

NEW YORK LIQUIDATION BUREAU
REQUEST FOR PROPOSALS: ARCHITECT

(Sections III and IV- Revised 01/09/08)

I. BACKGROUND INFORMATION

The New York Liquidation Bureau (the "Bureau") requires a licensed architect to provide services in connection with the Bureau's use of its offices at 123 William Street, New York, New York (the "Premises"). The Bureau carries out the responsibilities of the New York State Superintendent of Insurance as Receiver, administering the affairs of insurance companies that are in court-ordered rehabilitation, liquidation or conservation.

The Bureau invites all qualified and licensed architects ("Proponents") to draft and submit to the Bureau (at the Proponent's expense) proposals ("Proposals") in accordance with the requirements outlined in this request for proposal ("RFP"). The selected architect (the "Awardee") will be performing services solely on behalf of the Superintendent as Receiver, not in his capacity as regulator.

II. PROJECT OVERVIEW

The Bureau requires the services of a licensed architect in connection with a project (the "Project"), which may include without limitation: (i) drafting plans for a renovated floor of commercial office space at the Premises and filing all documents necessary to the effectuate the renovations; (ii) assisting in the selection of a contractor to perform the renovations and overseeing all work done by the contractor; and (iii) conducting a space audit of the Premises and of the Bureau's warehouse and providing additional architectural and design services resulting from the space audits.

Specifically, the Bureau may request the Awardee to provide the following services:

- (a) Conduct a space audit of the Premises, which currently consist of 175,000 square feet spread over eight floors providing workspace for approximately 320 employees, and make appropriate recommendations to enable the Bureau to make more efficient use of the Premises (the "Recommendations").
- (b) Provide a design proposal and set of plans to renovate and construct one entire office floor of the Premises, consisting of approximately 23,000 square feet, to be occupied by approximately 60 Bureau employees.
- (c) Assist the Bureau in preparing a bid package to select a qualified contractor or contractors to carry out the planned renovation and construction and in evaluating the bids submitted in response thereto.
- (d) Oversee all work done by the contractor or contractors to effectuate the renovations and construction as planned and designed.

- (e) File any and all plans, applications and other required documents necessary to commence and complete the renovations and construction.
- (f) Provide additional architectural and design services to effectuate some or all of the Recommendations or to otherwise enhance Bureau efficiency through office consolidation and improved workspace design at the Premises.
- (g) Conduct a space audit of the Bureau's warehouse, make appropriate recommendations to make more efficient use of the warehouse, and provide additional services to effectuate such recommendations or otherwise achieve efficiency gains.
- (h) Provide other architecture and/or design services as requested by the Bureau.

III. SITE VISIT

Interested parties may be invited to visit the Premises. The visit will include a brief tour of the Premises and a brief description of the expected renovation and staff move. **Participation in the site visit requires an advance reservation and is limited to not more than three representatives of each Proponent.** Such reservation response must be sent by e-mail to John Pearson Kelly, Chief Compliance Officer at jkelly@nylb.org and received by not later than January 18, 2008 at 5:00 p.m. Each site visit will begin promptly at the scheduled time and last no more than 90 minutes. Additional details will be provided to parties making an advance reservation. The Bureau reserves the right to limit the total number of attendees at any site visit as well as the total number of site visits. **(Revised 01/09/08)**

IV. RULES AND INSTRUCTIONS

In order to facilitate a fair evaluation of all Proposals, the Bureau requires that all Proposals maintain a uniform format. Accordingly, all Proposals must strictly adhere to the requirements outlined in this RFP. The Bureau may, in its sole discretion, modify, rescind or provide an addendum to this RFP, require Proponents to revise their Proposals or supply additional information in response, and/or invite any Proponent to appear for an interview.

All compliant Proposals will be reviewed by a committee that will, under the supervision of the Bureau's Chief Compliance Officer, consider Proponents based exclusively on the Proposals submitted and any subsequent interviews with Proponents and/or additional information submitted by Proponents at the request of the Bureau.

Proposals must specifically supply all items of information requested in Section V below in the exact format set forth in Section V. Material deviations from the required format will likely result in disqualification of the Proposal. If any item in Section V does not apply to Proponent, Proponent must specifically indicate that the item is not applicable. Proponents may not satisfy an item of requested information by submitting or referring to a brochure, promotional or descriptive literature, or any other document, unless the request expressly permits such submission or reference.

Proposals must be formatted in 12-point or larger font. Each Proponent shall submit one

original and four copies of its Proposal. Each Proposal must be signed and dated by the Proponent. In submitting a signed Proposal, Proponent certifies that the information in the Proposal is materially complete, truthful and accurate. Each

Proponent shall be bound by the information contained in its Proposal, including fees quoted for services. Proposals may be withdrawn from consideration at any time by written submission to Chief Compliance Officer John Pearson Kelly at the address listed below.

Proposals must be sent via mail, overnight courier or hand delivery to:

New York Liquidation Bureau
123 William Street
New York, New York 10038-3889
Attn: John Pearson Kelly
Chief Compliance Officer
RFP: Architect

Proposals must be received no later than 5:00 p.m., EST, on January 25, 2008, unless such deadline is extended in writing by, and at the sole discretion of, the Bureau. Late Proposals will be disqualified from consideration. **(Revised 01/09/08)**

Proponents may submit written questions no later than 5:00 p.m., EST, on January 23, 2008, via e-mail to jpkelly@nylb.org or via mail to John P. Kelly, Chief Compliance Officer at the address listed above. **(Revised 01/09/08)**

Proposals will remain under seal and will be opened at a closed meeting on **January 28, 2008 at 10:00 a.m. (Revised 01/09/08)**

Except as provided in this RFP and as otherwise necessary for conducting business operations previously established with the Bureau, Proponents may not communicate with Bureau personnel who are involved in the review, evaluation or selection of Proponents. The Bureau will disqualify Proponents who engage in prohibited communications of a material nature, as determined by the Bureau.

V. CONTENTS OF PROPOSAL

Proposals shall set forth the following information:

A. GENERAL INFORMATION

1. Name of Proponent, addresses of Proponent's headquarters and offices, location of office or offices that will provide services to the Bureau, and names of Proponent's primary and alternate contact persons and their contact information.
2. Proponent's tax identification number and certificate of authority to do business in the State of New York.
3. The names of Proponent's parent companies, subsidiaries or affiliates.
4. A list of all relevant licenses held by Proponent or its personnel.
5. A general overview and history of Proponent, including without limitation the number of years in business, total number of employees, and a brief description of

proponent's organization, including any operating divisions or working groups.

6. A description of any material changes in Proponent's senior management within the last three years.

B. REPUTATION AND INTEGRITY

1. A brief statement regarding the integrity and reputation of Proponent and its employees, including whether in the last 10 years Proponent or any of its partners or senior officers has been the subject of any criminal conviction or any final, non-appealable civil judgment for malfeasance (including actions or proceedings by governmental authorities).
2. A brief statement regarding whether Proponent has been the subject of any investigation by any governmental or regulatory authority, licensing body or trade group or association, including the Better Business Bureau, within the last 10 years.
3. Proponent's most recent audited financial statements, if available.

C. EXPERTISE

1. A statement of Proponent's qualifications and experience in performing the required services, including a summary of comparable projects, project dates and references.
2. Resumes of all professional personnel who will be providing substantial services.

D. POTENTIAL CONFLICTS OF INTEREST

1. A list of all employees of Proponent or any parents, subsidiaries or affiliates of Proponent who are related by blood or marriage to any Bureau employees and/or who are living in the same household as any Bureau employee.
2. A list of all employees of Proponent or any parents, subsidiaries or affiliates of Proponent who were previously employed by the Bureau.
3. A list of all Bureau employees previously employed by Proponent or any parents, subsidiaries or affiliates of Proponent.
4. Whether Proponent or any parents, subsidiaries or affiliates of Proponent have been involved in litigation against the Receiver, the Bureau and/or its estates within the last 10 years as a party, witness or otherwise.
5. The names of all persons or entities, if any, asserting claims against the Bureau and/or its estates for whom Proponent is currently performing work.
6. A brief statement regarding whether Proponent has previously provided services to the Bureau, including whether Proponent has any financial interest in any organization that has contracted to provide services to the Bureau.

E. FEES

A statement of fees and expenses for the services to be provided. Proponents may provide separate pricing for each of the requested of services described in Section II(a) through II(f) above. The statement of fees and expense may propose set fees, hourly fees, a combination thereof or any alternative pricing models.

F. MISCELLANEOUS

1. A list of Proponent's top five clients (in terms of revenue) for each of the last three years.
2. A brief statement demonstrating that Proponent is an equal opportunity employer and complies with all relevant federal, state and municipal equal employment opportunity and non-discrimination laws, regulations and executive orders. Proponent may attach hard copies of any equal employment opportunity policy statements or other relevant official firm documents.
3. Any additional pertinent information not already provided in the Proposal.

VI. EVALUATION AND AWARD

This RFP does not commit the Bureau to select an Awardee or enter into a contract with any Proponent. The Bureau reserves the right to: (a) rescind or revoke this RFP prior to execution of a contract with the Awardee; and (b) utilize any ideas from the Proposals. The Bureau may in its sole discretion: (a) reject a Proposal if it is non-responsive or non-compliant with the requirements set forth in this RFP; or (b) waive minor discrepancies in any Proposal. All materials submitted in response to this RFP become the property of the Bureau and will not be returned.

In selecting an Awardee, the Bureau will consider, among other factors it deems appropriate, whether the Proponent: (1) has the appropriate expertise to provide the particular services sought under this RFP; (2) has demonstrated that it will commit appropriate staffing and resources to perform the Project; and (3) is in good standing in the State of New York and conducts its business in an ethical manner. The Bureau is not bound to accept the lowest-priced Proposal. Additionally, the Bureau may decide to proceed with only a portion of the services described in this RFP and therefore select an Awardee for only a portion of the services described in this RFP.

VII. ADDITIONAL TERMS AND INFORMATION

The information contained herein shall be used for the sole purpose of responding to this RFP. The Bureau will not, and is under no obligation to, pay the costs, in whole or in part, incurred by Proponent during the preparation of a Proposal. The Bureau disclaims responsibility and liability for any costs related to Proponent's participation in this RFP.