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Issue Date: 7/21/2008

## CONSULTING SOLICITATION N/A

## HUGH L. CAREY BATTERY PARK CITY AUTHORITY INSURANCE BROKER OF RECORD SERVICES

## Description:

## Eligibility / Qualifications Requirements / Preferences:

Hugh L. Carey Battery Park City Authority ("BPCA") seeks proposals from insurance agents and brokers, with demonstrated experience in large-scale real estate development, the management and maintenance of large public park systems (35 acres) and placing multiple lines of insurance and/or creating a viable self-insurance program, for consulting services and renewal of its insurance, all expiring Fall 2008. These insurance policies include: commercial general liability, miscellaneous liability, automobile liability, parks programming, excess/umbrella liability and workers' compensation/employees' liability. BPCA will provide all eligible respondents with underwriting information and information about the BPCA operations and project site is available on its website [www.batteryparkcity.org](http://www.batteryparkcity.org). For more MWBE information please call Mr. Anthony Peterson at 212-417-2337.

Applicants may contact the Finance Designated Contact above for the full RFP package. This request to receive RFP must be done in writing directly to **Linda Soriero at SorieroL@batteryparkcity.org by 3:00PM Tuesday, July 29, 2008.**

Applicants MUST complete ALL documentation in the RFP package, and submit eight (8) copies, in a SEALED envelope, by messenger, overnight courier or certified mail by **3:00PM Tuesday, August 18, 2008** to Linda Soriero, at Hugh L. Carey Battery Park City Authority, at One World Financial Center, 24<sup>th</sup> Fl, New York, NY 10281, and **mark it "Finance Department, 2008 Insurance 'Broker of Record RFP.'**

Mandatory Forms Packet must be filled out for consideration. The forms can be found at [http://www.batteryparkcity.org/pdf\\_n/Mandatory\\_Forms\\_Packet.pdf](http://www.batteryparkcity.org/pdf_n/Mandatory_Forms_Packet.pdf) and all forms MUST be fully filled out and submitted with response to the RFP. **In addition, proposer will submit with their proposal a copy of the company's EEO or Affirmative Action policy along with a breakdown of all company staff by job classification, race and gender.**

**THESE INSURANCE BROKER OF RECORD SERVICES WERE ORIGINALLY ADVERTISED IN THE 6/16/08 ISSUE OF THE NEW YORK STATE CONTRACT REPORTER. THIS IS A RE-SOLICITATION OF PROPOSALS FOR THAT ENGAGEMENT. ANY FIRM WHICH SUBMITTED A PROPOSAL IN RESPONSE TO THE EARLIER ADVERTISEMENT MUST RESUBMIT ITS PROPOSAL IN ORDER TO BE CONSIDERED FOR THIS ENGAGEMENT.**

Applicants are prohibited from making contact with anyone other than the Designated Contacts (both Legal & Affirmative Action) during the period (the "Restricted Period") from the time of publication of this advertisement through approval of the procurement contract by BPCA.

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Employees of BPCA are required to obtain and record certain contacts 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.

**Subcontracting Provisions: Minority business sub-contracting goal: TBD%**

**Woman-owned business sub-contracting goal: TBD%**

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 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 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 TBD% for Minority owned Business Enterprises (MBE) participation and TBD% 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 website above for 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.

**Proposal Due:** 8/18/2008 3:00PM

**Contract Term:** Up to three years in one year renewable installments.

**Location:** Battery Park City Authority One World Financial Center 24th Floor New York, NY 10281

**Contact:** Margarita Santana, Administrative Assistant  
Community Relations & Recreation  
Hugh L. Carey Battery Park City Authority  
One World Financial Center  
24th Floor  
New York, NY 10281  
212 417 2338

**Submit To:** Linda Soriero, Administrative Ass't  
Finance  
Battery Park City Authority  
One World Financial Center  
New York, NY 10281  
212-417-4253  
[Sorierol@batteryparkcity.org](mailto:Sorierol@batteryparkcity.org)

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