

Addendum No. 1

June 3, 2008

Lower Manhattan Development Corporation Request for Qualifications for Environmental Services (LMDC-63)

Acknowledgement of the Addendum

Please acknowledge receipt of this Addendum in your proposal submission.

Responses to Questions

Question 1 – What is the LMDC expectation regarding the format for a response to this announcement (such as, an Expression of Interest Letter or a more formalized Statement of Qualifications)?

Answer:

All responses should follow the format set forth in the RFQ, including Section III, which states that you must submit a Statement of Qualifications identifying experience, structure, personnel, fees, and contact information.

Question 2 – Is this an existing contract which is being renewed or a new contract issuance?

Answer:

The RFQ is expected to result in one or more new contracts. LMDC is seeking potential service providers for both ongoing and new projects, which range from small to large in scale and narrow and broad scopes of service. As noted in Section II of the RFQ, a firm or group of firms can submit to provide one or more of the services listed in Section II.A.

Question 3 – In terms of contract awards can a range of potential values be provided for the small to very large ones anticipated?

Answer:

LMDC cannot provide specific information at this time. However, you may consider the range of potential values based on the nature of services noted in Section II.A.

Question 4 – Under Section III, Submission Requirements the first sentence reads: “Please letter your responses exactly as the questions are presented herein, etc,” Section III.C Refers to "on a single cover sheet in your statement of qualifications, etc,” Do you intend for the cover sheet to be included in the front of the RFQ response as a cover sheet or following Section II.B, Fees in the order of the RFQ?

Answer:

The cover sheet should be placed at the beginning of your response (note that the cover sheet does not count towards your 12-page limit).

Question 5 – In section E "Nondiscrimination Policy" it mentions that each responding firm must submit attachment 2 which relates to the anticipated participation of minority and woman owned business enterprises as subcontractors. As our company is a registered MBE in New York State, would we still be required to fill this out as a subcontractor?

Answer:

Attachment 2, along with all other required attachments, must be completed as part of your submission. If your firm anticipates that no subcontractors will be hired, then the attachment should state such fact.

Question 6 – In reference to Section A. Experience, Structure, and Personnel, #2 on page 4 of the RFQ: Is it required to submit separate one page resumes for each individual who would work directly with LMDC, or can we submit the resumes in a narrative (paragraph) format?

Answer:

Narrative format for resumes is acceptable.

Question 7 – Would you be able to inform us if there is a pre-bid meeting for this project?

Answer:

There is no pre-bid meeting for this RFQ.

Question 8 – Would including information on just the Key Staff listed in our proposal be sufficient since we are a firm of 220 people and have been in business for over 25 years?

Answer:

Yes, only the key staff need be included among the resumes in the Statement of Qualifications so long as all employees that are proposed to provide services to LMDC are identified as required by the RFQ in Section III.A.2. However, all persons required to be identified in the Standard Business Background Questionnaire (RFQ Attachment 3) must be listed regardless of whether they will work on LMDC matters. Schedule C-1 Workforce Employment Utilization Report (RFQ Attachment 1) must be completed to include all employees of the firm.

Question 9 – Will resumes for proposed personnel be counted towards the 12-page limit?

Answer:

Yes.