

## **Addendum No. 1**

**May 27, 2008**

### **Lower Manhattan Development Corporation Request for Qualifications for Cost Estimating, Scheduling, Construction Feasibility and Pre-Construction Services (LMDC-61)**

#### **Acknowledgement of the Addendum**

Please acknowledge receipt of this Addendum in your proposal submission.

#### **Responses to Questions**

**Question 1** – Do you feel that are prime consultants and also part of teams providing estimating and scheduling services at various WTC site projects, have any conflicts with any projects on which you may require services?

*Answer:*

*Section III.D of the RFQ addresses all potential Conflicts of Interest that must be disclosed when providing a submission to this RFQ. Upon review of proposal submissions, LMDC will make a determination.*

**Question 2** – On page 1 under I. General Info B. it states that you want 6 copies of Statement of qualifications bound in a single volume and include any documentation we may wish to submit, but then on Pg 3. III Submission Requirements it states that you want a limit of 12 one sided pages, except work samples, which must be included in a separate bound appendix. Can you please clarify if the appendix is to be included in the single bound volume or you want 2 separate bound documents?

*Answer:*

*A RFQ response should be made up of two (2) separate bound documents: the first containing your statement of qualifications (limited to twelve (12) one-sided pages, except as otherwise noted); the second containing your work samples. In your statement of qualifications you should identify the major projects relevant to the RFQ including those for which you are submitting a work sample and, as noted in Section III.A.3 second sentence, should, "Include the client, the name of a contact person who is able to provide a reference, a descriptions of the nature of the work, the size and complexity of the project, and the amount and the agreed fee arrangements." Work samples are samples of work from up to five projects as noted in Section II.A.3, first sentence. You must provide six (6) copies of these separately bound documents.*

**Questions 3** – With regards to the M/WBE 20% requirement, if we are a WBE firm as a prime does that satisfy the 20% requirement?

*Answer:*

*Yes, so long as your M/WBE is appropriately certified. If you are in the process of seeking certification, you will also satisfy the requirement once the certification is granted by Empire State Development Corporation.*

**Question 4** – Do descriptions of projects constitute “work samples”?

*Answer:*

*Work samples are defined in the RFQ in Section III.A.3.*

**Question 5** – RFQ Page 4 - Number 3 asks for “Samples of up to five (5) major projects”. Do those “samples” constitute “work samples”, and if so, should they be in the separately bound appendix?

*Answer:*

*A RFQ response should be made up of two (2) separate bound documents: the first containing your statement of qualifications (limited to twelve (12) one-sided pages, except as otherwise noted); the second containing your work samples. In your statement of qualifications you should identify the major projects relevant to the RFQ including those for which you are submitting a work sample and, as noted in Section III.A.3 second sentence, should, “Include the client, the name of a contact person who is able to provide a reference, a descriptions of the nature of the work, the size and complexity of the project, and the amount and the agreed fee arrangements.” Work samples are samples of work from up to five projects as noted in Section II.A.3, first sentence. You must provide six (6) copies of these separately bound documents.*

**Question 6** – If a firm (W/MBE) responds as a prime to “all of the anticipated scope of services”, can it also be included on another prime submission?

*Answer:*

*Yes and the RFQ requires firms submitting their statements and qualifications to specify the services they are qualified to provide.*

**Question 7** - If a firm (W/MBE) responds to “less than all of the anticipated scope of services”, can it also be included on another prime submission?

*Answer:*

*Yes and the RFQ requires firms submitting their statements and qualifications to specify the services they are qualified to provide.*

**Question 8** – Do the cover, table of contents, and the cover letter count in the 12-page limit?

*Answer:*

*No.*

**Question 9** –Regarding the WBE component, is LMDC looking to work with a WBE directly or as subcontractor? For example, would you be looking for a firm with a specialty in a particular area?

*Answer:*

*The RFQ requires firms submitting their statements and qualifications to specify the services they are qualified to provide. The 20% M/WBE participation goal is more fully described in Section IV.C of the RFQ.*

**Question 10** – If a company is working for the PANYNJ as part of its program management support on the WTC redevelopment program, would we be precluded from pursuing this contract?

*Answer:*

*Section III.D of the RFQ addresses all potential Conflicts of Interest that must be disclosed when applying for this RFQ. Upon review of proposal submissions, LMDC will make a determination.*

**Question 11** – As part of the Submission Requirements on page 4, question 3 asks for “samples of up to five (5) major projects” – is this part of the 12 pages, or is this the separate bound “work samples” appendix?

*Answer:*

*A RFQ response should be made up of two (2) separate bound documents: the first containing your statement of qualifications (limited to twelve (12) one-sided pages, except as otherwise noted); the second containing your work samples. In your statement of qualifications you should identify the major projects relevant to the RFQ including those for which you are submitting a work sample and, as noted in Section III.A.3 second sentence, should, “Include the client, the name of a contact person who is able to provide a reference, a descriptions of the nature of the work, the size and complexity of the project, and the amount and the agreed fee arrangements.” Work samples are samples of work from up to five projects as noted in Section II.A.3, first sentence. You must provide six (6) copies of these separately bound documents.*

**Question 12** – Does Attachment 3 “Standard Business Background Questionnaire” need to be completed by the subcontractors?

*Answer:*

*Yes.*

**Question 13** – For Attachment 1 “Workforce Employment Utilization Report”, do we need to complete one for the prime, one for the sub, and one combined?

*Answer:*

*Attachment 1 cannot be completed in a combined form; it must be completed by the prime and each subcontractor that has or will be retained by the prime.*

**Question 14** – Can you provide a list of the type of projects that the LMDC will require services for?

*Answer:*

*See Section II of the RFQ for a general description of the types of projects.*

**Question 15** – Can you put a value to the projects?

*Answer:*

*LMDC will provide any additional information deemed relevant by LMDC at the appropriate time.*

**Question 16** – Will these be phased projects?

*Answer:*

*Section II.B of the RFQ provides the relevant information at this time regarding timing and scheduling of projects.*

**Question 17** – How much lead time will be provided before the start of each project?

*Answer:*

*See Section II.B of the RFQ.*

**Question 18** – What type of selection process will be used within the selected pool of firms?

*Answer:*

*After selected firm(s) have executed contracts, work will be assigned through a competitive process and will be based in part on the specific needs per project as well as the specific qualifications of the selected firm(s).*

**Question 19** – I have a question with regards to attachment 3 and the requirement of an audited year end financial statement. We are a small private firm of 13 total employees and do not have “audited” financial statements to provide. We have unaudited year end financials. Please let me know if this is sufficient or if something else may be substituted, i.e.: signed business return etc?

*Answer:*

*Unaudited year-end financials will be accepted as part of a submittal if audited financial statements have not been completed or are unavailable.*

**Question 20** – Does winning this project preclude a firm’s winning other design or construction projects with LMDC?

*Answer:*

*Being selected for this RFQ pool will not preclude you from participating in any other RFQ/P that LMDC seeks in the future.*

**Question 21** – In order to be part of the W/MBE initiative our firm would be utilizing W/MBE sub-consultants to assist us in these goals. Does each potential sub-consultant need to fill out a “Workforce Utilization Form? If so, does this count toward the overall 12 page limit?

*Answer:*

*Each sub-consultant must complete a workforce utilization form and attachments do not count towards the twelve (12) page limit.*

**Question 22** – Is there a page limit on resumes also? We have 2 page resumes per person.

*Answer:*

*The twelve (12) page limit applies to resumes.*

**Question 23** – Do you want an organizational chart from the entire firm or just for the project?

*Answer:*

*Just for the project, especially is it is relevant to the dedicated staff to be working on the LMDC projects.*

**Question 24** – Does the Cover Letter count in the page limit?

*Answer:*

*No.*

**Question 25** – Is there a room beyond the page limit for additional project descriptions?

*Answer:*

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**Question 26** – Can we qualify if we form a joint venture?

*Answer:*

*The RFQ requires firms submitting their statements and qualifications to specify the services they are qualified to provide.*

**Question 27** – Is this RFQ set aside for MBE / WBE?

*Answer:*

*No. As noted in the RFQ, LMDC is a subsidiary of ESDC and its non-discrimination and affirmative action policy will apply to this RFQ and any resulting contract(s). Also, LMDC has established a 20% M/WBE participation goal for the entire redevelopment project.*

**Question 28** – What is the total anticipated dollar value of services to be provided under this contract?

*Answer:*

*All fees and allocations of funds will be decided upon after the RFQ selection process is complete based upon the specifics of each project.*

**Question 29** – What is the anticipated dollar size of a single task order?

*Answer:*

*All fees and allocations of funds will be decided upon after the RFQ selection process is complete based upon the specifics of each project.*

**Question 30** – Can we bid on only specific types of services such as estimating only or scheduling only?

*Answer:*

*Yes and the RFQ requires firms submitting their statements and qualifications to specify the services they are qualified to provide.*

**Question 31** – With respect to Section III. Submission Requirements, B. Fees 2. - Please define the following with specificity: “normal hourly rate” and “rate that would be charged to LMDC”?

*Answer:*

*“Normal Hourly Rate” is the hourly rate of its principals and employees that the firm charges to its other clients for work performed by such principals and employees. “Rate that would be charged to LMDC” is your proposed hourly rate for LMDC for task(s) related to the RFQ response.*

**Question 32** – Will LMDC be using a construction manager at risk for the program?

*Answer:*

*The specifics of each project have not been determined; this RFQ is for a pool of firms to provide Cost Estimating, Scheduling, Construction Feasibility and/or Pre-Construction Services.*

**Question 33** – Who are the designers?

*Answer:*

*The specifics of each project have not yet been determined; this RFQ is for a pool of firms to provide Cost Estimating, Scheduling, Construction Feasibility and/or Pre-Construction Services.*

**Question 34** – We assume that any firm currently providing service to either the CM or designers for LMDC would have a conflict of interest, is this correct?

*Answer:*

*Section III.D of the RFQ addresses all potential Conflicts of Interest that must be disclosed when applying for this RFQ. Upon review of proposal submissions, LMDC will make a determination.*

**Question 35** – Are Project Controls (cost management and scheduling, for example) during construction part of the scope?

*Answer:*

*Section II of the RFQ details all anticipated project scopes.*

**Question 36** – Do you have integrated Project management systems in place that you would like the proponent to use, or any preference for particular estimating, scheduling or cost management systems?

*Answer:*

*Section II of the RFQ details all anticipated project scopes. LMDC will address any particular systems with selected firm(s) based upon the specific needs of each project.*

**Question 37** – Please define the term “normal hourly rate” stated on page 4 of the RFQ under paragraph B. Fees, Item # 2?

*Answer:*

*Normal Hourly Rate is the hourly rate of its principals and employees that the firm charges to its other clients for work performed by such principals and employees.*

**Question 38** – By submitting our statement of qualifications and if our firm is selected to be on the pool of qualified firms to provide the listed services to LMDC, does this preclude our firm from performing other services on Lower Manhattan projects?

*Answer:*

*Being selected for this RFQ pool will not preclude you from participating in other RFQ/P's that LMDC seeks in the future.*

**Question 39** – should the work samples be included as part of the single bound volume, six (6) copies as an Appendix in the back of the statement of qualifications? Or should the work samples be provided in an entirely separate single bound volume, one (1) copy?

*Answer:*

*A RFQ response should be made up of two (2) separate bound documents: the first containing your statement of qualifications (limited to twelve (12) one-sided pages, except as otherwise noted); the second containing your work samples. In your statement of qualifications you should identify the major projects relevant to the RFQ including those for which you are submitting a work sample and, as noted in Section III.A.3 second sentence, should, "Include the client, the name of a contact person who is able to provide a reference, a descriptions of the nature of the work, the size and complexity of the project, and the amount and the agreed fee arrangements." Work samples are samples of work from up to five projects as noted in Section II.A.3, first sentence. You must provide six (6) copies of these separately bound documents.*