



## LOWER MANHATTAN DEVELOPMENT CORPORATION

# REQUEST FOR QUALIFICATIONS for COST ESTIMATING, SCHEDULING, CONSTRUCTION FEASIBILITY AND PRE-CONSTRUCTION SERVICES

*Lower Manhattan Development Corporation, a subsidiary of the  
New York State Urban Development Corporation  
d/b/a Empire State Development Corporation,  
seeks statements of qualifications for  
cost estimating, scheduling, construction feasibility and pre-  
construction services.*

### **Lower Manhattan Development Corporation**

Avi Schick, Chairman

David Emil, President

**February 7, 2012**

**Deadline for responses: February 28, 2012, 5:00 PM EST**

Questions must be submitted in writing no later than February 14, 2012 at 5:00 PM EST to Jane Brogan by e-mail at [JBrogan@renewnyc.com](mailto:JBrogan@renewnyc.com) or by facsimile to: (212) 962-2431. Addenda to this RFQ, including responses to any questions, will be posted on the LMDC web site <http://renewnyc.com>. Answers to timely submitted questions will be posted no later than February 22, 2012 at 5:00 PM EST.

LMDC will not accept, and cannot respond to, questions via other methods.

## **I. GENERAL INFORMATION**

### **A. Mission and Structure of the Lower Manhattan Development Corporation**

Lower Manhattan Development Corporation (“LMDC”) was established in late 2001 to develop and revitalize Lower Manhattan in the aftermath of the September 11, 2001 terrorist attacks. LMDC defines Lower Manhattan to mean all areas in Manhattan south of Houston Street.

LMDC is a subsidiary of the New York State Urban Development Corporation, doing business as Empire State Development Corporation (“ESDC”), a political subdivision and public benefit corporation of the State of New York, created by Chapter 24 of the Laws of New York, 1968, as amended. LMDC is governed by a 16-member Board of Directors, of which half was nominated by the Governor of the State of New York and half by the Mayor of the City of New York.

LMDC is funded by federal appropriations administered by the United States Department of Housing and Urban Development (“HUD”) through its Community Development Block Grant (“CDBG”) program. LMDC is the recipient of a \$2 billion grant for World Trade Center (WTC) disaster recovery and rebuilding efforts for Lower Manhattan. LMDC received \$783 million in additional funds for damaged properties and businesses as well as economic revitalization related to the terrorist attacks at the WTC Site. (*See* Defense Appropriations Act of 2002, Public Law 107-117 and Supplemental Appropriations Act of 2002 for Further Recovery from and Response to Terrorist Attacks on the United States, Public Law 107-206).

### **B. Overview of Services Requested and the Submission Process**

In fulfilling its responsibility of planning for the development and revitalization of Lower Manhattan, LMDC will need to obtain the services of one or more firms that provide cost estimating, scheduling, construction feasibility and pre-construction services. LMDC seeks to create a pool of qualified firms from which it may select one or more firms to provide such services in the future. Firms interested in submitting a statement of qualifications to provide such services are required to follow the guidelines and instructions contained in this Request for Qualifications (“RFQ”). In the event it becomes necessary to revise any part of this RFQ, revisions will be provided by addenda posted on the LMDC web site: <http://www.renewnyc.com>.

Statements of Qualification should provide a straightforward, complete and concise description of the firm’s capabilities and qualifications to provide cost estimating, scheduling, construction feasibility and pre-construction services to the LMDC. Please prepare five (5) copies of your statement of qualifications. Each copy of the statement of qualifications should be bound in a single volume and include any documentation you may wish to submit.

Statements of qualifications must be received no later than **5:00 PM EST, February 28, 2012**. Deliver all statements of qualifications to:

## RFP/RFQ PROCESSOR

Lower Manhattan Development Corporation

One Liberty Plaza, 20<sup>th</sup> Floor

New York, NY 10006

Attn: COST ESTIMATING, SCHEDULING, CONSTRUCTION FEASIBILITY AND PRE-CONSTRUCTION SERVICES RFQ

LMDC may reject any or all statements of qualifications submitted if such election is deemed to be in the best interest of LMDC. LMDC assumes no obligation, no responsibility and no liability for costs incurred by the responding firms prior to the issuance of a contract.

The current schedule for this effort is as follows:

- *Tuesday, February 7, 2012* – RFQ Issued
- *Tuesday, February 14, 2012* – Questions Due
- *Wednesday, February 22, 2012* – Answers to Questions Posted
- *Tuesday, February 28, 2012* – Responses Due
- *March 2012* – Qualified Firm(s) Selected

Subject to annual review and approval by the LMDC Board of Directors, the selected firm(s) will be retained for up to three years.

## **II. ANTICIPATED SCOPE OF SERVICES**

LMDC seeks one or more firms to assist LMDC in its planning, development and revitalization work in Lower Manhattan. Specifically, LMDC would like to create a pool of firms that it deems qualified from which it can draw on to obtain cost estimating, scheduling, construction feasibility and pre-construction services on an as-needed basis. Selected firms may work on one or multiple large, small, and as yet to be determined projects in Lower Manhattan. A firm's selection into this pool does not necessarily guarantee actual engagement of such firm for the proposed services. An additional selection process will occur within the selected pool of firms for specific projects requiring these services.

LMDC requests statements of qualifications for one or more firms to provide services to LMDC in the future, as requested, which will include, but will not be limited to the services identified below.

### **A. Services Needed**

The following services are required for a range of project sizes and types funded by LMDC throughout Lower Manhattan.

1. **Cost Estimating:** Provide cost estimates for hard cost elements of proposed projects, including but not limited to utilities, infrastructure, transportation, site, landscape, architectural/structural, mechanical, electrical and additional items as needed for specialty uses or facilities.
2. **Construction Scheduling:** Develop comprehensive schedules and timelines for all aspects of proposed projects from design through completion.

3. Construction Feasibility: Consult with project team members to provide analysis and guidance on the feasibility/constructability which includes but is not limited to all items and specialty uses for proposed projects listed within Item 1 of this section.
  4. Pre-construction services: Provide additional services including but not limited to preliminary value engineering, research of projects, manufacturers and methods, consulting on construction management issues, and potential alternative site use studies.
- B. Anticipated Schedule for Services
1. Services will be required on both a short term basis and over longer timelines.
  2. Project deadlines may vary ranging from long-term to quick turn arounds.
  3. Services will be required on an as needed basis over the course of the three year contract period.

### **III. SUBMISSION REQUIREMENTS**

Please letter your responses exactly as the questions are presented herein, and limit to ten (10) one-sided pages. LMDC has no preference that all services be provided by the same firm and firms may choose to submit qualifications to provide less than all of the anticipated scope of services. Responding firms must specify which services they are qualified to provide. LMDC will review all statements of qualifications without prejudice as to which services are proposed.

Interested firms are invited to submit statements of qualifications that contain the following information:

- A. Experience, Structure, and Personnel
1. A history of the firm's experience providing cost estimating, scheduling, construction feasibility and pre-construction services to economic development organizations, municipalities, other governmental entities, private developers, not-for-profits and civic organizations that cover work including utilities, infrastructure, transportation, site, landscape, architectural / structural, mechanical, electrical or additional items as needed for specialty uses or facilities.
  2. A description of the firm's organizational structure, including resumes of the principals, project manager(s) and professional staff who would work directly with LMDC.
  3. Any other information that you believe would make the firm's work on behalf of LMDC superior to that of other firms or information about your firm's specialty or particular skill to perform a specific requested service.
- B. Fees
1. Whether the firm would be willing to agree to a fee cap.
  2. The normal hourly rate of each principal and staff member whose resume is provided or whose job category may be required, and the rate that would be

charged to LMDC.

3. A list of anticipated reimbursable expenses and the rate charged for each.
4. Any reduced fees offered to other municipalities, governmental entities, economic development or nonprofit organizations, and civic organizations.
5. Any other fees or charges.

C. Contact Information (NOTE: does not count toward 10-page limit)

On a single cover sheet in your statement of qualifications, please provide:

1. The lead firm or individual name;
2. The lead firm's contact person;
3. License or certification information of lead firm principal(s) or individual(s) that are anticipated to work on a LMDC project;
4. Telephone, fax, and wireless numbers for firm principal(s) or individual(s) that are anticipated to work on a LMDC project;
5. E-mail address for firm principals or individuals that are anticipated to work on an LMDC project;
6. The Street address of lead firm or individual;
7. The year the firm or individual practice established;
8. The M/WBE status of the firms (Minority-owned Business Enterprise or Women-owned Business Enterprise, as certified by New York State);
9. The type of work or specialty and size of firm; and
10. The signature of the lead individual, and the date of the signature.

D. Conflicts of Interest (NOTE: does not count toward 10-page limit)

1. Submit a statement describing any potential conflict of interest or appearance of impropriety, relating to other clients of the firm, or officers, directors, and employees of LMDC, that could be created by providing services to LMDC.
2. Indicate what procedures will be followed to detect and notify LMDC and to resolve any conflicts of interest.
3. Identify (a) any pending litigation involving the responding firm or individual, (b) any pending litigation involving any principal relating to his or her professional qualifications or performance, (c) any governmental sanction or order to which the responding firm or individual is subject, and (d) any governmental sanction or order to which any principal is subject and that relates to his or her professional qualifications or performance.
4. Indicate if the firm has ever had a prior contract with any governmental entity terminated for any reason, and provide a detailed explanation.
5. Submit a completed Standard Background Questionnaire (Attachment 3).

E. Nondiscrimination Policy (NOTE: Does not count toward 10-page limit)

1. Firms with fifty (50) or more employees shall submit a copy of their nondiscrimination or affirmative action plan.

2. Firms with less than fifty (50) employees shall submit a statement of their commitment to equal opportunity and affirmative action from their chief executive officer.
3. Each responding firm must also complete and submit both
  - (a) Attachment 1 relating to the anticipated workforce to be utilized on the contract, and
  - (b) Attachment 2 relating to the anticipated participation of minority and women-owned business enterprises as subcontractors, if any.

All information and documents described in subsections A through D above must be included or addressed in the submission.

#### **IV. CRITERIA FOR SELECTION**

The following is a non-exhaustive list of factors of significance to LMDC in evaluating responses. No relative weighting is implied by the order of listing. Fees and costs, though important considerations, are not conclusive.

- Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services to LMDC.
- Experience of firm and employees to be assigned to a LMDC project in general, and in particular, providing cost estimating, scheduling, construction feasibility and pre-construction services to municipalities, economic development organizations, or other governmental entities.
- Conformity with or exceeding applicable LMDC's policies as noted herein, including specific policies relating to nondiscrimination and LMDC's 20% M/WBE subcontracting goals.
- Demonstrated knowledge of cost estimating, scheduling, construction feasibility and pre-construction services.
- Innovative or outstanding work by firm that demonstrates the firm's unique qualifications to provide cost estimating, scheduling, construction feasibility and pre-construction services.
- Number, complexity, and nature of cost estimating, scheduling, construction feasibility and pre-construction services handled by the firm.
- Selected firm's staff ability, availability and facility for working with LMDC directors, officers, staff and consultants.
- Proposed fee structure relating to services the firm(s) would provide.

## V. CONTRACT REQUIREMENTS

Selected firm(s) will be required to enter into a formal contract with LMDC that will include the terms and conditions set forth in Schedule A to this RFQ, subject to applicability and amendment. The contents of the statement of qualifications prepared by the selected firm(s), with any amendments approved by LMDC, will become a part of the contract awarded as a result of this RFQ process. Entering into such a contract does not guarantee that selected firms will be hired to perform cost estimating, scheduling, construction feasibility and pre-construction services during the term of the contract.

The selected firm(s) will be required to:

- Work with LMDC staff and its consultants to provide cost estimating, scheduling, construction feasibility and pre-construction services to LMDC on matters that may arise in connection with the planning, development, and revitalization of Lower Manhattan.
- Maintain accurate accounting records and other evidence pertaining to costs incurred in providing services, and on LMDC request, to make such records available to LMDC at all reasonable times during the contract period and for six (6) years after the date of the final payment to the firms under the contract.
- Assume sole responsibility for the complete effort as required by this RFQ, and be the sole point of contact with regard to contractual matters.
- Refrain from assigning, transferring, conveying, subletting or otherwise disposing of the contract or its rights, titles or interest therein or its power to execute such agreement to any other person, firm, partnership, company, or corporation without the prior consent and approval in writing of LMDC.
- Comply with applicable law governing projects initiated or supported by LMDC, including all applicable HUD requirements and regulations.

LMDC may select more than one firm that responds to this RFQ to create a pool of qualified firms from which to draw from for LMDC's future cost estimating, scheduling, construction feasibility and pre-construction services needs.

As set forth in Schedule A to LMDC contracts (Attachment 4), LMDC may terminate any contract entered into as a result of this RFQ at any time, provided that written notice has been given to the contractor at least thirty (30) days prior to such proposed termination date.

## VI. MISCELLANEOUS CONDITIONS

### A. Obligation Only on Formal Contract

The issuance of this RFQ and the submission of a response by any candidate firms or the acceptance of such response by LMDC do not obligate LMDC in any manner. LMDC will have no legal obligation other than as set forth in any formal written contract executed by LMDC and any firm selected by LMDC. Responses to this RFQ will be prepared at the sole cost and expense of the candidate firms. No materials submitted in response to this RFQ will be returned. By responding to this RFQ, the candidate represents to LMDC that it is the rightful owner of all material contained within the response and has full legal right and authority to submit such response.

### B. LMDC Reservation of Rights

LMDC may (i) amend, modify, or withdraw this RFQ, (ii) revise requirements of this RFQ, (iii) require supplemental statements or information from any firm, (iv) accept or reject any or all responses hereto, (v) extend the deadline for submission of responses thereto, (vi) negotiate or hold discussions with any respondent regarding fees or any other term of the engagement, (vii) waive defects and allow corrections of deficient responses which do not conform to the instructions contained herein, and (viii) cancel this RFQ, in whole or in part, if LMDC deems it in its best interest to do so. LMDC may exercise the foregoing rights at any time without notice and without liability to any proposing firm or any other party for their expenses incurred in the preparation of the responses hereto or otherwise.

### C. Nondiscrimination and Affirmative Action Policies

It is the policy of the State of New York, ESDC, and LMDC to comply with all federal, state and local laws, policies, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action in working with contracting parties to ensure that Minority and Women-owned Business Enterprises ("M/WBEs"), Minority Group Members and women share in the economic opportunities generated by LMDC's participation in projects or initiatives, and/or the use of LMDC funds. LMDC is a subsidiary of ESDC and its non-discrimination and affirmative action policy will apply to this RFQ and any resulting contract(s). LMDC has established a 20% M/WBE participation goal for the entire redevelopment project. The selected firm shall be required to use its best efforts to provide for the meaningful participation of United States M/WBEs, Minority Group Members and women in the execution of this contract. A copy of each responding firm's equal employment opportunity policy statement, Attachment 1 relating to the anticipated workforce to be utilized on the contract and Attachment 2 relating to the anticipated participation as subcontractors of M/WBEs, shall be included as part of the response to the RFQ. The ESDC Affirmative Action Unit ("AAU") is available to assist you in identifying M/WBEs certified by the State of New York that can provide goods and services in connection with the contract. If you require M/WBE listings, please call the AAU at (212) 803-3224.

D. No Liability

LMDC shall not be liable to any responding candidate or any other person or entity for Any matter arising out of or relating to this RFQ or any response thereto, including, without limitation, any expenses incurred by the respondent or any use made by LMDC of the contents of the response.