



**NYC Housing Development Corporation
Office Build Out
120 Broadway
2nd & 3rd floor
New York, NY**

September 19, 2022

NEWMARK

COVER LETTER

September 19, 2022

Furniture Bidders:

The NYC Landlord who owns 120 Broadway will build out the 2nd & 3rd floors for NYC Housing Development Corporation. MKDA has completed the Design Documents for the full floors and will be available upon request. The Design Documents are in process of being moved into Construction Documents by the LL Architect, SDGi. Also enclosed is the Project Schedule.

NYCHDC will hire a furniture vendor to work with MKDA and the team to complete the design of the scope for the build out of the floors.

Attached you will also find a schedule for the project.

NYCHDC, MKDA and Newmark look forward to partnering with the chosen furniture Vendor and delivering an exceptional space.

Regards,

Julie Sainovic
Sr. Project Manager
Newmark
125 Park Avenue
New York, NY 10017
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NEWMARK

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Request for Proposal Furniture Design Services

120 Broadway – 2nd & 3rd Floors

I. PROJECT DESCRIPTION

The New York City Housing Development Corporation (“HDC” or the “Corporation”), with offices located at 110 William Street in downtown Manhattan, has retained the services of Newmark to manage the interior office build outs for the 2nd & 3rd floors, including sourcing and selecting a best-suited IT/AV/Security vendor for the office build outs at 120 Broadway in NYC. Project Scope and the IT/AV/Security anticipated services are outlined in this Request for Proposal (the “RFP”).

HDC, established in 1971 under the laws of the State of New York, is a corporate governmental agency constituting a public benefit corporation. The Corporation is also a tax-exempt organization. The Corporation was created for the purpose of financing affordable multi-family housing in the City of New York. The Corporation finances significant amounts of its activities through the issuance of bonds, notes and debt obligations.

HDC has leased two floors at 120 Broadway totaling 110,000 square feet. The assignment will require furniture planning, design and install services as required. This will be a design and install project for the selected vendor.

The fit outs will have 57 offices and 51 workstations on the 2nd floor, 51 offices and 133 workstations on the 3rd floor. The fit outs will include board room, conference rooms, team meeting rooms, phone rooms, breakout rooms and café that will require furniture.

II. BID RESPONSES:

Proposals are due no later than, as follows:

- **Electronic (soft) copy via email by 2:00 PM, October 4, 2022, to:**

Julie Sainovic, Sr. Project Manager Julie.sainovic@nmrk.com

REQUESTS FOR INFORMATION

All questions regarding this RFP must be submitted in writing to Julie.sainovic@nmrk.com no later than 5:00 PM, September 28, 2022.

NON-BINDING RFP

The issuance of this Request for Proposal (“RFP”), and the submission of a proposal by the firm or the acceptance of such proposal by HDC, does not obligate HDC, Newmark and/or any other party identified or implied in any manner whatsoever. Legal obligations will only arise upon the execution of formal agreements by HDC and the firm selected to render services described herein.

HDC reserves the right to amend, modify, postpone or withdraw this RFP; to waive any requirement of this RFP; to require supplemental statements and information from proposing entities, to accept or reject any or all proposals received as a result of this RFP; to extend the deadline for submission of proposals; to negotiate with any proposing entity which responds to this RFP; to hold discussions with any proposing entity; and to correct deficient proposals which do not completely conform to the instructions given in this RFP. HDC may exercise such rights at any time without notice and without liability to any proposing entity or other parties for their expenses incurred in preparation of the proposal. In its review, HDC may accept a proposal but require modification or negotiation of scope. Although discussions may be conducted with proposing entities submitting acceptable proposals, awards may be made without discussion.

The scope of services described in this RFP provide the most current and accurate descriptions of services sought by HDC. However, at the time contracts are executed, programmatic changes may result in changes to the scope of services.

All documents presented in response to this RFP will become the property of HDC. The Corporation is subject to the New York State Freedom of Information Laws (“FOIL”) and as such HDC shall release all records subject to FOIL without notice or consent of responder.

The proposal must disclose any other employment or situation which may create a conflict of interest if your firm were to be selected, including any relationship that the firm or any of its employees may have with HDC. Please describe any such relationship in your proposal, or affirmatively state that no such relationship exists.

Note: Please also see the attached **Appendix** for additional requirements to be included in an Appendix to the proposal.

Further information required for preparation of this proposal for HDC’s project is provided below:

Goals:

- Execution of Services within the contracted lump sum fixed professional services fee
- Execution of Services that result in a facility constructed within HDC’s performance/design requirements and budget
- Accurate and continual internal and external communication
- Collegial project team collaboration

General Baseline Criteria:

- A proper balance of cost, performance, security, reliability, and maintainability
- Adherence to HDC design guidelines and project requirements

Schedule:

RFP:

- RFP issued: **September 19, 2022**
- Proposals Due: **October 4, 2022, by 2:00 PM**

Interview & Award:

- Furniture Selection and Notification: **October 14, 2022**
- Execution of Professional Services Agreement: **To be coordinated**

Project:

- Commencement of Services: **Immediate upon award**
- Furniture Install: **April 2023**
- Construction/Fit-out/Testing Completion: **May 2023**

III. FURNITURE SERVICES

It is expected that the selected furniture vendor will provide complete, comprehensive, and coordinated, Commercial Interior Design, furniture Services for the Project. The Candidate vendors are requested to submit a Response to this RFP which will provide a complete package of Services as noted below. The Candidate vendors must possess the necessary expertise for the optimal design and construction administration, for the successful execution of HDC's office build outs. The Services shall be completed in accordance with the design criteria outlined herein, abide by all applicable design industry standards of professional design, and be executed within the contracted professional design services fees. The requested Services, and the Project Scope, provided herein, are general only and should not be considered as all inclusive of required work.

Scope of required work is as follows:

Per MKDA's furniture package included for 57 offices and 51 workstations on the 2nd floor, 51 offices and 133 workstations on the 3rd floor. Please note that MKDA's itemized furniture list will be issued upon request.

Please submit request to Julie.sainovic@nmrk.com.

Furniture will include board room, conference rooms, team meeting rooms, phone rooms, breakout rooms and café.

The selected furniture vendor shall purchase all new products from the NY State contract. The submitted proposal should reflect NY State contract pricing. HDC's Office of General Services Customer (OSC) Identification Number is #7192.

Please note that HDC is exempt from all taxes, including sales tax on all its purchases of supplies and services.

SCOPE OF SERVICES

The furniture vendor will be required to provide overall design engineering, construction document preparation, coordination services and installation for this project for all project phases including:

1 – Design & Installation

2 - Construction Administration

It is expected that the Vendor will provide coordination services with HDC's Project Team (business users, technology, real estate, facilities, etc.) and Architect/Engineer, directly hired by HDC. The Services listed herein are for general information only and are not an exhaustive list of service requirements. It is understood that all Project Phases, including furniture services will be developed and delivered according to industry standard service delivery parameters. All drawings and specifications will be required to comply with all applicable local, state, and federal regulatory requirements. The Vendor will be expected to perform comprehensive Design and Build Services.

The Proposal shall include, at a minimum, the following Services; which are intended to clarify, but not limit, the final Scope of Services:

➤ Construction Design Documents

Construction Documents

1. Preparation of complete set of furniture documents developed from an HDC approved set of scope documents
 - a. One (1) set shall be provided to HDC for review at 100% completion stages

➤ Construction Administration

1. Participate in weekly construction meetings; onsite as required and/or deemed appropriate/necessary
2. Be available to provide interpretation and clarification to contract documents and respond to field construction issues as necessary, provide furniture layouts
3. Conduct Project site inspections during construction to monitor the work progress, including:
 - a. Verify locations of work as requested by HDC or general contractor
 - b. Verify that the work is proceeding in accordance with the contract documents

➤ Construction

1. Purchase and install all furniture as per the design package created by MKDA

V. RFP RESPONSE REQUIREMENTS

To provide uniformity, and to facilitate comparison of Proposals, all Proposal information submitted must clearly refer to the respective RFP question number. All information submitted must be noted in the same sequence as its appearance in this RFP.

If you intend to use subcontractors, to perform any portion of the work described in this RFP, your proposal must clearly state such and indicate which portion(s) of the work will be subcontracted out. All

information pertaining to the subcontractor(s) must be submitted in a similar and consistent format to the overall proposal.

➤ **TEAM PROFILE**

1. Organizational Structure

- a. How many years has the Vendor been in business under its present business name? If applicable, list former and/or any other names under which the organization has operated.
- b. What is the ownership form of the Vendor? If applicable, list the state of incorporation.
- c. Provide a Team organizational chart.
- d. Identify the Vendor's different disciplines or services offered.
- e. Provide a listing of Vendor's offices.
- f. From what office location will the Project team be staged?

2. Financial Capability and Stability

- a. Refer to **Exhibit I - Minimum Expected Insurance Coverage**.
- b. For the past three years, what is the Vendor's annual book of business – both company wide and for the office that will be handling this project?

3. Litigation

- a. Has the Vendor, or any organization on the team, ever been sued?
- b. Has any team member ever been sued relative to their profession?
- c. Does the Vendor, or any consulting organizations, currently have pending litigation? If the answer is yes to either question, elaborate.

➤ **PROJECT MANAGEMENT**

4. Team Organization, Size, and Specialized Experience

- a. Provide an Organization chart indicating the team's management, consulting disciplines, and respective staffing hierarchies. Include the entire staff for the project; this chart should demonstrate the breadth, depth, and size of the proposed team.
- b. If it is anticipated that these projects will be staffed with personnel from offices other than the one used to stage these projects, indicate who they are, from what office they are typically staffed, and logistically how their expertise will be used to facilitate superior service to HDC.
- c. Provide résumés that outline the Vendor's staff's qualifications based on previously demonstrated work, including the number of years with the firm.
- d. If applicable, identify anticipated subcontractors and their function on the project, and provide detailed descriptions of the projects worked on together, including associated references.

5. Design and Construction Schedule

Confirm that you can meet with the dates set forth in the attached Project Schedule.

➤ **GENERAL**

6. Other Information

Furnish any additional information that would help demonstrate the Vendor's qualifications for this assignment.

➤ **PROFESSIONAL FEES and EXPENSES**

7. Professional Fees and Reimbursable Project-Related Expenses

Complete **Exhibit III - Design Services Compensation and Anticipated Reimbursable Expenses** to indicate the professional fees and anticipated reimbursable expenses.

VI. SELECTION PROCESS AND EVALUATION CRITERIA

The Vendor will be evaluated based on the following criteria as previously provided in this request.
(No response is necessary to this specific section)

- A. Completeness and Format of RFP Response
- B. Team Profile
- C. Performance
- D. Project Management – represented ability to proactively work with NYCHDC and NEWMARK
- E. Professional Fees and Expenses
- F. Insurance Requirements
- G. Relevant similar project size and type experience
- H. Availability of the best team for this project's time frame and commitment to allocate to the project
- I. Depth of resources to accommodate this project in consideration of the Vendor's other ongoing projects
- J. Ability of the team to work in concert with the overall project team

Appendix:

1. Equal Employment

If any, provide a copy of the firm's most recent Employer Information Report EEO-1 and include as Attachment to the Proposal. Please state how many women and minorities work in your firm.

2. Minority and Women Owned Business Enterprise (MWBE)

HDC is dedicated to furthering the participation of minority and women-owned businesses in its work. All respondents are urged to include in their proposals methods for facilitating the participation in the project of businesses that have been certified by the New York City Department of Small Business Services (“SBS”) as women or minority owned. This can take any form a Respondent considers appropriate including, but not limited to, proposals intended to ensure the utilization of certified minority and women-owned businesses as subcontractors or as joint-venture partners. In addition, proposals from minority and women-owned respondents are encouraged.

3. New York City Location

a) State whether the firm maintains its headquarters, or other offices, in New York City, and the number of the firm’s employees who are employed in New York City. Describe the firm’s commitment to its location in New York City. Since January 1, 2017, has the firm relocated any employees from offices in New York City to locations outside New York City? Does the firm have any plans to relocate any employees or offices outside of New York City in the next two years?

b) Describe the firm’s corporate citizenship and commitment to The City of New York, including local procurement of goods and services, development or participation in internship programs or scholarships, corporate philanthropy, specifically in the areas of housing and community development, and policies with regards to the use of women-owned, minority-owned and small business enterprises.

4. Local Law 34 Compliance:

Pursuant to Local Law 34 of 2007, 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 the Local Law. In order for the City to obtain necessary information to establish the required database, your response to this RFP is required to include a completed Doing Business Data Form (the “Data Form”), which is attached hereto. The Data Form should be sealed in a separate envelope marked “Doing Business Data Form”. The Data Form will be submitted to the Mayor’s Office of the City of New York (the “City”). If the City determines that your Data Form is not complete, you will be notified by the City and given four (4) calendar days to cure the specified deficiencies. Failure to do so will result in your proposal being deemed incomplete and therefore non-responsive.

What is the purpose of the Doing Business Data Form (DBDF)?

Questions and Answers About the Doing Business Data Form

To collect accurate, up-to-date identification information about organizations that have business dealings with the City of New York in order to comply with Local Law 34 of 2007 (LL 34), a campaign finance reform law. LL 34 limits municipal campaign contributions from principal officers, owners and senior managers of entities doing business with the City and mandates the creation of a Doing Business Database to allow the City to enforce the law. The information requested in this DBDF must be provided, regardless of whether the organization or the people associated with it make or intend to make campaign contributions. No sensitive personal information collected will be disclosed to the public.

Why have I received this DBDF?

The contract, franchise, concession, grant or economic development agreement you are proposing on, applying for or have already been awarded is considered a business dealing with the City under LL 34. No proposal or application will be considered, and no award will be made unless this DBDF is completed. Most transactions valued at more than \$5,000 are considered business dealings and require completion of the Doing Business Data Form. Exceptions include transactions awarded on an emergency basis or by “conventional” competitive sealed bid (i.e. bids that do not use a

prequalified list or “Best Value” selection criteria.) Other types of transactions that are considered business dealings include real property and land use actions with the City.

What individuals will be included in the Doing Business Database?

The principal officers, owners and certain senior managers of organizations listed in the Doing Business Database are themselves considered to be doing business with the City and will be included in the Database.

- **Principal Officers** are the Chief Executive Officer (CEO), Chief Financial Officer (CFO) and Chief Operating Officer, or their functional equivalents. See the DBDF for examples of titles that apply.
- **Principal Owners** are individuals who own or control 10% or more of the organization. This includes stockholders, partners and anyone else with an ownership or controlling interest in the entity.
- **Senior Managers** include anyone who, either by job title or actual duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any contract, concession, franchise, grant or economic development agreement with the City. At least one Senior Manager must be listed or the Data Form will be considered incomplete.

NEW FOR 2018: As of January 2018, the DBDF must report organizations, as well as individuals, that own 10% or more of the entity. A DBDF with such a certification, filed as a full (never filed before) or as a change form, must be submitted before an entity can then file a DBDF that indicates no changes since the previous form. Contact DBA at 212-788-8104 or at doingbusiness@mocs.nyc.gov to inquire if DBA has received such a form.

I have already completed a Doing Business Data Form, do I have to submit another one?

Yes. An organization is required to submit a DBDF each time it enters into a transaction considered a business dealing with the City, including contract, concession and franchise proposals. However, the DBDF has both a Change option, which requires only information that has changed since the last DBDF was filed, and a No Change option. No organization should have to fill out the entire DBDF more than once.

If you have already submitted a DBDF for one transaction type (such as a contract), and this is the first time you are completing a DBDF for a different transaction type (such as a grant), please select the Change option and complete Section 4 (Senior Managers) for the new transaction type.

Will the personal information on the DBDF be available to the public?

No. The names and titles of the officers, owners and senior managers reported on the DBDF will be made available to the public, as will information about the organization itself. However, personal identifying information, such as home address and date of birth, will not be disclosed to the public, and home address will not be used for communication purposes

Exhibit I: Minimum Expected Insurance Coverage:

a. Commercial General Liability coverage, written on occurrence form, including, without limitation, Completed Operations coverage for a period of time under which a claim can be properly filed following the completion of the work, with limits of \$2,000,000.00 per occurrence, \$4,000,000.00 in the aggregate per project and \$4,000,000.00 products and completed operations aggregate (or policy limit, whichever is greater) from Tenant’s general contractor. Such insurance shall provide coverage for personal injury, bodily injury (including death and mental anguish), third-party property damage (including coverage for

explosion, collapse, and underground property), products and completed operations, independent contractors, host liquor liability, and premises operations.

b. Workers' Compensation Insurance, which shall cover employees of the contractor and subcontractors of all tiers in compliance with all applicable statutes, which insurance shall include a waiver of subrogation in favor of Landlord and any party required to be named as an additional insured and Employer's Liability Insurance with limits of not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease and \$500,000 policy limit for bodily injury by disease;

c. Umbrella/Excess Liability policy of at least \$10,000,000 for each occurrence and in the aggregate, or policy limits, whichever is greater, written on a follow-form basis in excess of the Commercial General Liability, Automobile Liability, and Employers Liability insurance required herein. Such insurance shall not be more restrictive than the underlying applicable insurance policy and must be endorsed to provide that the coverage provided by such insurance is primary to, and non-contributory with, any other insurance of Landlord and any party required to be named as an additionally insured whether such other insurance is primary, excess, self-insurance, or on any other basis. Said endorsement must cause the Umbrella/Excess Liability coverage to be vertically exhausted, whereby such coverage is not subject to any "Other Insurance" provision under Tenant's Commercial General Liability, Automobile Liability, Employers Liability or Umbrella/Excess Liability policies. Such Umbrella/Excess Liability insurance must be maintained for the greater of the period under which a claim may be properly asserted under the applicable statute of limitations or repose; and

d. General Contractor shall require by written contract that subcontractors of all tiers maintain the coverages required in section (vii)(B) above, except:

i. The limit requirement for commercial general liability coverage shall be \$2,000,000.00 per occurrence and \$2,000,000 general aggregate or the policy limits, whichever is greater; and

ii. Umbrella Excess shall be reduced to 3,000,000 per occurrence and in the aggregate or policy limits, whichever is greater.

e. If applicable, comprehensive automobile liability insurance including coverage on owned, hired, and non-owned automobiles and other vehicles operated by Tenant at the Building, with Bodily Injury and Property Damage limits of not less than One Million Dollars (\$1,000,000.00) per accident issued on a form at least as broad as ISO Business Auto Coverage form CA 00 01 07 97.

f. A New York State Disability Benefits Law Policy.

(C) General contractor shall name Landlord, the Building manager and any party required to be named as additional insureds and provide coverage as primary and non-contributory and shall require by written contract that subcontractor shall name Landlord, the Building manager and any other party required to be named as an additional insured on a primary and non-contributory basis, regardless of privity of contract and shall include the following Priority of Coverage Endorsement, or equivalent on every Umbrella and Excess liability policy utilized to meet the limit requirements: Endorsement – Excess Liability Policy, Priority of Coverage.

(D) Landlord is not responsible for any loss or damage to the personal property of every description of the contractor, the contractor's subcontractors and their employees, and the contractor and their employees shall waive subrogation and any rights of recovery and will cause it's insurer(s) to waive their rights of recovery against the additional insureds with respect thereto.

(E) Any entity qualifying as an additional insured on the insurance stated in the Schedule of Underlying Insurance shall be an additional insured on this policy. This insurance shall apply immediately upon exhaustion of the insurance stated in the Schedule of Underlying Insurance as respects the coverage afforded to any additional insured. This insurance shall apply before any other insurance available to the additional insured, on which the additional insured is a named insured, whether such other insurance is primary, excess, contingent, or on any other basis, and we will not seek contribution from such insurance for defense or indemnity. The contractor shall, by specific endorsement to its Umbrella/Excess Liability policy, cause the coverage afforded to the additional insureds thereunder to be first tier umbrella/excess coverage above the primary coverage afforded to the additional insureds as set forth herein and not concurrent with or excess to any other valid and collectible insurance available to the additional insureds whether provided on a primary or excess basis. It is the specific intent of the parties that general contractor procures the excess carriers' agreement to waive and or forego any viable "horizontal exhaustion" rights it might have in regard to any insurance any indemnitee might carry for its own benefit or on the behalf of other indemnitees." The foregoing shall be added to the policy(s) by endorsement and a copy of said endorsement shall be provided to Landlord with the certificate of insurance.

Exhibit II: GENERAL BUILDING RULES AT 120 BROADWAY

1. All work shall be under the complete supervision of the tenant or the tenant's General Contractor who will keep on the job a competent foreman to supervise all trades. This work will be performed in conformity with the plans approved by the building in strict accordance with the terms and conditions of the lease and all applicable local laws and codes.
2. Your employees and the employees of the General Contractor must work in harmony, and not interfere with any labor employed by Landlord, Landlord's mechanics or contractors or by any other tenant or its contractors. If, in Landlord's judgment, such interference occurs, Tenant will cause such labor to be removed from the building.
3. All Work shall be performed in compliance with the rules of the building as to hours of availability of building elevators and the manner of handling materials, equipment and debris to avoid conflict and interference with the operation of the building.
4. Suitable protection shall be furnished by way of fire extinguisher and protective steps to prevent any fires during the performance of the Work.
5. Demolition must be performed after 6:00 PM or on Saturdays, Sundays or approved holidays. Delivery of materials and equipment and removal of debris must be arranged to avoid any inconvenience and/or annoyance to other tenants. Cleaning must be controlled to prevent dirt and dust from infiltrating into adjacent tenant, common or mechanical areas.
6. All deliveries of construction materials are to be made before 8:00 AM or after 5:00 PM on business days or on Saturdays, Sundays or approved holidays and are scheduled with the building manager. Tenant or tenant's authorized representative will request after hour use of freight elevator in writing to the building office. An elevator service charge may apply **per hour per elevator at the current rate.** **Maximum weight on 64 & 65 cars are 3,500lbs. Point load of 1,000 lbs. requires a safe lift, supervised by Otis elevator. Maximum weight on outside freight 4,000lbs.**
7. When construction materials, debris or equipment is delivered to or removed from the job site, all building corridors, elevators and lobbies shall be cleaned after work is completed or deliveries made.

8. All construction debris must be kept inside Tenant's area until removed from the job site. Stock piling of debris, which constitutes a fire hazard, will not be permitted.
9. No accumulation of water will be allowed on any floors.
10. All diffusers return grilles and perimeter induction units will be sealed before construction and demolition is started.

ELECTRICAL SPECIFICATIONS

1. All cables and wiring shall be copper.
2. Install all wiring (minimum size #12) in electrical metallic tubing (3/4" minimum size). Greenfield is permitted in existing walls and also for light fixtures and motor connections. B.X. may be used if concealed or in hung ceilings. Wire mold electrical conduit is not to be used.
3. Conduit exposed in open space subject to damage shall be rigid, aluminum or EMT.
4. Install home runs in EMT conduit in electrical closets.
5. Tag all branch circuit and feeder wiring at each box or panel. Tags shall indicate circuit numbers. A typed, complete panel directory shall be listed in each panel.
6. Clean electric closets of all debris and excess material. Reinstall panel covers and trim. Seal holes in slabs and walls with approved fire rated materials.
7. Remove all abandoned wiring, including telephone wiring back to source. Vacuum and cap open floor outlets.
8. Minimum Interrupting Capacity of circuit breakers shall not be less than 10,000 amps or the available short current at the circuit breaker, whichever is higher.
9. In the event that the tenant space is to be sub-metered, the service is to be sub metered at panel in respective electric closets or at a location designated by the landlord.
10. Load allowance: Subject to landlord's approval.
11. When removing wall mounted receptacles with conduit in walls, all conduit is to be removed and the wire is to be pulled back to the (trench header and duct and capped). If separate circuit, wire is to be pulled back to panel box and removed from breaker.
12. All fluorescent ballasts, LED drivers and electric motors are to be of highest energy efficiency available.
13. All lighting fixtures shall be building standard.
14. Tenant is responsible to provide emergency lighting in compliance with Local Law 16, fed from self-powered units located within tenant's space.
15. No Electric panels are to be installed on wet columns. No electric data or outlets to be installed on piping side of wet columns.

16. All work in electric closets shall remain clear of vertical shafts. Any installation using vertical shaft should be configured to maximize future use and be approved by the landlord.
17. All additional step down transformers shall be installed in the location and method subject to landlord's reasonable approval.
18. Any additional electrical requirements by the tenant above building standard shall be subject to a tapping fee charge of \$125.00/amp/phase.
19. Upon request, you shall furnish a letter from a licensed engineer or architect, certifying that the electrical loads required as a result of the work will not be in excess of the present electrical capacity of your premises and will not adversely affect the building's electrical services.
20. All new cables and conduits shall be installed neatly away from all plumbing lines.
21. Seal holes in slabs and walls with approved fire rated materials.

Exhibit III: Furniture Services Compensation and Anticipated Reimbursable Expenses by Phase

All columns are required to be completed.

PHASE	Workstations	Exec. Offices	Private Offices	Freestanding	TOTAL
1 – 2 nd & 3 rd floor Design & Documentation					
2 – 2 nd & 3 rd floor furniture					
3 – 2 nd & 3 rd floor Installation					
4 – 2 nd & 3 rd floor Construction Administration					
5 - Delivery					
6 – Freight					
Total Fees					
		Anticipated Reimbursable Expense			
		Total Fee & Expenses			

TYPE OF COVERAGE	Silverstein Properties	Limits of Coverage
1 - COMPREHENSIVE GENERAL LIABILITY		
General Aggregate	2,000,000	INDICATE COVERAGE
Products and Complete Operations Aggregate	2,000,000	INDICATE COVERAGE
<p><i>Note: Coverage will include contractual liability coverages that comply with contractor's hold harmless and indemnity obligations as contained in any contract with NYCHDC. This should include bodily injury, property damage, broad form property damage, personal injury, products, and complete operations for a combined bodily injury and property damage limit as stated above.</i></p>		
2 - PROFESSIONAL LIABILITY		
Per Occurrence	5,000,000	INDICATE COVERAGE
General Aggregate	10,000,000	INDICATE COVERAGE
<p><i>Note: Coverage will include professional liability coverage with a limit of liability as stated above.</i></p>		
3 - AUTOMOBILE LIABILITY		
Combined Bodily Injury and Property Damage	2,000,000	INDICATE COVERAGE
<p><i>Note: Coverage will be extended to owned, hired, and non-owned vehicles for the limit as stated above.</i></p>		
4 – WORKERS’ COMPENSATION and EMPLOYER’S LIABILITY		
Worker’s Compensation	Coverage according to State of New York Compensation statutes. Policy must be endorsed to provide a Waiver of Subrogation in favor NYCHDC, its Subsidiaries and/or affiliates.	
Employer’s Liability (New York)		
Each Accident – Policy Limit	1,000,000	INDICATE COVERAGE
Disease - Policy Limit	1,000,000	INDICATE COVERAGE
Disease - Each Employee	1,000,000	INDICATE COVERAGE
5 – COMMERCIAL UMBRELLA LIABILITY		
Combined Bodily Injury and Property Damage per occurrence.	10,000,000	INDICATE COVERAGE
General Aggregate	10,000,000	INDICATE COVERAGE
6 – FIDELITY/EMPLOYEE DISHONESTY		
<p><i>Note: Coverage will be provided for the benefit of NYCHDC for any employee dishonesty, computer crime, or fidelity exposures</i></p>	2,000,000	INDICATE COVERAGE