

**Addendum No. 1**  
**May 19, 2004**  
**Davis Brody Bond**  
**Request for Proposals for**  
**Consultants to the Associate Architect**

**Acknowledgement of Addendum:**

Please acknowledge receipt of this addendum in your proposal.

**QUESTIONS ASKED AT THE PRE-PROPOSAL CONFERENCE**

1.) Are two separate proposals required to be submitted for Building Graphics and Way-finding Graphics?

Answer:  
Yes

2.) Is design of street lighting around the site included in this RFP?

Answer:  
The full scope is not determined at this time.

3.) Can you clarify the four categories in Building Graphics: Building Signage Exhibition Graphics, Identity Graphics and Presentation Graphics?

Answer:  
Building Graphics- Including but not limited to code and ADA compliant signage and graphics for building identification and identity, room/space identification and interior way-finding for buildings located on the site. Identity Graphics - including but not limited to logos and text that visually provide an identity to the given building. Exhibition Graphics - Including but not limited to code and ADA compliant signage and graphics for exhibit identity, identification of exhibits, way finding within exhibit spaces and graphic and text support for exhibited materials. Presentation graphics - Including but not limited to materials to support two dimensional, three dimensional and media presentations and publications required by the Owner or Project team pertaining to the site and the project.

4.) Will you require the Cost Estimating Prime Consultant to provide a certified value engineering professional as a part of the proposal; or are you anticipating the cost consultant to participate in formal value engineering workshops; or to provide only a formal cost estimating, value engineering?

Answer:  
The scope of value engineering is not determined at this time.

5.) Is the scope of the Way-Finding Graphics, just for the Memorial site itself or is it for overall master plan site? What are the physical boundaries?

Answer:

This RFP is for the WTC Memorial site. However, prime and specialty subconsultants selected through this RFP may perform design services for other projects within the Memorial and Cultural Program.

#### QUESTIONS RECEIVED BY FAX

6.) My company provides 3D Visualization Services (animated/still architectural rendering). Considering our services, should our proposal be submitted as a Specialty Consultant offering Building Graphics (Section II-b Item 3 vii) alone, or are additional proposal submissions necessary?

Answer:

You should determine what is best for your business based upon the RFP.

7.) We believe Visualization services may be more cost effective when provided top down (i.e. directly to LMDC and or DBB) for this project. Would a modification that calls for contracting these services directly to LMDC or DBB be considered for this project/RFP?

Answer:

DBB and LMDC will determine the need for and extent of their own visualization services. This is not part of the RFP.

8.) Would it be possible to have a hard copy of Attachments 1 through 4 sent to us via fax as there has been a consistent issue with downloading from the renewnyc.com website?

Answer:

If this is required, please contact Phillip Anastos at (212) 962-2300.

9.) If a consultant is on the existing LMDC Environmental On-Call Services team including preparation of the EIS for the World Trade Center Redevelopment and Memorial responsible for transportation studies. Would it be acceptable to propose on this project for the Pedestrian Movement Specialty or would there be a conflict?

Answer:

It would be acceptable to propose. All proposers should complete the conflict of interest statement as described in the RFP. The statement will be evaluated and a determination will be made before contracts are awarded.

10.) Please confirm if multilingual signage/messages should/will be required.

Answer:

There has been no scope developed at this time.

11.) Confirm the scope of “way-finding graphics” in terms of area.

Answer:

This cannot be determined at this time.

12.) Confirm the scope of each of the elements listed under “Building Graphics”:  
Building Signage (within Memorial space?) Exhibition Graphics (Perm. exhibits at Memorial?) \*Presentation Graphics- (for graphics scope only? For other Consultants?)  
Define the limits of this item if possible.

Answer:

See answer to Question number 3 above.

13.) Will the water feature consultant be the “de facto” water quality consultant, or is water quality for the water feature going to be addressed separately?

Answer:

This is not determined at this time.

14.) When will the sign in list be posted on the website?

Answer:

On May 13, 2004, the list was posted on the LMDC website at [www.renewnyc.com](http://www.renewnyc.com). It is still available.

15.) If there is a 10 page limit, does the MBE sub’s statement of qualification count towards the 10 pages? Or does each sub consultant have 10 pages of his own?

Answer:

The proposal cannot exceed the 10 page limit as described in the RFP. M/WBE subconsultant information can be included however in Section E.

16.) Should the fee proposal be comprised of a list of team members, their titles and rates only, therefore not giving a lump sum fee?

Answer:

YES

17.) Is the proposal to be for the Memorial only or are the museum, cultural institutions, etc, to be included?

Answer:

This RFP is for the WTC Memorial site. However, prime and specialty subconsultants selected through this RFP may perform design services for other projects within the Memorial and Cultural Program.

18.) As requested at the pre-proposal meeting, please clarify the physical scope of “Way-finding Graphics.” Are these to be just for the Memorial site or for the overall master plan site?

Answer:

Way-finding Graphics- Including but not limited to code and ADA compliant signage, graphics/text for site identity, identification of featured locations on the site and way finding within and beyond the boundaries of the site.

19.) With all the parties involved, who will make the decision on final consultant selection?

Answer:

All consultant selections will be by Davis Brody Bond, LLP.

20.) Who will be evaluating the proposals?

Answer:

Davis Brody Bond will be responsible for the selection process and for the subsequent contracts resulting from that selection.

21.) Please confirm that the fee proposal is to contain only hourly rates without any sort of upset limit.

Answer

Confirmed.

22.) Are consultants expected to offer reduced fees for this project? Will any given consultant be penalized if reduced fees are not offered?

Answer:

Consultants should provide competitive hourly rates.

23.) Is attendance at the Pre-proposal conference mandatory to respond to the RFP?

Answer

NO

24.) We are a WBE certified cost consulting firm currently providing cost estimating services to LMDC teaming with a prime consultant. We are very interested in responding to the currently issued RFP for the solicitation of subconsultants to the Associate Architect. Please advise if this would be a conflict of interest in providing our services.

Answer:

It would be acceptable to propose. All proposers should complete the conflict of interest statement as described in the RFP. The statement will be evaluated and a determination will be made before contracts are awarded.

25.) The RFP states that proposers should submit 6 copies of their Fee Proposal and 1 copy of their Appendix. Please confirm how many copies of the Technical Proposal should be submitted?

Answer:

Six copies

26.) Can proposers include a cover letter with their submission and if so, would it count toward the 10 page limit?

Answer:

Yes, however proposers are advised that all substantive information should be included in the body of the proposal.

27.) Must a specialty consultant be a certified MBE/WBE in the state of New York in order to respond to the RFP?

Answer:

NO

28.) Can a specialty consultant joint-venture with another specialty consultant to provide the same service? Can they joint venture as a SBE/MBE?

Answer:

Yes

29.) Do out of state consultants need to maintain a professional license in the State of New York? Since we are a California firm (water feature consultant), it would be helpful to know all requirements in this regard.

Answer:

All laws of professional practice in New York State must be observed.

30.) Our firm is a minority/woman owned, full service commercial insurance brokerage located here on Wall St., we'd like to know if DBB or the LMDC would consider our firm to bid or place any, or all, insurance coverage for the various projects needed in the planning and construction of the WTC Site Memorial.

Answer:

This is not part of this RFP.

31.) The RFP states "LMDC has established a 20% M/WBE participation goal for its entire redevelopment Project." Can the vi. Building Graphics and vii. Way-finding Graphics consultant be a small business entity and not meet M/WBE criteria?

Answer:

Limitations regarding possible M/WBE participation in certain specialty areas will be taken into account.

32.) If meeting the goal is required by the vi. Building Graphics and vii. Way-finding Graphics consultant, then will consultants that are higher than 20% be viewed more favorably?

Answer:

All factors of the RFP will be considered. This factor is an important one.

33.) Is 20% compliance ALL that might be required?

Answer:

That is the goal.

34.) Would a consultant that is a M/WBE and can accomplish the tasks be favored over a consultant team, i.e. one that is 80% Small business and prime with a 20% sub that is M/WBE?

Answer:

Consultant selections will be done on the basis of the total submission of which M/WBE is a part.

35.) Might it be possible for the vi. Building Graphics and vii. Way-finding Graphics consultant who is not currently registered as an M/WBE (but have qualifications) to obtain certification after selection? How would this approach be viewed by your selection criteria?

Answer:

Yes, this is possible. It would be helpful if there has been some M/WBE certification from another government entity either in the state of origin or the federal government.

36.) This company is in receipt of your advertisement of 5/5/04. Please provide details on the need for SECURITY GUARDS.

Answer:

Security guards are not part of this RFP.

37.) Will there be a relocation of furniture into the site?

Answer:

Moving services and furniture are not part of this RFP.

38.) Will there be a separate bid for the furniture?

Answer:

That has not been determined at this time.

39.) Will there be a move of Personal Effects, Exhibits and Displays to bid on?

Answer:

Moving services are not part of this RFP.

40.) Will there be a bid for preparing the space prior to move-in?

Answer:

That has not been determined at this time.

41.) Will there be a bid for any moving services, packaging, moving of artifacts, libraries books, wrappings services, etc.?

Answer:

Moving and associated services are not part of this RFP

42.) If a firm is selected as the water feature specialty consultant, would that firm be precluded from being able to provide equipment as a manufacturer?

Answer:

No. However, the equipment would be purchased through a competitive bid process.

43.) Due to our Schedule of work, we were unable to attend today's meeting, if you could provide us the drawing, specification and requirement of the Project or kindly advise us the person to whom we should contact to get the required material and specification.

Answer:

Information both written and drawings of the project to date are available on the LMDC website at [www.renewnyc.com](http://www.renewnyc.com).

44.) As a prime consultant teaming with a M/WBE is the number of projects allowed in Section E Additional Information-limited to five for the entire team or five for each firm?

Answer:

Five for each firm.

45.) Is the M/WBE sub-consultant required to complete all the attached forms? If no please identify which forms should be completed by the sub-consultant.

Answer:

No. The M/WBE would not be required, but the consultant is required to submit all RFP attachments.

46.) Can a Prime and Specialty Consultant team together? If so, how does the team submit a proposal?

Answer:

Yes you can team together. Each discipline identified both Prime and Specialty require separate submissions per the RFP.

47.) Does the S/WMBE certification have to be with the ESDC?

Answer:

LMDC is a subsidiary of the Empire State Development Corporation (ESDC) and its non-discrimination and affirmative action policy will apply. LMDC has established a 20% M/WBE participation goal for the entire redevelopment project. Performance towards this goal is based on certification by NYS through ESDC. However, firms not currently certified by ESDC can and should apply.

48.) For the water feature specialty consultant is the LMDC expecting a proposal for complete MEP services for contract documents for the water features?

Answer:

The complete water features and MEP scope have not determined at this time.

49.) Regarding the fee proposal for the water feature specialty consultant, is it the intention of the LMDC to receive a lump sum fee proposal at this time? Or only hourly rates, anticipated reimbursable expenses, reduced fees as outlined in Fee Proposal Items A, B, C, and D?

Answer:

Only hourly rates, anticipated reimbursable expenses, reduced fees as outlined in Fee Proposal Items A, B, C, and D are required.