

**Addendum No. 1**  
**July 23, 2003**

**Lower Manhattan Development Corporation**  
**Audio-Visual and Production Services RFQ**

**Acknowledgement of the Addendum**

Please acknowledge receipt of this addendum in your proposal.

**Question #1:** In Section III.B.2 of the RFQ, information is requested as to the hourly rates of principals and staff. To be clear, does this mean the actual “unburdened” hourly rate (i.e. what each is paid as salary), or is LMDC asking for the “billing rate” i.e. what a client may be charged for one hour of labor (independent of equipment, as that information is requested in the following item (#3))?

***Answer:***

*As stated in the RFQ, we are looking for the hourly rates LMDC would be charged for the mentioned principals and staff.*

**Question #2:** Section III. B contains a statement about a fee cap. Does the fee cap apply to an annual stipend for all services potentially contracted for by the LMDC to the A/V company? If not, what is the application of the fee cap?

***Answer:***

*The fee cap refers to the entire cost of a project that may arise. For example, the fee cap may apply for the total cost taping all of the LMDC monthly board meeting, or the total cost of taping a series of meetings relating to a specific LMDC activity.*

**Question #3:** In the first bullet point of Section II.A, there is a statement about technical consulting on the use of certain equipment. Confirm that the term “consulting” refers to advising LMDC as to what type of equipment that should be used for events and doesn’t refer to designing and engineering a permanent system.

***Answer:***

*Confirmed.*

**Question #4:** Section III.C.3: Please clarify what type of license or certification information is required?

***Answer:***

*LMDC is inquiring if any principal or staff member is a certified tradesman or has a certified license in any of the skills mentioned in the RFQ.*

**Question #5:** Please advise if we may submit a profit/loss statement as part of the initial bid response. If XXX is considered as one of the companies that will be retained, a detailed audited statement would be furnished to LMDC.

***Answer:***

*Only materials requested in the RFQ are required and should be submitted. For purposes of completing LMDC's Standard Business Background Questionnaire, provide an audited financial statement if available, or an unaudited financial statement or a balance sheet and profit and loss statement for the most recent fiscal year with your completed Standard Business Background Questionnaire.*

**Question #6:** Section II.A.2: This item indicates providing resumes and experience of the people who would work on this project. This documentation would exceed the 10-page limit requested. May we provide detailed information on certain individuals to show you the caliber of the people we can offer LMDC and then list the names of other personnel who could potentially work on the LMDC project?

***Answer:***

*Resumes do not count towards the 10-page limit.*

**Question # 7:** Item 13 of the LMDC's Standard Business Background Questionnaire requires that we submit a copy of the Firm's most recent audited financial statement....Will it be acceptable to provide either our last year's corporate tax return, or a compilation, in lieu of a fully audited statement?

***Answer:***

*Only materials requested in the RFQ are required and should be submitted. For purposes of completing LMDC's Standard Business Background Questionnaire, provide an audited financial statement if available, or an unaudited financial statement or a balance sheet and profit and loss statement for the most recent fiscal year with your completed Standard Business Background Questionnaire.*

