

October 17, 2002

Addendum I

Request for Qualifications: Consultant Services to assist in facilitating, coordinating, and planning public hearings and meetings.

1) Is the bulk of the work to be performed in New York City?

Most of the work will be performed in New York City and also in the Tri-State area.

2) Must the consultant live in New York City?

No.

3) Is there a statement of work or scope of work or a more comprehensive document on the type and frequency of work to be performed?

Please refer to the Scope of Services, item # 2 of the RFQ.

4) What does LMDC/ESDC stand for?

Lower Manhattan Development Corporation and Empire State Development Corporation.

5) Can the M/WBE live and perform part or portions of the work outside of the New York City area?

Yes, but they need to be New York State certified M/WBE. Please visit the ESDC site at www.empire.state.ny.us.

6) Will selected consultant be given a list of the M/WBE's throughout the state?

Yes, please refer to page 7 of the RFQ. If you require M/WBE listings, please call the Affirmative Action Unit at 212 803-3224 or you can visit the ESDC site at www.empire.state.ny.us.

7) What does the moderator portion of the title request mean?

As specified in the scope of services in the RFQ, manage the LMDC public hearings and meetings.

8) Because I subcontract work to the best talent suited for the position, I do not have full time employees at the present time. Would this fact preclude me from the application process?

No.

9) From the above information, is there anything else that strikes you that might disqualify my company?

As mentioned on the RFQ item # 3, the criteria for selection is based on each firm's documentation that highlights its unique talent and experience for the services requested.

10) Does the LMDC anticipate selecting one consultant or many consultants?

The selection of consultants will depend on their responses based on their experience and qualification, so we can select one or more consultants.

11) How many meetings does LMDC anticipate holding in the course of the one-year contract?

It is difficult to anticipate the number of meetings. As part of phase I of our planning process, we held 8 public meetings in 2 months.

12) Will meetings be held simultaneously throughout the city? Will any meetings be held outside of the boroughs, i.e., New Jersey, Westchester, or Long Island?

We don't anticipate any meetings to be held simultaneously. Yes, we anticipate meetings to be held in New York City and the Tri-State area.

13) Are the consultant staff assigned to these projects required to be full-time employees?

No, they are not.

14) Are most of these meetings going to be held in the evening, or are they going to be held at different times of the day?

Most meetings are expected to be held in the evenings, but we also anticipate some meetings may occur during the day and weekends.

15) Would the consultant be responsible for promoting and publicizing the events? Or is media relations being handled by another entity? If so, who?

The consultants may be requested to assist the LMDC in promoting and conducting public outreach and participation efforts to the events referenced in section "f" under the scope of services. The LMDC has a communications department that handles the media and advertising.

16) Would the consultant be responsible for security at the meetings? If this is the responsibility of someone else, who?

Security is an important issue for the public meetings. As mentioned on the Scope of Services of the RFQ, the consultant will assist the LMDC in the planning, preparation and set up the venue for the LMDC meetings. As part of the site identification process, we would expect the consultant to assist in arranging security in consultation with LMDC staff.

17) Would the consultant be responsible for providing refreshments at the meetings? If this is the responsibility of someone else, who?

No.

18) Would the consultant prepare the agenda, or would another entity? If someone else, who?

The LMDC may ask the consultant to assist the LMDC on preparing agenda for the meetings.

19) Are the costs of equipment rental, etc. considered reimbursable expenses or expenses to be built into our rates?

Any and all the site expenses such as audio, video, equipment rental, etc., should be pre-approved and billed directly to the LMDC.