

Addendum 2  
October 11, 2002

**Lower Manhattan Development Corporation Request for Qualifications for Housing Study South of Chambers Street (RFQ LMDC-11)**

**Reminder:** The deadline for responses to this RFQ has been extended to Monday, October 21, 2002.

**Responses to Questions**

***Will the Department of Planning make their GIS database available to the selected consultant? If so, what specific data will be available in the GIS format?***

The New York City Department of City Planning, as a partner in this study, will make certain data available. The specific data will be discussed once a firm is hired.

***Is the study confined to previously-defined areas of interest such as Greenwich Street south of the World Trade Center site and the John/Fulton corridor, or is it to encompass the entire area south of Chambers?***

Both. The LMDC has identified these two neighborhoods as priorities, and firms can bid on specific areas. However, LMDC seeks a comprehensive study of the area south of Chambers Street.

***Is the World Trade Center site to be included as a possible site for new housing development?***

No.

***Is a staffing plan required for all firms on the team, and if so, can they be combined, or must they be submitted individually?***

A separate staffing plan is required for each firm that is applying.

***May each team member submit samples of up to 5 major projects, or is 5 the limit for the entire team?***

Each statement of qualification may include samples of up to 5 major projects for the entire team.

***My firm is currently under contract to LMDC and the Port Authority for the Lower Manhattan Redevelopment Master Plan. Would this be considered a conflict of interest with the LMDC South of Chambers Street Housing Study RFQ?***

No.

***Does the "Fee Schedule" in the RFQ mean that you are looking for a fixed fee or just our hourly rate?***

Hourly rates must be provided as stipulated in the RFQ. However, firms can propose an overall fee if they choose. It is not required.

***Re: Description of organizational structure (RFQ p.4): Should the resumes be counted toward the 10-page limit?***

Yes.

***Re: Sample of five major projects (RFQ p.4): Please clarify “the amount and the agreed on fee arrangements.” Do you mean the project cost and the professional fee?***

Sample projects should include the amount agreed upon at the commencement of the contract, as well as the final cost of completing the work, if different.

***Re: Fee schedule (RFQ p.4): Should the fee schedule include a lump sum?***

Hourly rates must be provided as stipulated in the RFQ. However, firms can propose an overall fee if they choose. It is not required.

***Should the reimbursable expenses be a lump sum?***

No. Reimbursables should be either stated as a percentage of total cost, or stated as an estimated monthly average.

***Staffing Plan/ Schedule A-1 (RFQ p.8): Should this schedule be attached to the RFQ or separately submitted to the Empire State Development?***

This schedule should be included with the Statement of Qualifications sent to LMDC and not submitted to Empire State Development.

***Is there any way to find out who has requested the RFQ?***

After a consultant(s) is selected and a contract(s) is executed, interested persons may file a Freedom of Information Law request in writing to obtain this information.