

Addendum No. 1

March 12, 2004

Lower Manhattan Development Corporation Request for Qualifications for Consultant Services to Assist in Planning, Coordination, and Facilitation of Public Hearings and Meetings (LMDC-35)

Acknowledgement of the Addendum

Please acknowledge receipt of this addendum in your proposal submission. You will also be required to acknowledge receipt of a second addendum that will be posted by Friday, March 19, 2004 on the LMDC web site.

LMDC contact email address and extension of submission date for questions

Questions submitted by email should be sent to Jennifer Brown at jbrown@renewnyc.com. The deadline for submitting questions has been extended to **Wednesday, March 17, 2004**. Responses to questions received between March 11, 2004 and March 19, 2004 will be posted in a second Addendum by Friday, March 19, 2004 on the LMDC web site <http://www.renewnyc.com>.

Extension of Deadline for Responses

The deadline for proposal submissions in response to this RFQ has been extended to **Monday, March 29, 2004 5:00pm EST**.

Responses to Questions

Question 1 - Can you clarify the submission date; is it March 16th, 22nd or 23rd?

The front page of the RFQ lists a deadline for responses of March 22, 2004, 5:00PM EST, while page 2 of the RFQ states that "Statements of qualifications must be received no later than 5:00 PM EST, March 16, 2004" Which is the correct deadline?

Please clarify the due date? The cover page indicates responses are due March 22. However, on the RFQ page 2 indicates March 16th March 23rd

*As stated in this Addendum, the deadline for proposal submissions in response to this RFQ has been extended to **Monday, March 29, 2004 5:00pm EST**.*

Question 2 - It is stated there is a 16 page limit, does this include resumes?

Resumes do not count towards the 16 page limit.

Question 3 - You request samples of up to 5 major projects that the firm has completed. Does the whole project have to be totally completed or would you allow certain milestones to have been completed? A number of our larger projects are long term and although we have completed a number of milestones the project itself is not complete.

Long-term projects in progress, where established milestones have been reached, may be included in your submission proposal.

Question 4 - You ask if the firm is willing to agree to a fee cap. Can you clarify if you mean a fee cap in terms of our % fee and overhead or total \$ budget?

The fee cap refers to the total budget for any project that may arise.

Question 5 - You state this is for one year with an option to renew - Would you want to see projected rates as well as our current rates should the contract be renewed?

At a minimum, the rates submitted in your proposal must apply for the contemplated one year term. Any proposed increase to such rates should also be identified. As stated in the RFQ, LMDC reserves the right to negotiate a lower or different fee structure with any firm that is selected.

Question 6 - Are divider pages included in the 16 pages?

Blank divider pages or tabs will not count towards the 16 page limit.

Question 7 - Is the fee information under the same cover or separately?

The fee information should be included as part of your RFQ submission proposal.

Question 8 - Regarding attachment 2 – XXXX XXX is priming this proposal and we are also a WBE/DBE, is that sufficient to meet your requirements or do we need a qualifying sub too?

Proposal submissions must contain completed Attachment 2 as it relates to their firm and proposed subcontractors (if any). The firm(s) selected shall use their best efforts to provide for the meaningful participation of United States M/WBEs, Minority Group Members Women in the execution of this contract. As stated in the RFQ, LMDC has established a 20% M/WBE participation goal for the entire redevelopment project. Firms certified as M/WBEs by the State of New York will count toward satisfying this goal.

Question 9 - I have a question about the RFQ -- Section F Insurance. What is the minimum insurance coverage that LMDC will require of the lead firm and any sub-consultants/contractors?

Please also refer to insurance coverage amounts that are generally addressed in Schedule A Terms and Conditions Applicable to LMDC Consultant Agreements (see Attachment 4 to this RFQ).

Question 10 - Page 8 of the RFQ discusses the 20% M/WBE participation goal for the entire redevelopment project. If the lead firm does not have M/WBE status, and the lead firm anticipates using M/WBE subcontractors, should the qualifications of the proposed M/WBE

subcontractors be discussed in Section A (Experience, Structure, and Personnel) of the statement of Qualifications.

While a firm will be responsible for all of these services, a firm may provide them directly and may subcontract with other firms or individuals to provide some of these services, subject to prior approval of such subcontracting arrangements by LMDC. If a firm knows that it will use the services of any subcontractor for any portion of the services contemplated by this RFQ, then the firm should include the qualifications of such proposed subcontractor(s) in the submission proposal. In the event that subcontractors may be necessary for some projects, but are not considered part of the primary team responding to this RFQ, then selected firm(s) will be required to use their best efforts to provide for the meaningful participation of United States M/WBEs, Minority Group Members Women in the execution of this contract at the time the need arises.

Question 11 - One the RFQ Pg 4, under section B. Fees, a question asks if the consultant would be willing to agree to a “fee cap”. Is this referring to a cap on labor rates? Over head rates? Or does this refer to providing services on a fixed price basis?

The fee cap refers to the total budget for any project that may arise.

Question 12 - Is there an anticipated budget for the Contract? Or will assignments and budgets be negotiated for specific meeting/hearing related assignments?

All budgets will be determined based on the nature of specific meeting/hearing assignments.

Question 13 - I was sent the information to submit information regarding my company for possible contracting of services and have printed the RFQ forms from the website in Adobe.

I was wondering if any of the RFQ forms are in a format that can be input directly on the form and want to make sure I submit all the information required. I would like to clarify that I need to send the RFQ 1, 2 and 3 -- copy of my certification and will send an overview on my company, services and sample of past projects handled. Anything else?

All documents relevant to this RFQ are available only as provided on our website www.renewnyc.com. Submission proposals must be completed as specified in the RFQ.