

(use explanations section for additional space if needed)

OFFICERS, PARTNERS OR OWNERS AND CONSTRUCTION EXPERIENCE:

Name:

Title

Yrs w/ Firm

Yrs Experience

FIVE LARGEST STRUCTURAL RESTORATION AND WATERPOOFING 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:	\$
Last year's billing:	\$
Last year's billing for structural concrete repairs and waterproofing:	\$
Average annual billing for structural concrete repairs and waterproofing:	\$

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 ☐ No ☐

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 ☐ No ☐

HAS FIRM HAD ANY SUB-CONTRACTOR FAIL TO COMPLETE A CONTRACT IN LAST FIVE YEARS? Yes ☐ No ☐

ARE THERE ANY JUDGMENTS, CLAIMS, ARBITRATION PROCEEDING OR SUITS PENDING OR OUTSTANDING AGAINST FIRM OR ITS OFFICERS? Yes ☐ No ☐

HAS FIRM BEEN A PARTY TO ANY LAWSUITS IN LAST FIVE YEARS? Yes ☐ No ☐

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

REFERENCES:

Banks:

Account Numbers:

Agent

Phone Number

Insurance Company:

Bonding Company:

Suppliers:

Other:

FINANCIAL STATEMENT:

C.P.A. Firm:

Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items: assets, debts, and unencumbered net worth.

Is the attached financial statement for the identical organization named on page one?

Yes ☐ No ☐

If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

THE ANSWERS TO THE FOREGOING QUESTIONS AND ALL STATEMENTS HEREIN CONTAINED ARE TRUE AND CORRECT

Firm:

By:

Title:

Signature:

Date:

(corporate seal)

Attest: _____

EXPLANATIONS: _____

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Bidder's Qualifications.

State of _____ County of _____

_____ Being duly sworn deposes and says that he is

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

Subscribed and sworn to before me this _____ day of _____, 20____.

(Notary Public)

My commission expires: _____

Bid Guarantee

The information in this proposal is correct to the best information, knowledge and belief of the undersigned.

Contractor

Signature

Title

Witness

Address

State of _____, County of _____.

On this _____ day of _____, 20__ before me personally known who did depose and say that he_of
, The Corporation/Partnership/Individual described in and which executed the foregoing instrument and
that such instrument is duly on behalf of

Notary Public

Section Five: Scope of Services to Provide Flushing and Annual Maintenance of the Drain Pipes at the Battery Parking Garage

I. Introduction and project objective

LAZ Parking ("LAZ") is requesting proposals for the flushing and annual maintenance of the Brooklyn Battery Garage drainage system for duration of three (3) years.

II. Facilities

The Battery Parking Garage, consisting of the following street addresses:

- Primary Address: 56-70 Greenwich Street

With other entrances and exits at the following addresses:

- 20 Morris Street
- 81 Washington Street

The Battery Parking Garage consists of the Original Garage and the Garage Addition.

iii. Scope of work

The scope of work shall include initial flushing of the drainage pipes and annual repair/maintenance of the drain scuppers and casting covers twice per year as directed by the Garage Manager.

A. Technical Specifications:

1. The Battery Parking Garage has approximately 3,200 linear feet of 4'' floor drains on seven (7) floors including the roof, and two hundred ten (210) deck scupper drains.
2. Contractor shall prepare existing deck drains for jetting by removing ductile grates and cleaning baskets.
3. Contractor shall provide all necessary jetting equipment necessary to high-pressure jet existing drains. The Battery Parking Garage will provide access to water.
4. Contractor shall flush each 4'' drain pipe to its corresponding 8'' vertical pipe from the 6th floor to the 1st floor of both garages and remove all sediment from clean-outs to ground level.
5. Contractor shall provide container, label, manifest, transport and dispose sediment at permitted waste facility.

B. Maintenance:

1. Upon arrival at each site, the Contractor shall check in with the designated contact person on site.
2. Contractor shall develop cost proposals in the event that pipe

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repairs/replacement is deemed necessary after field inspection of the drainage system.

3. Contractor shall advise on-site contact person if any additional repairs are required.
4. Contractor shall proceed with additional repairs only after authorization by MTA C&D and/or Property Manager and complete all work in accordance with the approved cost proposal.

C. Service Call Report:

Prepare a service call report detailing the work performed and leave a copy of the report on site. The report shall include:

- Time of arrival
- Time of departure
- Detailed summary of the work performed
- Summary of any repairs required or recommended

D. Service Call Notification:

1. If notified prior to 11:00 A.M., Contractor shall respond the same day and complete work within normal work hours.
2. If notified after 11:00 A.M., Contractor shall respond the same day if possible and complete work within normal work hours; OR Contractor shall respond by 8:00 A.M. the next working day and complete work within normal work hours.
3. If notified that the work is an emergency, Contractor shall respond immediately and continue the work until completed.
4. All work shall be performed during normal working hours, i.e. 8:00 A.M. to 5:00 P.M. (except emergencies)
5. No after normal hours work shall be performed without the express authorization of the Property Manager. Any after hour work performed without said express authorization will be paid only regular hourly rates.

IV. General requirements

- A. Contractor shall provide trained and experienced mechanics. Each mechanic shall be knowledgeable and capable of diagnosing and repairing problems with the flushing and maintenance of drainage system.
- B. Contractor shall perform all work in accordance with generally accepted industry practice for safe and efficient operation.

V. Special instructions

- A. All work shall be subject to the inspection and approval of LAZ/MTA C&D prior to

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acceptance and approval for payment.

- B. Failure to provide an estimate and obtain approval before starting work or exceeding the estimate without approval will be grounds for denying payment.
- C. LAZ reserves the right to use alternate sources for completion of the work, to obtain competitive prices on any repair and to utilize any information obtained under this Contract relative to necessary materials and repairs it deems appropriate.
- D. Assignability of Contract

LAZ Parking shall have the right to assign the contract to Metropolitan Transportation Authority, Construction & Development or a successor operator to LAZ Parking. Contractor shall have no right to assign the contract without the express written consent of LAZ Parking.

E. Materials

Cast Iron pipe manufacturer shall be;

- 1. Krupp Foundry
- 2. Central Foundry
- 3. Tyler Foundry
- 4. Or Engineer approved equal

Cast Iron fittings shall be manufactured by:

- 1. Clow & Son
- 2. Crane Co.
- 3. Grabler Mfg Co.
- 4. Grinnell Co
- 5. Kuhn Bros.
- 6. Stockham Mfg Co.
- 7. Flagg
- 8. Or Engineer approved equal

Materials shall be new and of the best quality of their several kinds and in all cases acceptable to MTA C&D Engineer.

No-Hub Cast iron pipe and fittings shall conform to the Standard Specifications for Cast Iron Soil Pipe Institute Standard 310-97. Pipe and fittings shall be of a grade known as service weight. Manufacturer's name must be cast or stamped on each length of pipe and on each fitting. Pipe and fitting shall be coated.

Contractor shall ensure that pipes are installed to match existing grading at a run of not less than 1/8" per foot.

All piping shall have reducing fittings if required. No bushings will be permitted on any piping without Engineer's acceptance.

Replace clevis hangers, hanger rods and supports where required.

No chains, metal straps or wire will be permitted to be used for pipe supports.

Section Six: Payment

Payment shall be made at a Lump Sum Price bid, which price shall be full compensation for all supervision, labor, materials, and equipment necessary to satisfactorily complete the work.

Contractor shall perform survey of all locations to ensure that all materials, inclusive of hanger supports and connection fittings required for the complete replacement of the damaged drainage pipe sections are included in their cost proposal.

Contractor personnel are not allowed to perform the work under this work order from unsupported ladders. Properly erected scaffolding (moveable if required) shall be utilized in the performance of the work.