

**PILECKI INSTITUTE (USA) INC.**  
**NYC**  
**REQUEST FOR PROPOSAL**  
**DESIGNER ARCHITECT**

Prepared by:



Issued May 6, 2024

**RFP for Designer Architect**

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## I. Project Team

<b>CLIENT:</b>	Pilecki Institute (USA) Inc, NYC Cultural Research Center
<b>PROJECT LOCATION</b>	92 Greenwich Street, New York, NYC, 10006 (Former 9/11 Tribute Museum, also referenced as 88 Greenwich Street, corner of Greenwich & Rector Streets)
<b>OWNER'S REPRESENTATIVE</b>	JLL 330 Madison Avenue, 3rd Floor. New York, NY 10017

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## II. Project Description

### Client description:

The Pilecki Institute (USA) Inc. is a Polish cultural research center created to encourage cross-disciplinary and worldwide examination of pivotal issues and events crucial to the political history of the 20th century. This includes a deep dive into the Nazi and Soviet totalitarian regimes and the global impacts of their actions. An important element of Pilecki Institute's mission focuses on honoring individuals who aided and supported Polish citizens and Poles of different citizenship in those difficult times. A separate attachment: Portfolio Pilecki USA.pdf on The Pilecki Institute's mission is part of the RFP distribution.

### Design Services:

The Pilecki Institute (USA) Inc. is seeking a talented Designer Architect firm to provide Conceptual, Schematic, and Design development services for a future historical, cultural research center & exhibition space located at 92 Greenwich Street, NYC (Greenwich Street & Rector Street corner). The space is approximately 27,000 SF and was the location of the former 9/11 Tribute Museum.

1st floor (Ground fl): 1,776 SF, 2<sup>nd</sup> floor: 19,878 SF Cellar: 4,769 SF

**The Architect of Record (AOR)** & MEP engineering & construction documents (CDs) services scope will be a **separate** RFP. The AOR/MEP RFP will be sent out during the completion of conceptual, schematic, design development services. Qualified AOR capable firms will be invited to bid the AOR CDs portion.

### Program scope includes:

- Exhibition Space on 2<sup>nd</sup> floor
- Conference Space on Cellar & 2<sup>nd</sup> floor.
- Office Space on 2<sup>nd</sup> floor
- Reception and Bookstore on the 1<sup>st</sup> (Ground) Floor
- Digital Archive Corner on 2<sup>nd</sup> floor

### Space descriptions:

- Exhibition Space: The exhibition space is a dynamic and immersive environment that effectively communicates the historical narratives and significance of the 20<sup>th</sup> century in Poland. The design should provide flexibility for various exhibit formats, accommodating both traditional displays and interactive installations.
- Conference Rooms: The conference rooms should be designed to facilitate scholarly discussions, presentations, and collaborative sessions. The design should encourage knowledge exchange while ensuring the practical needs of technology and comfort are met.
- Digital Archive Corner: The digital archive corner is a dedicated space for accessing and exploring our extensive digital collections. Provide a modern and inviting environment, which encourages visitors to delve into historical records and digital resources with ease.

- Library Room and Readers' Corner: The library room and readers' corner are envisioned as serene retreats for research and study. Provide a design which combines functionality with aesthetic appeal, providing comfortable seating, ample book storage, and conducive lighting. The atmosphere will inspire a love for learning and reflection.
- Bookshop/Gift Shop: The bookshop/gift shop is a cultural hub offering publications and items reflecting the essence of Pilecki Institute's research. The design should be inviting, allowing for easy exploration of curated selections. Provide a layout encouraging browsing, with an emphasis on showcasing the Institute's mission through unique and thoughtfully chosen merchandise.
- Reception Area: The reception area is the first point of contact for visitors and will be designed to reflect the institute's identity. A welcoming atmosphere, clear wayfinding, and a professional appearance are essential.
- Office Spaces: The office spaces are functional work environments, representing the heart of Pilecki Institute's daily operations. The design will foster collaboration, creativity, and productivity. The layout considers the diverse needs of the Pilecki team, providing ergonomic workstations and collaborative spaces that contribute to a positive and efficient work culture.

#### **Project Budget Considerations related to Design:**

The Interior Designer will perform a site visit, survey and is encouraged to incorporate and alter portions of the existing space (formerly 9/11 Tribute Museum) into the new conceptual & schematic design. The project budget will be shared with the awarded Interior Design Architect firm.

### III. Schedule Milestones

The project is anticipated to track against the following milestone schedule:

Phase	Forecast Start	Forecast Finish
<b>01. Conceptual/ Schematic Design (Interior Designer)</b>	July 8, 2024	August 30, 2024
<b>02. Design Development (Interior Designer)</b>	September 2, 2024	November 22, 2024
<b>03. Construction Documents (AOR)</b>	September, 2024	March, 2024
<b>04. Bidding and Award (AOR)</b>	November, 2024	January, 2025
<b>05. Construction (AOR)</b>	January, 2025	December, 2025
<b>06. Museum/ Store Opening</b>	Soft: November, 2025	Grand: December, 2025

### IV. Evaluation Criteria

The basis for selection will include, but not be limited to:

- Adequacy of response to the RFP including firm’s communication of its understanding of the purpose, scope, schedule, and budget of the project and of the work to be accomplished.
- The firm’s general approach and methodology for meeting the requirements of the Project.
- Ability of the firm to successfully accomplish the Project design based on factors such as staff resources, technical expertise, project management, organizational commitment, and understanding of the project schedule.
- Proposed project team and the background and experience of assigned staff.
- Solid, sustained, and verifiable performance with similar clients and museum project types
- Pricing and contractual terms

Please note that this RFP does not represent or imply that you will be chosen as a service provider. Your response will be evaluated against that of other bidders in determining who if anyone will be asked to the next round in the evaluation process.

**Interior Designer RFP Schedule**

Please note the following key dates:

ACTIVITY	DEADLINE
Request for Proposal Submitted to Interior Design Firms	Monday, May 6, 2024
Site Visit	May 9, 2024, 10:30am
Questions from Bidders due	May 10, 2024
JLL Responds to Questions	May 15, 2024
Interior Designer Architect Proposals due	<b>2:00 PM (EST NYC time) on Friday, May 24, 2024</b>
Level, Review, Interview and Award	May - June, 2024

**V. Scope of Work**

The following services are being solicited as part of this Request for Proposal (“RFP”) and any proposed fees, reimbursable or general conditions should reflect this level of involvement at a minimum for all requisite Interior Designer services required for the project. All applicable taxes shall be included and noted separately. Fees shall not be increased later to include unanticipated taxes.

**Project Scope:**

- Prepare and submit a lump sum fee to provide Interior Designer Architect services referenced in Section V to complete and provide Conceptual, Schematic Design & Design Development.
- Design shall comply with all Federal, State and Local laws and codes as well as meet requirements of all other authorities having jurisdiction.
- RFP responses must be submitted in an organized manner, each copy should address distinct sections as listed in the RFP Table of Contents. All RFP responses should have consecutively numbered pages.
- Electronic proposals are due no later than **2:00 PM (EST NYC time) on Friday, May 24, 2024**. to those referenced under the Owner’s Representative of the Project Team and shall be based on a Lump Sum fee. The project description, scope of services being sought, and specifics are outlined below.

**Phases of the Work:**

- The phases of this Interior designer project scope will include the following:
  - Conceptual & Schematic Design: estimated 6 weeks.
  - Design Development: estimated 10 weeks.
  - Include (16) presentation & review meetings with JLL and the Pilecki team.
  - Include (4) Design revisions based on Client feedback meetings.
  - Design Development coordination meetings with awarded AOR firms for Construction Documents development. Estimate for (4) meetings.

**General Administration:**

- Administrative activities occur throughout the duration of the project. These activities, described below, are non-sequential and may not be applicable to each phase of the project, but shall be included in the scope of the project in general. These activities include:
  - Project-related research
  - Attendance at project meetings, coordination, and scheduling of design coordination meetings
  - Coordination and distribution of project materials
  - Communications to team members
- Disciplines coordination / document checking services consisting of:
  - Coordination between Pilecki Institute's work and the work of all other disciplines involved in the project.
  - Review, coordination and checking of all documents prepared for the project.
  - Coordination with Pilecki Institute's consultants, vendors, and JLL
- Agency Consulting/Review/Approval services consisting of activities including:
  - Agency consultations
  - Research of applicable codes, standards, and regulations
  - Preparation of written and graphic explanatory materials
- Owner-supplied data coordination services including review, verification and coordination of data furnished for the project by Pilecki Institute (USA) Inc.
- AutoCAD and Revit will be utilized. Convert into pdfs.

**CONCEPT/ SCHEMATIC DESIGN**

- Management and administrative activities as described above.
- Furniture and millwork layout plans.
- Interior materials proposals and Color palette. Provide a material board.
- Attend project Kick-off meeting to discuss project goals, review and discuss concept presentation, project timeline and project responsibility matrix.
- Review conceptual design, current occupancy, and requirements for Alt-1 application.
- Review proposed museum layout provided by Pilecki Institute in conjunction with Expeditor to summarize building code and egress strategy, occupancy counts and bathroom fixture requirements.



- Review existing conditions to identify and document any discrepancies or other findings, including general field dimensions and conditions, system capabilities, location of critical infrastructure components.
- Provide preliminary review of plans to ensure they meet all applicable codes and ADA requirements. Conduct preliminary reviews with building department, or other agencies for confirmation of code compliance.
- Set-up AutoCAD or Revit drawings for documentation. Convert into pdfs.

## **DESIGN DEVELOPMENT**

- Management and administrative activities as described above.
- Coordinate design with all consultants. Coordinate with and document information gathered from Pilecki Institute USA shared services, consultants, and vendors in your work.
- Assist with preliminary pricing of the documents.
- Provide necessary support for Pilecki Institute USA's design efforts.
- Prepare Conceptual/Schematic Development Pricing Documents consisting of general information sheet, (including sheet index, vicinity map, code analysis, general notes), site plan, floor plan(s), exterior elevation, building sections, and generic interior finish schedule.
- Documents shall include pricing notes and pricing alternatives to aid the Pilecki Institute in value analysis at the end of this phase.
- Provide AutoCAD or Revit drawings of all design elements and fixtures. Convert into pdfs.
- Notify JLL and the Pilecki Institute of scope discrepancies. The team will be budgeting specific scope if that scope changes during the drawing process, Interior Designer must notify JLL and Pilecki Institute of these discrepancies.
- Coordinate with Pilecki Institute's consultants' specifications for signage, graphics, audio/visual requirements and infrastructure, security, telecommunications and data and IT requirements, etc. for incorporation into construction documents.
- Based upon approved Design Development materials as well as other information which may be provided by Pilecki Institute, develop comprehensive drawings and specifications as required for obtaining all permits and contractor bidding including as a minimum the following:
  - General Information Drawings
    - Prepare general information drawings indicating items such as: vicinity map, project Team list, building summary, sheet index, building department notes, code analysis, abbreviations (construction industry standards), disabled access requirements per title, 24 CAC, legends, symbols (graphic).
  - Floor Plans
    - Plans drawn at an architectural scale (1/8" scale min) indicating type of partitions and locations (dimensions), doors and frames numbered and referenced to a schedule, location of plumbing fixtures and architectural millwork.
    - Areas designated to receive special construction (i.e., structural reinforcing or floor cutouts) shall be indicated and referenced to the appropriate engineering drawings.
  - Telephone/Electrical Plan

- Designate the type and location of telephone, data, audio/visual and electrical outlets required. Outlets will be designated as floor or wall mounted. Locations of all standard and specialty equipment (i.e., sound system, film, or video projections, etc.) will be numbered and referenced on an equipment schedule. All outlets will be dimensioned as required and indicated specifically for use with equipment and furniture configurations.
- Coordinate all security requirements with Pilecki Institute's security vendor and indicate infrastructure and equipment on plans accordingly.
- Prepare and incorporate into your work all electrical requirements for proposed specialty equipment, data systems, voice systems, etc.
- Reflected Ceiling Plans
  - Include the type and dimensioned location of light fixtures, switches, thermostats, exit signs, special HVAC diffusers and ceiling mounted electrical junction boxes, extent of all ceiling types, along with any special soffit conditions or access panels.
- Finish Plans
  - Designate the type and location of the finishes that will be applied to both the partitions and floors.
  - Flooring pattern alternatives shall be reviewed and approved by the Pilecki Institute. Finishes such as wallcovering, paint, carpet, wood panel (species), etc. will be specified in a finish schedule. Special finish items such as window coverings will be indicated on this plan.
- Enlarged Plans
  - Create enlarged plans and details of special areas to indicate critical dimensions, details, and special requirements.
- Exterior Elevations
  - As required, prepare elevations at the same scale as floor plans indicating the height and configuration of wall materials and elements such as eave lines, finish floor, finish grade, windows, doors, and other openings.
- Building Sections
  - As required, prepare building sections at the same scale as elevations indicating the overall configuration of building structure and interior spaces. Provide sections in each direction necessary to adequately convey the various unique spatial configurations.
- Wall Sections
  - Prepare enlarged wall sections indicating structural systems, wall, floor, and roof assemblies. Indicate roof/floor structure beyond and HVAC ductwork to ensure coordination of these systems and corresponding ceiling heights.
- Details
  - Details of the assembly and configuration of all building materials and assemblies such as exterior envelope, soffits, ceilings, millwork, and special design elements.
- Engineering Drawings
  - Structural, Mechanical, Electrical, Plumbing, Fire Protection, Fire/life-safety engineering drawings as required. Plans shall utilize architectural documents as their base. Review the engineer's documents for conformance with the architectural drawings and coordinate with engineers throughout the entire project.
- Signage Plans

- Coordinate interior signage as required to be used within the facility. Work with all stakeholders to develop signage specifications. Create signage spreadsheet with names, locations, and signage type. Work with signage vendor to finalize specifications and pricing.
- Furniture Plans
  - Include the specific dimensions, location, and configuration of all new furniture with critical dimensions that must be maintained for building code compliance designated on the plans. These plans will include furniture tags and a schedule list of all proposed furniture specifications.
- Equipment Plans
  - Include the specific dimensions, location, and configuration of all new equipment with critical dimensions that must be maintained for building code compliance designated on the plans. These plans will include the name of the equipment and all infrastructure requirements. Obtain user approval of equipment plan.
- Assist the project team in the preparation and update of all cost estimates for the project including all construction, millwork, architectural finishes, furniture, and related work. The cost estimate will be subject to review and approval by the Pilecki Institute USA in accordance with previously established budget parameters. If budget parameters are not met, Designer is responsible for value engineering, with involvement of the Pilecki Institute USA and JLL, and revising drawings accordingly to bring project within budget.
- Prepare 50% progress set for the Pilecki Institute and other stakeholders review and contractor selection. (AOR phase) Prepare 90% set for the Pilecki Institute and other stakeholders review and DOB submittal. Prepare final set for the Pilecki Institute and other stakeholders review, approval and for Construction.
- Utilize the 50% progress set for consultant coordination. Include architect's coordination comments on set.
- Issue to Pilecki Institute USA, JLL and other stakeholders for review.
- Participate in value-analysis work session at 50% complete and 75% complete. Make appropriate revisions to documents.
- Review with DOB for preliminary comments.
- Present documents to the Pilecki Institute USA, JLL and other stakeholders as required securing approval.

## VI. Response Protocol

RFP responses must be submitted in an organized manner, each copy should address distinct sections as listed in the RFP Table of Contents. All RFP responses should have consecutively numbered pages.

Your response to the RFP shall be received no later than **2:00 PM (EST NYC time) on Friday, May 24, 2024**, at which time your Proposal will be reviewed and analyzed. Please email your proposals to Zoltan Klug ([Zoltan.Klug@jll.com](mailto:Zoltan.Klug@jll.com)), Ana Valencia ([Ana.Valencia@jll.com](mailto:Ana.Valencia@jll.com)) and Abbie Foster ([Abbie.Foster@jll.com](mailto:Abbie.Foster@jll.com)). All questions or comments concerning this RFP must be made via email to Zoltan Klug ([Zoltan.Klug@jll.com](mailto:Zoltan.Klug@jll.com)), Ana Valencia ([Ana.Valencia@am.jll.com](mailto:Ana.Valencia@am.jll.com)), and Abbie Foster ([Abbie.Foster@jll.com](mailto:Abbie.Foster@jll.com)), no later than **Friday, May 10, 2024**.

### A. Proposal Format:

To keep the proposals at a concise level to facilitate review, we have determined an overall document size guideline. Please maintain a ten-page limit on the body of the proposal. Any additional information necessary in your submission should be presented as attachments. The proposal shall be organized according to the outline give below:

1. **Title Page**  
The title page should clearly state your company name, contact name, address, telephone, and fax number.
2. **Company Background and Project Approach**  
Provide a brief history of your firm and identify projects of similar size and scope that your firm has completed. State the qualities and attributes your firm brings to this project that may distinguish it from others. State the number of years your firm has been in business and any previous experience with the client.
3. **Organization and Staffing**  
Within this section, you should provide an organizational chart for the local offices of your company and for this specific project. Include resumes of all key project team members. Please make us aware of any other projects the team members will be involved with concurrent with this project.
4. **Owner References**  
Included in your proposal should be at least five owner references that we may contact regarding your work. If possible, please provide specific examples of any (enter specialized specific components) your firm has completed in the recent past. Project references should be of a similar size and scope of the project described.
5. **Insurance and bonding**  
Provide your firms' insurance carrier and agent information. Include contact names and phone numbers. Please outline the insurance limits that your firm carries.

**B. Fee for Basic Services:**

- The Interior Designer Architect's proposal for the above stated services must clearly differentiate and itemize interior designer service fees in an individual, line-by-line list. All applicable taxes shall be included and noted separately. Fees shall not be increased later to include unanticipated taxes.
- The fee itemization shall include an estimate of hours per phase, for interior designer services.
- An estimate of project reimbursable expenses shall be included in the proposal.
- A schedule of hourly rates shall be included with the Interior Designer's proposal. It must contain the principal's rate(s), job titles or classifications included in this project, complete with their associated ranges of actual hourly rates and proposed markups for all overhead, including but not limited to payroll taxes and insurance. Rates of pay shall remain firm for the duration of the project. Rates shall be used to monitor not to exceed contracts and/or change orders.

## **VII. Terms of RFP**

1. Proposal  
Confidentiality

This RFP contains the Pilecki Institute USA proprietary and confidential information that is provided to Bidder for Bidder's exclusive use in evaluating and preparing a written proposal. This document should not be duplicated except as necessary to prepare Bidder's response. This document should not be disclosed or distributed to any third party without the express written consent of the Pilecki Institute USA.

All copies of this document except one (1) file copy should be destroyed following submission of Bidder's response or notification of a non-response. The file copy should be held confidential and not used for any purpose other than response preparation and subsequent discussions with the Pilecki Institute USA, if any result. Bidder should safeguard the confidentiality of this document and any copies with the same degree of care with which Bidder would safeguard Bidder's own confidential information. Selected candidates will be expected to sign a mutually acceptable "Confidentiality Agreement" that confirms acceptance of these stipulations, but all respondents and non-respondents should indicate their agreement to this paragraph in their response to this RFP.

The Pilecki Institute USA will use reasonable efforts to protect legitimate trade secrets of any respondents. Specific attention should be given to the identification of those portions of Bidder's

2. Relationship with Owner

proposal which Bidder deems to be confidential or proprietary information reserved to the Pilecki Institute.

Bidder should take note of the following policy statement and agrees that by submitting a bid response, Bidder accepts and will comply with the following:

The Pilecki Institute USA seeks and promotes an open, competitive process for the purchase of goods and services consumed by the Firm. Suppliers that are also Pilecki Institute affiliated are welcome to bid to fulfill our requirements along with other qualified companies. However, our procurement professionals and other decision makers may consider Pilecki Institute status in awarding business only when all other factors are clearly equal, and the arrangements are consistent with any regulatory requirements.

Bidders that are also Pilecki Institute affiliated are advised that the Pilecki Institute first must make selections based on its determination of which suppliers can offer the optimum value proposition. This value proposition is a combination of price, terms, quality, functionality, and service capability. We believe and expect that our client will be selected for auditing and other services for similar reasons, i. e., their evaluation that Pilecki Institute offers the best terms and service.

3. Terms and conditions of the RFP

All proposals and any other material submitted in response to this RFP will become the property of the Pilecki Institute USA.

Acceptance of a proposal does not commit the Pilecki Institute USA to award a contract to any Bidder, regardless of whether the proposal meets all the requirements stated in this RFP, nor does it limit the Pilecki Institute USA's right to negotiate in its best interests.

The Pilecki Institute USA reserves the right to reject any or all proposals and price quotations received for any reason whatsoever. Neither the receipt of any proposal, nor failure to reject any proposal shall impose any legal obligation on the Pilecki Institute USA.

The Pilecki Institute USA reserves the right to select and negotiate with those companies it deems qualified for competitive bidding and to terminate negotiations at any time without incurring liability.

The Pilecki Institute USA reserves the right to enter discussions and/or negotiations with one or more qualified Bidders at the same time.



- The Pilecki Institute USA reserves the right to terminate the entire RFP process at any time without incurring any liability.
- Bidder is not authorized to assign this RFP to any other entity without the Pilecki Institute's prior written approval. Subcontractors, if any, must be clearly identified in the financial proposal.
- Mandatory requirements, notices, and other critical information shall be designated as such and shall be displayed in this format.
- Noncompliance with timelines, mandatory requirements or other critical elements will cause Bidder disqualification from this RFP.
- If a Bidder is unwilling or unable to meet any RFP requirement, an explicit statement to that effect must be made in the proposal as an exception.
4. Exclusivity
- The Pilecki Institute USA reserves the option to deal with more than one Supplier in a region. The Pilecki Institute USA has no desire to become Supplier's only customer, nor does the Pilecki Institute USA promise to place 100% of its requirements with one Supplier.
- Any projections included in this RFP or within subsequent projects or orders are non-binding. All or part of the Bidder response and this RFP will be incorporated into a Supplier contract if one results, at the Pilecki Institute USA's sole discretion.
5. Product substitution
- All items or services delivered during the life of the contract shall be of the same type and manufacturer as specified or accepted as part of the proposal unless specific approval is given by the Pilecki USA to do otherwise.
- Awarded Vendors are encouraged to offer any like substitute product(s), either generic or brand name, at any time during the subsequent contract term, especially if an opportunity for cost savings to the Pilecki Institute USA exists. In all cases, Pilecki Institute USA will require the submission of written specifications and/or product samples for evaluation prior to any approvals being granted.
6. Quantities
- Bidder's attention is called to the fact that, unless stated otherwise, the quantities given in the proposal are best estimates and are given as a basis for the comparison of the proposals.
- Quantities ordered may be increased or decreased by the Pilecki Institute USA as deemed necessary during the period of the

	contract.
7. Incurred proposal expenses	Bidder shall be responsible for its costs of preparing and responding to this proposal and shall not be compensated for labor or materials costs.
8. Jones Lang LaSalle roles and responsibilities	Jones Lang LaSalle is the Project Manager and main contact representing the Pilecki Institute USA on behalf of the project.
9. Timing of the Validity of Proposals	This proposal shall be valid for a period of 90 days from the proposal date and may not be withdrawn once submitted.
10. Silence of Specification	<p>The apparent silence of the specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used.</p> <p>Proof of specifications compliance will be the responsibility of the Bidder.</p> <p>This RFP is open to innovative and creative responses. Any ideas that would make attainment of the Pilecki Institute's stated objectives simpler, more efficient, and/or cost effective are expected and will be gladly accepted.</p> <p>Bidder is encouraged to respond to this RFP with creative ideas regarding product, process, and systems if the RFP requirements are met.</p>
11. Request for Clarifications and Addenda	All questions regarding this Request for Proposal should specifically address the requirements, requests, concerns, and options stated throughout this RFP and should be made in writing and submitted via e-mail to Jones Lang LaSalle at: <a href="mailto:Zoltan.Klug@jll.com">ZoltanKlug(Zoltan.Klug@jll.com)</a> , <a href="mailto:Ana.Valencia@am.jll.com">AnaValencia(Ana.Valencia@am.jll.com)</a> and Abbie Foster ( <a href="mailto:Abbie.Foster@jll.com">Abbie.Foster@jll.com</a> ).
12. Addenda to the RFP	<p>If it becomes necessary to revise any part of this RFP, revisions will be provided in writing to all Bidders who are known to have received a copy of the RFP and will be sent via e-mail.</p> <p>Potential Bidders shall acknowledge, in writing, receipt of all amendments, addenda and changes issued in connection with this RFP by submitting an affirmative statement in the proposal.</p>
13. Right to correct Minor Irregularities	The Pilecki Institute USA reserves the right to correct, or allow the Bidder to correct, minor irregularities in the proposals if the best interests of the Pilecki Institute USA will be serviced by



	doing so without incurring any liability.
14. Withdrawal of Proposals	A Bidder may withdraw his/her proposal after it has been submitted if a request is made in writing prior to the deadline for receiving the proposals.
15. Disqualified Bidders	<p>At its sole discretion, the Pilecki Institute USA may disqualify or reject any of the Bidders. Examples of causes that may be considered as sufficient for the disqualification and/or rejection of a Bidder's proposal include:</p> <ol style="list-style-type: none"> <li>1. More than one (1) proposal for the same contract from an individual, firm or corporation under the same or different name.</li> <li>2. Evidence of collusion among bidders.</li> <li>3. Unsatisfactory performance record as evidenced by experience.</li> <li>4. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.</li> <li>5. If there are any unauthorized additions, interlineations, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.</li> </ol>
16. Owner Contract	The Pilecki Institute USA will use the industry standard contract.
17. Contract Term/Duration	<p>The final terms of the contract shall be negotiated with the selected Supplier at the conclusion of the RFP process, and contingent upon acceptable Supplier and product performance, price competitiveness and service level fulfillment.</p> <p>The terms of the contract may include renewal options to be exercised at the discretion of the Pilecki Institute USA and a mutually agreed upon cancellation clause relative to performance and business environment changes.</p>
18. Bidders Responsibilities	<p>Bidder is responsible for examining this RFP and the Exhibit(s). Failure to do so will be at the sole risk of the Bidder. Should the Bidder find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any question arise concerning this RFP, Bidder shall notify JLL, The Pilecki Institute USA's Representative of such findings.</p> <p>Should such matters remain unresolved by the Pilecki Institute USAs prior to Bidder's preparation of its proposal, such matters must be addressed in Bidder's proposal. It is the Bidder's responsibility to be informed of the questions and responses e-mailed back to the Bidder.</p> <p>All proposals must clearly set forth any restrictions or provisions</p>

- deemed necessary by the Bidder to effectively service the proposed RFP.
19. Bidders representative and team
- In its notice of intention, Bidder will identify an individual who will be the single point of contact for JLL and the Pilecki Institute USA throughout the engagement, and who will have the authority to make decisions on all matters relating to the Bidder's performance of this Scope of Work. All correspondence will be directed to the point of contact that Bidder shall reference below, unless subsequently indicated in writing by Bidder.
- Name:  
Company Name:  
Address:  
Direct phone #:  
Fax #:  
E-mail address:
- When submitting a response to the RFP, Bidders will provide the information requested below.
1. Name, title, office address, telephone number, fax number and e-mail address of the person authorized to sign a contract and receive and send all formal notices and/or addenda regarding such contract.
  2. Identify the members of the proposed contract team, their roles, and responsibilities, resumes and the percentage of time that will be committed by each member throughout this engagement.
  3. Identify any professional affiliations or certifications held by members of the proposed team.
  4. Provide an organizational chart for the proposed team, showing lines of authority up to and including the executive management level.
20. References
- Supply a minimum of three (3) business references consisting of current or previous customers of similar scope and value and that have similar levels of service requirements as outlined in the " Scope of Work/Merchandise, Products, Services " listed below. Include the name, address, telephone number and e-mail address of a verified contact person.
- References may or may not be reviewed or contacted at the discretion of the Pilecki Institute USA. The Pilecki Institute USA reserves the right to contact references other than, and/or in addition to, those furnished by the Bidder.
21. Potential Conflicts of Interest
- Identify any potential conflicts of interest and submit a plan for eliminating them.
22. Exceptions and
- Identify any exceptions, conditions, liabilities, or limitations

other Information	Bidder's organization may have to any of the requirements of this RFP. Bidder should also submit any other information that Bidder deems necessary or relevant in assisting the Pilecki Institute USA in the evaluation of Bidder's proposal.
23. Prime Contractor	Identify any part of the services described in Bidder's response, which are not provided entirely by Bidder's Company. Provide full operational documentation for any business partner, subsidiaries, subcontractors, affiliates, and sister companies and identify and explain any differences. The use of subcontractors may be accepted, at the Pilecki Institute USA's discretion, but only with the notification and advance written approval of the Pilecki Institute. Explain the rationale for proposing a partner versus a single source provider. Identify the parent Company by name to the respective the Pilecki Institute USA's office(s).
24. Consortium Bidding	For consortium bidding, it is the Bidder's responsibility to provide all information to its sub-bidders regarding the provisions of the bid documents and any other information the sub-bidders may require. Contact between the Pilecki Institute USA and the sub-bidder shall be only through the Bidder, and the Bidder shall so inform the sub-bidders. The Pilecki Institute USA reserves the right to approve the sub-bidders and third-party bidders.
25. Record Keeping and Audit rights	<p>Any Supplier providing goods or services under any contract shall maintain accurate accounting records for all goods and services provided there under and shall retain all such records for a period of at least five (5) years following termination of the contract. Upon reasonable notice and during normal business hours, the Pilecki Institute USA, or any of its duly authorized representatives, shall have access to and the right to audit any records or other documents pertaining to the contract. The Pilecki Institute USA's audit rights shall extend throughout the term of the contract and for a period of at least five (5) years thereafter.</p> <p>The Supplier shall permit the Pilecki Institute USA to audit the Supplier's records of orders and invoices to assure the validity of pricing and charges to the Pilecki Institute USA are correct and accurate. If the Pilecki Institute elects to perform on-site audits, the Pilecki Institute USA will provide the Supplier advance notice to such audits and perform the audits during normal business hours with a minimum disruption to the Supplier's activities.</p>