

BROOKLYN BRIDGE
PARK

BROOKLYN BRIDGE PARK CORPORATION
D/B/A BROOKLYN BRIDGE PARK



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Installation and Operation of a Seasonal Indoor Recreation Facility
Brooklyn Bridge Park, Pier 5

REQUEST FOR PROPOSALS

Issue Date: August 23, 2011
Submission Date: September 27, 2011 (3:00 PM EST)

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1. Introduction

Brooklyn Bridge Park Corporation (“BBP”) is issuing this Request for Proposals (“RFP”) to solicit operators to construct, operate and maintain a seasonal enclosed, indoor recreation structure or bubble (“Concession Structure”) to cover one sports field at Pier 5 in Brooklyn Bridge Park starting in the 2012 season. The Concession Structure will provide active recreation in Brooklyn Bridge Park during the cold weather months and create organized play opportunities for individuals, schools, athletic clubs and leagues. Pier 5 is approximately five acres and will house three multi-use artificial turf sports fields. The pier is located in the southern section of the park, and is accessible from a pedestrian path at Joralemon Street as well as the main greenway that travels through the park. A picnic peninsula will be located at the Pier 5 uplands and will include picnic tables, small scale play equipment, and a seasonal snack concession during the spring, summer and autumn seasons.

The Concession Structure envisioned for Pier 5 would be approximately 200’ x 300’ and large enough to enclose a single field in the area particularly described in appendix B (the “Concession Site”). BBP is seeking an operator, hereafter a “Concessionaire”, who can construct and install the Concession Structure and provide indoor wintertime recreation. Although not a requirement of this RFP, BBP will look favorably upon the provision and extent of free or low-cost programming elements. **Selection of a Concessionaire will require a determination by BBP’s Board that the Concession Structure will not result in any material negative impact to the structure of Pier 5 or require any capital investment from BBP that would exceed \$750,000. A Concessionaire must expressly provide that he or she will assume all capital obligations in excess of \$750,000, including obligations associated with any required modifications to currently contemplated pier work, and all operating obligations and liability relating to the Concession Structure, including the annual installation, maintenance, removal, and storage associated with the Concession Structure.** The Concession Structure operating season is from December 1st through March 31st each year of the Concession term.

2. Brooklyn Bridge Park

Brooklyn Bridge Park (the “Park”) is an 85-acre sustainable park that stretches 1.3 miles along Brooklyn’s East River waterfront. The Park occupies one of the world’s most beautiful and inspiring urban settings in the shadow of the Brooklyn Bridge and overlooking Lower Manhattan and New York Harbor. When complete, the Park will stretch from John Street in the north (north of the Manhattan Bridge) to Pier 6 in the south (at Atlantic Avenue).

This new world-class Park is designed by acclaimed landscape architecture firm Michael Van Valkenburgh Associates (“MVVA”). MVVA’s plan transforms former industrial piers into a varied and inviting public open space with expansive lawns, active recreational facilities (including volleyball and basketball courts, multi-use playing fields, handball, and inline skating), playgrounds (including a 1.6 acre signature playground at Pier 6), pathways, bike paths, picnic areas, promenades, and maritime-related recreational facilities (such as kayak launches). An integral part of the design is the Park’s greenway, a 30-foot wide scenic separated bikeway/walkway that weaves throughout the Park along the East River shoreline.

The 2010 inaugural season was a resounding success for the Park, with the opening of Piers 1 and 6. Over 18 acres of parkland were opened and tens of thousands of visitors came to enjoy the Park’s new amenities and participate in its diverse offerings of public programs. March saw the opening of the Pier 1 lawns, promenade and monumental Granite Prospect. In June, the water play, sand box,

slides and swings of Pier 6 opened, welcoming families to come and play at the Park. A new dock accommodated seasonal water taxi service and linked the Park with Governors Island for the first time. In August the remaining acres of Pier 1 opened including the greenway connection to Pier 6.

Visitors continued to flock to Brooklyn Bridge Park this past May and June with the park averaging approximately 30,000 visitors each weekend day. Later this summer the renovated Empire Fulton Ferry portion of the Park will reopen and include the wonderful addition of Jane's Carousel. The remainder of the Park will open in phases over the next several years with the Pier 5 sports fields and picnic peninsula scheduled to open in summer 2012.

3. **The Brooklyn Bridge Park Corporation**

The Brooklyn Bridge Park Corporation, d/b/a Brooklyn Bridge Park ("BBP") is a not-for-profit corporation composed of a Board of Directors that includes representatives of the Mayor, Governor, Borough President, City Council, State Senate and State Assembly. In July 2010, BBP took over responsibilities for the planning, design, construction, and maintenance of the Park from the Brooklyn Bridge Park Development Corporation, a wholly owned subsidiary of the New York State Urban Development Corporation d/b/a Empire State Development Corporation.

4. **RFP Goals**

BBP's goal in soliciting these proposals is to provide active recreation to the Park during the off-season and to promote the use of the Brooklyn Bridge Park facilities during the winter months.

Active recreation is an integral part of the Park's design and activation. Along with the sports fields at Pier 5, other active recreation includes sand volleyball courts at Pier 6 and a five-acre hard court sports facility at pier 2. However, none of these facilities provide year-round recreational opportunities.

The Concession Structure is positioned to attract interest from school groups, community centers, athletic clubs and leagues. The site's proximity to public transportation at Atlantic Avenue and Joralemon Street make it an easily accessible location (*see Appendix A for site context*). The Park's year-round greenway also provides a dedicated bicycle and pedestrian pathway from points north and south to Pier 5.

BBP is interested in a Concessionaire who, either alone or through creative partnerships, can offer low cost access to a seasonal covered sports field. Although not a requirement of this RFP, we encourage proposers to include a provision for making some recreation opportunities accessible to the public free of charge as part of their business offering. We are seeking a Concessionaire capable of providing the design and engineering solutions necessary to construct a Concession Structure at Pier 5 and through operations, will enhance the Park's mission to provide exciting free and low cost recreation for Park visitors.

5. **The Concession**

BBP is seeking a Concessionaire to design, construct, operate and maintain a Concession Structure at the Concession Site. The Concession Site will occupy a 200' x 300' area on the pier and should be situated in an east-west configuration due to loading and engineering requirements of existing steel and concrete structures at Pier 5 (*see Appendix B*). As earlier stated, the **Concessionaire will be responsible for all capital obligations in excess of \$750,000, including obligations associated**

with any required modifications to currently contemplated pier work, and all operating obligations and liability relating to the Concessionaire Structure, including maintenance, operations, and off-season storage on an annual basis. The Concession Structure must be heated, well-lit, and constructed to provide reasonable and customary temperature conditions for users and to withstand wind loads common to this waterfront location. Additional utility services, such as electric and gas, will need to be installed above and beyond the service being provided to the park. Service for these utilities will need to be brought onto the pier from the adjacent Furman Street, and the Concessionaire is responsible for all coordination with utility providers and permitting for such utility connections. *See attached utility plan in Appendix E.*

The concessionaire will be allowed to sell food and drink at the Concession Site at a high standard of quality. The exact size and location of the food service facility are subject to BBP's prior written approval. Any staff assigned by the Concessionaire to sell food and beverages to the public must possess all Federal, State, and City authorizations, and possess, and at all times display, appropriate New York City Department of Health and Mental Hygiene ("DOHMH") permits. **The concessionaire may only operate the food service facility if he or she has obtained the appropriate, valid permits and authorizations required by DOHMH.**

The Concession Structure would be prominently located and directly visible to visitors as they approach the park from Pier 6 or from Joralemon Street. Restroom facilities are not located at Pier 5; the closest park restroom is located at Pier 6 approximately 650 feet to the south. There are no locker room facilities located within the park. The Concessionaire may propose temporary restroom and/or locker room facilities within the Concession Site.

5.1 Operations, Season and Hours

Operating Season and Hours of Operation

The Concessionaire will be required to operate the Concession Structure for a period commencing each December and continuing through the end of March. Brooklyn Bridge Park is open every day from 6am to 1am. The Concessionaire may only operate the Concession Structure when the park is open. All hours of operation of the Concession Structure are subject to BBP's prior written approval. Proposers should include in their proposal specific operating information including seasonal term, days and hours of operation.

Operational Plan

Proposers should submit a detailed operational plan for the Concession Site. This plan should include, but not be limited to, intended use of the facility, hours of operation, services to be provided, any plans to install energy efficient appliances that have the Energy Star seal of approval and/or water conserving appliances, and any plans to use "Green Seal" or other environmentally friendly products or devices, staffing plans, safety and security plans, merchandise to be sold (if any), programming plans, mechanisms to measure customer satisfaction, a detailed list of all proposed fees and prices, and maintenance, snow, rubbish removal, and cleaning schedules.

All plans, schedules, services, merchandise, prices and fees, and hours of operation are subject to BBP's prior, written approval.

Snow, Rubbish Removal & Recycling

During the operating season, the concessionaire will be responsible for, at its sole cost and expense, clean-up and removal of all snow, waste, garbage, refuse, rubbish and litter from the Concession Structure and the area within fifty (50) feet of the Concession Site. The Concessionaire will be required to provide adequate and easily accessible waste and recycling receptacles, approved by BBP, and have these receptacles emptied on a daily basis and removed by a private carter. The location and placement of all waste and recycling receptacles is subject to BBP's prior written approval. The Concessionaire will be required to comply with all City, State, and Federal regulations regarding recycling. In addition, the Concessionaire will be required to demonstrate to BBP's satisfaction, through a detailed maintenance plan, that they will keep and maintain the concession site in excellent condition throughout the Concession Term.

5.2 Concession Term

A permit ("Permit") to design, construct, operate and maintain the Concession Structure at the Concession Site will be for a term of five operating seasons beginning December 2012. During each year of the Permit term, the Concession Structure must be open to the public from December through March. If the relationship between BBP and the Concessionaire is satisfactory to BBP through the five-season term, BBP shall have the option, in its sole and absolute discretion, to renew the Permit upon its expiration, for three additional one-season terms. In its Proposal, a proposer must state the terms, including business offer, for the five-season base Permit term and three optional one-season Permit terms.

5.3 The Concession Structure

The dimensions of the Concession Structure should be approximately 200' by 300', should contain one single soccer field, and must have a 25-foot clearance on all sides. To avoid snow build up between the structure and existing concrete walls, the orientation of the structure should be east/west, which is perpendicular to the current field layout (*see Appendix B*). No permanent building or storage structure will be allowed at the Concession Site. The Concession Structure and site layout require prior approval by BBP.

During the non-operating seasons, the Concessionaire will be required to store all equipment and materials off the Concession Site. Proposers should indicate if they desire to place an outdoor storage container in the designated storage area to be determined in collaboration with the Brooklyn Bridge Park Director of Operations. . The Concessionaire shall be responsible for, at its sole cost and expense, obtaining any storage structure required for the operation of the concession. No item shall be placed anywhere in the Park without BBP's prior, written approval. The Concessionaire shall be responsible for security of the Concession Structure and will be required to secure all equipment every evening.

Concessionaire must also include a proposed location for a blower or any other mechanicals for the concession structure. All such mechanicals must be located on the Concession Site either within or directly outside the Concession Structure.

Modifications to the pier deck are required in order to install and operate a heated and well-lit Concession Structure on Pier 5. Dedicated utility lines, including gas and electric service, will need to be brought onto the pier from the adjacent Furman Street. The Concessionaire will be responsible for

paying for and coordinating all utility connections directly with the utility service provider. Lighting fixtures and furnishings specified for the current design of Pier 5 may need to be removed in winter months to accommodate installation of the Concession Structure. If any Park fixtures and/or furnishings need to be removed to accommodate the Concession Structure they must be removed and reinstalled by the Park at the sole cost and expense of the Concessionaire.

The Concessionaire shall be responsible for all design and engineering services related to the Concession Structure including any modifications of the pier deck or alterations to the current design of Pier 5. All proposed modifications to the Pier or any BBP property will be subject to review and approval by BBP engineers and consulting team. It is not expected by BBP that any pile repair or pile strengthening will need to be performed to the pier deck to support the Concession Structure, however structural reinforcement may be necessary to support the weight and/or wind loads of the Concession Structure. Proposers should include a budget that identifies all capital costs related to the Concession. The budget should include, but is not limited to:

- Utilities
 - Electric
 - Gas
- Pier Modifications
 - Core holes in pier deck
 - Structural reinforcement plates under pier deck for Concession Structure
 - Flush-mounted steel covers on pier deck
 - Modifications to turf field to accept attachment
- Soft Costs
 - Engineering
 - Permitting
 - Architectural
 - Project Management
- Contingency
- Concession Structure

Any permanent infrastructure improvements made to the Concession Site or to accommodate the Concession Site, such as utility lines and pier deck improvements, will be considered a part of the Park and will be owned by BBP upon substantial completion of same. BBP will spend up to \$750,000 on construction costs, but will retain ownership of all capital improvements regardless of total cost. The Concessionaire will retain ownership of the Concession Structure, limited to the items that are removable from the site at the end of each season. **All capital costs in excess of \$750,000 are the sole responsibility of the Concessionaire.**

Americans with Disabilities Act (“ADA”) Compliance

The Concessionaire shall be required to provide ADA accessibility throughout the Concession Structure. The Concessionaire shall comply with all City, State, and Federal requirements to provide safe and accessible recreational opportunities for everyone, including persons with disabilities. The concessionaire is encouraged to exceed accessibility requirements whenever possible, and not simply provide the minimum level required.

Temporary Certificate of Occupancy

The Concessionaire will be required to operate and occupy the Concession Structure in accordance with all applicable law and shall, at its sole cost and expense, obtain all licenses and permits

that may be required to operate the Construction Structure in accordance with applicable law, including any necessary Temporary Certificate(s) of Occupancy. Concessionaire shall at all times operate the Concession Structure in accordance with the provisions of any required licenses or permits. In the event that, at the commencement date of the Concession, the Concessionaire does not have a Temporary Certificate of Occupancy because one is not legally required, then the Concessionaire shall obtain a "Letter of No Objection" from the DOB or DSBS Waterfront Permits Division. Nothing in this section shall limit the Concessionaire's obligation to pay the License Fees. Concessionaire is required to obtain a Temporary Certificate of Occupancy for the installation and operation of any inflatable air structure(s) and any temporary clubhouse. A Temporary Certificate of Occupancy shall be obtained for each season of the operating year.

5.4 Signage/Advertising

Signage must be of a temporary nature and may be present only during the Concession's operating season. The design of all signage and all other design elements must be approved in advance by BBP. Any advertisements that reference the Park or BBP shall be pursuant to criteria to be set forth in the Permit.

5.5 Marketing Support

The presence of the Concession Structure in the Park will be incorporated into the Park's website and various seasonal flyers and brochures. The Concession will be promoted in the Park's social media outlets, through email blasts and press releases where appropriate. The Concession may be added to permanent Park signage in the future.

5.6 Vehicle Access to the Concession Site

Deliveries to and from the Concession Site must follow procedures established by BBP's Director of Operations and be minimized during busy public access hours.

6. Submission Requirements

6.1 Timetable

RFP Release Date	Tuesday, August 23, 2011
Site Visit	Thursday, September 8, 2011 – 11:00AM
Questions Due	Tuesday, September 13, 2011 – 5:00PM
Questions and Answers Posted	Thursday, September 15, 2011
Proposals Due	Tuesday, September 27, 2011 – 3:00PM

6.2 Site Visit

A Concession Site visit will be held at Pier 5 on **Thursday September 8, 2011 at 11:00AM**. Attendees should meet at the entrance to the Park at the corner of Joralemon Street and Furman Street.

While a respondent's attendance at the site visit is not mandatory to propose for the Permit described in this RFP, it is strongly encouraged. Anyone wishing to attend must RSVP with names of all

attendees to brooklynbridgepark@bbpnyc.org or (718) 222-9939. Directions and specific information will be provided upon RSVP. If you are not able to attend, please contact BBP to indicate your interest in the project so that you will receive any updates or amendments to the RFP.

6.3 Evaluation Criteria

BBP will use the following criteria to evaluate proposers and their proposals:

- **Financial and Operational Capability (20%)** – The proposer has sufficient funds to dedicate to capital improvements necessary to install Concession Structure, and sufficient staff to manage and operate Concession to meet demand and to ensure a high quality experience for visitors through the permit term.
- **Quality of Program and Operations (20%)** – The proposer is offering a variety of programs at low and/or varying costs, and has demonstrated the capacity to provide first class level of service and appearance. The proposer’s accessibility, responsiveness, and flexibility to meet BBP’s needs and an understanding of BBP’s mission and the proposer’s willingness to work with programming partners, such as sports leagues and community groups
- **Engineering Proposal (20%)** – The proposer’s demonstrated engineering analysis to provide for the safety of the proposed Concession Structure and the Park.
- **Business Offer (20%)** – The proposer’s business offer provides the best combination of fee revenue to BBP and provision of free or reduced-fee indoor recreation opportunities to the public.
- **Experience and Expertise (20%)** – The proposer’s experience, expertise and strong track record of successfully operating similar indoor recreation concessions.

6.4 Proposal Content

Proposals should provide a straightforward, complete and concise description of the proposer’s capabilities to satisfy the requirements of the RFP. In your proposal, please provide a general overview of your company and its capabilities, and be as specific as possible in discussing your direction and vision for the Concession Structure. In addition, please make sure to specifically include the following information:

1. Contact information including the name, address, phone and fax numbers and email addresses of the proposer, as well as the names, roles and contact information for the personnel who would be assigned to the engagement.
2. Cover letter summarizing the key points of your proposal.
3. History of the organization’s experience, particularly as it relates to designing, constructing and operating such a concession on public land.
4. Description and site plan of overall envisioned use, including price list, hours of operation, staffing, and space needs.
5. Description of engineering analysis and design alterations to the pier to allow for the installation of a Concession Structure.
6. Full capital budgets and cost estimates, including pier modifications, utility service connections, installation, removal and storage of Concession Structure.

7. Ability to provide either a performance bond or funds in escrow to cover capital costs of pier modifications, utility service connections, and purchase and construction of Concession Structure.
8. Operating budget.
9. Three business references. Please include the name, title, organization name, address and phone number of entities that have issued concessions to you in the past.
10. Proposed operating schedule as described in section 5.2.
11. Operational needs including storage area required and access to Site and storage area as described in section 5.3.
12. Business offer. Outline the overall business terms of the proposal. Proposal should include a guaranteed base fee plus a percentage of gross revenue over a specific threshold payable to BBP. The provision of public access to free, reduced-fee recreation or any other business terms should be included in this section of the proposal. Respondents must state the terms for the five-season base Permit term and three optional one-season Permit terms.
13. Any additional details about what you would require on an initial or ongoing basis to operate the concession.
14. Additional Certification and Compliance as described in section 6.6.

The above items should be specifically addressed; however they are not meant to be an exhaustive list. Please include any additional information that you believe would be helpful in the decision-making process.

6.5 Submission Procedures

Interested proposers are required to follow the guidelines and instructions contained in the RFP. At its discretion, BBP may make clarifications or amend this RFP in writing at any time. In the event it becomes necessary to revise or amend any part of this RFP, all revisions, clarifications, and changes will be provided by addenda posted on the BBP web site "Business Opportunities" page, Indoor Recreation Concession (<http://www.brooklynbridgeparknyc.org/about-us/business-opportunities>). **It is the responsibility of all Proposers to check the BBP website for posting of clarifications, amendments, or addenda on an ongoing basis.**

1. The **front cover** of each proposal should state "Brooklyn Bridge Park Indoor Recreation Concession Proposal" and the entire set of proposals should be contained in a box or envelope clearly labeled "Brooklyn Bridge Park Indoor Recreation Concession Proposal."
2. You must submit four (4) copies of your proposal printed or typed on 8 ½" x 11" paper, and one (1) electronic copy on a CD or USB.
3. Proposals are limited to ten (10) pages, excluding illustrations and drawings and documentation required in Part 6.6 of this RFP, "Additional Certification and Compliance"
4. Illustrations and drawings may be included. Oversized drawings may be submitted, but must be accompanied by 8½" x 11" sectionals or reductions to 8 ½" x 11".
5. Proposals are due and must be received at the location designated below no later than **3:00 PM EST, Tuesday September 27, 2011**. Proposals received after the indicated date and hour and/or at a different location may not be considered at the discretion of BBP.
6. Proposals may be delivered by hand or by the express mail carriers FedEx or UPS. Proposals sent via regular mail, facsimile or e-mail transmittal will not be accepted.
7. Proposal should be submitted in a sealed envelope with the following information written on the outside:

Your name and address

Brooklyn Bridge Park Indoor Recreation Concession

8. Proposals must be submitted by either U.S. Postal Service to:

Brooklyn Bridge Park

Attn: Jennifer Klein

334 Furman Street

Brooklyn, NY 11201

Or by Federal Express or messenger to:

Brooklyn Bridge Park Site Office

Attn: Jennifer Klein

Pier 2, Furman Street

Brooklyn, NY 11201

9. All questions or clarifications related to this RFP process must be submitted via email no later than **5pm EST on September 13, 2011** to brooklynbridgepark@bbpnyc.org. Responses to any questions submitted or asked at the pre-bid site visit will be posted on the BBP "Business Opportunities" page, Bubble Concession (<http://www.brooklynbridgeparknyc.org/about-us/business-opportunities>) by **September 15, 2011**. BBP will not accept, and cannot respond to, questions via any other methods.

6.6 Additional Certification and Compliance

A. DOING BUSINESS DATA FORM REQUIREMENTS.

Pursuant to the City's Local Law No. 34, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city," as such terms are defined in LL 34.

In order for the City to obtain information necessary to establish the required database, each respondent must complete a Doing Business Data Form, enclosed at the end of this document in Appendix C, and return it in a separate envelope with the respondent's proposal.

The submission of a Doing Business Data Form that is not accurate and complete may result in appropriate sanctions. Respondents are encouraged to consult legal counsel with respect to the impact of LL 34. Respondents may also wish to review the document "Q&A: The Doing Business Data Form and the Doing Business Database" for further information: http://www.nyc.gov/html/mocs/downloads/pdf/DoingBusiness%20QA_General_Public.pdf. Note that responding to this RFP constitutes "doing business with the city" under LL 34.

7. Other General RFP Requirements and Conditions

1. Equal Employment Opportunity. The Concessionaire shall comply with all applicable laws relating to non-discrimination.

2. M/WBEs are encouraged to respond to this RFP.
3. BBP reserves the right, at its discretion, to postpone the date for submission and opening of proposals.
4. Proposers are advised that BBP has the option of selecting the proposer without conducting interviews or negotiations. Therefore, proposers should submit their best proposals initially, since interviews or negotiations may not take place. BBP reserves the right to withdraw the RFP and/or choose not to award a contract.
5. Proposers must respond to this RFP in order to be eligible to be considered for the award of the Permit pursuant to this RFP.
6. All Proposals shall be the property of BBP.
7. All Proposals and other materials submitted to BBP in response to this RFP may be disclosed in accordance with the standards specified in the Freedom of Information Law ("FOIL"). Respondents may provide in writing at the time of submission of their Proposal a detailed description of the specific information contained in its Proposal, if any, which constitutes a trade secret or would, if disclosed, harm such entity's competitive position. This characterization shall not be determinative, but BBP will use it for purposes of evaluating the applicability of any exemptions under FOIL should any request be made under FOIL to see the Proposal. BBP, in its sole discretion, will determine whether any such information qualifies for exemption from disclosure under applicable law. BBP assumes no responsibility for any loss or damage resulting out of any determination regarding disclosure of information provided by Respondents and by submitting a Proposal, Respondents expressly waive any such claim.
8. Indemnification and Insurance requirements
 - a. Indemnification: The Concessionaire will be required to indemnify BBP and the City for claims arising out of the Concessionaire's operations under the Permit, pursuant to a provision to be included in the Permit.
 - b. Insurance: The Concessionaire shall purchase and maintain throughout the Permit term the insurance described in Appendix D, and as may otherwise be required in the Permit, at its own cost and expense.
9. BBP shall not be liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therein.
10. A proposer may submit a modified proposal to replace all or any portion of a proposal submitted up until the proposal submission deadline. Only the latest version of the proposal will be considered. Late proposals and late modifications will not be considered for evaluation. Proposers may withdraw their proposals from consideration at any time before the proposal deadline. To withdraw a proposal, the proposer must provide BBP with written notification.

Appendix A: Brooklyn Bridge Park Context Map



Appendix B: Pier 5 Indoor Recreation Concession Site Map



Brooklyn Bridge Park

Rendering by Michael Van Valkenburgh Associates, Inc. ©Brooklyn Bridge Park Corporation

Appendix C: Doing Business Data Form



Doing Business Data Form

To be completed by the City agency prior to distribution			
Agency: _____		Transaction ID: _____	
Check One:	Transaction Type (check one):		
<input type="checkbox"/> Proposal	<input type="checkbox"/> Concession	<input type="checkbox"/> Contract	<input type="checkbox"/> Economic Development Agreement
<input type="checkbox"/> Award	<input type="checkbox"/> Franchise	<input type="checkbox"/> Grant	<input type="checkbox"/> Pension Investment Contract

Any entity receiving, applying for or proposing on an award or agreement must complete a Doing Business Data Form (see Q&A sheet for more information). Please either type responses directly into this fillable form or print answers by hand in black ink, and be sure to fill out the certification box on the last page. **Submission of a complete and accurate form is required for a proposal to be considered responsive or for any entity to receive an award or enter into an agreement.**

This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York; no other information reported on this form will be disclosed to the public. **This Data Form is not related to the City's VENDEX requirements.**

Please return the completed Data Form to the City office that supplied it. Please contact the Doing Business Accountability Project at DoingBusiness@cityhall.nyc.gov or 212-788-8104 with any questions regarding this Data Form. Thank you for your cooperation.

Section 1: Entity Information

Entity Name: _____

Entity EIN/TIN: _____

Entity Filing Status (select one): <input type="checkbox"/> Entity has never completed a Doing Business Data Form. <i>Fill out the entire form.</i> <input type="checkbox"/> Change from previous Data Form dated _____. <i>Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.</i> <input type="checkbox"/> No Change from previous Data Form dated _____. <i>Skip to the bottom of the last page.</i>
--

Entity is a Non-Profit: Yes No

Entity Type: Corporation (any type) Joint Venture LLC Partnership (any type)
 Sole Proprietor Other (specify): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone : _____ Fax : _____

E-mail: _____

Provide your e-mail address and/or fax number in order to receive notices regarding this form by e-mail or fax.

Section 2: Principal Officers

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced..." and fill in the name of the person being replaced so his/her name can be removed from the *Doing Business Database*, and indicate the date that the change became effective.

Chief Executive Officer (CEO) or equivalent officer This position does not exist

The highest ranking officer or manager, such as the President, Executive Director, Sole Proprietor or Chairperson of the Board.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

 This person replaced former CEO: _____ on date: _____**Chief Financial Officer (CFO) or equivalent officer** This position does not exist

The highest ranking financial officer, such as the Treasurer, Comptroller, Financial Director or VP for Finance.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

 This person replaced former CFO: _____ on date: _____**Chief Operating Officer (COO) or equivalent officer** This position does not exist

The highest ranking operational officer, such as the Chief Planning Officer, Director of Operations or VP for Operations.

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

 This person replaced former COO: _____ on date: _____

Section 3: Principal Owners

Please fill in the required identification information for all individuals who, through stock shares, partnership agreements or other means, **own or control 10% or more of the entity**. If no individual owners exist, please check the appropriate box to indicate why and skip to the next page. If the entity is owned by other companies, those companies do **not** need to be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list any individuals who are no longer owners at the bottom of this page. If more space is needed, attach additional pages labeled "Additional Owners."

There are no owners listed because (select one):

- The entity is not-for-profit There are no individual owners No individual owner holds 10% or more shares in the entity
 Other (explain): _____

Principal Owners (who own or control 10% or more of the entity):

First Name: _____ MI: _____ Last: _____
 Office Title: _____
 Employer (if not employed by entity): _____
 Birth Date (mm/dd/yy): _____ Home Phone #: _____
 Home Address: _____

First Name: _____ MI: _____ Last: _____
 Office Title: _____
 Employer (if not employed by entity): _____
 Birth Date (mm/dd/yy): _____ Home Phone #: _____
 Home Address: _____

First Name: _____ MI: _____ Last: _____
 Office Title: _____
 Employer (if not employed by entity): _____
 Birth Date (mm/dd/yy): _____ Home Phone #: _____
 Home Address: _____

Remove the following previously-reported Principal Owners:

Name: _____ Removal Date: _____
 Name: _____ Removal Date: _____
 Name: _____ Removal Date: _____

Section 4: Senior Managers

Please fill in the required identification information for all senior managers who oversee any of the entity's relevant transactions with the City (e.g., contract managers if this form is for a contract award/proposal, grant managers if for a grant, etc.). Senior managers include anyone who, either by title or duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any transaction with the City. **At least one senior manager must be listed, or the Data Form will be considered incomplete.** If a senior manager has been identified on a previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list individuals who are no longer senior managers at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Senior Managers."

Senior Managers:

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

First Name: _____ MI: _____ Last: _____

Office Title: _____

Employer (if not employed by entity): _____

Birth Date (mm/dd/yy): _____ Home Phone #: _____

Home Address: _____

Remove the following previously-reported Senior Managers:

Name: _____ Removal Date: _____

Name: _____ Removal Date: _____

Certification

I certify that the information submitted on these four pages and _____ additional pages is accurate and complete. I understand that willful or fraudulent submission of a materially false statement may result in the entity being found non-responsible and therefore denied future City awards.

Name: _____

Signature: _____ Date: _____

Entity Name: _____

Title: _____ Work Phone #: _____

Please return this form to the City agency that supplied it to you, not to the Doing Business Accountability Project.

For information or assistance, call the Doing Business Accountability Project at 212-788-8104.



Appendix D: Insurance Requirements

The Concessionaire shall maintain the following insurance during the term of the Permit:

- Commercial General Liability: Coverage under this policy shall be at least as broad as that provided by ISO Form CG 0001 (10/01 ed.), must be "occurrence" based rather than "claims-made" with limits of \$1,000,000 per occurrence with an aggregate of \$2,000,000.
- Worker's Compensation, Employer's Liability and disability benefits insurance in accordance with the laws of the State of New York

The Concessionaire shall, for all insurance required and where applicable, maintain insurance that is of primary coverage and have a minimum AM Best or equivalent rating of A:X. All policies shall be provided by insurance companies licensed to do business in New York State.

The Concessionaire shall name BBP, the City, and any other entity that BBP requires, as additional insured on all insurance policies.

All insurance policies under this Permit shall contain the following provisions, if available:

"A. Notices from the insurer (the "Insurer") to Brooklyn Bridge Park Corporation d/b/a Brooklyn Bridge Park (the "BBP") and the City of New York (the "City"), in connection with this policy, shall be addressed to the General Counsel, Brooklyn Bridge Park, 334 Furman Street, Brooklyn, New York 11201, or such other addresses as may be specified by BBP;

B. The Insurer shall accept notice of accident from BBP or the City, within 120 days after receipt by an official of such additional insured of notice of such accident as valid and timely notice under this policy;

C. The Insurer shall accept as valid at timely notice under this policy (i) notice of claim from the City within 120 days after such claim has been filed with the Comptroller of the City; and (ii) notice of claim from the BBP, within 120 days after receipt by such party;

D. Notice of accident or claim to the Insurer by the Concessionaire, BBP or the City shall be deemed notice by all under this policy;

E. This policy shall not be canceled, terminated or modified by the Insurer or the Concessionaire unless 30 days prior written notice is sent by registered mail to BBP and to the City;

F. The presence of consultants, contractors or other employees or agents of the Concessionaire, BBP or the City at the Concession Site shall not invalidate this policy of insurance;

G. Violation of any of the terms of any other policy issued by the Insurer to the Concessionaire shall not inviolate this policy; and

H. Insurance, if any, carried by BBP, the City or the additional insureds will not be called upon to contribute to a loss that would otherwise be paid by the Insurer."

Appendix E: Utility Plan

**BROOKLYN
BRIDGE
PARK**

Brooklyn, New York

CLIENT:
Brooklyn Bridge Park Development Corporation
633 Third Avenue, 33rd Floor
New York, New York 10017
Tel: 212.803.3822
Fax: 212.803.3838

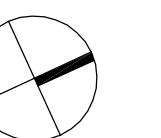
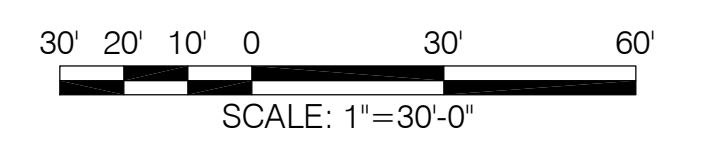
OWNER'S REPRESENTATIVE:
Gardiner & Theobald Inc.
317 Madison Avenue, 19th Floor
New York, New York 10017
Tel: 212.661.6624
Fax: 212.661.6393

CONSTRUCTION MANAGER:
Skanska USA Building Inc.
in Association with Metron Inc.
138 Madison Avenue, 11th Floor
New York, New York 10016
Tel: 212.301.0200
Fax: 917.438.4599

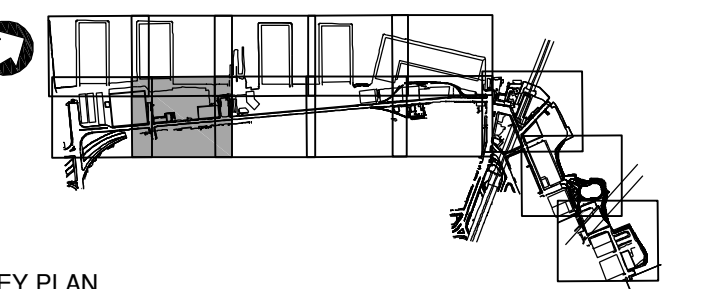
LANDSCAPE ARCHITECT:
Michael Van Valkenburgh Associates, Inc.,
Landscape Architects, PC
18 East 17th Street, 6th Floor
New York, New York 10003
Tel: 212.243.2506
Fax: 212.243.2016

**MARINE &
SITE INFRASTRUCTURE ENGINEER:**
DMJM Harris
20 Exchange Place, 12th Floor
New York, New York 10005
Tel: 212.701.2817
Fax: 212.701.2801

STRUCTURAL ENGINEER:
Ysrael A. Seinuk, P.C.
228 East 45th Street
New York, New York 10017
Tel: 212.687.2233
Fax: 646.487.5501



WARNING: IT IS A VIOLATION OF NEW YORK LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF A LICENSED ARCHITECT, LANDSCAPE ARCHITECT, PROFESSIONAL ENGINEER, OR LAND SURVEYOR AS APPLICABLE TO ALTER ANY ITEM SHOWN ON THIS DOCUMENT IN ANY WAY. IF A DOCUMENT OR ITEM BEARING THE SEAL OF ANY SUCH LICENSED PROFESSIONAL IS ALTERED, THE ALTERING ARCHITECT, LANDSCAPE ARCHITECT, PROFESSIONAL ENGINEER, OR LAND SURVEYOR SHALL AFFIX TO EACH ALTERED ITEM THEIR SEAL WITH THE NOTATION "ALTERED BY" FOLLOWED BY THEIR SIGNATURE WITH THE DATE AND A SPECIFIC DESCRIPTION OF EACH ALTERATION.



KEY PLAN

STATUS

100% Construction Documents

REVISIONS

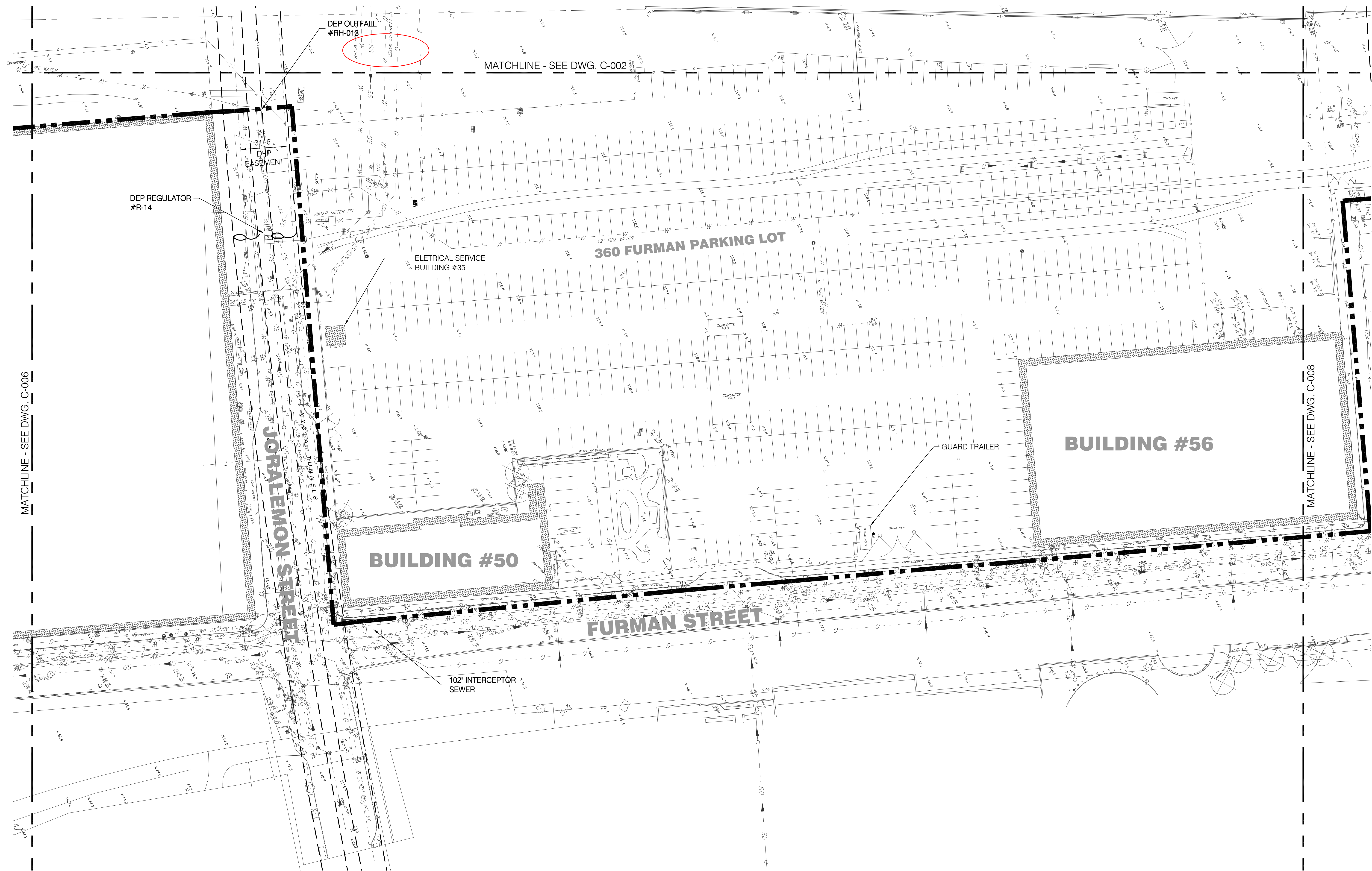
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DRAWING TITLE

**EXISTING SITE
PIER 5 UPLAND**

JOB NUMBER 03019 SHEET NO. 26 OF 111
DATE 2007.02.16
SCALE 1"=30'
DRAWN BY D. YANG
CHECKED BY C. BATH

C-007



MATCHLINE - SEE DWG. C-006

MATCHLINE - SEE DWG. C-008

MATCHLINE - SEE DWG. C-002

PIER 5



BROOKLYN BRIDGE PARK

Brooklyn, New York

CLIENT:
 Brooklyn Bridge Park Development Corporation
 633 Third Avenue, 33rd Floor
 New York, New York 10017
 Tel: 212.803.3822
 Fax: 212.803.3838

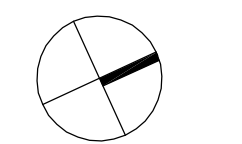
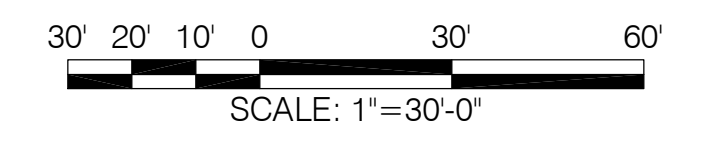
OWNER'S REPRESENTATIVE:
 Gardiner & Theobald Inc.
 317 Madison Avenue, 19th Floor
 New York, New York 10017
 Tel: 212.661.6624
 Fax: 212.661.6393

CONSTRUCTION MANAGER:
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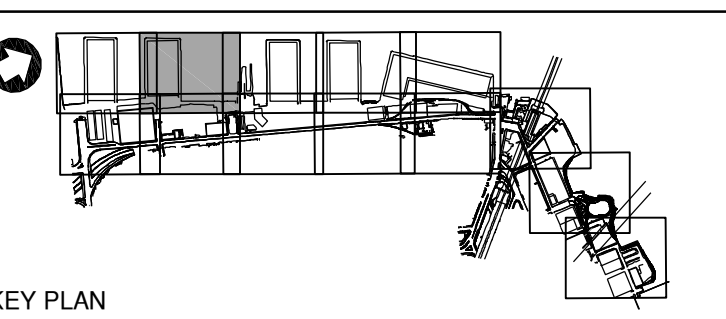
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KEY PLAN
 STATUS
 100% Construction Documents

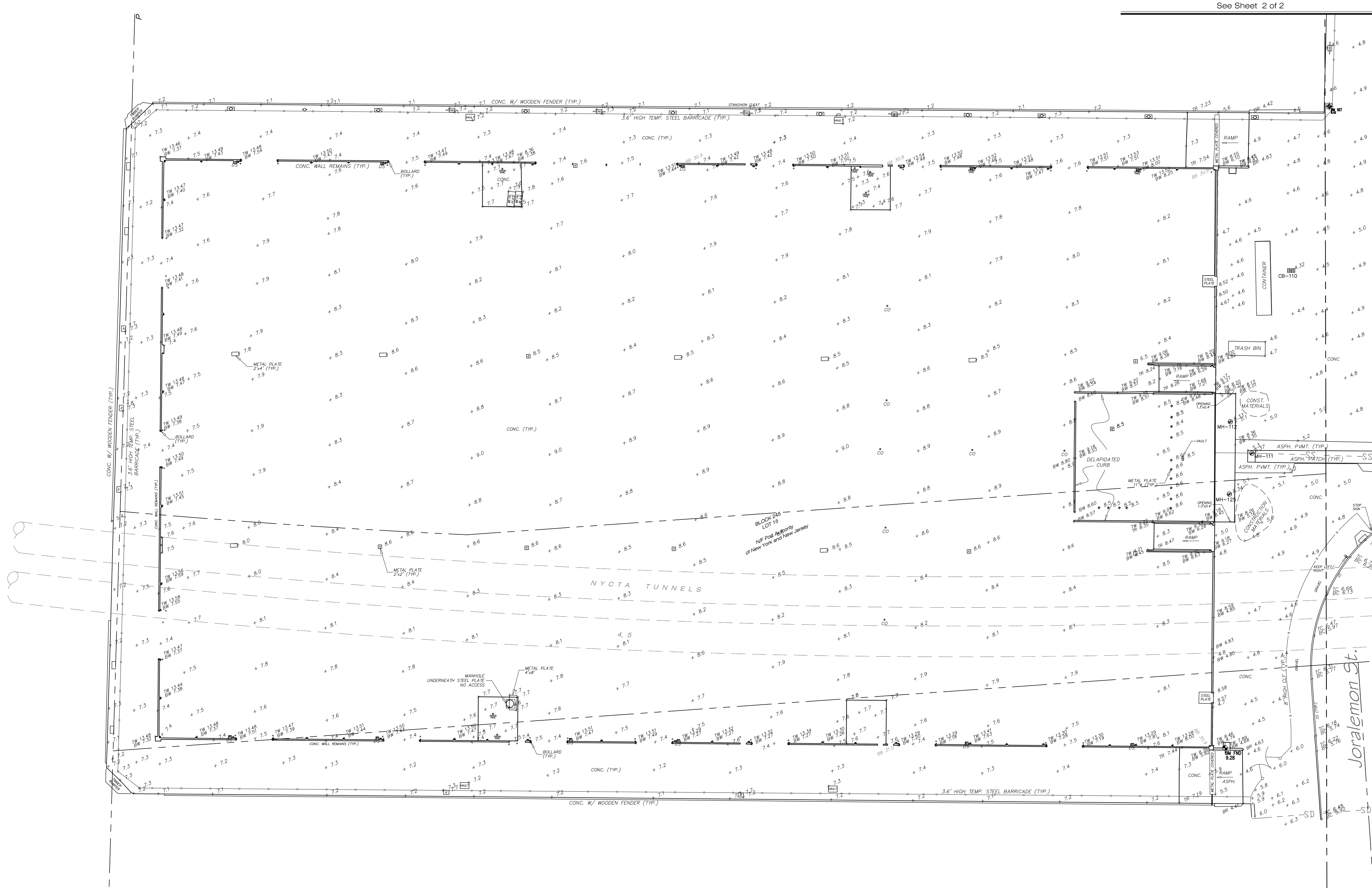
REVISIONS

NO.	DATE	DESCRIPTION

DRAWING TITLE
**EXISTING SITE
 PIER 5**

JOB NUMBER 03019 SHEET NO. 21 OF 111
 DATE 2007.02.16
 SCALE 1"=30'
 DRAWN BY D. YANG
 CHECKED BY C. BATH

C-002



Vicinity Map
not to scale

Legend

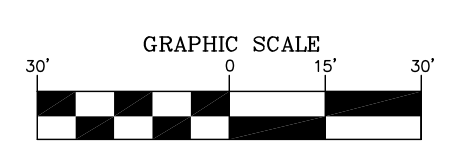
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- Bollard
- Benchmark w/ Elevation
- Catch Basin
- Clean Out
- Cleave
- Downspout
- Drain Pipe
- Electric Box
- Electric Manhole
- FDNY Manhole
- Fire Hydrant
- Gas Valve
- Gate
- Manhole
- Sewer Manhole
- Sign
- Steel Column
- Street Light
- Spot Elevation
- Top of Wall Elevation
- Utility Pole
- Valve
- Water Manhole
- Water Valve

Abbreviations

- | | |
|--------|--------------------|
| ASPH | Asphalt |
| BB | Bottom of Beam |
| BC | Bottom of Curb |
| BR | Bottom of Ramp |
| BW | Bottom of Wall |
| CC | Concrete Curb |
| CLF | Chain Link Fence |
| CONC | Concrete |
| GV | Gas Valve |
| PVMT | Pavement |
| STM | Storm |
| SWK | Sidewalk |
| TB | Top of Beam |
| TC | Top of Curb |
| TR | Top of Ramp |
| TW | Top of Wall |
| (TYP.) | Typical |
| WIF | Wrought Iron Fence |
| WV | Water Valve |

General Notes

- This survey is based upon a field investigations and surveys conducted by MEGA Engineering ending on June 9th 2011 by and/or under the direct supervision of the undersigned licensed surveyor.
- North arrow, bearings and coordinates based upon the North American Datum of 1983 (1996 adjustment). The projection is New York - Long Island (3104).
- The vertical datum is Borough of Brooklyn Highway datum, being 2.56' above National Geodetic Vertical Datum of 1929 (NGVD of 1929).
- Underground structures shown hereon, such as the subway tunnels, have been located from field survey information and existing record maps. The surveyor makes no guarantees that the underground structures shown compromise all such structures in the area, either in service or abandoned. The surveyor further does not warrant that the underground structures shown are in the exact location indicated or at the depth indicated, though they are located as accurately as possible from the information and techniques available. The surveyor has not physically located the actual underground structures. The contractor shall confirm the location of all utilities prior to the commencement of excavation, pile driving, or drilling.
- All units shown hereon are US Survey feet, in whole or decimal values.
- Elevations represent conditions as of 3:30 p.m. on June 9th 2011.



BROOKLYN BRIDGE PARK
Pier No. 5
Brooklyn, New York

REVISIONS

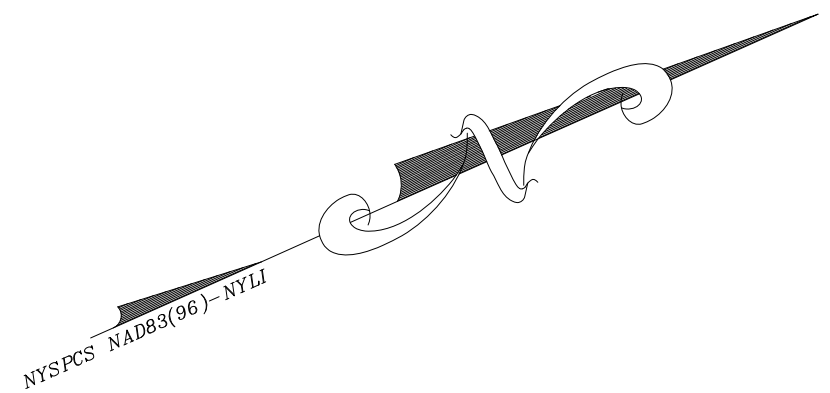
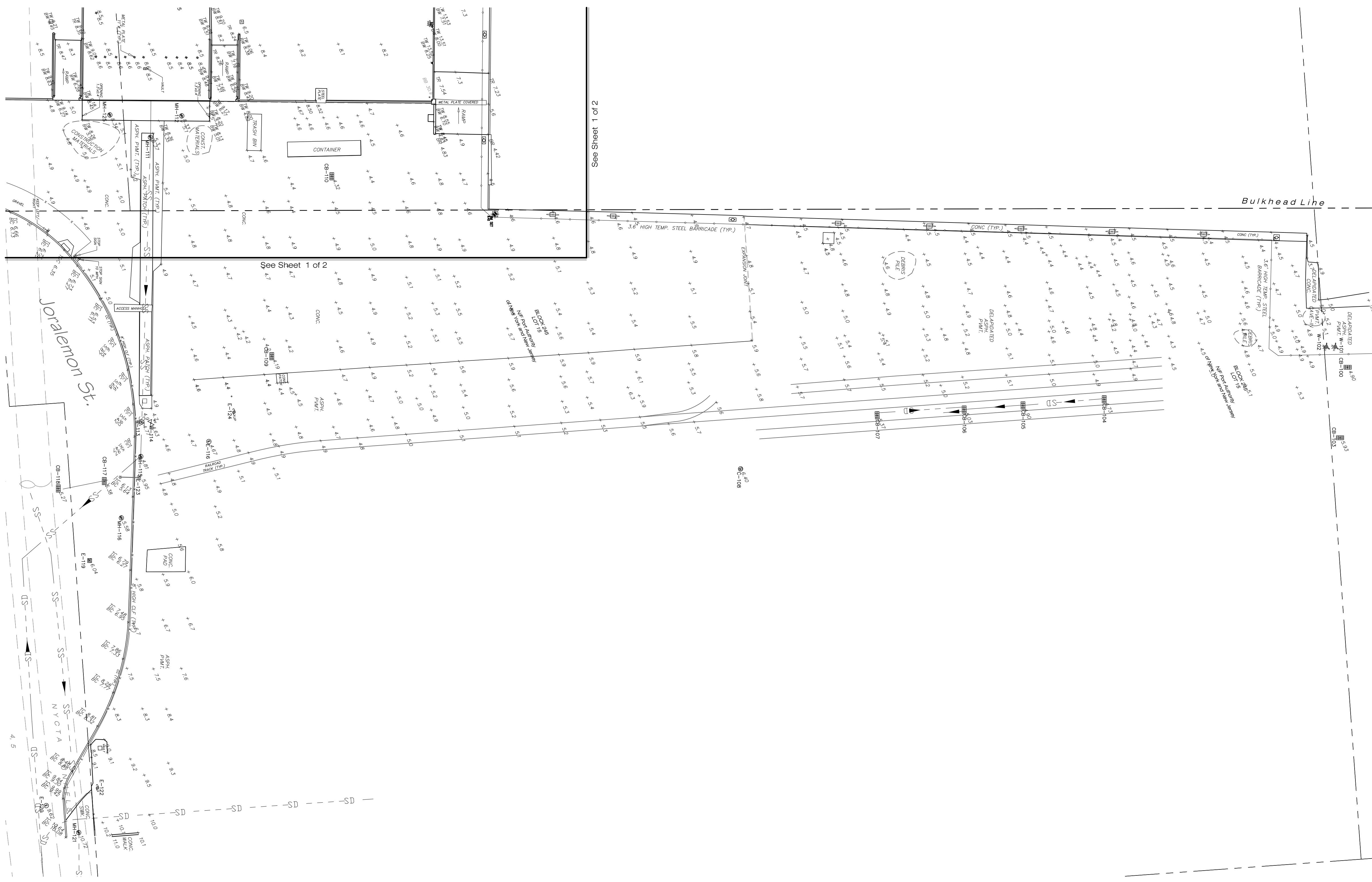
No.	Description	Date
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Surveyed	NS/DM
Drawn	VS
Checked	FRP
Approved	FRP
Scale	1"=30'
Project No.	11-140
Date	06/13/11
CAD File	XY140-02
Field Book	FBK 59 33

Topographic
Survey

Sheet Number

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Vicinity Map
not to scale

Legend

	Anchor Bollard
	Bollard
	Benchmark w/ Elevation
	Catch Basin
	Clean Out
	Crest
	Downspout
	Drain Pipe
	Electric Box
	Electric Manhole
	FDNY Manhole
	Fire Hydrant
	Gas Valve
	Gate
	Manhole
	Sewer Manhole
	Sign
	Steel Column
	Street Light
	Spot Elevation
	Top of Wall Elevation
	Utility Pole
	Valve
	Water Manhole
	Water Valve

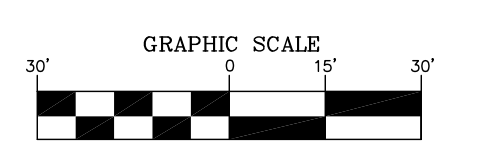
Abbreviations

ASPH	Asphalt
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CLF	Chain Link Fence
CONC	Concrete
GV	Gas Valve
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STM	Storm
SWK	Sidewalk
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TC	Top of Curb
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TW	Top of Wall
(TYP.)	Typical
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WV	Water Valve

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MEGA
engineering and
land surveying, pc

85-10 102nd Street
Richmond Hill, NY 11418
(888) 343-5059 Phone
(866) 343-5888 Fax
e-mail: megainfo@megea.com
NYS Land Survey COA: 5966
NYS Engineering COA: 5735

Unauthorized alteration or addition to a survey map bearing a license land surveyor's seal is a violation of Section 7209, Subdivision 2 of the New York State Education Law.

Only copies from the original of this survey marked with an original land surveyor's blue inked seal shall be considered to be valid true copies.

Frederick R. Pokorny,
P.E., L.S.
NY License #27477

BROOKLYN BRIDGE PARK Pier No. 5 Brooklyn, New York

REVISIONS

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Topographic
Survey

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