



# Gowanus Community Stakeholder Group

c/o JO ANNE SIMON, ESQ. 356 FULTON STREET, 3RD FLOOR, BROOKLYN, NY 11201  
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4 June 2001

**JO ANNE SIMON**  
CHAIR

**ELIZABETH YEAMPIERRE**  
**MICHAEL CAIRL**  
VICE-CHAIRS

## COMMITTEES

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BOB CASSARA

**LAND USE**  
NEIL COHEN

**ALTERNATIVES**  
JANE MCGROARTY

**INFORMATION**  
ECONOMIC IMPACTS  
ENVIRONMENT

Dear Sir or Madam:

1. The Gowanus Community Stakeholder Group (GCSG) is soliciting statements of interest and qualifications from individuals or companies to provide technical advisory services to the GCSG in accordance with the enclosed Scope of Work and the Conditions of Proposal that appear below.

## 2. CONDITIONS OF PROPOSAL.

(a) Qualifications. Proposers must be, or have on their staff in a full-time capacity, a Professional Engineer currently licensed in the State of New York.

(b) Personnel. Proposers must include, in the proposal, the résumé(s) of the person(s) proposed to be the technical advisor(s). If subcontractors or consultants are proposed to be engaged, these must be identified and their résumé(s) included.

(c) Prior Experience. Proposers must provide a summary, not exceeding fifteen (15) pages, of previously undertaken work, over a period of at least seven (7) years, that is similar to the work subject of this Request for Qualification Statements (the "solicitation"). This summary shall provide a brief description of the scope of each project included, the value of the project, the term of the project, and the name, address, and telephone number of the client's point of contact. If possible, provide testimonial letters from clients.

(d) Proposer's Approach. Proposer shall include a description of how it proposes to fulfill the requirements, from the time of contract award through the completion of the Final Environmental Impact Statement for the Gowanus Project.

(e) Financial Aspects of Proposal. Proposers shall describe their financial wherewithal, including bank references. (Publicly-held Proposers may submit their most recent consolidated 10-K statement and the consolidated 10-K statements for the preceding two years, in satisfaction of this requirement.) Proposers shall address how they intend to manage the funds that are made available, and shall include a projected expenditure profile.

(f) Agency; Direction. Proposers are advised that the Pratt Institute Center for Community and Environmental Development (PICCED) acts as the GCSG's agent, insofar as PICCED is a funding conduit for the GCSG. PICCED is not authorized to give any contractual direction under the contract.



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(g) Payments. Payments shall not be made more often than once monthly, at a rate to be agreed by the GCSG and the successful Proposer, prior to contract award. Payments will vary by month depending upon billings and reimbursable expenses that are due and owing.

(h) Pre-Proposal Conference. The GCSG invites prospective Proposers to a Pre-Proposal Conference to be held at the following place and time:

Location: Astoria Federal Savings Bank, Community Room  
Seventh Avenue and President Street  
(entrance on President Street; take elevator down)  
Brooklyn, New York 11215

Date: Thursday, 21 June 2001

Time: 6:00 - 7:30 P.M.

At this time, prospective Proposers will be presented with details concerning the Gowanus Project and the GCSG, and will be invited to submit questions to the GCSG.

(i) Questions Prior to Proposal. Prospective Proposers may submit written questions to the GCSG until seven days after the pre-proposal conference. The GCSG will respond to all questions in writing, and all questions and answers will be provided to all prospective Proposers.

(j) Proposal Submission. All proposals shall be submitted in an original and ten (10) copies. The original proposal and the copies each shall not comprise more than one (1) 3-inch, 3-ring binder. There is no specific page count. The original shall be so marked and the copies shall be numbered consecutively. Proposals shall be delivered to the address in the "Notices" clause of the Scope of Work not later than 5:00 P.M. on Monday, 9 July 2001. Late proposals will not be accepted.

(k) Evaluation. The Proposer that is responsive and offers the best combination of prior experience, demonstrated knowledge and familiarity with work similar to the Gowanus Project, personnel assigned, approach to the Gowanus Project, and financial management shall be awarded the contract. In this regard, the decision of the GCSG will be subject to approval by the New York State Department of Transportation.

(l) Subcontracting. Proposers shall identify all prospective subcontractors and supplies in the proposal. The GCSG reserves the right to suggest the successful Proposer to engage the services of a specific subcontractor or consultant, but will not compel the successful Proposer to do so.



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(m) Contract to Include. The contract resulting from this solicitation will incorporate by reference the successful proposal, with the same force and effect as though included in full text.

(n) Governing Law. The contract resulting from this solicitation will be governed by the Uniform Commercial Code as applied in the State of New York.

3. Should you have any questions, or require additional information, please contact Mr. Michael Cairl, Vice-Chair, by telephone at (718) 636-5044, by fax at (718) 636-1404, or by e-mail at [macairl@earthlink.net](mailto:macairl@earthlink.net).

Very truly yours,

Jo Anne Simon, Esq.  
Chair

Encl.