

ADDENDUM
**Request For Proposals: Architectural Services for
World Trade Center Cultural Program:
Performing Arts Complex - North Building
And Museum Complex - South Building**

I. GENERAL INFORMATION

Architectural Services

LMDC may select one or more Architectural Firms to provide some of the requested services for each cultural facility, or LMDC may select a single firm/ team to provide all services requested for each facility. Firms interested in providing partial services for one cultural facility should clearly indicate in their proposal which services they are interested in providing. In addition to complete architectural services for the Museum Complex or the Performing Arts Complex, proposers may submit for the partial services set forth below:

- Architectural services for the core and shell only of the Museum Complex
- Architectural services for the interior fit-out for one or more cultural institutions in the Museum Complex
- Architectural services for the core and shell only of the Performing Arts Center
- Architectural services for the interior fit-out for one or more cultural institutions in the Performing Arts Center
- Design services related to the Memorial Center and/or associated Memorial or Memorial Center visitor services

LMDC reserves the right to contract only for some of the requested services for each cultural facility at this time. At any point in time, the individual Cultural Institutions and the LMDC may contract with additional subconsultants to perform work related to the design of the cultural facilities.

ALL COPIES OF ALL PROPOSALS AND FEE PROPOSALS MUST CLEARLY INDICATE ON THE OUTSIDE ENVELOPE THE RESPECTIVE CULTURAL FACILITY. Within the proposal, the architectural firm should clearly indicate if they are proposing to provide complete services for one facility or partial services for one facility as noted above.

If a firm is interested in providing design services related only to the Memorial Center and/or associated Memorial or Memorial Center visitor services, the firm should clearly indicate this on the outside of their proposal. The LMDC reserves the right to contract with the selected Architectural Firms for design services related to the Memorial Center and/or associated Memorial or Memorial Center visitor services.

Subconsultants

Subconsultants and specialists will be hired by the selected Architectural Firms, LMDC, and the Cultural Institutions. Subconsultants and specialists can be part of an

Architectural Firm's proposed team, but subconsultants and specialists should not submit individual proposals.

Proposers should submit names of subconsultants set forth in Section B.20 (p. 16) of the RFP. Proposers may also list subconsultants not specifically set forth in the RFP.

II. ADDITIONAL SUBMISSION REQUIREMENT

Proposers must submit a detailed work plan accompanied by a week-by-week schedule for the schematic design phase assuming a start date of October 1, 2004 and an end date of February 1, 2005.

III. FEE

The fee curve attached to this addendum must be completed along with the information requested in Section III.D. (p. 27) of the RFP.

IV. CLARIFICATIONS TO THE RFP

p. 11 (bottom): "**Proposed location:** One building could be located at the southwest corner of the restored..." has been clarified to read: "**Proposed location:** One building will be located at the southwest corner of the restored..."

p. 18: "The LMDC reserves the right to contract with the selected Architectural Firm(s) for design services related to the Memorial, Memorial Center, and associated visitor services..." has been clarified to read: "The LMDC reserves the right to contract with the selected Architectural Firm(s) for design services related to the Memorial Center and/or associated Memorial or Memorial Center visitor services."

V. QUESTIONS AND RESPONSES

SUBMISSION REQUIREMENTS

- 1. Do we include the release in Attachment 4 and pp. 2 and 3 of Attachment 5 with the fee proposal?***

The release in Attachment 4 is a sample and is not required for the proposal.
Attachment 5 is required.

- 2. Should the fee proposal be for just the lead architects or should it also include the subconsultants?***

LMDC has provided a fee curve for proposers to fill out. Proposers should include fees for both architectural services and subconsultants.

- 3. Is there a page size limit?***

Yes. All pages should be 8 ½" x 11".

4. Please clarify if the work samples and/or other material (e.g., responses to Sections F and G) should be bound separately from the proposal itself.

Proposals may be bound in two volumes, with work samples separate from the other proposal materials. In addition, the fee proposal must be submitted in a separate, clearly marked, sealed envelope.

5. Where are Sections III.E, III.F and III.G and the attachments accompanying those sections to be included?

Sections E, F and G should be included in the same volume as the main proposal (Sections A and B).

6. Do you require 15 copies of the fee proposal (Section III.D) in sealed envelopes to accompany the other two volumes?

Yes.

7. With regard to the term “bound” as in “bound in a single volume” or “separate, bound, appendix” is the use of loose leaf binders acceptable?

Yes.

8. Should we list other Prime or Specialty Subconsultants that we believe should be included, such as acousticians, exterior wall, roofing and food service?

Proposing Architectural Firms should list all consultants they feel will be necessary to perform the services being requested.

9. In section A.6, the proposal asks for an “overview or synopsis of projects where the firm worked as Architect.” How many projects should we list here?

There is no set number.

10. In Section B.7, the proposal asks for information about the Minority and Women participation. We are told not to select consultants, but rather propose them. Should we select consultants to provide resumes?

A copy of each responding firm’s equal employment opportunity policy statement, Attachment 1 relating to the anticipated workforce to be utilized on the contract and Attachment 2 relating to the anticipated participation by M/WBEs as subcontractors, must be included as part of the response to the RFP. The ESDC Affirmative Action Unit (“AAU”) is available to assist you in identifying M/WBEs certified by the State of New York that can provide goods and services in connection with the contract anticipated by this RFP. If you require M/WBE listings, please call the AAU at (212) 803-3224.

11. Will information to help the design teams complete section D be on the website, or mailed to architects by request?

The fee curve to be used for the fee proposal is included with this addendum.

12. Does the M/WBE participation requirement of 20% represent 20% of the total sub consultant efforts or 20% of the total project effort?

The M/WBE participation requirement is 20% of the total project effort.

13. If a firm submits a proposal solely for an interior fit-out of one institution, must they still fulfill the minimum requirements (specifically, having completed a \$50 million construction project)?

No. This requirement applies only to Architectural Firm's proposing for the full services for one complex or the core and shell of one complex.

14. Will a collaborative of architects under one entity demonstrating an accumulative resume of experience and expertise qualify?

Proposers should review the RFP's Criteria for Selection (Section IV) and make a determination based on that information.

15. As a firm located in Mexico City, we will need to make a joint venture or we will present our RFP with an associate architect in New York. In both cases, is there any problem if our associate architect is already involved with another team or should he be only involved with our firm? In both cases, will you need the information (firm history, firm philosophy, relevant projects, CV, etc.) of both firms or only from the lead architect?

The associate may join in more than one proposal to be selected. Both firms should include qualifications and pertinent information (firm history, firm philosophy, relevant projects, CV, etc.).

16. If applying as part of a team, how should the proposal be constructed and presented? Should all firms in the team submit individual proposals in one envelope? Should only the lead firm submit at this point? Should the qualifications of all firms be included in one proposal?

If the team is to be structured as a joint venture, the joint venture should submit the proposal and should include all relevant information on the partners (including a clear delineation of scope of services). If the team is to be structured as a lead firm with subconsultants, the lead firm should submit the proposal and include all relevant information on the other team members, including a clear delineation of scope of services.

17. The RFQ "Anticipated Project Schedule" says that construction will be complete in 2009. For the purpose of the fee, should we calculate it through December 2009?

Proposers should assume that the construction administration phase ends mid-2009.

OTHER QUESTIONS

18. Are firms working on other projects at the World Trade Center site eligible to propose?

Working on other projects at the World Trade Center site does not automatically disqualify firms that intend to reply to this RFP. Proposers should read the Conflicts of Interest section of the RFP (Section III.F).

19. Why is the initial contract only for schematic design?

The proposal is for the full design of the buildings. The initial contract will be for the schematic design of each facility. LMDC retains the option to contract with the chosen Architectural Firms to continue the design process after the schematic design phase, but shall have no obligation to do so.

20. Why is the deadline for schematic design February 15, 2005?

The cultural buildings are part of Phase One of the World Trade Center redevelopment. Phase One will be complete in 2009 and other components of Phase One are relatively advanced in the design process, therefore the cultural buildings must be designed on an expedited schedule. The schematic design is also an important aspect of the business plans that the cultural institutions are currently developing in coordination with the LMDC.

21. Will the minutes of the August 11, 2004 pre-proposal conference be made available?

The full transcript of the meeting and a list of attendees are available on the LMDC website (www.renewnyc.com). The questions asked at the meeting are part of this addendum.

22. Will exhibit design subconsultants be part of this contract?

Subconsultants and specialists will be hired by the selected Architectural Firms, LMDC, and the Cultural Institutions. Subconsultants and specialists can be part of an Architectural Firm's proposed team, but subconsultants and specialists should not submit individual proposals.

23. Are the cultural buildings subject to requirements outside of the standard building code?

LMDC has both a security consultant and a sustainable design consultant that will provide requirements for Architecture Firms to follow in the design of these buildings. Other guidelines may also apply.

24. Are there other subconsultants that might be hired independently than the theater consultants that the Signature Theatre indicated?

Yes.

25. Will potential subconsultants be expected to participate in the interview process?

It is possible.

26. How many firms will be shortlisted for this process?

The number of firms to be shortlisted will depend on the number and quality of submissions.

27. Can you describe the selection process and who will be involved?

The selection process will include LMDC and the cultural institutions.

28. Is there a preferred method of partnership for proposing firms that would like to jointly propose?

No. The proposing firms may choose their own form of partnership as long as the firms are jointly and severally liable and the scope of their respective services is clear.

29. Since the site for the cultural buildings is above existing buildings, the new buildings will be built on platforms. Why are geotechnical engineers and civil engineers listed as necessary consultants?

Cultural building architects will likely need to use geotechnical engineers and civil engineers in coordinating with the other projects at the site.

30. We heard that the theater consultants for the Signature Theatre Center have already been selected. What is the situation for the Joyce Theatre International Dance Center?

Information on other consultants is not available.

31. What are the estimated construction budgets for each of the complexes?

The complexes do not yet have estimated construction budgets. See the fee curve for guidance on submitting your fee proposal.

32. Does L.M.D.C. have any program information for “program area serving non-museum projects”?

Not at this time.

33. Can a firm submit a proposal as part of a team to do an entire project and also submit individually to do an interior fit-out?

Yes.

34. If a firm is interested in providing design services related to the Memorial Center and/or associated Memorial or Memorial Center visitor services only, need it respond to the RFP issued on August 2, 2004?

Yes. See “General Information” at the beginning of this addendum for more information.

35. We assume that if we are architects with offices located outside New York State, but are registered in New York State, it is not necessary to associate with a firm located in New York State. Is this assumption correct?

Correct. You do not need to associate with a New York firm if you are licensed in New York State (although you should explain how you will handle the needs for local responsibilities in delivery of services).

36. *If we have issues with the Terms and Conditions applicable to the Consultant Agreement will we be given an opportunity at the appropriate time to discuss and resolve these issues?*

Proposers should list any major issues with the Terms and Conditions in their proposal. As part of the competitive selection process, short-listed candidates will be asked to give comments they may have on the form of agreement.

37. *Do you have an estimated number of workshops or meetings so that we may estimate travel expenses?*

The schematic design phase will be very intensive. Proposers should assume that they will need to attend multiple meetings every week.

38. *Please explain in more detail how reimbursable expenses work. Can we spend more on goods and services than the rates set forth in the RFP? What are out-of-pocket expenses?*

Consultants will be reimbursed in accordance with the LMDC Schedule of Reimbursable Allowances (Attachment 4, p. 13). Consultants may spend more than the rates set forth, yet they will only be reimbursed at the rates set forth in the Schedule of Reimbursable Allowances. Out-of-pocket expenses include costs such as travel, lodging, meals, and copying.