



Permanent Mission of Italy
UN - New York

CALL FOR EXPRESSIONS OF INTEREST LEGAL SERVICES FOR COMMERCIAL OFFICE LEASE NEGOTIATION AND REVIEW

The Permanent Mission of Italy to the United Nations (hereinafter the “Mission”) hereby invites qualified law firms to submit expressions of interest for the provision of legal advisory services in connection with the negotiation, review, and possible execution of a commercial office lease agreement concerning premises located in New York City at 885 Second Avenue (One Dag Hammarskjöld Plaza).

Scope of Services

The selected firm may be requested to provide legal assistance including, but not limited to:

- Review, analysis, and negotiation of the proposed commercial office lease agreement and related documentation;
- Preparation of comments, revisions, memoranda, and legal advice concerning lease terms and related matters;
- Assistance in negotiations with landlord and landlord’s counsel;
- Advice regarding New York commercial real estate law, operating expenses, tax escalation clauses, insurance, liability, dispute resolution, construction matters, sovereign immunity provisions, temporary swing space arrangements, and construction/renovation scheduling and phasing requirements;
- Review of construction, renovation, fit-out, and ancillary agreements and documentation, if applicable;
- Preparation of legal compliance memoranda or opinions, if required by the competent Italian authorities;
- General legal support related to the negotiation, execution, implementation, and administration of the lease transaction.

Relevant Documentation

For privacy and confidentiality reasons, the relevant lease documentation is not publicly available on the Mission’s website.

Interested law firms may request access to the following documents for review purposes by sending an email to admin.italyun@esteri.it:

- 2020–2028 Lease Agreement;

- Proposed 2029–2037 Lease Agreement;
- Agreed Term Sheet.

The Mission reserves the right to require reasonable confidentiality assurances prior to sharing such documentation.

Fee Proposal

Interested firms are requested to provide a **lump-sum fee proposal** for the following services:

1. Lease Amendment / New Lease Review

Review draft lease or lease amendment, prepare comments and proposed revisions, participate in negotiations, and assist through execution stage.

2. Legal Compliance Memorandum

Preparation of a memorandum addressing compliance with applicable U.S., EU, Italian, and New York legal requirements and related matters.

3. Review of Construction / Renovation Contracts

Review and comment on construction, renovation, fit-out, architectural, engineering, and related agreements and documentation.

4. Additional Ancillary Legal Services

Any additional legal assistance related to the negotiation, execution, implementation, administration, or enforcement of the lease transaction.

The proposal shall provide an **itemized fee** for each of the above activities.

The Mission intends to enter into an all-inclusive fee arrangement rather than hourly billing for the above-mentioned services. Applicants may nevertheless indicate hourly rates applicable to services falling materially outside the proposed scope.

Minimum Qualifications

Interested firms should demonstrate:

- Significant experience in commercial office leasing transactions in New York City;
- Proven expertise representing institutional, governmental, diplomatic, or international organization tenants;
- Familiarity with sovereign immunity and diplomatic matters is preferred;
- Capacity to provide timely legal assistance within the expected negotiation schedule.

Submission Requirements

Interested firms are invited to submit:

1. Statement of interest;
2. Firm profile and relevant experience;
3. Resumes or biographies of attorneys proposed for the engagement;
4. Examples of comparable representations handled within the last two years;
5. Itemized fee proposal as described above;
6. Contact details of the responsible partner.

Submission Deadline

Expressions of interest must be submitted no later than 15 calendar days from the date of publication of

this notice.

Submissions shall be sent electronically to admin.italyun@esteri.it with the subject line: “*Expression of Interest – Commercial Lease Legal Services*”.

Reservation of Rights

The Mission reserves the right to:

- request additional information from applicants;
- conduct interviews with selected firms;
- reject any or all submissions;
- discontinue the process at any time without obligation or liability.

This notice does not constitute an offer, commitment, or contract for services.

New York,

The Head of Mission
Ambassador
Giorgio MARRAPODI