

Addendum No. 2
March 19, 2004

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

Acknowledgement of the Addendum

Please acknowledge receipt of Addendum No. 1 and Addendum No. 2 in your proposal submission.

Responses to Questions

Question 1 – Is the fee proposal included in the 16 pages?

The fee proposal should be included as part of the RFQ submission proposal and is included within the 16 page limit.

Question 2 – Are firms currently working downtown conflicted from submitting on this RFQ?

As stated in the RFQ, firms should submit a statement describing any potential conflicts of interest or appearance of impropriety, relating to other clients of the firm, or officers, directors, and employees of LMDC that could be created by providing services to LMDC. This statement will not count towards the 16 page limit.

Question 3 – Will the ULURP process play a part in any of the meetings to be facilitated under this contract?

There are numerous statutory and regulatory activities that LMDC considers in conducting its activities. These activities have and may continue to include environmental review and land acquisition.

Question – 4 What are the reimbursable expenses in addition to subconsultants and contract employees that you anticipate should be included in the fees section in response to section B, item 3, on page 4? For example, should equipment or furniture rental that may be required as part of a public meeting be included in this list. Are we expected to estimate costs for these types of expenses even though we do not know at this time what will be required for specific meetings?

As stated in the RFQ, the fee structure should include the rates for any anticipated reimbursable expenses. Rental rates for equipment should be included. Anticipated rates for anticipated subcontractors should also be included. LMDC will not pay administrative costs for handling or administration of such expenses.

Question 5 - Can a subcontractor (not the lead) be on more than one team and therefore on more than one submission.

Yes, provided that in its proposal submission, the lead firm only includes such subcontractors that it presently proposes to team with in performing the services contemplated by this RFQ. As stated in the RFQ, all subcontracting arrangements are subject to prior approval by LMDC.