

GOVERNORS ISLAND
PRESERVATION & EDUCATION
CORPORATION



**Public Open Space Professional Design Services:
Governors Island, New York City**

Request for Statements of Qualification

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I. INTRODUCTION

A. The Opportunity

Governors Island Preservation and Education Corporation (“GIPEC”) is pleased to issue this Request for Statements of Qualification (“RFQ”) for professional design services for a park, waterfront promenade and other public open spaces anticipated to be created on Governors Island. GIPEC is seeking multi-disciplinary firms of extraordinary vision with the capacity to fashion unique public open spaces that are masterpieces of design and experience.

This RFQ is the first stage of a two-stage solicitation. From the RFQ respondents, GIPEC will invite up to five teams (“Consultant Teams”) to respond to a Request for Proposals for Public Open Space Design Services (“RFP”) and to participate in a design competition by preparing conceptual designs and planning approaches for the park, waterfront promenade and other public open spaces (Stage Two). Each Consultant Team selected by GIPEC to receive an RFP will also receive an honorarium of \$40,000 (USD) to be applied toward the cost of preparing its RFP response and of participating in the design competition. This RFQ and the RFP will not result in the identification of, or a commitment by GIPEC for, a final design, placement, budget or plan for these new public spaces. Rather, the design competition and RFP responses will be used by GIPEC and a jury of distinguished design professionals and government officials to select a team to work with GIPEC, the public and other users and/or developers of space on the Island toward a public open space design for Governors Island.

With its historic architecture and rich landscape, Governors Island is a world unto itself – a 172-acre sanctuary in the harbor of one of the most dynamic cities in the world. The Island offers natural serenity, panoramic views of the harbor and city skylines, and three centuries of history and architecture. Successful respondents to this RFQ will be challenged to draw upon and amplify the Island’s unique features – its Island character, the watery remove of its harbor address, the stately history of its northern end, the changing 360 degree vistas as revealed along its perimeter, and the grand “tabula rasa” of the southern end - to present an approach for a compelling new public park, promenade and other public open space.

B. Background

GIPEC is a subsidiary of the New York State Urban Development Corporation d/b/a Empire State Development Corporation (“ESDC”). ESDC is a corporate governmental agency, political subdivision and public benefit corporation of the State of New York. GIPEC was formed for the purpose of, and is responsible for, the planning, redevelopment and ongoing operations of a portion of Governors Island.

In 2001, twenty-two acres of the Island, including the two great forts, Fort Jay and Castle Williams, were designated as the Governors Island National Monument (“National Monument”), (see Appendix B, “Governors Island Illustrative Framework Diagram”, for location). In 2003, the federal government transferred the National Monument property to the United States Department of the Interior, National Park Service (“NPS”), and the 150-acre balance of the Island to GIPEC subject to certain use and other restrictions (see Additional Materials 2: “Governors Island Deeds”). The services requested through this solicitation pertain to the GIPEC-owned portion of the Island.

Steeped in history, Governors Island has changed significantly in its geography and use over time. Known to the Native Americans of the Manhattan region as “Pagganck”, Governors Island was a fishing and fur exchange camp in pre-colonial times. Its location made it one of the first settlements of the Dutch West India Company in 1624. British royal governors used the Island as a home, a retreat, and a wildlife refuge, hence the name, “Governors Island.” It had an important role in the American Revolution and subsequently became part of the New York Harbor fortification system continuing as such into the Civil War era.

The Island’s form was radically expanded between 1901 and 1912, when fill from the New York City subway excavation was used to add 103 acres of flat land on the Island’s southern side. The Island continued to serve important military functions, through both World Wars, until the 1960s when it was transferred from the U.S. Army to the United States Coast Guard, becoming that organization’s largest installation. A large number of new buildings were added to the Island, particularly in the southern section, during the Coast Guard occupancy. In the 20th century, Governors Island has played host to a number of important events, from the Wright brothers’ first take-off over water in 1909 to the 1988 summit meeting between U. S. President Ronald Reagan and U.S.S.R. President Mikhail Gorbachev.

Since 2003, GIPEC has been engaged in analyzing existing conditions, performing market analyses, developing project objectives, producing a development framework and preliminary infrastructure plan, and creating illustrative conceptual development options for the Island. More information about the planning process to date and background materials on the Island are available on GIPEC’s website (www.govisland.com); see Planning and Development pages).

In January 2006, GIPEC and ESDC, respectively, adopted the Governors Island Land Use Improvement and Civic Project General Project Plan (“GPP”), attached in Appendix E. This GPP describes the purpose and objectives of the redevelopment and serves as the basis for GIPEC’s planning and development processes. Also in 2006, GIPEC issued a development Request for Proposals to test market response to Island development opportunities and to help inform a comprehensive plan for the Island. From these

proposals, GIPEC received input about the market vision concerning the possible location of parkland. This vision was consonant with analyses by other groups and with public feedback to date. These have all informed the “Governors Island Illustrative Framework Diagram” (Appendix B).

II. STATEMENT OF PURPOSE

In addition to the requirements and restrictions imposed by the deeds at the time of transfer, certain guiding principles for the overall development of the GIPEC-owned lands have been established by the State and the City. The Island is to be redeveloped for public benefit purposes, including educational facilities and new public parkland, while the historic buildings and landscapes within the National Historic Landmark District are to be preserved in accordance with the established standards and guidelines put forth in the *Governors Island Historic District Preservation and Design Manual* (see Additional Materials 4).

GIPEC seeks to make Governors Island an accessible public destination with venues offering a range of uses that may include, but are not limited to: education and research, recreation, entertainment, cultural programs, business and conferencing, retail and hospitality. A major goal of GIPEC is to balance economic considerations with the creation of a great public amenity that will benefit New Yorkers and visitors. GIPEC has been seeking development uses that are appropriate for the Island and its waterfront location and that promote the following goals:

- To create a public place and parklands that all New Yorkers will cherish;
- To adaptively reuse historic structures and provide for the preservation of these public treasures;
- To enhance New York’s place as a center for culture, business, education, and innovation;
- To achieve financial self-sustainability for the Island and provide maximum return to GIPEC;
- To capture the imagination of the City, the State, and the world with compelling ideas;
- To promote environmentally sustainable development; and
- To contribute to the vitality of New York Harbor and link to the surrounding waterfronts.

GIPEC intends to achieve these goals through a combination of public and private sector investment.

III. DESCRIPTION OF THE PROJECT AREA

Governors Island is located in Upper New York Bay, off the southern tip of Manhattan, approximately 800 yards from the Battery and 400 yards from Red Hook, Brooklyn (see Appendix A: “Regional Map”). The Island is a total of 172 upland acres—92 acres on the portion of the Island north of Division Road (“North Island” or “Historic District”), which are designated as both a National Historic Landmark District and a New York City Historic District, and 80 acres on the Island’s southern end south of Division Road (“South Island”). The 22-acre national Monument property, owned and controlled by NPS, is located entirely in the Historic District. There are currently 225 structures totaling approximately 3,000,000 square feet of space on the Island ranging from former residential to former industrial use. Of these, 62 structures, located entirely within the Historic District, are architecturally significant and will be preserved for adaptive re-use.

The Consultant Teams will be requested to develop a vision and approach to new parkland on the South Island, a waterfront promenade, the open spaces of the Historic District that are owned by GIPEC, and a “transition zone” between the Historic District and the South Island (See Appendix C: “Governors Island Illustrative Public Open Space Map”). See also Appendix B for the “Governors Island Illustrative Framework Diagram” and Additional Materials 1 “Governors Island Site Plan” for illustrations.

- New parkland: As mandated in the transfer deeds, at least 40 acres of public parkland are to be developed on the GIPEC-owned portion of the Island. The parkland is have a minimum of 20 contiguous acres and be located primarily in the South Island. Most if not all of the existing buildings of the South Island could be demolished to create a “tabula rasa” for new parkland and other new development.
- Waterfront promenade: Encircling the Island, a new 2.18 mile public waterfront promenade is envisioned, which would offer multiple dramatic and impressive views of the New York skyline and New York Harbor, including the Statue of Liberty, Ellis Island and the Brooklyn Bridge.
- Historic District public open spaces: All of the open space of the Historic District must be designed and executed in a manner that preserves the character and historically significant features of the district. Three areas of the North Island have been identified as “important landscape features” that contribute to the Historic District: the Parade Ground (also called the Glacis), Nolan Park and Colonels’ Row.
- “Transition zone”: The largest structure on the Island, Liggett Hall, and its surrounding buildings along Division Road create a significant, yet permeable,

physical barrier between the two halves of the Island. Liggett Hall is marked by a tall cupola, and it is centered over a grand archway with a very dramatic open view to the South Island. The south facing courtyard of Liggett Hall should be presented as one of the primary entrances to the South Island public open spaces. The area around Liggett Hall should be considered a “transition zone” designed to better integrate the northern and southern halves of the Island.

Currently, the Island is accessed by a GIPEC-operated passenger and vehicle ferry which runs from the Battery Maritime Building (“BMB”) in Lower Manhattan to Soissons Dock on the north side of the Island. It is anticipated that Soissons Dock will continue to provide a primary point of ferry embarkation and debarkation, although additional access points on the Island will likely be necessary providing access from ferry landings in Brooklyn and elsewhere. Although rapid transit, bridge or tunnel access to the Island appears infeasible, GIPEC is exploring the possibility of an aerial gondola connection from Lower Manhattan to the Island and from Brooklyn to the Island

Vehicular access to the Island will generally be limited to operational support vehicles, emergency vehicles, and on-Island public transportation, creating a pedestrian-friendly environment. Circulation around and throughout the Island will likely be accomplished through small shuttle buses and/or other green vehicles.

IV. PUBLIC OPEN SPACE DESIGN VISION

GIPEC envisions the Governors Island parkland as a major regional destination for New Yorkers and visitors, over time becoming one of the most well-used and essential parks of the City. To fulfill this goal, the parkland must offer completely unique, compelling experiences that attract visitors as well as provide common activities in an uncommonly wonderful setting. The parkland should be a recreation and gathering place for people from all walks of life and cultures to enjoy themselves.

Because Governors Island was closed to the public for so many years and because relatively few people have ever visited it, a design and programming challenge for the team will be to establish Governors Island in the public consciousness as a significant, attractive, and unique destination with authentic New York character. Visitors will likely take a ferry, or possibly a gondola, to get to the parkland. The destination and experiences offered there must justify the effort of the journey. The park programming and design must function well on an Island. GIPEC expects that park users would include New Yorkers from all boroughs, regional visitors attracted by the historic buildings, and views, and regional/national/international tourists departing from the Battery in Lower Manhattan to visit Ellis Island or the Statue of Liberty who would add Governors Island to their trip.

As stated earlier, the purpose of this RFQ and subsequent RFP is not to select a final design or plan, but rather for GIPEC to review conceptual illustrative designs while also

evaluating team qualities and design methodologies to select the best team for the challenge. The right team will be one that pursues design excellence, that is excited about the opportunity to create a wonderful park in an important location in New York Harbor, that wants to engage the public in developing the programming and design, and that has experience with soliciting public input and incorporating it into a final design. For the purposes of the second-stage RFP, a preliminary project budget will be provided to the Consultant Teams. They must have the ability to balance economic considerations with design considerations to meet budgets. Certain areas of public parkland will be contiguous with future development, and the park design will have to take into account the needs of adjacent Island users such as developers, not-for-profit users, and other potential stakeholders. Going forward, as the planning for other uses on the Island progresses, the selected Consultant Team must demonstrate that they can work with GIPEC and other Island users on designs and budgets that address the economic challenges of development.

It is expected that the successful second-stage RFP respondent team will work with GIPEC toward final placement and design for the parkland, promenade and other public open space which will depend on GIPEC's planning for the commercial and other revenue-producing uses of the Island being further advanced.

“The Great Promenade”

The Great Promenade around Governors Island will be one of the world's most extraordinary, distinct, and enchanting walks. It will unfold as a series of way-stations along a journey rich in memorable moments, natural beauty, and historical perspective on New York's Harbor. The Island waterfront features heart-stopping views, never before seen by most New Yorkers, one after the other: the towers of Lower Manhattan; the juxtaposition of Brooklyn Bridge and Manhattan Bridge over the South Street Seaport; the layering of downtown Brooklyn, stately Brooklyn Heights, and the Brooklyn-Queens Expressway over the working Brooklyn waterfront; the vast watery expanse of Upper New York Bay stretching to the Verrazano-Narrows Bridge and Staten Island; the Statue of Liberty and Ellis Island side-by-side; and the convergence of the Hudson River and the East River (see Appendix D: “Photographs of and from Governors Island”).

The Great Promenade will be a place of varied activities: primarily walking, biking, and rollerblading, but also bird watching, fishing, flying a kite, exploring and learning about harbor marine life, or gazing at the lights of the magnificent city skyline. The promenade will be a wonderful place to engage in the universal passion of people watching. It will also host other passive enjoyments such as sitting along the water to catch the briny ocean breezes, watching the sunset over the great bay and the Statue of Liberty, or watching the comings and goings of barges, container ships, ferries, and cruise ships. The walk along the promenade could be punctuated with varied examples of the region's culinary fare in great outdoor cafes. Intrepid walkers could enjoy the offerings of a “warming hut” in cooler weather.

Designs for the Great Promenade should reveal, frame and augment the variety of views. They should be punctuated with activities and places that appeal to a diverse array of users yet tell a story - one about a circular journey with a beginning, middle, and return. They should celebrate the spectacular harbor location – proximate to the City, yet away and special.

Currently, there is an existing path or roadway at or near the perimeter of the Island that is roughly the path of the future Great Promenade. The Great Promenade should generally follow the perimeter edge, but designs may provide for alternate routing to accommodate existing structures or other new design features such as breaks in the seawall or embayments.

Parkland: North Island, South Island

As described in Section III above, the parkland and public open spaces of Governors Island will include areas in both the northern and southern parts of the Island. GIPEC has established a preferred general location for the southern new parkland which is adjacent to the waterfront and to future commercial or not-for-profit development zones (See Appendix B: “Governors Island Illustrative Framework Diagram”). During the RFP / Design Competition, Consultant Teams will have some flexibility to suggest modifying this general location. Also as described in Section III above, the new parkland is to be located primarily on the South Island and contain at least 20 contiguous acres. Therefore, Consultant Teams’ designs for the South Island park should comprise approximately 25-40 acres.

While it is important that the parklands be respectful of the past (the history of the Island), they must also be an expression of our time and our aspirations for the future. The following ideas and themes should guide the creation of the new parkland:

“A Summer Park Oasis”

The new park on the South Island will be a “Summer Park” oasis in the city. Not to be taken literally as the calendar season, the “Summer” of “Summer Park” is a state of mind, a term to convey a sense of carefree enjoyment, relaxation, play and fun. One of the most important features of Summer Park is that it is on an Island, a world apart. This fact seems obvious, but it is crucial to the overall vision of the park to understand and make the most of its inherent *Island nature*. The mood and tone of the places that are created because it is part of and on an Island would be one of the main reasons that people journey to Governors Island. It is a place away without leaving New York City. Many visitors have been moved by the special sense of quiet, nature, and peace that pervade the Island. It will be a sanctuary for rejuvenation – a place of highly designed landscape settings which allow you to be transported and be refreshed.

The Summer Park will be a place to cultivate and indulge in sensory experience and delight – to experience the salt air, fresh air, sunlight, waves, wind, and white noise of nature. The Summer Park will be a place to relax, take off your tie, roll up your pants, and stroll

barefoot in the sand or across a meadow or boardwalk – forgetting the city for an afternoon, a day or more. Taking the journey to and from Governors Island, and being out on the open water is a delight unto itself. Designs should celebrate the journey to and from the Island.

Designs for the Summer Park should highlight the sublime and establish concentrated moments of tone and mood. As with the Great Promenade, designs should capture special views, but this time from within and through the park. Programming could feature active recreation and activities that promote awareness of nature, well-ness and relaxation.

Programming ideas could include:

- Picnicking and grilling
- Lawn activities and games
- Water play
- Kayaking, canoeing, model boats
- Frisbee
- Soccer, softball, lawn sports
- Ecology and weather watching station
- Bird-watching
- Yoga, tai-chi, dancing
- Festivals, performances, concerts
- Civic gatherings and special events
- Public art
- Re-enactments and military spectacles

(Programming ideas in this RFQ and the Stage Two RFP are illustrative and must be further evaluated and developed by the successful RFP respondent team working with GIPEC, other potential Island users and/or developers, and the public during future planning and design phases of Island redevelopment.)

Since any visit to the Summer Park would involve a deliberate journey to go there and come back, the place would be a destination park. The program of uses and activities offered there will be critical to the success of the park. Some of the criteria for determining the kinds of activities which would occur there would be to include activities that one cannot do elsewhere in New York City and to include activities or combinations of activities that inspire people to make a visit of 2 ½ hours or more.

“A Command of the Harbor”

The Summer Park is distinguished by its waterfront location at the southern end of Governors Island, which suggests several important themes:

First, the park location on the tip of an Island, at the heart of Upper New York Bay, would offer a sweeping command of the Harbor. Because as currently envisioned it lies relatively low to the water, is shaped like a prow, and affords a vast and open water view, the tip of the park would create a powerful sensation like being on the deck of a ship. Special

design treatments should be planned for the seawall and upland edge of the Island as an “Inspiration Point” or “Promontory Point.” This significant waterfront location also has visual and programmatic synergy with other parks and destinations of the Harbor District – Liberty Island, Ellis Island, Brooklyn Bridge Park, and the East River Waterfront Park. The site’s significance as part of New York City’s early harbor fortifications and its subsequent contribution to the region’s stability and industrial rise all need to be told, and this is a vantage point to put that story into focus.

Second, Summer Park on Governors Island could give the Statue of Liberty back to the people of New York. Most New Yorkers only know Lady Liberty through secondary imagery (postcards, TV, souvenir replicas), and even those who have first-hand experience with her usually see her in profile. There is no closer land vantage point to the front of Statue of Liberty than from the southwesterly edge of Governors Island. From here one sees a close-up, majestic, straight on view of this great American icon. Park designs should frame and choreograph views of the Statue of Liberty from the Great Promenade, from the Summer Park and from key sites throughout the Island. The Statue of Liberty could become an important focal point for visitors to the Island and Summer Park.

Third, park designs might establish a new iconic presence of the Summer Park prow as a beacon in the harbor. This could occur through the development of the “Promontory Point” and / or the creation of an iconic performance venue in the park, on the waterfront facing and set off by the Statue of Liberty.

“Selected Recreational Uses”

The park would be welcoming to New York City residents and visitors from all walks and stages of life by providing a variety of active and passive recreational facilities. The park and promenade should feature recreational attractions and destinations that visitors believe are worth the travel - including unique free experiences and facilities for avid users. The park design and activities should be appealing to users of varied mobility and be especially welcoming to families and children of all ages. Summer Park should be a place for adults and children to play and indulge their sense of fun and whimsy. Maritime and water-based uses that bring people to the water should be explored. Some of the elements that could be incorporated into the design are dynamic fountains for children, a harbor “beach,” multi-purpose fields, a rock climbing wall or top ropes course, miniature golf, or facilities for extreme sports. Particular attention should be paid to creative ideas for the park program in order to encourage use and enjoyment, such as showers and lockers for runners / bikers or an Island-wide “free” bike program.

Another potential programming concept is that Governors Island could be a new festival grounds for New Yorkers and visitors. The goal of such programming would be to draw visitors to the Island with either unique events available nowhere else in New York City or to offer known and attractive events in a fresh, generous, and unique setting. By virtue of its

spaciousness and spectacular natural beauty, Governors Island would offer a unique and superior alternative to the typical New York City street fair. By virtue of its central location and proximity to public transportation, Governors Island could become an easy and familiar destination for many New Yorkers and tourists alike.

The design throughout the Island could incorporate flexible, multi-purpose open space that could host temporary festival activities such as: (illustrative only)

- Holiday celebrations (Fourth of July, Armed Forces Day, etc.)
- Music performances
- Cultural and ethnic festivals
- Sports demonstrations
- Art and dance performances and art installations
- Family picnics, barbeques, and reunions
- Food festivals

Means

Designers draw upon a host of means to create park designs, and these are some that are appropriate for Governors Island:

- Design excellence

The Island should be organized around a well-defined system of linked, innovatively designed public open spaces. The South Island need not draw on the same landscape language as the North Island, but can contrast with it provided there is a well-designed transition zone. The landscape design should be an articulation of water, land, and form that surprises and delights. The current shaping of the perimeter of the Island contains many “bends” which provide numerous design opportunities to work with foreground, middle ground and dramatic background elements.

- Holistic approach

In addition to program generated elements, the park design should be infused with the rich history, changing geography, and ecology of the Island. It should not only consider and provide the mandated protection and preservation of any significant archaeological, historical, and associated cultural resources of the property, but should strive to find a way to integrate them into the park visitor experience. The foundations of existing buildings on the South Island may be a “hidden asset” for building future platforms, landforms, or follies.

- Sustainable design practices

As a park of and for the 21st century, Governors Island parkland offers an opportunity for applying principles of sustainable development in a comprehensive and coordinated fashion. The Island already represents something of a contained ecosystem. Its essentially pedestrian environment, the resources of rain, tidal waters, wind and sun, the presence of significant open spaces, and the potential to reuse demolition materials in new topography all offer a unique

challenge and opportunity for good environmental practice. The design should incorporate sustainable landscape design practices that demonstrate good stewardship of the Island and mark a balance between people and the environment. Planning, landscaping and building design should consider human comfort, usage and enjoyment while enhancing Island habitat and ecological health and wellbeing. The design should consider filters or lines of defense against the elements to temper westerly wind and sun.

- Creative treatment of water

Given that the parkland is located on an Island and surrounded by water, the relationship of land and water should be an integral component of the design and explored creatively. Areas could be enhanced by bringing water inland through such elements as canals, an embayment, infinity swimming pools, fountains, cascades, water gardens, etc. Designers should consider landscape solutions for sustainable design and stormwater management that can also create ecological interest, such as retention ponds or wetlands.

- Programming

To enhance the experience of the Island as a unique destination, the parkland could be programmed with appropriate festivals, special events, and educational programs. Interpretive and educational facilities and spaces could be integrated into the design so that educational messages can be delivered through traditional and non-traditional presentation methods. Activities in the park could be a mix of traditional park uses, truly unique experiences that are unavailable anywhere else in the city, or programs that are not available for free elsewhere. The exact program for the parklands remains to be determined. The park programs and designs would be developed, examined and affirmed through on-going dialogue with the public and other potential Island users and/or developers. Activities and programs mentioned in this RFQ are not meant to be final but rather are meant to illustrate examples of activities that might be appropriate under the overall vision and themes for the parklands.

- Linkages

The Summer Park requires linkages with the historic core of the Island to the north. Also linkages to the new anticipated development on the eastern and western sides of the Island are essential, especially for pedestrian and other non-motorized travelers. Strong adjacencies to the redevelopment district abutting the park need to be reflected in the plan and coordinated into the overall design. The public open space design should reinforce an appropriate setting for architecturally significant buildings such as Liggett Hall.

- Design Objectives

GIPEC has established "Design Objectives for Buildings and Landscape." Please refer to these in Additional Materials 3 for further direction on design approaches to landscape types, a tree strategy, district character, mobility and circulation, alterations to the seawall, sustainability, and public art, to name a few of the topics covered.

V. SELECTION CRITERIA

Keeping in mind the development goals outlined in Section II and the park vision described in Section IV, GIPEC will review the RFQ submissions to invite firms to respond to the RFP and participate in the design competition. In evaluating RFQ submissions pursuant to this request, GIPEC will place high value on the following factors, not necessarily listed in order of importance:

1. Relevant Experience
 - a. Experience with designing compelling, built and well-used public parks and landscapes, particularly in urban centers, along waterfronts, or in environmentally sensitive areas.
 - b. Experience in creating destination projects that not only draw people but catalyze activity; projects whose vitality is not necessarily dependent on the immediately surrounding districts or neighborhood.
 - c. Experience with diverse public park user groups. Experience with public agency clients and public input processes.
 - d. Experience working with private and not-for-profit users, developers, and other stakeholders.

2. Quality of work product
 - a. Demonstrated commitment to design excellence, innovation, and sustainability as demonstrated through submitted work samples of previous park designs.

3. Methodology
 - a. Approach described in the RFQ response demonstrates a full comprehension of the anticipated Scope of Services and a well-thought approach to the design challenge.
 - b. Quality and thoroughness of the written submission.

4. Staff/Team member
 - a. Proposed staff/team member ability and record of training and achievement.
 - b. Availability of staff of Consultant Team to take on Services, particularly the commitment and consistent availability of senior principals.
 - c. Previous successful collaborations between Consultant Team members and firms.
 - d. Excellent record of relations, communication and collaborations with past clients, community constituents and other project stakeholders.

5. Compliance
 - a. Conformity with applicable GIPEC policies as noted herein, including non-discrimination policies.

VI. RFQ PROCESS AND SUBMISSION REQUIREMENTS

A pre-submission information session will be held at Pershing Hall on Governors Island, followed by an Island tour, on **Tuesday, October 31, 2006 from 9:15 -11:45 AM (Eastern Standard Time)**. GIPEC staff will review the material contained in the RFQ and answer questions. All questions and answers will be posted on the GIPEC website: www.govisland.com. While a respondent's attendance at the session is not mandatory to respond to this RFQ, it is encouraged. Anyone wishing to attend **must** RSVP by emailing Jennel Hewan at jhewan@empire.state.ny.us with names of attendees by **5:00 pm (Eastern Standard Time) Friday, October 27, 2006**. There is a limit of 2 attendees per respondent team. Those who have not RSVP'd by this time will not be permitted to board the Governors Island ferry.

The ferry to Governors Island will be leaving promptly from Slip 7 of the Battery Maritime Building, 10 South Street, in Lower Manhattan at 9:00 AM. Attendees must arrive at Slip 7 no later than 8:45 AM in order to comply with security procedures before boarding the ferry. Photo identification will be required for each person prior to boarding the ferry. Anyone without photo ID will not be allowed access to the ferry or the Island. Ferries returning to Manhattan will depart at 10:45 AM and 12:00 noon.

To qualify for submission the Consultant Team must perform under the direction of a New York State licensed Landscape Architect or Architect with at least one completed (built) landscape design project of \$10 million or more (as measured in U.S. Dollars or equivalent). Firms from abroad are encouraged to submit to the RFQ. However, foreign firms must either have an American office or submit as partners on a team with an American office. The team selected for the design contract will be expected to maintain a local project office with significant presence of the principal-in-charge as may be needed throughout the duration of the contract term. Consultants and sub-consultants currently engaged under the Master Planning Consulting Services contract with GIPEC are not eligible to submit as part of either the RFQ or RFP teams.

Interested firms are required to follow the guidelines and instructions contained in this RFQ. At its discretion, GIPEC may make clarifications or amend this RFQ in writing at any time. In the event it becomes necessary to revise or amend any part of this RFQ, all revisions, clarifications, and changes will be provided by addenda posted on the GIPEC web site (www.govisland.com) "Planning and Development > Open RFPs/RFQs/RFEIs" page, Public Open Space Design RFQ. **It is the responsibility of all Respondents to check the GIPEC website for posting of clarifications, amendments, or addenda on an ongoing basis.**

Any questions must be submitted via email to ParkRFQ-GIPEC@empire.state.ny.us no later than 5:00 pm (Eastern Standard Time) on Wednesday, November 1, 2006. Addenda to this RFQ, including responses to questions, will be posted by Wednesday, November 8, 2006 on the

GIPEC website, <http://www.govisland.com>. GIPEC will not accept, and cannot respond to, questions via any other methods.

A. Submission Content

Proposals should provide a relevant and concise description of the respondent team's capabilities to satisfy the requirements of the RFQ. Proposals should be no more than twenty (20) pages in length and must include:

1. **Letter of interest**
2. **Experience and Personnel**
 - **A history of the respondent team's experience** including basic firm information and list of landscape design projects
 - **List of the principals, project manager(s) and professional staff** who would work directly with GIPEC, indicating their background (concise professional biographies) and major projects to date. Each team is expected to provide the professional expertise necessary to complete the landscape design. Please include an organizational chart and identify the NY State licensed professional.
 - **Schedule of 2007 hourly billing rates** for government clients for the primary principals and staff of the lead consultant and major sub-consultants, including job titles. This is for reference only and is not a fee proposal.
3. **Work Samples**
 - **Samples of up to five (5) landscape design projects** that the respondent team has completed in the past 15 years. Include images of the built or un-built project, a description of the project and the program, the role played by team member, the size, budget and final cost of the project, any design awards received, as well as the name, title, company and phone number of the client who is able to provide a reference.
 - **Any other information or work sample** that you believe would make your participation in this RFQ and subsequent RFP / Design Competition essential to envisioning the future of Governors Island.
4. **Methodological Approach**
 - **A statement explaining the respondent team and team leader's design philosophy**
 - **A preliminary design vision and design approach for the Governors Island parkland** indicating what ideas and aspects of landscape design the respondent

expects to emphasize in its preparation of the RFP proposal, if selected. (This should be limited to a maximum of two pages.)

- **A description of how the respondent team intends to work together**, including methods and organizational structure.

5. **Contact Information Form** (Note: does not count toward 20 page limit) A separate sheet of paper indicating clearly:

- Lead firm;
- Contact person;
- License information of lead firm principal;
- Telephone and fax numbers;
- E-mail address;
- Street address of lead firm;
- Year firm or individual practice established;
- Indicate if MBE/WBE (Minority Business Enterprise or Women’s Business Enterprise as certified by New York State);
- Indicate type of work or specialty; note size of firm, including separate counts of (i) registered architects; (ii) professional planners; (iii) registered landscape architects; (iv) professional engineers; (v) other pertinent persons.
- The team leader from the lead firm is to sign and date this form.

6. **Conflicts of Interest** (Note: does not count toward 20 page limit)

- A statement describing any potential conflict of interest or appearance of impropriety, relating to other clients of the firm, or employees of GIPEC or ESDC, that could be created by providing services to GIPEC.
- Indicate what procedures will be followed to detect and notify GIPEC and to resolve any conflicts of interest.
- Indicate any pending litigation and/or regulatory action brought by any oversight body or entity that could have an adverse material impact on the firm’s ability to serve GIPEC.
- Indicate if the firm has ever had a prior contract with any governmental entity terminated for any reason, and provide an explanation.

7. **Non-Discrimination Policy** (Note: does not count toward 20 page limit)

It is the policy of the State of New York and GIPEC to comply with all federal, state and local laws, policy, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take

affirmative action in working with contracting parties to ensure that New York State Business Enterprises, Minority and Women-owned Business Enterprises (M/WBEs), Minority Group Members and women share in the economic opportunities generated by GIPEC's participation in projects or initiatives and/or the use of GIPEC funds.

GIPEC is a subsidiary of the ESDC. Accordingly, ESDC's non-discrimination and affirmative action policy will apply to this initiative. The selected consultant(s) shall be required to use its best efforts to achieve American M/WBE participation of not less than 20% of the total dollar value of the contract. A copy of each respondent's equal employment opportunity policy statement, Staffing Plan (Schedule A-1 to Appendix F) of the anticipated workforce to be utilized on the contract and Schedule of Minority and Women Business Participation (Schedule A-2 to Appendix F) shall be included as part of the response to any RFQ. Respondents must submit Schedules A-1 and A-2 as part of their proposal - do not send these directly to ESDC. The ESD Affirmative Action Unit (AAU) is available to assist you in identifying New York State certified M/WBEs that can provide goods and services in connection with the contract. If you require M/WBE listings, please call the AAU at (212) 803-3224.

8. Additional Certification and Compliance (Note: does not count toward 20 page limit)

- a. Any contract resulting from this solicitation is also subject to the requirements of State Tax Law Section 5-a ("STL 5-a"). STL 5-a prohibits GIPEC from approving any such contract with any entity if that entity or any of its affiliates, subcontractors or affiliates of any subcontractor makes sales within New York State of tangible personal property or taxable services having a value over \$300,000 and is not registered for sales and compensating use tax purposes. To comply with STL 5-a, all respondents to this solicitation must include in their responses a properly completed Form ST-220, a copy of which is accessible at http://www.empire.state.ny.us/rfp/required_forms.htm. Also in accordance with the requirements of STL 5-a, any contract resulting from this solicitation will require periodic updating of the certifications contained in Form ST-220. Solicitation responses that do not include a properly completed ST-220 will be considered incomplete and non-responsive and will not be considered for contract award. Only the prime consultant completes *Form ST 220*, but Schedule A to *Form ST 220* requires detailed information from the subconsultants, such as tax ID number, etc., if applicable. Moreover, if applicable, certificates of authority must be attached by the prime consultant and all the subconsultants.
- b. State Finance Law Sections 139-j and 139-k (the "Procurement Requirements") apply to this RFQ. These Procurement Requirements govern permissible communications

between potential Respondents and GIPEC or other involved governmental entities with respect to this RFQ and establish sanctions for knowing and willful violations of the provisions of the Procurement Requirements, including disqualification from eligibility for an award of any contract pursuant to this solicitation. Compliance with the Procurement Requirements requires that (x) all communications regarding this solicitation, from the time of its issuance through final award and execution of any resulting contract (the "Restricted Period"), be conducted only with the designated contact persons listed below; (y) the completion by Respondents of the Offerer Disclosure of Prior Non-Responsibility Determinations and the Offerer's Affirmation of Understanding of and Agreement pursuant to State Finance Law (see Appendix G for both forms); and (z) periodic updating of such forms during the term of any contract resulting from this solicitation. Respondents must submit the Contractor Disclosure of Contacts Form, the Offerer Disclosure of Prior Non-Responsibility Determinations, and the Offerer's Affirmation of Understanding of and Agreement pursuant to State Finance Law as part of their submission.

The Procurement Requirements also require GIPEC staff to obtain and report certain information when contacted by prospective bidders during the Restricted Period, make a determination of the responsibility of bidders and make all such information publicly available in accordance with applicable law. If a prospective bidder is found to have knowingly and willfully violated the State Finance Law provisions, that prospective bidder and its subsidiaries, related or successor entities will be determined to be a non-responsible bidder and will not be awarded any contract issued pursuant to this solicitation. In addition, two such findings of non-responsibility within a four-year period can result in debarment from obtaining any New York State governmental procurement contract.

This is not a complete presentation of the provisions of the Procurement Requirements. A copy of State Finance Law Sections 139-j and 139-k can be found at <http://www.ogs.state.ny.us/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>.

GIPEC's Policy Regarding Permissible Contacts under State Finance Law Section 139-j and 139-k with respect to this solicitation is included in Appendix G. Do not telephone or email GIPEC staff directly regarding this solicitation. For the purpose of compliance with State Finance Law Sections 139-j, **contacts with Betty Chen, Ellen Cavanagh, or Jennel Hewan, are considered permissible.** However, GIPEC's Policy Regarding Permissible Contacts under State Finance Law Section 139-j and 139-k with respect to this solicitation requires that all comments and questions regarding this RFQ (other than those presented in person at the pre-submission information session provided for in the RFQ) must be in writing and electronically submitted to GIPEC at ParkRFQ-GIPEC@empire.state.ny.us. GIPEC can entertain questions and comments on the RFQ that are not in writing at the pre-submission information

session to be held on October 31, 2006. All written questions and requests for clarification will be responded to in writing and be posted on the website (www.govisland.com).

All potential Respondents are solely responsible for full compliance with the Procurement Requirements. Both the prime consultant and the subconsultants complete the forms required in Appendix G.

9. **Submission Checklist** (Note: does not count toward 20 page limit):
Complete and sign – See Appendix H.

B. Submission Procedures

1. You must submit nine (9) sets of your RFQ proposal. Submissions should be no more than twenty (20) 8.5" x 11" single-sided pages bound in one volume (except sections noted above which do not count toward the page total). Submissions containing loose items will not be accepted.
2. The **front cover** of each submission should state "Governors Island Public Open Space Design RFQ Submission" and the entire set of proposals should be contained in a box or boxes clearly labeled "Governors Island Public Open Space Design RFQ Submission". If there is more than one box, label each box "1 of X", "2 of X", etc.
3. Proposals must be delivered in **hard copy** by hand, regular mail or express mail. Proposals sent via facsimile or e-mail transmittal will not be accepted.
4. Proposals are due and must be received at the location designated below no later than **3:00 PM (Eastern Standard Time) Wednesday, November 15, 2006**. Proposals received after the indicated date and hour and/or at a different location will not be considered by GIPEC.
5. Proposals must be submitted to:

**"Betty Chen, Vice-President Planning, Design, and Preservation
Governors Island Preservation and Education Corporation
Battery Maritime Building
10 South Street, Slip 7
New York, NY 10004"**

VII. SCHEDULE AND SELECTION PROCESS

GIPEC will convene a selection committee to evaluate the RFQ submissions according to the criteria set forth in Section V and select up to five teams for a short-list. An interview in New York City may be required with certain respondent teams as determined by GIPEC. The interview may provide an opportunity for the teams to clarify or elaborate on the RFQ submission but will in no way change the original submission. Key personnel and staff assigned to the respondent team must be present at the interview. GIPEC reserves the right to interview some, none or all of the respondents, as it deems appropriate. GIPEC's request for an interview shall not constitute acceptance of a submission.

Upon selection of the short-list, GIPEC will provide a contract to each of the RFP Consultant Teams, and these teams will be invited to enter into an agreement with GIPEC to participate in the RFP / Design Competition. Per the terms of the agreement, each finalist team shall receive an honorarium of \$40,000 (USD) to develop a site specific conceptual design and planning approach for the public open space of Governors Island.

Requirements for the RFP / Design Competition, a design brief, project background materials, program and budget information, preliminary design guidelines, and a list of names of the RFP jury will also be provided to each of the short-listed Consultant Teams. Selected firms may anticipate the preparation of a fee proposal, written materials, approximately four or five presentation boards (36" x 48") containing an illustrative site plan, enlarged plans, a minimum of six (6) renderings, and a 1"=120' scale model of their submission. Each Consultant Team will receive, from GIPEC, an architectural model base depicting the whole of Governors Island (topography, Historic District Buildings, major roads) to use as a base to prepare the required competition model. As part of the agreement with GIPEC, the short-listed Consultant Teams shall present their planning approach and design concepts in a public forum and/or exhibit for public comment and shall participate in one or more interviews with the RFP jury.

The purpose of the solicitation is for GIPEC to select a design partner, not to select or make a commitment for a final size, placement, budget or design of the park, promenade or other open space for the Island. Consultant Teams will be evaluated on how they think about the opportunities and challenges of the Island as well as the approach and design ideas manifested in the illustrative conceptual designs submitted.

The tentative schedule for the RFQ is as follows:

Issue RFQ:	October 23, 2006
Pre-submission information session:	October 31, 2006
Questions Due:	November 1, 2006
Answers Posted:	November 8, 2006
RFQ Responses Due:	November 15, 2006

- e. maintains and provides the following insurance: Commercial General Liability insurance of \$1,000,000 per occurrence and \$2,000,000 in the aggregate; Commercial Automobile Liability with a limit of \$1,000,000 each accident; errors and omission liability insurance of not less than \$5,000,000 per loss for any professional or firm on the team that signs or seals construction documents, all other subcontracting professionals shall carry errors and omissions liability insurance with a limit of not less than \$1,000,000; and evidence of Workers Compensation/Employers' Liability insurance, and with insurers licensed to provide insurance in the State of New York. Such policies of insurance shall be in a form acceptable to, and shall include any conditions reasonably required by GIPEC and shall name the State, the City, GIPEC, ESDC, NYCEDC as additional insureds;
 - f. is qualified to do business in the State of New York and is in receipt of all licenses, if any, required by applicable governmental entities; and
 - g. shall represent and warrant that neither it nor any of its directors, officers, members, or employees has any interest, nor shall they acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services as set forth in the Contract. The successful respondent must further agree that in the performance of the services no person having such a conflict of interest shall be employed by it.
4. News Release - Recipients of this RFQ shall make no news/press release pertaining to this RFQ or anything contained or referenced herein without prior written approval from GIPEC. Any news release pertaining to this RFQ may only be made in coordination with GIPEC.
5. Prohibited Persons - No respondent to this RFQ will be selected if an individual who is an owner, shareholder, member, partner, officer or director, or otherwise a principal and/or its management team is determined, in GIPEC's sole discretion, to have been convicted of a felony or a crime involving moral turpitude, to be an organized crime figure, to be under indictment or criminal investigation, to be in arrears or in default of any debt, contract or obligation to or with the City or State of New York, or any other of their instrumentalities or otherwise to be a prohibited person as defined by GIPEC. The selected respondent and all principals thereof, if applicable, and/or owners, shareholders, members, partners, officers or directors of the respondent's team must complete a background questionnaire and is subject to investigation by GIPEC and the City's Inspector General. The selection of a respondent may be revoked in the event that any derogatory information is revealed by such investigations.
6. Proposal Costs – Neither the City nor the State nor any agency thereof including GIPEC, ESDC, and NYCEDC shall be liable for any cost incurred by the respondent in the preparation of its proposal to this RFQ. GIPEC is not obligated to pay any

costs, expenses, damages or losses incurred by any respondent at any time unless GIPEC has expressly agreed to do so in writing.

7. GIPEC shall be the sole judge of each respondent's conformity with the requirements of this RFQ and of the merits of the proposal.
8. GIPEC reserves the right, in its sole discretion to: amend, modify or withdraw this RFQ; waive any requirements or conditions or modify any provisions of this RFQ with respect to one or more respondents; require supplemental statements and information from any respondents to this RFQ; to award a contract to as many or as few or none of the respondents as GIPEC may select; add or subtract or otherwise request a change in composition of a team; award a contract to entities who have not responded to this RFQ; accept or reject any or all proposals received in response to this RFQ; extend the deadline for submission of proposals; negotiate or hold discussion with one or more of the respondents; correct deficient proposals that do not completely conform with this RFQ; reject any or all proposals and to cancel this RFQ, in whole or in part, for any reason or no reason. GIPEC may exercise any such rights at any time, without notice or liability to any respondent or other parties for their costs, expenses or other obligations incurred in the preparation of a proposal or otherwise.
9. GIPEC reserves the right to require any respondent to exclude or replace one or more subcontractors included in respondent's proposal with other subcontractors satisfactory to GIPEC.
10. This RFQ and any contract or agreements resulting herein are subject to all applicable Federal, State and local laws, rules, regulations and executive orders.
11. Any modifications to this RFQ shall be issued in writing by GIPEC. Nothing stated at any time by any representative of GIPEC, the State, the City or of any other entity shall effect a change in, or constitute a modification to this RFQ unless confirmed in writing by GIPEC. Respondents may request clarification from GIPEC prior to the submission deadline. Any such clarification from GIPEC must be in writing in order to be binding on GIPEC.
12. GIPEC shall not be obligated to pay any fee, cost or expense for brokerage commissions or finder's fees with respect to the execution of the Contract. It shall be a condition of any Contract that the respondent agree to pay the commission or other compensation due to any broker or finder in connection with the transaction, and to indemnify and hold harmless the State, the City, GIPEC, ESDC, or NYCEDC from any obligation, liability, cost or expense incurred by it as a result of any claim for commission or compensation brought by any broker or finder by reason of the transaction.
13. GIPEC reserves the right to terminate any agreement(s) entered into as a result of this RFQ at any time, provided that written notice has been given to the respondent at least thirty (30) days prior to such proposed termination date.