



LMDC
Remember Rebuild Renew

Lower Manhattan Development Corporation
One Liberty Plaza, 20th Floor New York, NY 10006
Tel: 212.962.2300 Fax 212.962.2431
www.renewnyc.com

DEPARTMENT OF
CITY PLANNING



CITY OF NEW YORK

REQUEST FOR PROPOSALS: FULTON CORRIDOR RETAIL AND ARTS/ENTERTAINMENT PLAN

LOWER MANHATTAN DEVELOPMENT CORPORATION AND NEW YORK CITY DEPARTMENT OF CITY PLANNING

*The Lower Manhattan Development Corporation, a subsidiary of the New York State Urban Development Corporation d/b/a Empire State Development Corporation, in cooperation with the New York City Department of City Planning,
seeks proposals and statements of qualifications for retail and arts/entertainment consultant services relating to the corridor in Lower Manhattan from the World Financial Center to South Street centered on Fulton Street, directly or indirectly affected by the events of September 11, 2001.*

Lower Manhattan Development Corporation
John C. Whitehead, Chairman
Louis R. Tomson, President
Alexander Garvin, Vice President for Planning, Design, and
Development

New York City Department of City Planning
Michael R. Bloomberg, Mayor
Daniel L. Doctoroff, Deputy Mayor for Economic
Development and Rebuilding
Amanda M. Burden, Director

September 23, 2002

Deadline for responses: October 14, 2002, 5:00 PM EST

Questions must be submitted in writing no later than September 30, 2002 to Hugh Eastwood by email HEastwood@empire.state.ny.us or by fax 212.962.2431. Addenda to this RFQ, including responses to questions, will be posted on the LMDC website: www.renewnyc.com by October

4, 2002. LMDC does not respond to questions on an individual basis, and LMDC will receive questions only as directed above.

1. GENERAL INFORMATION

The Lower Manhattan Development Corporation (LMDC) was established following the disastrous events of September 11, 2001 to oversee the rebuilding and revitalization of Lower Manhattan, south of Houston Street. The New York Department of City Planning (DCP) is responsible for regulating land use throughout the City of New York to help ensure public health, safety and well-being.

In fulfilling its mission to revitalize Lower Manhattan, the LMDC, working jointly with DCP, will require the services of retail and arts/entertainment consultant(s) to propose a broad range of initiatives along the Fulton Corridor, defined roughly as the area between Liberty and Ann Streets, from the World Financial Center to the South Street Seaport. The scope of services could be expanded to areas beyond the Fulton Corridor, including, but not limited to, the full length of Broadway, Water, Nassau-Broad, Church and Greenwich Streets south of Chambers. The LMDC will seek the input of many partner agencies, including the Metropolitan Transportation Authority (MTA), New York City Economic Development Corporation (EDC), New York City Department of Transportation (NYCDOT), and the New York City Department of Housing Preservation and Development (HPD). For this contract, DCP will be the coordinating voice of the various city interests.

The consultant or consultant team will be asked to complete a detailed report consisting of the following five parts:

1. **Baseline analysis** of retail and arts/entertainment environment, including rental rates, store types, and other critical indicators, to provide a baseline for pre-9/11 and post 9/11 conditions.
2. **Retail and arts/entertainment demand study** defining primary and secondary catchment areas, consumer preferences, demographics and other factors to identify any unmet demand.
3. **Revitalization strategy** for strengthening and diversifying retail outlets and arts/entertainment venues (including cultural uses such as art galleries, jazz clubs, etc.) throughout the Fulton Corridor, and possible incentive programs, streetscape enhancements, etc. to attract them.
4. **Implementation plan** detailing projected costs, timeframe, mechanism(s) for carrying out the work, financing strategies, any required regulatory changes, etc.
5. **Economic impact** of the plan, in terms of type and number of new retail, arts and entertainment uses likely to be attracted, number of jobs created, increases in tax revenues, etc.

Firms interested in submitting proposals should follow the instructions in this Request for Proposals (RFP). In the event it becomes necessary to revise any part of this RFP, written revisions will be issued to all firms. Proposals should be prepared providing a straightforward and concise description of the responding firm(s)' capabilities to satisfy the requirements of the RFP.

LMDC reserves the right to reject any or all proposals submitted if such election is deemed to be in the best interest of LMDC and DCP. LMDC and DCP assume no responsibility and no liability for costs incurred by the responding firm(s) prior to the issuance of a contract. **If you**

choose to respond to this RFP, please prepare six (6) copies of your proposal and deliver them to:

Alexander Garvin, Vice President for Planning, Design and Development
Lower Manhattan Development Corporation
One Liberty Plaza, 20th Floor
New York, NY 10006
Attn: Fulton Corridor RFP

The schedule for this effort is as follows:

- September 23 – RFP issued
- October 14 – Responses due
- October 14 to October 28 – Oral presentations conducted
- October 28 – Consultant(s) selected

Proposals must be received no later than 5:00 PM EST, October 14, 2002. Firms submitting a proposal in response to this RFP may be required to give an oral presentation to LMDC and DCP. This will provide an opportunity for the firm(s) to clarify or elaborate on the proposal but will in no way change the original submission. Such a request shall not constitute acceptance of a proposal.

2. PROPOSAL REQUIREMENTS

Please number your responses as the questions are presented herein, and limit to ten (10) one-sided 8 ½" x 11" pages, except work samples, which may be included in a **separate appendix**. Interested firms are invited to submit proposals that contain the following information:

1. Experience, Structure, and Personnel

- **A history of the firm's experience** providing retail and arts/entertainment market study and revitalization services to economic development organizations, municipalities, other governmental entities, private developers, not-for-profits and civic organizations.
- **A description of your organizational structure**, including resumes of the principals, project manager(s) and professional staff who would work directly with LMDC and DCP.
- **Samples of up to five major projects** that the firm has completed in the areas of retail and arts/entertainment strategy, design and development in the past 10 years. Include the client, the name of a contact person who is able to provide a reference, a description of the nature of the work, the size and complexity of the project, and amount and agreed on fee.
- **Any other information** that you believe would make your work on behalf of LMDC and DCP superior to that of other firms.

2. Methodological Approach

- **A description of how the firm(s) intend to address the scope of services** in Schedule A, including baseline market conditions, economic analyses and projections, and articulation of an implementation plan.
- **A statement explaining the firm's approach to retail and arts/entertainment market studies**, including survey methods, analytical techniques and/or models used, etc.

3. Fee

- **Total estimated fee for completion of the project**, and whether you would be willing to agree to a cap.
- **The normal hourly rate of each principal and staff member** whose resume is provided or whose job category may be required, and the rate used in the proposal.
- **A list of anticipated reimbursable expenses** and the rate charged for each.
- **Any reduced fees offered to other municipalities**, governmental entities, economic development or nonprofit organizations, and civic organizations.
- **Any other fees** or charges.

NOTE: The fee proposal must be submitted in a separate, clearly marked, sealed envelope. The fees will not be opened until all proposals have been initially evaluated. Although proposed fees will be taken into account, LMDC reserves the right to negotiate a lower or different fee structure with any firm that is selected.

4. Contact Information Form (NOTE: does not count toward 10 page limit)

- **A separate 8 ½" x 11" sheet of paper indicating clearly:**
 - a. Lead firm or individual name;
 - b. Contact person;
 - c. Telephone, fax and wireless numbers;
 - d. E-mail address;
 - e. Street address of lead firm or individual;
 - f. Year firm or individual practice established;
 - g. Indicate if MBE/WBE (Minority Business Enterprise or Women's Business Enterprise as certified by New York State);
 - h. Indicate type of work or specialty;
 - i. The lead firm or individual is to sign and date this form.

5. Conflicts of Interest (NOTE: does not count toward 10 page limit)

- **Please submit a statement describing any potential conflict of interest** or appearance of impropriety, relating to other clients of the firm, or officers, directors, and employees of LMDC and DCP, that could be created by providing services to LMDC and DCP.
- **Please indicate what procedures** will be followed to detect and notify LMDC and DCP of, and to resolve, any conflicts of interest.
- **Indicate any pending litigation** and/or regulatory action by any oversight body or entity that could have an adverse material impact on the firm's ability to serve as consultants to LMDC and DCP.

6. Nondiscrimination Policy (NOTE: does not count toward 10 page limit)

- **All firm(s) with 50 or more employees** shall submit a copy of their nondiscrimination or affirmative action plan.
- **Firm(s) with less than 50 employees** shall submit a statement of commitment to equal opportunity and affirmative action from the chief executive officer.

3. SELECTION CRITERIA

In evaluating proposals submitted pursuant to this request, LMDC and DCP place high value on the following factors, not necessarily listed in order of importance:

1. **Quality of work product** as demonstrated in submitted work samples of past retail and arts/entertainment market studies and successful revitalization strategies.
2. **Knowledge of New York City**, and Lower Manhattan in particular, including retail and arts/entertainment markets, zoning and building code regulations, existing incentives, etc.
3. **Innovative or outstanding work that demonstrates unique qualifications** to provide consultant services in regard to this project.
4. **Staff stability and availability**, and facility for working with LMDC and DCP officers and staff.
5. **Effective presentation and communication skills** (an oral presentation may be required from the finalists and, if required, such presentation will be a rating factor. Project staff should be present at the oral presentation).
6. **Experience in providing services to municipalities** or other governmental entities.
7. **Cost** of services.

4. CONTRACT TERMS AND REQUIREMENTS

The contents of the proposal prepared by the successful firm(s), with any amendments approved by LMDC and DCP, will become a part of the contract awarded as a result of these specifications. The terms outlined should be considered all inclusive.

The successful firm(s) will be required to:

1. **Work with LMDC and DCP staff, their consultants, and designees** to provide retail and arts/entertainment market study services in connection with the planning, development, and revitalization of the Fulton corridor connecting the World Financial Center to South Street, in accordance with the Scope of Services in Schedule A hereof. Coordination with PA, NYS DOT, MTA/NYCTA, NYC DOT, and NYC EDC, will also be required as part of this effort.
2. **Grant LMDC unrestricted use of any and all material produced** as a result of this agreement. However, all work will remain the legal property of the firm or team.
3. **Maintain accurate accounting records** and other evidence pertaining to costs incurred in providing services and to make such records available to LMDC at all reasonable times during the contract period and for five (5) years after the date of the final payment to the firm(s) under the contract, upon request of LMDC.
4. **Assume sole responsibility for the complete effort** as required by this RFP, and be the sole point of contact with regard to contractual matters.
5. **Refrain from assigning, transferring, conveying, subletting or otherwise disposing** of the contract or its rights, titles or interest therein or its power to execute such agreement to any other person, firm, partnership, company, or corporation without the prior consent and approval in writing of LMDC.

LMDC reserves the right to terminate any contract entered into as a result of this RFP at any time, provided that written notice has been given to the firm at least thirty (30) days prior to such proposed termination date.

The contract term will be for a period of three (3) years, in order to provide LMDC and DCP with the option of conducting the studies described herein as well as additional studies of retail and arts/entertainment venues outside the Fulton Corridor on an as-needed basis. The scope of these services will be defined in conjunction with the selected firm(s). LMDC also reserves the right, at its sole discretion, to solicit proposals from other firms during that time for additional services.

5. MISCELLANEOUS CONDITIONS

The issuance of this RFP and the submission of a response by any proposing firm(s) or the acceptance of such response by LMDC and DCP do not obligate LMDC and DCP in any manner. Legal obligations will only arise on the execution of a formal contract by LMDC and the firm(s) selected.

LMDC reserves the right (i) to amend, modify, or withdraw this RFP, (ii) to revise any requirements of this RFP, (iii) to require supplemental statements or information from any firm, (iv) to accept or reject any or all responses hereto, (v) to extend the deadline for submission of responses thereto, (vi) to negotiate or hold discussions with any respondent and to waive defects and allow corrections of deficient responses which do not completely conform to the instructions contained herein, and (vii) to cancel this RFP, in whole or in part, if LMDC deems it in its best interest to do so. LMDC may exercise the foregoing rights at any time without notice and without liability to any proposing firm or any other party for their expenses incurred in the preparation of the responses hereto or otherwise. Responses to this RFP will be prepared at the sole cost and expense of the proposing firm(s).

It is the policy of the State of New York and the LMDC to comply with all federal, state and local laws, policy, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action in working with contracting parties to ensure that New York State Business Enterprises, Minority and Women-owned Business Enterprises (M/WBEs), Minority Group Members and women share in the economic opportunities generated by LMDC's participation in projects or initiatives and/or the use of LMDC funds. LMDC is a subsidiary of the Empire State Development Corporation. Accordingly, ESDC's non-discrimination and affirmative action policy will apply to this initiative. The selected consultant(s) shall be required to use its best efforts to achieve M/WBE participation of not less than 20% of the total dollar value of the contract. The ESD Affirmative Action Unit ("AAU") is available to assist you in identifying New York State certified M/WBEs that can provide goods and services in connection with the contract. If you require M/WBE listings, please call the AAU at (212) 803-3224.

Schedule A-1 does not count towards the ten (10) page limit.

SCHEDULE A: SCOPE OF SERVICES FULTON CORRIDOR ACTION PLAN

The Lower Manhattan Development Corporation (LMDC) and the Department of City Planning (DCP) are seeking a consultant team specializing in retail/arts/entertainment and the revitalization of public space to assist in developing an action plan for the Fulton Corridor, defined roughly as the area between Ann and Liberty Streets from the World Financial Center to the South Street Seaport. The scope may be expanded to include the full length of Broadway, Water, Nassau-Broad, Church and Greenwich Streets south of Chambers. The goal of this study is to create an integrated vision for downtown retail and arts/entertainment spanning from the World Financial Center to the South Street Seaport, with particular emphasis on Fulton and Nassau Streets. The action plan should make recommendations for the South Street Seaport district, including the potential reuse of the Fulton Fish Market buildings.

Respondents will be expected to complete a report consisting of five parts as outlined below:

PART I – Baseline Analysis

The consultant(s) will **develop a baseline “snapshot” of the retail and arts/entertainment environment** in Lower Manhattan pre-9/11 and post-9/11, which can be used to measure the effectiveness of proposed improvements:

- **Estimate sales per square foot** for different retail types in pre-9/11 and post-9/11 periods.
- **Characterize existing storefront and multi-level retail and arts/entertainment spaces** along the Fulton Corridor, particularly on Fulton and Nassau Streets, including typical square footages, street frontages, ceiling heights, basement access, second-level access, etc.
- **Examine ownership patterns**, leasing arrangements, and other factors that influence the performance of the retail and arts/entertainment market.
- **Identify primary, secondary and tertiary catchment areas** for Lower Manhattan retail and arts/entertainment, and measure the portion of disposable income currently being captured.
- **Study any other critical performance indicators** necessary to fully develop the baseline.

PART 2 – Retail and Arts/entertainment Demand/Market Study

The consultant(s) will:

- **Identify opportunities for expanding the catchment area** and/or increasing the market penetration of Lower Manhattan within the catchment area.
- **Identify who shops in the area and who doesn't**, where they live, where they spend money, and what percent of their disposable income goes to downtown, and what percent goes to other retail and arts/entertainment districts.
- **Characterize consumer preferences** among downtown residents and workers identifying specific types of retail, food, service and arts/entertainment establishments that are missing from the marketplace and estimate potential consumer dollars to be captured.
- **Assess the market served by the former World Trade Center retail concourse and the South Street Seaport district.**

- **Identify pent-up demand**, if any, for retail and arts/entertainment goods and services by assessing how well existing retailers and arts/entertainment providers meet the needs of residents and workers, and where they shop or patronize if not downtown.
- **Work with housing consultant(s)**, to be retained separately by LMDC, to project the impact of additional residents on demand for retail and arts and entertainment.
- **Conduct any other analysis necessary** to paint a full picture of the existing and projected future demand for retail and entertainment, specifying types, sales per square foot requirements, and total market.
- **Consider broader retail and arts/entertainment context, including outlets in Chinatown**, with a view toward better integration with Financial District.

PART 3 – Growth and Revitalization Strategy

The consultant will **develop an action plan for enhancing the retail outlets and arts/entertainment venues** (including art galleries, jazz clubs, movie theaters, etc.) throughout the Fulton Corridor:

- **Propose steps toward an integrated vision** for downtown retail and arts/entertainment, with particular emphasis on Fulton Street, Nassau Street and the South Street Seaport district.
- **Suggest ways to diversify the retail and arts/entertainment** options throughout the Fulton Corridor and to make Lower Manhattan a regional destination.
- **Identify retail and arts/entertainment uses needed** to serve an expanded residential population.
- **Identify target retailers and arts/entertainment venues** that could or should be attracted to the Fulton Corridor to act as anchors, and estimate their space requirements.
- **Propose possible changes to retail spaces** to enhance their attractiveness to quality independent and national chain retailers and restaurateurs.
- **Propose streetscape, signage and/or storefront urban design guidelines to improve the pedestrian experience** along the Fulton Corridor, including sidewalk widenings, etc.
- **Identify building code and/or zoning regulations that may pose potential barriers** to certain types of retail and arts/entertainment uses, particularly restaurants and clubs.
- **Analyze street and sidewalk dimensions** in relation to other great retail/arts districts.
- **Study the alternative options of re-opening Fulton Street to cross-town traffic** or enhancing the Fulton Mall aesthetically as a car-free environment for strolling.
- **Develop a suggested retail mix for the proposed Fulton Transit Center** if significant amounts of retail are to be included in the facility, to be designed by the MTA/NYCTA.
- **Propose ways to encourage commuters to dine or shop after work hours** and tourists to linger on weekends in Lower Manhattan.
- **Study existing street grid and subway entry locations and recommend changes or enhancements** that would draw more customers, on foot or by car, past more storefronts.
- **Develop economic incentive program suggestions**, such as low-interest loans for façade and store fixture improvements, extending store hours, and others.
- **Identify opportunities for enhancing the role of the South Street Seaport retail and entertainment**, and propose reuse of the Fulton Fish Market buildings to be vacated in 2004.
- **Examine opportunities for retail and arts/entertainment linkages with the proposed East River Park** and potential redevelopment of the Brooklyn Bridge Anchorage.

- **Study the potential benefits of changes in the transportation system**, including possible addition of direct commuter rail service, enhanced subway services, etc.
- **Propose solutions to truck loading and delivery conflicts** with pedestrians and cars.

PART 4 – Implementation Plan

The consultant will define the requirements and **propose mechanisms for implementation** of each of the recommendations of the revitalization strategy:

- **Provide cost estimates** for all proposed projects.
- **Suggest possible financing strategies** for each project.
- **Develop a timeframe** for implementation, including any key target dates.
- **Propose possible management structure(s)** for implementation, operation, and/or maintenance of an environment commensurate with anticipated retailers.
- **Outline any economic incentive programs** supported with comparable examples where they proved successful.
- **Identify any necessary regulatory changes** or other government actions.
- **Assess potential traffic impact and necessary street changes with NYC DOT**, and develop implementation schedule in conjunction with already planned street improvements.

PART 5 – Economic Impact

The consultant will **quantify the annual economic impact** of the implemented projects at future milestones to be determined:

- **Number and type(s) of new retail and arts/entertainment businesses likely to be attracted** in the short, medium, and long term periods, to be defined as appropriate.
- **Additional jobs likely to be created** in sales, management, maintenance, etc.
- **Enhanced attractiveness of Lower Manhattan as a retail and arts/entertainment destination**, including projected consumer spending, increase in number of shoppers, etc.
- **Potential displacement** of existing business and any potential resulting loss of jobs.
- **Anticipated total economic impact** of increased retail and other activity, including increased sales, income, hotel, real estate, and other tax revenues to the City and State.

DELIVERABLES

The consultant or consultant team will be expected to deliver to LMDC and DCP a completed report summarizing their work and containing the following:

- Ten (10) bound copies of the report printed on 8 ½" x 11" size pages.
- Text thoroughly addressing all five parts outlined above, along with any necessary tables, charts, graphs, and other statistical analysis or supporting documentation.
- Results of any and all surveys, polls, and interviews.
- Plans, elevations, and/or renderings of any suggested streetscape proposals, new development projects, etc.
- Economic and/or cash flow models as necessary to support the economic impact projections.

SCHEDULE

- December 2002 – Baseline Analysis and Retail Demand Study drafts to LMDC and DCP
- February 2003 – Growth and Revitalization Strategy draft to LMDC and DCP

- March 2003 – Implementation Plan and Economic Impact drafts to LMDC and DCP
- April 2003 – Final Report to LMDC and DCP

STAFFING PLAN

Project/RFP Title _____ Location of Contract _____ County _____ Zip _____
 Contractor/Firm Name _____ Address _____ City _____ State _____ Zip _____
 Check applicable categories: (1) Staff Estimates include: () Contract/Project Staff () Total Workforce () Subcontractors
 (2) Type of Contract: () Construction Consultants () Commodities () Services/Consultants

TOTAL ANTICIPATED WORK FORCE											Total Percent Minority Employees	Total Percent Female Employees
Federal Occupational Category	Total Number of Employees		Black (Not of Hispanic Origin)		Hispanic		Asian or Pacific Islander		Native American Alaskan Native			
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Officials/Admin.												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers												
Operatives												
Laborers												
Service Workers												
TOTALS												

CERTIFICATION:

I, _____ (Print Name), the _____ (Title), do certify that (i) I have read this Staffing Plan and (ii) to the best of my knowledge, information and belief the information herein is complete and accurate.

Signature _____ Date _____ Telephone Number (____)

Forward to:

Empire State Development
 Affirmative Action Unit - Laverne Poole
 633 Third Avenue
 New York, NY 10017

Office: (212) 803-3224

Fax: (212) 803-3223

CONTRACTORS STAFFING PLAN
Instructions for Completion

PURPOSE:

The Contractors Staffing Plan is prepared by all contractors providing goods, products and merchandise, or services (skilled and non-skilled) or professional consulting services (inclusive of professional construction consultant services) to a state agency. The plan is required prior to the award of a contract and contains the anticipated staff assignments during the contract. **In instances where that cannot be identified, the contractor may identify the total work force of the company.** The form will be reviewed by state agencies for the purposes of equal employment opportunity requirements.

GENERAL INFORMATION:

1. **Project/RFP Title:** describe the project for which you are competing as indicated on the RFP/RFB document.
2. **Location of Contract:** the company's location and postal zip code.
3. **Contractor/Firm Name:** the company that will be providing the workforce. Include *address* with city name, state and zip code.
4. **Check applicable categories:**
(1) *Staff Estimated include: **Contract/Project Staff** (check in cases where the workers to be assigned can be determined, **Total Work Force** (check in the event the contract work force cannot yet be determined, **Subcontractors** (check if the work force for the project is that of a subcontractor).*
(2) *Type of Contract: **Construction Consultants, Commodities, Services/Consultants** (check appropriate box).*

TOTAL ANTICIPATED WORK FORCE:

1. **Federal Occupational Category:** The contractor's work force is broken down and reported by the nine Federal Occupational Categories (FOC's) consistent with the Federal government's EEO-1 categories for the private sector labor force. The categories are general in nature, and include all related occupational job titles. The contracting agency can provide assistance in categorizing specific jobs.
2. **Total Number of Employees:** Record the total number of all persons employed in each FOC regardless of ethnicity (either to be assigned to the contract/project staff OR in the company's total work force, as indicated by the categories selected in number 4 (1) Staff Estimated, of the General Information. Report the number of male employees in column (1), and the total number of female employees in column (2) for each FOC. In columns (3) through (10), report the number of male and female *minority* group member, based on the following defined groups:

Black (not of Hispanic origin): all persons having origins in any of the Black African racial groups.

Hispanic: all persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American or either Indian or Hispanic origin, regardless of race.

Asian or Pacific Islander: all persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands.

Native American or Alaskan Native: all persons having origins in any of the original peoples of North America.

TOTAL PERCENT MINORITY:

Add all minority group members (male and female) columns (3) through (10), divide by the total numbers of all employees in that FOC (columns 1 + 2). Post the percentage result for that FOC. [Total number of minority employees (columns 3 thru 10). Total number of employees (columns 1 and 2)].

TOTAL PERCENT FEMALE:

Divide the number of female employees (column 2) in the FOC, by the total number of both Male and Female (column 1 + 2). Post the percentage result for that FOC. [Total female employees (column 2). Total number of employees (columns 1 and 2)].

TOTALS:

To compute the column totals, add vertically. *Total Percent Minority Employees and Total Percent Female Employees* should be calculated as shown above, using the summed column totals.

The Contractors Staffing Plan is to be completed by the prime contractor and signed and dated by an authorized representative before submission. The *Company Official's Name, Title, Telephone Number, Signature and Date* signed should be provided where indicated on the form.