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Issue Date: 4/5/2011

Contract Number: N/A

Hugh L. Carey Battery Park City Authority - Employment Law**Description:**

The Hugh L. Carey Battery Park City Authority ("BPCA") is seeking one or more law firms with experience in all areas of Employment Law, including federal and New York State workplace and leave laws (including Title VII, ADEA, ADA, ADAAA, FLSA, and FMLA), federal and New York State employee benefits, drafting and implementation of employment policies and procedures, employee training, and providing general advice regarding new laws, regulations and court decisions that affect the Authority. Additionally, the firm must have experience representing clients in federal and New York state courts and before federal and New York State administrative agencies (including the EEOC) on employment law matters.

Interested parties should send (1) a firm resume, with emphasis on Employment Law credentials (2) a list of the attorneys you propose to work with BPCA, along with their respective resumes and qualifications and (3) a breakdown of hourly rates by partner, associate, and support staff or a blended hourly rate. BPCA will pay the selected firm a rate not exceeding a blended rate of \$400/hour for all attorneys, and in no event will BPCA pay a rate for any attorney or class of attorneys exceeding \$400/hour. Proposals shall not exceed 10 pages.

Questions pertaining to this advertisement/procurement must be submitted by email to Michelle Burgos, the "Designated Contact" at michelle.burgos@batteryparkcity.org no later than 2:00 p.m. on **Thursday, April 14, 2011**. Other communications with Organization personnel, including Board members, may be grounds for elimination from the selection process and, in the event of communication(s) with a person who is not the "Designated Contact" could be grounds for a finding of non-responsibility. Specifically, Proposers are restricted from making contact with anyone other than the Designated Contact during the Restricted Period, which, for purposes of this RFP shall mean the period between the time of publication of the advertisement through approval of the procurement contract by the Organization (the "Restricted Period"). "Contacts" shall mean any oral, written, or electronic communication with the Organization under circumstances where a reasonable person would infer that the communication was intended to influence the Organization's conduct or decision regarding the procurement. Employees of the Organization are required to obtain and record certain information about contacts made during the Restricted Period, and to make a determination of responsibility based, in part, upon any such contact. Failure to abide by this process may result in a finding of non-responsibility.

Applying firms must fill out the Mandatory Forms Packet located on the Battery Park City Authority website at http://www.batteryparkcity.org/pdf_n/Mandatory_Forms_Packet.pdf. The completed forms must accompany the firm's proposal.

In accordance with Article 15-A of the New York State Executive Law and regulations adopted pursuant thereto, BPCA has established separate goals for participation for all State contracts. BPCA is required to implement the provisions of Article 15-A and 5 NYCRR Part 143 for all State contracts (1) in excess of \$25,000 for labor, services, equipment, materials or any combination for

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the foregoing and (2) in excess of \$100,000 for real property renovations and construction. For purposes of this procurement, BPCA hereby establishes a goal of 12% for Minority owned Businesses Enterprises (MBE) participation and 8% for Women owned Business Enterprises (WBE) participation. As a condition of this procurement, the contractor and BPCA agree to be bound by the provisions of §316 of Article 15-A of the Executive Law regarding enforcement. Contractors must document "good faith efforts" to provide meaningful participation by certified M/WBE subcontractors or suppliers in the performance of this contract. For guidance on how BPCA will determine a contractor's "good faith efforts," refer to 5 NYCRR §143.8. Additionally, Offerors must refer to the Mandatory Forms Packet referred to above for a list of forms that must be provided in order to fully comply with Article 15-A of the New York State Executive Law and 5 NYCRR Part 143.

All proposals must be submitted in a sealed envelope clearly marked "Employment Law Counsel," and must be delivered to BPCA by messenger, overnight courier or certified mail, by no later than 2 PM (EST) on the Proposal Due Date listed below, to Michelle Burgos, Legal Department, at One World Financial Center, 24th Floor reception desk. Proposals submitted by fax or electronic transmission will not be accepted.

Minority Sub-Contracting Goal: 12%

Women Owned Sub-Contracting Goal: 8%

Due Date: 4/29/2011 2:00 PM

Contract Term: Two years, with an optional one year renewal, at the sole option of the Authority.

Location: Battery Park City Authority

Contact: Michelle Burgos, Paralegal Legal
Hugh L. Carey Battery Park City Authority
One World Financial Center
24th floor
New York, NY 10281
Phone: (212) 417-2335
www.batteryparkcity.org

Submit To: Michelle Burgos, Paralegal Legal
Hugh L. Carey Battery Park City Authority
One World Financial Center
24th floor
New York, NY 10281
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