

**Addendum No. 1**

**April 28, 2003**

**Lower Manhattan Development Corporation  
Request for Qualifications for Graphic Design Services (RFQ LMDC-20)**

**Acknowledgement of the Addendum**

Please acknowledge receipt of this addendum in your proposal submission.

**Question #1:** How do I obtain bid documents for the Graphic Design Services RFQ: LMDC-20?

***Answer:***

*All documents relevant to the RFQ are available on our website: [www.renewnyc.org](http://www.renewnyc.org). To submit a proposal in response to this RFQ, you need only review the information and requirements set forth in the RFQ and the attachments thereto.*

**Question #2:** We responded to your RFQ in August/September 2002 and it was very similar to this one. Are the projects related and if so, how? What firm/s were selected at that time? Also, will the firm/s selected for the earlier project be participating in this current opportunity?

***Answer:***

*Two Twelve Harakawa and RDA were selected to work on projects on an as needed basis. This RFQ goes further in scope than the one issued in the fall based on updated specifications. The firms selected pursuant to the 2002 RFQ for Graphic Design Services are not precluded from submitting a proposal in response to this RFQ.*

**Question #3:** Can you define what you mean by “mapping”?

***Answer:***

*LMDC seeks a graphic design consultant that can produce presentation-quality, illustrative maps of urban design proposals, existing conditions, analytical diagrams, land use, zoning boundaries, etc. While these maps are not expected to have the high level of technical accuracy found in a surveyor's map, they must be drawn to scale and accurate for planning purposes.*

**Question #4:** How many firms have you invited to bid?

***Answer:***

*The RFQ process is an open procurement process. The LMDC distributed the RFQ to an existing list of certified M/WBE organizations through our Development Programs & Economics Department, placed a notice in the State Contract reporter, and posted the RFQ on LMDC's website.*

**Question #5:** What is budgeted for Graphic Design Services (per year) and what is the “set aside” for WBE firms?

***Answer:***

*Our existing budget is an estimated \$500,000 through March 31, 2004. Our goal for M/WBE participation is 20% as stated on page 8 of the RFQ.*

**Question #6:** Will you consider extending the deadline one week since the RFQ was not available on your website until April 21?

***Answer:***

*The RFQ was advertised for one week prior to it being available on our web site. The April 21 posting was correct. It is important to note, however, that the RFQ is due on May 12, 2003.*

**Question #7:** Our company focuses on Application Development and Web Design. We typically outsource the graphics work to an individual we have worked closely with. With regard to your RFQ, we would look to bid on any projects within that type of framework. Would you consider it appropriate to respond to your RFQ in this manner?

***Answer:***

*All responses will be evaluated based on the qualifications submitted as they relate to the criteria and anticipated scope of work described in the RFQ.*

**Question #8:** On page 2 of the RFQ there are two due dates given for responses: May 5 and May 12. Which is correct?

***Answer:***

*The correct date, as advertised in the State Contract Reporter, and on the front of the RFQ is May 12. We have corrected this and re-posted the RFQ.*

**Question #9:** The RFQ asks for up to five samples of recent projects. There are more than five areas of specialization. Does that mean five samples per area of specialization, or five samples total?

***Answer:***

*Five samples in total.*

**Question #10:** How should oversize samples (posters, manuals, etc.) be included in the proposal if they cannot be bound?

***Answer:***

*Oversized items may be included separately.*

**Question #11:** Are any of the proposal documents available as Microsoft Word documents or can they be made so (particularly Attachments 1-3)?

***Answer:***

*No.*

**Question #12:** Will preference be given to firms that show a wider range of services over ones with greater depth in any individual area?

***Answer:***

*All responses will be evaluated based on the statements of qualifications submitted as they relate to the criteria and anticipated scope of work described in this RFQ.*

**Question #13:** How do we price reimbursable expenses when they have variable costs such as size, weight, quantity, etc.? Would a statement that costs will be passed through without mark-up be acceptable?

***Answer:***

*Reimbursable expenses should be estimated based on previous experience. Additional representations may be provided as appropriate.*