



REQUEST FOR PROPOSAL

LEASE OF OFFICE SPACE

JULY 17, 2013

ISSUED BY

NEW YORK POWER AUTHORITY

123 MAIN STREET

WHITE PLAINS, NY 10601

NEW YORK POWER AUTHORITY

REQUEST FOR PROPOSALS FOR LEASING OFFICE SPACE AT 123 MAIN STREET, WHITE PLAINS, NEW YORK

Leasing Opportunity

The New York Power Authority (“NYPA”) is requesting proposals (“RFP”) from interested and qualified entities (“Prospective Tenant”) to lease office space located in the Clarence D. Rappleyea Office Building (“Rappleyea Office Building”) located at 123 Main Street, White Plains, New York, 10601.

The lease space is located on the 8th Floor (“Premises”) and consists of approximately 29,400 rentable square feet: for general, executive and administrative office purposes and for no other purposes. A copy of the general floor plan of the Premises is attached as Exhibit “A”.

Background

NYPA is the nation's largest state power supplier, providing low-cost electricity to government agencies, municipal electric systems, rural electric cooperatives, manufacturers and to private utilities for resale—without profit—to their customers across New York State. NYPA operates 17 generating facilities and more than 1,400 circuit-miles of transmission lines. NYPA is also a national leader in promoting energy efficiency and the development of clean and renewable energy technologies, committing over \$100 million a year to energy services.

The Rappleyea Office Building is a 17-story administrative office building in White Plains and consists of 420,195 square-foot. The Rappleyea Office Building is bounded by Main Street, Martin Luther King Jr. Boulevard and Hamilton Avenue. It was built in 1981 and was purchased by NYPA in 1991. NYPA occupies approximately 60 percent of the Rappleyea Office Building in support of its business purposes. The Rappleyea Office Building received LEED Gold-EB (Leadership in Energy and Environmental Design-Existing Building) ranking from the U.S. Green Building Council, attesting to its environmental sustainability and status as a "green" building. The Gold designation signifies that the Rappleyea Office Building meets the rigorous LEED performance standards for five key areas: sustainable site development, energy efficiency, water savings, materials selection and indoor environmental quality.

RFP Selection Criteria.

Title 19 Section 2897 of Public Authority Laws as amended by Chapter 506 of Laws of New York, 2009, generally requires spaces that are available for lease at NYPA are offered to prospective tenants through a public solicitation process. NYPA will select the best responsive proposal received under this RFP taking into consideration certain criteria which includes but is not limited to: financial capability, ability to carry out lease terms based upon tenants history, and ability and commitment to conduct its

business in the premises in an environmentally enhancing manner through, among other programs and actions, energy conservation, waste reduction, and recycling. Based on upon the submitted RFP's, NYPA may enter into lease negotiations with the Proposal presenting the terms most favorable to NYPA.

Proposal Content.

1. In General.

Proposals submitted in response to this RFP must follow the format described below. You are asked to answer questions or supply specific information in response to specific items. Please label your responses correspondingly, and respond fully and accurately to all questions/requests.

2. Information Requested.

a. Prospective Tenant's Identification.

Please provide full identification of the person(s) responsible for the proposal submitted: name(s), address(es), telephone number(s), or e-mail address(es). In addition, please supply the name(s), address(es), and phone number(s) of two personal and two professional references.

Please complete and submit the applicable Business Organization and Credit Information Form contained in the Exhibit 2 to this RFP. There is a separate form for sole proprietorships and partnerships (Exhibit 2-A) and one for corporations (Exhibit 2-B). An audited financial statement may be requested.

b. Proposed Uses.

Please describe your proposed use or uses of the Premises and explain why it is compatible with preservation, protection and business enjoyment of the NYPA building. Include a detailed operating plan. Among other matters, state how many persons will occupy the Premises, the number of clients that may be expected to visit Premises on a daily basis and your estimate of necessary parking spaces for employees and clients.

Experience.

Please explain in detail and document (free form) how your experience and background qualifies you as being capable of satisfactorily performing the terms and conditions of the offered lease.

Suggested Lease Terms

Complete the outline below by filing in the suggested lease terms. If one or more item is excluded from the proposed Total Annual rent, write "Excluded" next to the heading.

Under "Comments", please provide information about excluded costs and other costs that require explanation.

If applicable, please provide information regarding your broker, including the name of the firm, your contact at the firm, and the broker's approximate compensation.

Please indicate the Suggested Lease Terms:

- 1. Base Rent**
- 2. Annual % increase**
- 3. Real Estate Tax Base year**
- 4. Utilities**
- 5. Tenant improvements \$ amount**
- 6. Parking**
- 7. Term**

Comments:

f. Environmental Enhancement.

Please explain your proposal for managing and using the property in an environmentally enhancing manner through, among other programs and actions you may propose, energy conservation, waste reduction, and recycling.

Proposal Submission Requirements.

Please submit six (6) copies of your proposal accompanied by a transmittal letter signed by a principal of the Prospective Tenant. The copies should be on 8-1/2" x 11" paper punched with 3 holes and unstapled (suitable for NYPA to put in binders) with double-sided copying.

Premises are available for inspection 4 weeks prior to August 17, 2013 through the undersigned.

William V. Cuddy, Jr.
Executive Vice President
CBRE, Inc.
201 Tresser Blvd.
Stamford, CT 06901
(203) 325-5380

The proposal must be enclosed in sealed envelope(s), and received at the following NYPA office by 4:30 PM on August 17, 2013. The face of the sealed envelope shall show the Prospective Tenant's name and address, and the receiver's address as shown here:

Patrick Donnelly, Director of Site Purchasing, Materials Management and Real Estate
New York Power Authority
6520 Glass Factory Road, Marcy New York 13403

As a general rule, **any contact by or on behalf of a Prospective Tenant regarding this RFP and the related solicitation must be made with designated-points-of-contact only.** Failure to comply with such requirements can result in disqualification.

NYPA is not responsible for any costs or expenses incurred in preparing and submitting information in response to this RFP. All material submitted will become the property of NYPA. Late proposals and proposals lacking the appropriate completed and signed Proposal Checklist will be returned. Faxed or e-mailed proposals will not be accepted. Proposals will not be accepted at any other NYPA location other than the address above. If changes are made to this RFP, notification will be posted on NYPA's website at www.nypa.gov.

Additional Information and Modification of Proposals.

NYPA may request from any Prospective Tenant after the submission date additional information or written clarification of a proposal. However, proposals may not be amended after the submission date unless permitted by NYPA. NYPA may not permit amendment of a proposal unless all Prospective Tenants that submitted responsive proposals are given an opportunity to amend their respective proposals.

NYPA Evaluation and Selection of the Best Proposal.

NYPA will review all responses to this RFP through an evaluation panel.

All proposals will first be screened for adherence to the requirements of this RFP. NYPA will not consider non-responsive proposals. A non-responsive proposal is a proposal that was not timely submitted or fails to meet the material terms and conditions of this RFP as determined by NYPA.

It is the intention of the NYPA to select the best submitted proposal as determined under the selection criteria without further submittals or representations. If this cannot be done, NYPA will select those lease proposals that appear most suitable under the selection criteria, and from that group will request additional information or presentations so that the best proposal can be selected. NYPA has the right to reject any and all proposals submitted in response to this RFP without any liability.

NYPA will negotiate terms of the final lease (draft form attached as Exhibit 3) with the Prospective Tenant determined to have submitted the best proposal under the selection criteria. Award of the lease to that Prospective Tenant is dependent on successful negotiation of the final terms of the lease. If negotiations fail, NYPA may negotiate with other Prospective Tenants for award of the offered lease or terminate this solicitation without liability to any person or entity.

Confidentiality of Proposals.

NYPA is subject to the New York State Freedom of Information Law ("FOIL") which provides, as a general rule, that NYPA records are accessible to the public, subject only to specific exceptions which include a trade secret exception. If NYPA were to receive a FOIL request, the submitter would be notified, and NYPA, to the fullest extent permitted by FOIL, would seek to deny access to any information marked as proprietary and confidential.

Prospective Tenants are cautioned to clearly label as proprietary and confidential any specific information or other material that is considered to be confidential.

If you believe that a proposal contains trade secrets or confidential commercial information that you do not want to be made public, please include the following sentence on the cover page of each copy of the proposal:

“This proposal contains trade secrets, I and/or confidential commercial and financial information that the Prospective Tenant believes to be exempt from disclosure under Freedom of Information Act. The Prospective Tenant requests that this information not be disclosed to the public, except as may be required by law”.

Information so identified will not be made public by NYPA except in accordance with the requirements of the Freedom of Information Act.