



**ANDREW M. CUOMO**  
Governor

**SUSAN G. ROSENTHAL**  
President & CEO

**BOARD OF DIRECTORS**

RuthAnne Visnauskas, Chair, Commissioner of NYSHCR  
Robert F. Mujica Jr., Director of BUDGET  
David Kraut  
Howard Polivy  
Michael Shinozaki

Agenda Item V, 2. March 7, 2019

**PROPOSED RESOLUTION**

**AUTHORIZATION TO ENTER INTO CONTRACT WITH  
LIRO PROGRAM & CONSTRUCTION MANAGEMENT P.E., PC FOR OWNER'S  
REPRESENTATIVE SERVICES FOR CAPITAL PROJECTS & STRATEGIC PLANNING**

---

**RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of the State of New York (“RIOC”), as follows:

- Section 1. that RIOC is hereby authorized to enter into contract with LiRo Program & Construction Management P.E., PC for owner’s representative services for capital projects and strategic planning, upon such terms and conditions substantially similar to those outlined in the Memorandum from Shelton J. Haynes to RIOC Board of Directors/Susan G. Rosenthal dated February 11, 2019, attached hereto;
- Section 2. that the President/Chief Executive Officer or her designee is hereby authorized to take such actions and execute such instruments as she deems necessary to effectuate the foregoing; and
- Section 3. that this resolution shall take effect immediately.



## Roosevelt Island Operating Corporation

**ANDREW M. CUOMO**  
Governor

**SUSAN G. ROSENTHAL**  
President & CEO

**BOARD OF DIRECTORS**  
RuthAnne Visnauskas, Chair, Commissioner of NYSHCR  
Robert F. Mujica Jr., Director of BUDGET  
David Kraut  
Howard Polivy  
Michael Shinozaki

### MEMO

---

**TO: RIOC Board of Directors/Susan G. Rosenthal**  
**FROM: Shelton J Haynes, Vice President of Operations**  
**DATE: February 11, 2019**  
**RE: Owner's Representative Services for Capital Projects and Strategic Planning**

---

#### Background

Owner's representative services for the planning and management of capital projects has long been an important part of the capital improvement industry, in both private and public sectors. Where owners lack the requisite knowledge or means to properly oversee capital projects; or, more importantly, where supplemental services are needed to assist an existing team of project managers, owner's representative firms provide a flexible and experienced full team of industry professionals who fill the voids and aid in achieving owner's goals efficiently and safely. Indeed, many city and state agencies, including but not limited to, the New York City Economic Development Corporation, the New York City Department of Design and Construction, the New York State Empire State Development Corporation, Battery Park City Authority, and Hudson River Park Trust, have utilized the services of owner's representative firms to assist their planning and project teams in successfully realizing multi-phased and/or multi-year projects. Furthermore, it is well understood in the industry that the fees associated with owner's representative services are often offset by the savings their assistance provides.

#### Need and Justification

On April 18, 2018, after a full-fledged RFP process, the RIOC Board authorized the Corporation to enter into a contract for owner's representative services for capital projects and strategic planning with Gardner & Theobald, Inc., which was the top bidder. Recently RIOC terminated that contract. However, given the ambitious Capital Improvement Plan that RIOC launched in 2018, the need for owner representation services remains just as great, and perhaps has become even greater.

#### Procurement Process

RIOC posted the RFP for owner's representative services for capital projects and strategic planning in the New York State Contract Reporter on January 23, 2018. On March 2, 2018, RIOC received 14 submissions. The firms were rated on their General Experience (25 points), Specific Project Understanding & Approach (35 points), Staffing Proposal/Staff Experience (25 points), Financial Capability (5 points), and Fees (10 points). Only the firms that received a minimum averaged score of at least 70 points were eligible for an interview. Based on evaluation criteria and best value for services provided in the RFP, RIOC conducted shortlist interviews with 8 of the

14 firms between March 26, 2018 and March 29, 2018. (As previously noted, the contract entered into with the top bidder was recently terminated.)

Given the fact that such an extensive RFP process was conducted within less than a year, as well as due to the urgent need for a new owner's representative, it is recommended that RIOC award this contract to the bidder that received the second-highest score during the RFP process, namely the firm of LiRo Program & Construction Management P.E., PC ("LiRo").

Of the firms interviewed, LiRo received the second highest score. Through its proposal and interview, LiRo demonstrated great understanding of RIOC's needs and presented a good approach to meet those needs through their focus on estimating and cost-management. LiRo also has prior experience and familiarity with RIOC and Roosevelt Island.

**Recommendation:**

Based on the above, I recommend that the Board of Directors authorize the Corporation to enter into contract with LiRo Program & Construction Management P.E., PC, for the purpose of providing Owner's Representative Services for Capital Projects and Strategic Planning for \$2,073,880 with a 10% contingency of \$207,388 bringing the total authorized not-to-exceed amount to \$2,281,268 for a contract term of three (3) years.